

DEPARTMENT OF TECHNICAL EDUCATION

DIPLOMA IN LIBRARY SCIENCE & INFORMATION MANAGEMENT

THIRD SEMESTER

Course Title: Information Retrieval Service and Management Practice	Course Code: 15LB35P
Type of course: Practical CIE – 25 Marks	Total Contact Hours: 78 SEE – 50 Marks

PRE REQUISITE: Basic knowledge of Library Management and Information Service

COURSE OBJECTIVES:

1. Prepare the specimen of the library records and know their importance
2. Describe the indexing techniques and examine their use in information search
3. Learn to Produce Information Alert Service Products.

UNIT NOS.	CONTENTS	NO. OF HRS.
1.	Maintenance of Library/Information Records	28
2.	Indexing Techniques	25
3.	Information Alert Services	25
	TOTAL	78

UNIT - 1. - Maintenance of Library/Information Records

Maintenance of Library Records and Statistics in different sections of library. Create a of different sections of library

UNIT- 2 . - Indexing Techniques

Practicing of Indexing Techniques – POPSI, PRECIS, Chain Indexing, Key Word Indexing (KWIC, KWOC), Boolean Search.

UNIT – 3. - Information Alert Services

Information Alert Services – Compilation of Documentation List, E-Mail Alert, Message Alert, RSS Feed, Use of Social Medias for Information Alert Services (Blog, Twitter, Face book, etc.,)

COURSE OUTCOME: At the end of the course the students will be able to:

1. Maintain Records of Library and library Statistics.
2. Use the Indexing Techniques in Information Search.
3. Produce the Information Alert Service Products by employ Boolean Search, Methods and other Indexing Techniques in Internet Browsing

Mapping course outcomes with programme outcomes :

CO – PO mapping

	COURSE OUTCOME	EXPERIMENT LINKED	P O MAPPED	COGNITIVE LEVEL	LAB SESSIONS
CO1	Maintain Records of Library and Library Statistics	1,2	1,2,4	U/R	28
CO2	Use of Indexing techniques in Information search	3	1,4,5,8	U	25
CO3	Produce Information alert service product by employing Boolean search methods and other indexing techniques in internet	4,5	1,4,5,6,8,9	U/A	25
TOTAL NO. OF INSTRUCTION					78

U- Understanding; A-Analysis; App-Application

Course with program outcomes Level mapping

Name of the course	Program Outcomes									
	1	2	3	4	5	6	7	8	9	10
Information Retrieval service &Mgt. Prac.	3	1	0	3	3	1	0	3	1	0

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

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 to 4
		Class room Assignments		Record Writing (Average marks of each exercise to be computed)		10	Record book	1to 4
				Student Activity		05	Log of activity	2/3
				TOTAL		25		
	SEE – Semester End Examination	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.

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

1. Blue books (20 marks)
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	: 25% Weightage
Applying the knowledge acquired from the course	: 35% Weightage
Analysis	: 40% Weightage

REFERENCE:

1. R.L.Parekh : Advanced Indexing and Abstracting Practice, 2000.
2. R.S. Aswal : MARC 21 Cataloguing Format for 21st century, 2004.
3. Abstracting Practices in Libraries, Edited by Shyama Balakrishnan and P.K. Paliwal Anmol, 2001.
4. Madhu Gupta : Archives and Records Management, Sumit Enterprises, 2009.
5. R.L. Mittal: Library Administration: Theory and Practice
6. R.S.P. Singh: Library Administration and Management
7. S.K. Bajpai : Modern Information Retrieval.
8. Shiva Sukula: Information Retrieval
9. Raghunath Pandey and M.N. Velayudhan Pillai: Library Management: New concepts and Practices.
10. Narendra Dodiya: Pillars of Library and Information Science: Pillar 6: Classification, Cataloguing and Indexing

SUGGESTED LIST OF STUDENT ACTIVITIES

Note: The following activities for assessing CIE (IA) for 5 marks (Any one)

1.	Maintain the specimen copy of the issue register of circulation section
2.	Compilation of documentation list
3.	How to write a Blog

task Given: Maintain specimen copy of book issue Register in the given format for G P W Library.

Dimension	Scale					Students score (5students)				
	1 Unsatisfactory	2 Developing	3 Satisfactory	4 Good	5 Exemplary	1	2	3	4	5
1 .Preparation	Entered data not in format	Only few Data has been entered in the record	Specific data has been entered in the record	Included many relevant data in the record	Included all relevant data in the record	3				
2.Fulfill 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.Conversions	Frequent error	More error	Some error	Occasional error	No error	4				
Total marks (14/4=3.5,rounded off to 4)						4				

MODEL QUESTION PAPER

1. List the records to be maintained in Acquisition / Technical / Maintenance / Circulation / Periodical / Reference and Documentation section.

Note: Set Question paper on any one section except Acquisition and Technical section as it is covered in Ist Semester Question paper.

2. Design the formats of any 5 records of different sections and fill exemplary data .
3. Demonstrate Indexing terms in POPSI/PRECIS/Chain Indexing systems.
4. Demonstrate the Indexing Techniques of KWIC, KWOC.
5. Demonstrate the use of Boolean Logic with example in Searching the Information
6. Compile a Documentation list for the given information using standard Bibliographic Format.
7. Demonstrate the E-mail alert/Message alert and use of social media in the providing information service.

Examination: Students have to submit a record of the work done in practical classes for valuation.
The end exam includes:

1. Written	25 Marks
2. Execution	10 Marks
3. Assignment	05 Marks
4. Record	10 Marks
Total	50 Marks