

DEPARTMENT OF TECHNICAL EDUCATION
DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

FIRST SEMESTER

Course Title: Basics of Information Centre Management	Course Code: 15LB12T
Type of course: Theory CIE:- 25 Marks	Total Contact Hours: 52 SEE- 100 Marks

Pre-Requisite: Basic Knowledge of Library.

COURSE OBJECTIVES:

1. Learn the Basic structure of an information Centre
2. Acquaint with the various sections/services/activities of the library/information centre
3. Know the activities and services of different sections of the library.
4. Learn about the latest trends prevalent in the book publishing trade.

UNIT NOS	CONTENTS	NO. OF HRS
1.	Introduction to Information Centre Management	06
2.	Acquisition Section; Document Selection /Collection Development	12
3.	Periodical Section	10
4.	Technical and Maintenance Section	12
5.	Circulation Section	06
6.	Book publishing and Book Trade	06
	Total	52

Tests/Seminars/Guest lectures

DETAILS OF CONTENTS

UNIT 1	Introduction to Information Centre Management Different sections of an Information Centre and its routines.	06
UNIT 2	Acquisition Section; Document Selection/Collection Development Book selection/Collection Development- meaning, principles, objectives. Book selection tools – Local, national, International/MARC/LC-CIP Book selection methods , Committee. Bill passing and Automated Book acquisition system.	12
UNIT 3	Periodical Section Meaning, types, periodicals selection tools Acquisition of periodicals and E-journals, ordering procedure and problems in procurement. Role of Internet in Selecting Periodicals/ Publishers	10

web sites like Wiley, Springer verlog Registration,
Display, Shelving and Binding of periodicals.

- UNIT 4: Technical and Maintenance Section** 12
Classification and Cataloguing, different stocking systems- Shelving methods
Stock verification and shelf rectification, open vs closed access.
- UNIT 5: Circulation Section** 06
Registration of members –Different circulation methods – Ledger,
Newark, Browne, Dr S.R.R, Bar coding,
Renewal and Reservation. Computerised circulation System.
- UNIT 6: Book publishing and Book Trade** 06
Meaning, procedure and function,
GOC- Aim, Objectives, functions, Book fair,
Book Exhibition, National library week.

COURSE OUTCOME: At the end of the course the student will learn to

CO1	Manage and Organise the library and Information centre
CO2	Know the procedure of book Selection, Collection development- MARC and CIP
CO3	Understand the Routines of periodical section, Problems of periodical subscription
CO4	Understand the Routines of Technical processing, Signification of Accession register, activities of Maintenance section
CO5	Know the Activities of Circulation Section
CO6	Know the Importance of Book Trade and exhibition, awareness about books publishers

MAPPING

1. Course outcomes with program outcomes and specification table with hours and distribution of marks with cognitive level

Course outcomes	Mapped PO	Teaching Hours	Distribution of Theory Marks as per Cognitive levels			Total marks
			R	U	A	
1	1,2,5,7,9	06	10	5	10	25
2	1,2,3,5,6,9	12	10	5	5	20
3	1,2,4,5,9	10	10	10	5	25
4	1,,5,6,7,9	12	10	5	10	25
5	2,3,5,7,9	06	10	5	10	25
6	1,2,7,8,10	06	10	10	5	25

R=Remember; U=Understanding A=Application

2. Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Basics of Information Center Management	1	2	1	1	1	1	-	1	3	1

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.

If $\geq 40\%$ of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 3

If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2

If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1

If $< 5\%$ of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

COURSE ASSESSMENT AND EVALUATION

	What		To Whom	Frequency	Max Marks		Evidence Collected	Course Outcomes
					Theory	Practical's		
DIRECT ASSESSMENT	CIE- Continuous Internal Assessment	I A Tests	Students	Theory: Three IA tests for theory (Average marks of three IA tests are considered)	20		Blue Books	1 to 6
		Class room Assignments		Student activities.	05		Log of activity	1
				TOTAL	25			
	SEE- Semester End Examination	End Exam		End Of the Course	100		Answer Scripts	ALL CO's
	INDIRECT ASSESSMENT METHODS	Student Feedback on course		Students	Middle Of The Course	Feed Back Forms		
End of Course Survey		End Of The Course	Questionnaire					

Note: I.A. test shall be conducted for 20 marks. Average marks of three tests shall be rounded off to the next higher digit.

