

# **Post Graduation Diploma in Library and Information Science (PGDLIS)**

## **Modified Standard Syllabus For Post Graduate Diploma in Library and Information Science *(Effective from Spring-2020)***

As per recommendation of the 42<sup>nd</sup> Academic Council meeting held on 06.11.2019 and duly approved in the 225<sup>th</sup> Syndicate meeting held on 27.11.2019



Post Graduate Diploma in Library and Information Science  
Department of Library and Information Science  
Faculty of Social Science  
International Islamic University Chittagong

**Syllabus for One Year Post Graduate Diploma in LIS**  
**Department of Library and Information Science**  
**Faculty of Social Science**  
**International Islamic University Chittagong**

**1. The Mission, Vision, Objectives and Motto of IIUC:**

**1.1 Introduction:** International Islamic University Chittagong (IIUC) is one of the top graded government approved private universities in Bangladesh. Having fulfilled the requirements as laid down in the Private University Act of 1992, and after obtaining the necessary clearance from University Grants Commission (UGC), and the permission of Government of Bangladesh (GOB) through the Ministry of Education, International Islamic University Chittagong (IIUC) started functioning on February 11, 1995. The credit for the idea of establishing this University goes to International Islamic University Chittagong Trust (IIUCT).

IIUC framed its own Statutes, Ordinances and Regulations governing the manifold activities of IIUC - academic, administrative, financial, student welfare, discipline etc. as per the Private University Act, 1992, 1998 and revised Act, 2010. Most statutory bodies formed under the provisions of the Act have since then been functioning.

**1.2 Mission:** The Mission of the University is to produce through the pursuit of education properly trained up manpower to contribute to socio-economic development and moral uplift of the society and to cultivate in our students expertise as well as ethical sensitivity, intelligence and an ability to think independently beyond their areas of study, so that they can sustain justice in all walks of life.

**1.3 Vision:** The Vision of the University is to offer nationally competitive and internationally recognized opportunities for learning to make this University as the Centre of Excellence in different areas of scholarship, like Shari'ah and Islamic Studies, Business Studies, Social Science, Science & Engineering, Arts & Humanities, Law, and such other faculties that will be introduced in future. Its door is open to the admission seekers from all over the world, regardless of race, region and religion. This university cherishes the dream of becoming one of the highest seats of learning and creator of knowledge in the South East Asia.

**1.4 Objectives of the University:**

- a. To create a new generation of competent youths, who will be equipped with academic excellence, professional expertise and adorned with moral height.
- b. To follow a policy of continued Modernization of Knowledge and academic curricula in different disciplines of education so that its students can imbibe the true spirit of religious value as an effective guiding principle in their profession and daily life.

**1.5 Motto:** The Motto of the University is to “Combine Quality with Morality”.

## 2. Teaching Methods and Policy:

**2.1 Methods:** *Outcome-based education (OBE) and Bi-Semester system of Continuous Quality Improvement (CQI) through self-examination and external review.* In this process students are evaluated throughout a course of study rather than exclusively by examination at the end. It is multidimensional based on student's (a) attendance in the Classes; (b) performance in Assignments and Class Tests, (c) Scores in the Mid-Term and the Final Examination (d) Lab. Reports, (e) Thesis/Project/internship, (f) Presentations, (g) Viva-voce, (f) Industry visits (g) Co-Curricular and Extra-curricular activities.

**2.2 Policy:** The University is committed to the life-long success of students in its undergraduate and master's programs through high-quality instruction and learning experiences. IIUC follows an **Integrated Education** Policy, by which a student achieves holistic learning through awareness of his surroundings and other relevant knowledge bases. IIUC emphasizes the diffusion of scientific, technical and professional knowledge on the one hand, and building up of character in youth by making religion and ethics an integral part of education on the other.

**2.3 Co-Curricular and Extra-curricular activities:** IIUC supports student participation in a broad array of *Co-Curricular and Extra-curricular activities* as an integral component of its commitment to student life and success. These activities mainly include leadership training, cultural, environmental, recreational and social activities, debating and public speaking programs, intellectual discussions, games and sports, excursion and study tours at home and abroad to complement their academic pursuits. By these activities students develop the capacity to express out themselves properly, maintain personality and learn to respect others through the mutual understanding among people of various regions, religions, beliefs and cultures. All *Co and Extra-curricular* activities are run by the clubs named after the Departments such as Computer club, Business club etc under the close supervision and monitoring of Students Affairs Division (STAD).

**2.5 Student Advisor:** IIUC provides academic career and student welfare counseling by the **Student Advisor** of the respective section of students under each **Semester**.

## 3. Objectives and Mission of the Post Graduate Diploma in Library and Information Science (PGDLIS)

3.1 **The Objective** of the Post Graduate Diploma Program in LIS is to instill the knowledge, skills, attitude, and ethical values in IIUC, PGDLIS graduates for successful practitioners, who are able to impart positive social impacts at the state, regional, national, and international levels.

### **3.2 Mission:**

The principal mission of the PGDLIS program is to offer the strong academic program needed to produce well-educated students who can become productive members of the of Library and Information Science profession. This mission is consistent with the academic component of the IIUC mission, which is in part to provide a strong academic program in Library and Information Science.

