

**DEPARTMENT OF TECHNICAL EDUCATION
DIPLOMA IN LIBRARY SCIENCE AND INFORMATION MANAGEMENT**

FIRST SEMESTER

Course Title: Basics of Information Centre Management Practice	Course Code: 15LB15P
Type of course :Practical CIE_ 25 Marks	Total Contact Hours: 78 SEE-50 Marks

COURSE OBJECTIVES

1. To know the concept of the library / information centre
2. To know the routine of the library/ information centre
3. To know the activities in the different sections of the library
4. To Know the Technical processing material used.
5. To Know the data entry for the Accession Register

UNIT NO.	CONTENTS	NO.OF HRS.
1.	Introduction to Library Information Centre.	06
2 .	Life History of Dr. S.R. Ranganathan & Melvil Dewey.	06
3.	List of Book Sellers and Book Publishers. Name and Address (Local, National, International)	08
4.	Layout and different sections of the library.	08
5.	Specimen copy of Accession Register and Kardex.	08
6.	Library Classification-Main class of CC and DDC.	08
7.	Library Cataloguing-Main entry(Skeleton Structure of the Card)	08
8.	Specimen copy of Technical processing material: Book card, Book pocket Due date slip, Spine label, Book selection slip, Borrowers ticket etc.,	10
9.	Care of Library Materials – Dusting and Shelf rectification.	02
10.	Specimen of GOC, Bank Exchange Rate,RBI (Currency conversion)	02

COURSE OUTCOME

At the end of the programme the student will know

1. Know concept of Library/Information Centre
2. Life History of Dr. S.R . Ranganathan and Melvil Dewey
3. Name and Addresses of book sellers and publishers
4. Maintain Accession register and Karde
5. Main classes of CC and DDC
6. Enter data of Main entry in cataloguing, Specimen copies and taking care of Library materials

Mapping course outcomes with programme outcomes : CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	P O MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Know the concept of library center & different sections of the library.	1,2,6	1,3,6	U/a	14
CO2	Prepare the list of book publishers & sellers of local, national, international reputation	4,5	2,3	U/A	14
CO3	Know the procedure of maintaining accession register and kardex	7,8	6,9	U/A	16
CO4	Prepare the specimen copy of material used in technical section	9,10	8,9	A/App	18
CO5	Learn to prepare the skeleton structure of library catalogue card	10	2,3,5,9,10	A/App	16
TOTAL NO. OF CONTACT HOURS					78

U-Understanding; A-Analysis; App-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 practice	3	3	2	1	3	2	2	1	3	1

S 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 Evaluation	I A Tests	Students	Two IA tests (Average marks of two IA tests are considered)		10	Blue Books	1 - 6
		Class room Assign ments		Record Writing (Average marks of each exercise to be computed)		10	Record Book And Log of activity	1-6
				Student Activity		05		
				TOTAL		25		
	SEE -SEMESTER END EXAMINATION	End Exam		End Of the Course		50	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			

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Note:

1. I.A. test shall be conducted as per SEE scheme of valuation. However obtained marks shall be reduced to 10 marks. Average marks of two tests shall be rounded off to the next higher digit.

2. Rubrics to be devised appropriately by the concerned faculty to assess Mini project/Student activities.

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

Reference:

1. **R.L. Mittal: Library Administration: Theory and Practices**
2. **Krishan Kumar : Library Manual**
3. **Dr. S.R. Ranganathan : Library Administration**
4. **M. Bhavakutty and M. Parameshwaran : Management of Libraries in 21st Century**
5. **P.K. Mahapatra : Collection Management in Libraries**

SUGGESTED LIST OF STUDENTS ACTIVITIES:

01	Prepare a chart showing the different sections of the library and its routine activities (Schematic presentation).
02	prepare the specimen copy of accession register & Kardex.
03	Prepare the specimen copy of material used in technical section like book card , pocket, due date slip ,borrowers ticket, spine label.
04	Write the skeleton structure of library catalogue card.

Course Delivery:

- The course will be delivered through lectures and Power point presentations/ Video

Note: Concerned faculty (Course co-ordinator) must be given to a group of FIVE students

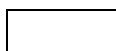
Example:

**Model of Rubrics/Criteria for assessing student activity Task given –
Create a Greeting card using word**

Dimension	Scale					Students score (5 students)				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary	1	2	3	4	5
1.Preparation	Has not prepared satisfactorily	Prepared with little information	Included relevant information	Prepared neatly with relevant information	Prepared including all information neatly	3				
2. Fulfil team's role and duties	Does not perform any duties assigned	Perform very little duties	Performs partial duties	Performs neatly all duties	Performs all duties of assigned team roles	3				
3. Conclusion	Poor	Less Effective	Partially effective	Summarises but not exact	Most effective	4				
4.Conventions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5,rounded off to 4)						4				

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

1. Blue books (10 marks)
2. Record (10 marks)
3. Student suggested activities report for 5 marks and should be assessed on RUBRICS
4. Student feedback on course regarding Effectiveness of Delivery of instructions & Assessment Methods.



MODEL QUESTION PAPERS

1. Write in Brief the introduction to Library/ Information Centre.
2. Write in brief the Life History of DR.S.R.RANAGANATHAN.
3. List any Five reputed National and Local Book Sellers(Name & address).
4. List any Five Reputed National and Local Book Publishers(Name & Address).
5. Enumerate the Different Sections of the Library (Draw the Work FlowChart).
6. Write a Specimen Copy OF the Accession Register.

7. Write neatly the Skeleton Structure of the card for the Main Entry According to CCC.
8. Write neatly the Specimen Copies of the Materials used for Technical processing(Duedate slips, Spine label,Book card, Book pocket borrowers Ticket etc).
9. Write the Procedure for Shelf Rectification work.

SCHEME OF EXAMINATION:

Written: 30 marks

Record: 20 marks

Total: 50 maks