Note to the IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Blue books (20marks)
2. Student suggested activities report for 5 marks
3. Student feedback on courses regarding Effectiveness of Delivery of instructions & Assessment Methods

Question for CIE and SEE will be designed to evaluate the various educational components, such as:-

Remembering and understanding	: 35% weightage
Applying the knowledge acquired from the course	: 35% weightage
Analysis	: 30% weightage

MODEL OF RUBRICS/CRITERIA FOR ASSESSING STUDENT ACTIVITY

RUBRICS FOR ACTIVITY (5 marks)						
Dimension	Unsatisfactory	Developing	Satisfactory	Good	Exemplary	Student Score
	1	2	3	4	5	
Collection of data	Does not collect any information relating to the topic	Collects very limited information; some relate to the topic	Collect much information; but very limited relate to the topic	Collects some basic information; most refer to the topic	Collects a great deal of information; all refer to the topic	Ex: 4
Fulfil team's roles & duties	Does not perform any duties assigned to the team role	Performs very little duties but unreliable	Performs very little duties	Performs nearly all duties	Performs all duties of assigned team roles	5
Shares work equally	Always relies on others to do the work	Rarely does the assigned work; often needs reminding	Usually does the assigned work; rarely needs reminding	Normally does the assigned work	Always does the assigned work without having to be reminded	3
Listen to other Team mates	Is always talking; never allows anyone else to speak	Usually does most of the talking; rarely allows others to speak	Talks good; but never show interest in listening others	Listens, but sometimes talk too much	Listens and speaks a fair amount	2
Average / Total marks=(4+5+3+2)/4=14/4=3.5=4						

Note: This is only an example. Appropriate rubrics/criteria may be devised by the concerned faculty (Course Coordinator) for assessing the given activity.

FORMAT OF IA TEST QUESTION PAPER (CIE)

Test/Date and Time	Semester/year	Course/Course Code	Max Marks
Ex: I test/6 th week of sem 10-11 Am	I SEM	Basics of Information Centre Management	20
	Year: II	Course code: 15LB-12T	
Name of Course coordinator : _____ CO's: _____			Units: _____
Question no	Question	MARKS	CL CO PO
1			
2			
3			
4			

Note: Internal choice may be given in each CO at the same cognitive level (CL).

REFERENCES:

1. R L Mittal : Library Administration: theory and Practice
2. S R Ranganathan : Library Administration
3. P K Mahapatra : Iction Management in Libraries
4. M Bhavakutty and M Parameshwaran : Management of Libraries in 21st century
5. Krishnan Kumar : Library Manual
6. Jo Bryson : Effective library and information centre management
7. Jo Bryson: Effective Library and information centre Management
8. Panwas and Vyas: Library Management
9. SRELS Journal of Information Management
10. Raghavan: Book publishing and Book Trade

MODEL QUESTION PAPER

Time: 3 Hours.

Max. Marks: 100.

Instructions: 1. Question paper consists of two parts.

2. Answer any SIX questions from a set of 9 questions in the PART A.

3. Answer any SEVEN questions from a set of 10 questions in the PART B.

PART A.

6x5=30

1. Define Library and Information Centre.
2. What is a Periodical Publication.
3. List various periodical selection tools.
4. Define library classification and library cataloguing.
5. Explain in brief the Open and Closed Access system.
6. List the various activities carried out in the Circulation section
7. List the different Circulation methods.
8. What is GOC. Explain in brief the objectives of GOC.
9. Write a note on National Library.

PART B

10x7=70.

1. Draw a work flow-chart [Schematic Presentation], of the different sections of the library and its routine activities.
2. List the three important book selection principles. Explain any one of it.
3. List the various selection tools and methods of the book acquisition.
4. Explain in detail the problems in procurement of periodicals.
5. Write in detail the different Shelving procedure for periodicals and Binding of Back Volumes of periodicals.
6. Explain in detail the importance of Shelving methods. Enumerate different Shelving methods.
7. Explain the importance of Stock Verification and Stock Rectification.
8. Explain in detail the Charging and Discharging Work.
9. Write a note on computerised Circulation System.
10. Explain in brief the book publishing work and book trade

MODEL QUESTION BANK

PART A

Answer any **six** questions out of nine questions. Each question carries 5Marks.

1. What is an Accession Register.
2. Write the need and objectives of Library committee.
3. What is computerised circulation system.
4. Automated Book Acquisition system.
5. Write a note on national library week-Need & Importance.
6. Procedure for Subscription of New periodicals.
7. What is Stock Verification.
8. Open and Closed Access.
9. Reservation of Books/bespeaking work.
10. GOC- Objectives.
11. Schemes of Library Classification.
12. Book Fair & Book Exhibition.
13. Bill passing work.
14. Types of Periodicals.
15. Registration of Periodicals (kardex system).
16. Binding of Periodicals (back volumes).
17. Publishers website address for acquisition of periodicals.
18. Role of internet in periodical selection.
19. Role of internet in Book selection.
20. Book Selection Tools.
21. List of Book publishers & book sellers of national & local importance.

PART B

ANSWER any seven questions out of ten questions. each questions carries 10Marks.

1. List the various methods of Book Acquisition. Explain any two Methods.
2. Explain the routine activities of different sections of the library.
3. Explain the Objectives & functions of Book selection of Library.
4. Explain the concept different problems in procurement/ Acquisition of periodicals.
5. Explain the concept of consortia in the acquisition of e-journals to the library.
6. Explain the different types of records maintained in the each section of the library.
7. List the activities of maintenance section & Explain in brief.
8. Explain in brief the preparation work carried out in the technical section with the help of specimen pies of materials used.
9. Explain the role of library classification and library cataloguing work in the technical section.
10. Importance of Book Publishing work & Book trade.
11. Role of Book Fair and Book Exhibition in promoting the use of books.