### **4. The Program Educational Objectives (PEO) of PGDLIS program are as follows:** The

Program Educational Objectives, which describe the professional accomplishments that graduates should achieve in various stages of professional career, and their associated Program Outcomes are as follows:

- a. Giving an understanding to the students on the basic of information science and library management subjects and general principles of the program those are essential for every PGDLIS Diploma and library professionals.
- b. Providing students with training in the basic skills essential for every library professionals, including analysis, research, writing, advocacy and problem-solving.
- c. Giving an appreciation to the students on the role of Library and Library professional in their own society and in the global community that will better equip them to deal with the challenges of globalization.
- d. Equipping the students with the necessary qualifications to apply for library profession.
- e. Building the PGDLIS students as informed and morally sound citizens who will contribute to the development of the country.

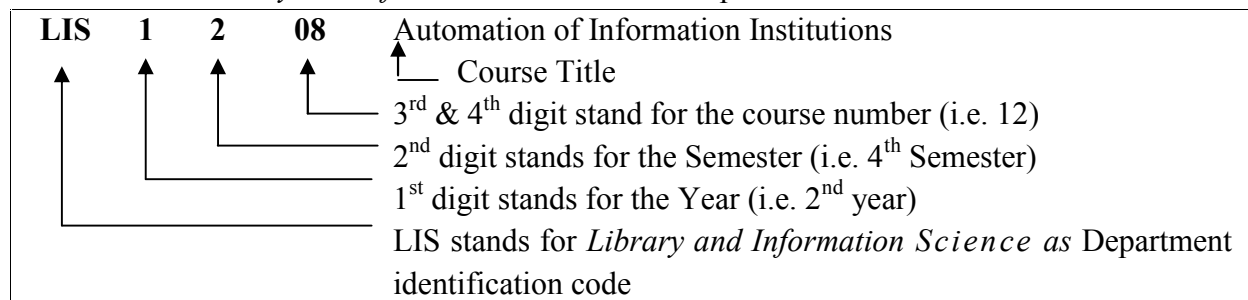
### **5. Duration of program:**

In order to complete the Post Graduate Diploma (PGD) in Library and Information Science (LIS) program at the International Islamic University Chittagong, normally takes one academic year (i.e., 2 Semesters). Each academic year is divided into 2 Semesters (**Spring Semester:** January-June and **Autumn Semester:** July -December), each having a duration of 15 weeks. The duration of theory classes shall be of 60 minutes. One unit of theory is normally 4 credit hours and 4 contact hours. Marks of 4 Credit hours course is 100 and 3 Credit hours course is 75. There shall be assignments, class tests, mid-term, final exam, thesis/project/internship, presentations, viva-voce, library & Information Institute visits, co-curricular and extra-curricular activities.

The Mid-term Examination will be held after conducting 6 weeks classes. After Mid-term Examination and conducting of 9 weeks classes Final Examination will be held at the end of each semester. In order to graduate, total 40 credit hours to be undertaken and completed by a student during 2 semesters. By registering courses in regular semesters, students able to complete their graduation studies within one academic year (i.e. 2 Semesters) of regular studentship. However, students may be allowed to complete their PGDLIS studies in the University within 2 academic years (i.e. 4 semesters). No student shall ordinarily be admitted after the class starts.

**6. Course Identification Plan:**

Following code plan has been adapted for course identification: First digit stands for Year, the Second digit stands for Semester, the Third & Fourth digit stands for the course number. Besides, LIS stands for *Library and Information Science* as Department identification code.

**7. Programs of Study:**

The PGDLIS program under the department of Library and Information Science consist of 11 courses carrying 40 Credit Hours. Each theory course carries 100 marks of which 10 marks for class tests/assignments/oral tests (at least one assignment and one class test before Mid-term and also after Mid-term), 10 marks for attendance, 30 marks for mid-term examination and 50 marks for the final examination. After successful completion of 40 credits hours students will be awarded PGDLIS diploma in Library and Information Science.

**8 Marks distribution for Internship/thesis is as follows:**

SL	Methods	Marks
1.	Project/Thesis evaluation by Supervisor	40%
2.	Project/Thesis evaluation by Examiner	30%
3.	Project/thesis presentation and defense	30%
<b>Total</b>		<b>100%</b>

**9. Basis for awarding marks for attendance is generally as follows:**

Attendance	Awarding marks
90% and above	10
85% to less than 90%	9
80% to less than 85%	8
75% to less than 80%	7
70% to less than 75%	6
65% to less than 70%	5
60% to less than 65%	4
less than 60%	0

**10. Marks Distribution (as per UGC suggestion)**

SL	Methods	Qty	Duration (hour)	Marks
1	Class Attendance	45	1	10
2	Class Test/Assignment/presentation	2	0.5	10
5	Midterm	1	1.5	30
6	Final Exam	1	2.5	50
	<b>Total Marks</b>			100

**11. Eligibility for Admission:**

Admission into PGDLIS program is competitive. Candidates have to face an admission test for selection. The admission test committee takes into consideration the academic results, work experience, English proficiency, individual interest and performance of interview of the candidates. However, the requirements of admission to PGDLIS program are as follows:

**Under Grading System:**

- Bachelor or equivalent degree in any area / discipline from a recognized university with minimum total 7-points (SSC to Bachelor's Degree) in Grading System; OR

**Under Traditional System:**

- A minimum of 6-points (SSC to Bachelor's Degree) in case of traditional systems where first class = 3 points, second class = 2 points and third class = 1 point. Applicants must have at least CGPA 2.00 in degree level to qualify for admission.

**12. The Credit Hour System at IIUC:**

To bring the academic system to international standard, IIUC follows Open Credit Hour System (OCHS) based on a quantified curriculum, whereby a certain number of credit hours are assigned to each course. Students are required to complete successfully the total number of credit hours stipulated in the program requirements in order to graduate. The number of credit hours assigned to each course denotes the academic load that a student carries while registering for that course. Therefore, a course that carries three credit hours normally has three contact hours per week. Therefore, a course that carries four credit hours normally has four contact hours per week.

**13. Grading System:**

The Grading System for course assessing the performance of the students shall be as follows:

Numerical grade Marks%	Letter Grade (LG)	Grade Point (GP/unit)	Remarks/Status
80-100	A+ (A plus)	4.00	Excellent
75 to less than 80	A (A regular)	3.75	Very good
70 to less than 75	A- (A minus)	3.50	
65 to less than 70	B+ (B plus)	3.25	
60 to less than 65	B (B regular)	3.00	Good
55 to less than 60	B- (B minus)	2.75	Satisfactory
50 to less than 55	C+ (C plus)	2.50	
45 to less than 50	C (C regular)	2.25	
40 to less than 45	D	2.00	Pass
00 to less than 40	F	0.00	Fail

**14. Grade Point Average (GPA):**

The performance of a student will be evaluated in terms of semester **grade point average (GPA)** and **cumulative grade point average (CGPA)** which is the grade average for all semesters. To have PGDLIS diploma a student **must obtain CGPA at least 2.5**.

**14. Earned Credit:**

The courses in which a student has obtained minimum 'D' or higher grade will be counted as credits earned by the student. Any course in which a student has obtained 'F' grade will not be counted towards his/her earned credit. 'F' grade will not be counted for GPA calculation but will stay permanently on the Grade sheet and transcripts.

**15. PGDLIS Curriculum:** To prepare students to meet their career objectives PGDLIS curriculum is composed by the following categories of courses as shown below:

SL	Categories of Course	Type	No. of Courses		No. of credit hours	Credit hours & %
			Offered	Requirement		
1	Core course of PGDLIS	Theory	8	8	30	36 (90%)
		Practical	2	2	6	
2	Internship and Viva Voce	Viva-voice	1	1	4	4 (10%)
	<b>Total Course:</b>		<b>11</b>	<b>11</b>	<b>40</b>	<b>40 (100%)</b>

**PROGRAM INFORMATION**

Name of the Program	: Post Graduate Diploma in Library and Information Science
Department	: Department of Library and Information Science
Faculty	: Faculty of Social Science
Total Credit Hours	: Total 40 Credit Hours
Duration	: 1 year (2 Semesters)

**Courses Structure at a Glance****First Semester**

Course No.	Course Name	Full Marks	Credit hours
LIS-1101	Introduction to Library and Information Science	100	4
LIS-1102	Information Sources & Services	100	4
LIS-1103	Information Resource Development	100	4
LIS-1104	Organization of Knowledge (Classification Theory)	75	3
LIS-1105	Organization of Knowledge (Cataloguing Theory)	75	3
		450	18

**Second Semester**

Course No	Course Name	Full Marks	Credit hours
LIS-1206	Library Automation	100	4
LIS-1207	Documentation and Information Retrieval	100	4
LIS-1208	Management of Library and Information Institutions	100	4
LIS-1209	Organization of Knowledge (Classification Practical)	75	3
LIS-1210	Organization of knowledge (Cataloguing Practical)	75	3
LIS-1211	Practical Knowledge on Library In-house Operations (Including Library Visit, Internships, Viva-Voice etc.)	100	4
		550	22



## *Detailed Syllabus*

<b>Course Code: LIS-1101</b>	<b>Credit Hours: 4</b>	<b>Marks:100</b>
<b>Course Title: Introduction to Library and Information Science</b>	<b>Contact Hours: 4 per Week</b>	

### **Objective:**

- To understand the basic concept of information science and library management;
- To recognize the basic tools and standards for information management;
- To identify different information instructions; and
- To identify the user services commonly available in information institutions.

### **Learning outcomes:**

- Understand the meanings of data, information and knowledge and their differences; Analyze human information needs and behaviors in the context of everyday life activities; Acquire basic understanding of Information theory and coding.
- Understand the standards used for information/ knowledge organization.
- Conceptualize the concepts of information and knowledge management; Identify the steps in accessing information; Distinguish between natural and controlled languages in the context of information Access.
- Understand the categories of libraries and their internal departments; Identify the current trends in information management including digital library initiatives

### **Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Fundamentals of Library Science:** Concepts of Library, Librarianship and Library Science; Philosophies, Ethics, and Principles of Librarianship; Nature, scope and functions of library science; Role of the Library in Formal and Informal Education. Five Laws of Library Science – Implications – Examples

**Unit-2: History of Reading and Writing Materials:** History of books and libraries, Origin of writing, early printing; Librarianship as Profession.

**Unit-3: Types of Libraries:** Social and historical foundation of a library, Classification of libraries and their distinguishing features and functions, Library as cultural and democratic institution.

### **Section: B (Final Examination: 50 Marks)**

#### **Part: A (20 Marks)**

**Unit-4: Communication and Libraries:** Communication in society; Nature, elements, types and importance of communication; Personal and organizational communication; Role of library

and information centers in communication; organizational climate and job satisfaction, organizational changes, roles, functions and structures.

**Unit-5: Development of Library and Library Education:** Development of libraries, Development of libraries in Bangladesh, Development and Progress of LIS Education in Bangladesh.

**Part: B (30 Marks)**

**Unit-6: Ancient and Medieval Libraries:** King Ashurbanipal Library, Nalanda Library, Alexandria Library, Pargamun Library, Temple libraries, Monastic libraries, libraries in the middle ages.

**Unit-7: Professional Associations and Organizations:** Development and progress of National and International professional associations and organizations, Role of professional associations and organizations for the development of library profession.

**Unit-8: Concepts of Information Science:** Concepts of Information and Information Science; Meaning, objectives and scope of information science; Source of information, types of information. Bibliographies, Documentations.

**Recommended Books:**

1. Ahmad, Md. Nasiruddin, Society, libraries and communication. Dhaka.
2. Dilli, K.T. Basics of Information Science and Library Management.
3. Esperanza, M.A.C. Information Science and Library Management: emerging trends.
4. Harrison, Colin, The basis of librarianship. 2<sup>nd</sup> ed. London: Clive Bingley, 1985.
5. Johnson, Elmer D. Communication: an introduction to the history of writing, printing, books and libraries, Metuchen, N. J.: Scarecrow Press.
6. Mithal, R. L. Library Administration: Theory & Practice. 5<sup>th</sup> Ed. Delhi : Metropolitan, 1984.
7. Ranganathan S. R. Five Laws of Library Science. Delhi: UBS, 1957.

<b>Course Code: LIS-1102</b>	<b>Credit Hours: 4</b>	<b>Marks:100</b>
<b>Course Title: Information Sources and Services</b>	<b>Contact Hours: 4 per Week</b>	

**Objective:** This course is designed to introduce students to:

- The role and responsibilities of reference librarians;
- Diverse user needs and information seeking behaviors;
- Techniques and strategies for providing information services, including the reference interview, instruction, readers' advisory and evaluation and review of reference materials;
- The structure of reference sources, basic reference tools, and search strategies;
- The international standards of bibliographic control;
- The ways to respond to information request in a professional manner that encourages further inquiry;
- Current issues/trends in library reference sources and services;
- The significance of continued personal professional development for the development of reference services in the library.

**Learning outcomes:**

- Students will gain general idea about the basics of information services
- Develop the skills of library user query handling.
- Students will get general understanding about the categories, different formats and producers of information sources.
- Students will be able to understand nature and scope of online information Sources.
- Students will be able to analyze aids to access remote information sources and their retrieval techniques
- Students will be able to use and application of uniform information management tools which are essential in building ground for universal information resource sharing
- Students will know the wider context of bibliographical control efforts and ways of their applications in Bangladesh either as it is or in modified ways

### **Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Basics of Reference and Information Service:** Introduction to Reference and Information service, Origin and development of reference services; Reference service: needs, purposes and functions; Distinction between reference and other services.

**Unit-2: Types of Reference Service:** Major types of reference services, Ready reference and long-range reference service; Reference service in public, academic and special libraries.

**Unit-3: Introduction to Sources of Information:** Sources of information, Introduction to major reference sources, Evaluation of reference sources, change nature of information and reference sources.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-4: Description of Reference Sources:** Bibliographic resources, Encyclopedias, Directories, Almanacs, Yearbooks, Handbooks, Biographical sources, Dictionaries, Geographical sources, Indexes, Abstracts, Government documents and Statistical sources.

**Unit-5: Evaluation of Reference Services:** evaluation techniques, evaluation of reference sources; Assessing and improving reference services; Library instruction.

**Part: B (30 Marks)**

**Unit-6: Bibliographic Control:** Nature, importance and scope of Bibliographic control; tools of bibliographic control and their utilities; Existing situation, problems, efforts and prospects of bibliographic control in Bangladesh.

**Unit-7: Management of References Services:** Managing reference sections; Organizing reference sections and reference staff; Management of service delivery.

**Unit-8: Electronic Reference Services:** Electronic resources for reference; Online reference services; Internet and reference service: search engine and web directories.

**Recommended Books:**

1. Cassell, K. A. and Hiremath, U. (eds) (2001). Reference and Information Services in the 21<sup>st</sup> Century: an introduction (2<sup>nd</sup> ed.). New York, London, Neal-Schuman publishers.
2. Connor, E. (2006). An introduction to reference services in academic libraries. New York: Haworth Information Press.
3. Katz, W. A. (1969). Introduction to Reference Work. New York: McGraw Hill.
4. Kumar, K. (1980). Reference service (2<sup>nd</sup> Ed.). New Delhi: Vikas Publishing House.
5. Mukherjee, A. K. (1975). Reference Works and Its Tools (3<sup>rd</sup> ed.). Kolkata: World Press.
6. Sarah K. S. and Madden, M. L. (eds) (2008). The Desk and Beyond: Next Generation Reference Services. Washington: American Library Association.
7. Sharma, J. S. and Grover, D. J. (1987). Reference Service and Sources of Information. New Delhi: EssEss Publications.
8. Shores, L. (1954). Basic Reference Sources. Chicago: American Library Association

<b>Course Code: LIS-1103</b>	<b>Credit Hours: 4</b>	<b>Marks:100</b>
<b>Course Title: Information Resources Development</b>	<b>Contact Hours: 4 per Week</b>	

**Objective:**

- Define and successfully carry out the roles and responsibilities of a librarian/information manger in collection development and management.
- Discuss historical, contemporary, and emerging trends and issues in society, education, and government to collection development practices.
- Locate and use appropriate research and professional resources in collection development and management.
- Apply appropriate policies and procedures for collection development and management in diverse environment including academic, public, national and special libraries.
- Practice collaborative resource development and management within library and community.

**Learning outcomes:**

- Determine how well the collection supports the goals, needs, and mission of the library or parent organization; Develop collections that reflect the cultural, linguistic, and ethnic diversity; Perceive the basic objectives of IRD
- Manage the life cycle of informational resources; including information acquisition, management, dissemination, organization, and preservation, in a variety of settings relevant to the work of information professionals.
- Know how to evaluate book and other materials in library and information center
- Conceptualize the nature and method of stock taking and weeding process
- Guide provides useful information whose work is collection-selection based.
- Build strong, accessible, decentralized collections in a Variety of formats that reflect the needs and interests of the user.

**Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Introduction to Information Resources:** Concept of library and information resources; Different types of information resources available in modern libraries and information centers, and in other formal and non-formal sources such as printed, non-printed and electronic resources.

**Unit-2: Building Information Resources in Libraries and Information Centers:** Functional divisions of a modern library system; Mission statement and need assessment; Philosophy, purposes, methods and policies of information resources development (IRD); Cooperative collection development; Five Laws of Library Science and their relation to IRD.

**Unit-3: Acquisition of Library and Information resources:** Procedures and methods of acquisition of books and other reading materials; Acquisition policy; Communication with publishers, book sellers and concerned agencies; Ordering and subsequent activities; Problems of acquisition of books and periodicals in Bangladesh.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-4: Book Evaluation and Selection:** Evaluation and selection of books, fiction & non-fiction books, and reference books; Evaluation criteria; Role of book selector; Qualities of a good book selector; Book review.

**Unit-5: Selection Principles and Practices:** Book selection principles and theories; Selection principles and practices in public, academic, national and special libraries.

**Part: B (30 Marks)**

**Unit-6: Book Selection Aids and Guides:** National and international book selection aids and guides: Bibliographies, Catalogues, Publishers 'booklists, publishers' lists, list of Book suppliers BNB, BRD, CBI, Publishers' Weekly, LC catalogue.

**Unit-7: Non-books and E-resources Collection Development:** Collection policy, Criteria and strategies for selection and evaluation of non-book materials and electronic resources, Licensing considerations, Subscription process, Renewal process.

**Unit-8: Information Ethics, Copyright and Censorship:** Ethical and legal issues related to IRD: privacy, copyright, censorship, and intellectual freedom from national and international perspectives.

**Recommended Books:**

1. Bangladesh Copyright Law 2000, Govt. Publication.
2. Chakrabarty, A.K. (1983). A treatise on book selection. Delhi: D.K. Publications.
3. Evans, G. E., & Saponaro, M. Z. (2005). Developing library and information center collections (5th ed.). Englewood, CO: Libraries Unlimited.
4. Gabriel, Michael R. (1995). Collection development and collection evaluation: A sourcebook. Metuchen, NJ: The Scarecrow Press, Inc.
5. Gregory, Vicki L. (2011). Collection development and management for 21<sup>st</sup> century library collections: An introduction. New York: Neal-Schuman Publishers, Inc.
6. Johnson, P. (2009). Fundamentals of collection development and management (2nd ed.). ALA Editions.
7. Spiller, D. (1986). Book selection: An introduction to principles and practice (4th ed.). London:

<b>Course Code: LIS-1104</b>	<b>Credit Hours: 3</b>	<b>Marks:75</b>
<b>Course Title: Organization of Knowledge (Classification Theory)</b>	<b>Contact Hours: 3 per Week</b>	

**Objective:**

- To develop student competencies in information organization
- Help to understand the objectives of library classification and how to use information technologies to enrich online classification.
- To apply the principles of information organization to provide access to digital resources

**Learning outcomes:**

- Students will be able to differentiate between knowledge and information. Students will learn about structure and attributes of knowledge
- Students will be able to differentiate between knowledge and book classification.
- Pupils will be able to summarize the special features of book classification
- Students will be able to describe various classification schemes used worldwide.
- Students will be able to classify documents with the help of DDC scheme. It will enable evaluate the differences among DDC, UDC, and LC classification schemes.
- Students will be able to demonstrate the theoretical aspects of DDC. Students will be able to build class number using six Tables and ten main classes.

**Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Introduction to Classification:** Fundamentals of Classification and Organization of Knowledge; Nature and purpose of classification; Natural and Artificial Classification; Knowledge Classification versus and Book Classification.

**Unit-2: Theoretical Basis of Classification:** The theory of classification: formal rules of divisions and canons of Classification; Normative principles of classification; Subject determination; Criteria of good classification; Construction of schedules.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-3: Fundamentals of Book Classification:** Special features of book classification: Generalia class, Standard Subdivisions, Form class, Notation, Auxiliaries of notation, Index: analysis and use.

**Unit-4: Notation:** Needs, purposes, characteristics, types and qualities of Notation; Basic principles of construction of class numbers.

**Part: B (30 Marks)**

**Unit-5: Introduction to Major Classification Schemes:** Major classification schemes: Dewey decimal classification, Universal Decimal Classification, Library of Congress Classification, and Colon Classification.

**Unit-6: Fundamentals of Dewey decimal classification:** Dewey decimal classification: history and evolution; Special features, Notational systems; Rules of classification.

**Recommended Books:**

1. gyÝx, †gv: bvwmidwİb (2014), †gŠwjK †kÖYxKiY, XvKv|
2. Broughton, V. (2004). Essential Classification. New York: Neal-Schuman, 2004.
3. Chan, L. M. and Joan S. M. (2003). Dewey decimal classification: principles and application. 3rd ed., rev. for DDC 22. Dublin, Ohio: OCLC.
4. Hunter, E. J. (2009). Classification made simple: an introduction to knowledge organisation and information retrieval. London: Ashgate Publishing.
5. Kumar, K. (2000). Theory of classification. New Delhi: Vikas.
6. Langridge, D. (1973). Approach to classification. London, Clive Bingley.
7. Marcella, R. and Newton, R. (1994). A New manual of classification. Hampshire, Gower.
8. Mills, J. A. (1960). Modern Outline of Library Classification. London: Chapman and Hall.
9. Phillips, W. H. (1951). A primer of book classification. London: Library Association.
10. Sayers, W. C. B. (1955). A manual of classification for librarians and bibliographers. London: Grafton Books.
11. Sayers, W. C. B. and Maltby, A. (1975). Sayers' Manual of Classification for Librarians. London:



<b>Course Code: LIS-1105</b>	<b>Credit Hours: 3</b>	<b>Marks:75</b>
<b>Course Title: Organization of Knowledge (Cataloguing Theory)</b>	<b>Contact Hours: 3 per Week</b>	

**Objective:**

- After successful completion of this course, students will be able to:
- Understand the key concepts of traditional and online catalogue;
- Recognize the basic forms and structure of bibliographic items;
- Know the arrangement methods & structure of traditional and online library catalogue;
- Know, how to analysis and determine the subject matter of bibliographic items;
- Know the guidelines for using Sears List of Subject Headings

**Learning outcomes:**

- Understand the key concepts of traditional and online catalogue;
- Recognize the basic forms and structure of bibliographic items;
- Understand the basic forms of traditional catalogue;
- Know the arrangement methods, structure and types of entries of traditional catalogue;
- Know, how to analysis and determine the subject matter of bibliographic items;
- Know the formats and structure of online catalogue;

**Section: A (Midterm examination: 30 Marks)**

**Unit-1: Catalogue and Cataloguing:** Concept of catalogue and cataloguing; Bibliographic reading of print media; Purposes and functions of library catalogue; Characteristics of an ideal catalogue; Modern concepts of cataloguing; Bibliographic items included in a catalogue entry; Catalogue vs. bibliography.

**Unit-2: Cataloguing Codes:** History and evolution of cataloguing codes; Major cataloguing codes: ALA-1949, AACR-1:1967, AACR-2R:1988.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-3: Forms and Types of Catalogue:** Physical and inner forms of catalogue, their advantages and disadvantages; Dictionary catalogue vs. classified catalogue; Centralized vs. shared cataloguing.

**Unit-4: Shelf List:** Meaning, functions and importance of shelf list; Comparison among shelf list, public catalogue and accession register; Definitions of Catalogue Entries, types, functions and importance of catalogue entries.

**Part: B (30 Marks)**

**Unit-5: Subject Headings:** Determination and construction of subject headings; Types of subject headings; Use of Sears List, direction of use, principles of construction; Construction of subject headings with subdivisions.

**Unit-6: Online Cataloguing:** Concept, growth and development; Characteristics, functions and utility of online or computerized cataloguing; MARC program, development of CD-ROM, OPAC.

**Recommended Books:**

1. Hunter, E.J. (1986). Computerized cataloguing. London: Clive Bingley.
2. Hunter, E.J. and Backwell, K.G.B. (1991). Cataloguing. 3rd rev. ed. London: Clive Bingley.
3. Hykin, D.J. (1978). Subject headings: A practical guide. New York: Gordon Press.
4. Kumar, Girja and Kumar, Krishan (1981). Theory of cataloguing. New Delhi: Vikash.
5. Margaret, M. (1971). Introduction to cataloguing and classification of books. 2<sup>nd</sup>

<b>Course Code:</b> LIS-1206	<b>Credit Hours:</b> 4	<b>Marks:</b> 100
<b>Course Title:</b> <b>Library Automation (Cataloguing Theory)</b>	<b>Contact Hours:</b> 4 per Week	

**Objective:**

- To strengthen the theoretical and applied knowledge and skills of the students on automation of libraries and information centers.
- To help students realize the technical, managerial and general aspects of automation.
- To equip students with practical knowledge and skills for implementing library automation projects.
- To familiarize the students with the current and emerging trends of library
- Automation as well as the issues that are influencing automation of information institutions in Bangladesh.

**Learning outcomes:**

- Understand the basics of automation, its impact.
- Identify hardware and software requirements for library automation; Analyze the steps and procedures of library automation.
- Understand the basics of ILSs along with modules and file structures; recognize the features of major proprietary and open source ILSs.
- Conceptualize the functionalities of acquisition, cataloguing and circulation modules along with file structure.
- Conceptualize the functionalities of OPAC and Serials control modules along with file structure. Hands-on knowledge on optional modules and add-ons.
- Conceptualize major data standards related to library automation; Identify techniques for cooperative efforts in library automation.
- Identify current and future trends of library automation in Bangladesh; conceptualize the use of Web 2.0 in library automation.

**Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Basics of Library Automation:** Basics of ICT, concept of library automation, historical background and present context of library automation, basic functions, components, activities, factors, challenges, remedies, and impacts of library automation.

**Unit-2: Necessary Hardware for Library Automation:** Concepts of computer hardware, types of hardware, computer memory, difference between primary storage & secondary storage, input & output device, processor, hardware maintenance & troubleshooting, necessary hardware of an automated library, and major factors to be considered for the purchase of computer hardware.

**Unit-3: Necessary Software for Library Automation:** Concepts of software, types of software, system software, application software, difference between proprietary, freeware & open source software; introduction of some application software used in libraries of Bangladesh, features, functions, steps & requirements for implementation of major automation software: Koha & SLiMS.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-4: Networking for Library Automation:** Concepts of transmission media, types of transmission media, network devices, basic network systems with diagram, internet, email, web browser, search engine, social networking, video conferencing, IP address, web address, domain, sub-domain, URL, LAN, WAN, and necessary network devices for library automation.

**Unit-5: Software Installation and Configuration:** Installation process, MARC bibliographic framework, MARC mapping, library setting, item-type setting, OPAC setting, fine & circulation policy setting, RFID integration, and backup & restore system.

**Unit-6: Cataloging:** Concepts, major components of cataloging system, MARC, Unicode, and Z39.50 protocol, book cataloging, serial control, barcode generate, OPAC, search terms, and search technique.

**Part: B (30 Marks)**

**Unit-7: Patron Management:** Patron creation, patron deletion, permission, restriction, and user logging.

**Unit-8: Automated Library Services:** Check-in, Check-out, renew, reservation, fine control, acquisition, budgeting, fine control, auto email notification, auto SMS notification, online renew, online reservation, and reporting.

**Unit-9: Digital Library:** Concepts, present scenario, necessity, functions, digital librarianship skills, digital resources, digital library software, digital institutional repository, necessary devices, features, functions, and steps for implementation of DSpace software.

**Unit-10: E-resource Management:** Concepts, types of e-resources, subscribed e-resource, open access e-resources, free e-resources, subscription model, and consortiums for e-resource subscription in Bangladesh, accessibility of e-resource, remote access, discovery service, and Bangladeshi e-resources database.

**Recommended Books:**

1. Aswal, R. S. (2008). Library Automation for 21st Century. New Delhi: EssEss Publications.
2. Bilal, D. (2014). Library Automation: Core Concepts and Practical Systems Analysis, 3<sup>rd</sup> ed. Libraries Unlimited.
3. Haravu, L. J. (2004) Library automation: design, principles and practice. New Delhi: Allied Publishers.
4. Islam, M. S. (2008). Basics of information science. Dhaka: New Progoti Publication.
5. Nanda, M. (2006). Library automation. New Delhi: Anmol Publications.
6. Norton, P. (2011). Introduction to computers, 7ed. New York: McGraw Hill.
7. Tramullas, J. (2013). Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape. Hershey PA: Information Science Reference.
8. Shelly, G. B., Freund, S. M. and Vermaat, M. E. (2010). Introduction to computers. Boston: Course Technology.
9. MvDmyjnK, KvRx †gv IvK (2017), Z\_cÖwZôv†bi ^qswµqKiY, 3q ms<iY, XvKv: b†jR †iBb|

<b>Course Code:</b> LIS-1207	<b>Credit Hours:</b> 4	<b>Marks:</b> 100
<b>Course Title: Documentation and Information Retrieval</b>	<b>Contact Hours:</b> 4 per Week	

**Objective:** The objectives of this course are

- To introduce students with the concept of documentation and communication in order to provide knowledge about various information sources to build up a relevant collection of information materials; and
- To disseminate the necessary information to the information professionals, researchers and other professionals.

**Learning outcomes:**

- Understand key concepts of documentation
- Identify the nature of information and historical background of library science to information science
- Assess the role and technique of communication in libraries and information science.
- Explore advanced information retrieving and handling techniques.
- Address legal and ethical issues related to information.
- Provide current and relevant information to the defined user groups according to their needs.
- Contributes to the essential knowledge skills and values of librarianship and the information professions through education and outreach
- Gain an insight on various information privacy and security aspects in this digital age.

### **Section: A (Mid-term examination: 30 Marks)**

- 1. Documentation concept:** Concept of documentation, its' nature, functions and techniques, Types of documentation, Documentation work and documentation services, active and passive documentation.
- 2. Documentation Techniques:** Techniques and procedures of documentation; Preparation of documentation lists; Document collection and scanning; Content analysis; File organization.
- 3. Documentation and Information Services:** Documentation and information services: reprography, bibliographical services, CAS, SDI, national, regional and international documentation/information services and systems. Documentation services provided by national and int'l modern documentation centers such as: BANSDOC, BIDS, ICCDDR,B, AIC, CIRDAP, FID, IFLA, INSDOC, etc.
- 4. Information Retrieval:** Introduction to Information Retrieval (IR), Components, objectives and functions of IR systems, Processes and methods of IR, manual and automated IR system. Tools and techniques of online IR; Searching strategies and browsing techniques; Steps to online searching; Search logic.

**Section B (Final Exam: 50 Marks)**

**Group – A (20 Marks)**

5. **Indexing:** Definition of Index, origin and development, Importance and types of Indexes; Author index, Alphabetic subject index, classified, cumulative and collective subject index; Book index vs. periodical index. Qualities of good index
6. **Index Evaluation:** Indexes, important indexing service both national and international, POPSI, PRECIS, KWIC, Rules for arranging index entries, tools for indexer, Index evaluation.
7. **Indexing Language:** Free language and controlled vocabulary indexing; Thesaurus indexing terms and their relations, thesaurus constructions and evaluation.

**Part: B (30 Marks)**

8. **Definition, Purpose and Types of Abstract:** Introduction to abstract, Parts of an abstract; Writing abstracts for different types of documents, features of abstracts, functions and importance of abstract.
9. **Indexing and Abstracting Services:** Difference between abstract and index, Indexing and abstracting services in Bangladesh, International indexing and abstracting services.
10. **Quality of Good Abstract:** Quality of good abstract, Bad vs. good abstract, Constrictive abstract, Standards and guidelines for abstracting, Structure of abstract.

**Recommended Books:**

1. Borko, Harold and Bernier, Charles L. (2003). Abstracting concepts and methods. Academic Press.
2. Collision, R.L. (1973). Indexes and indexing. 3<sup>rd</sup>ed.
3. Gerald J. K. and Mark T. M. (2000). Information Storage and Retrieval. Boston: Kluwer.
4. Guha, B. (1983). Documentation and information. 2<sup>nd</sup>ed. Calcutta: World Press.
5. Harter, S.P. Online information retrieval: Concepts, principles and techniques.
6. Knight, G.N. (1979). Indexing, the art of: A guide to the indexing of books and periodicals. London: George Allen & Unwin.
7. Korfhage, R. (1998). Information storage and retrieval. New York: Wiley.
8. Ranganathan, S.R. (1963). Documentation and its facets. Bombay: Asia Publishing.
9. Riaj, Mohammad. Advanced indexing and abstracting practice.
10. Rowley, J. and Turner, C.M.D. The dissemination of information.
11. Sengupta, B. and Chatterjee, M. Documentation and information retrieval.

<b>Course Code:</b> LIS-1208	<b>Credit Hours:</b> 4	<b>Marks:</b> 100
<b>Course Title:</b> Management of Library and Information Institutions	<b>Contact Hours:</b> 4 per Week	

**Objective:**

- The course addresses principles and practices of management and their applications in Library and Information Institutions. The intention of this module is:
- To prepare learners for managerial responsibilities in libraries and information institutions; and to make the students aware of the application of management techniques to achieve the organizational effectiveness and efficiency.
- To identify and explain the knowledge, skills and attitudes important in the field of records and archives management
- To describe the present status of archives and the roles, responsibilities of the archivist in the different parts of the world

**Learning outcomes:**

- Address principles and practices of management and their applications.
- Identify variety of leadership and managerial pitfalls.
- Use management techniques to achieve the organizational goals.
- Identify managerial activities that contribute to managerial effectiveness and the roles which are fulfilled while working as a manager
- Critically evaluate the financial objectives of various types of organizations.
- Analyze a library's performance and make appropriate recommendations
- Conceptualize the basic concepts of records life cycle
- Conceptualize the fundamentals of manual and electronic record management.
- Gain knowledge about Archival associations around the world

**Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Library Management:** Libraries: types, objectives and functions; Library management: meaning, nature and scope; Five Laws of Library Science and their implications in library management; Trends of library management in Bangladesh.

**Unit-2: Internal Organization of Library Operations:** Internal organization of library operations and services; Patterns of organizational structure; Centralization and decentralization; Library rules and regulations.

**Unit-3: Human Resource Management (HRM) in Library:** HRM in Libraries, Factors for ideal HRM; Staff management; Job analysis, job description, job evaluation, training and development; Interpersonal relations; Work relationships; Sources of income and heads of expenditure, budgeting procedure.

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-4: Planning for Library and Information Centers**

Meaning, scope and importance of planning; Strategic planning for library and information centers; Planning process and factors; Library building planning; Library Committee: functions and responsibilities.

**Unit-5: Record Management**

Records and record management; Relationship among records, archives and library materials; record life cycle and continuum theory; Filing, classifying and indexing; Structure of record management programs; Disposition; Managing electronic records; Status of records management in Bangladesh.

**Part: B (30 Marks)**

**Unit-6: Library Committee & Public relations**

Definition, types, functions and responsibilities of library and information institutional committee, Public relations: meaning and importance; organization of public relation activities in library: preparation of scripts, bulletins and annual report

**Unit-7: Archives Management**

Concepts of archives and archival institutions; Importance and control of archives; Nature, functions and principles of archival management; Archival classification, registry and filing systems; Rules for governing access and use of archives; National archives: Bangladesh and around the world.

**Unit-8: Preservation Practices**

Preservation of library and archival materials; Nature of materials and their storage condition; Design of a preservation program; Concepts and methods of digital archives; Trends in digital archiving and preservation.

**Recommended Books:**

1. Bryson, J. O. (1990). *Effective library and information center management*. Aldershot: Gower.
2. Noragh J. and Peter, J. (1982). *Staff management in library and information work*. Aldershot: Gower.
3. Ranganathan, S. R. (1963). *The five laws of library science*. 2nd ed. Bombay: Asia Publishing.
4. Schelenberg. T. R. (1959). *Modern archives principles and techniques*. New York: Wilson.
5. Chopra, H. S.(1995). *Library conservation*. 1st ed. New Delhi: Commonwealth Publishers.
6. Cunha, G. D. M(1967). *Conservation of library materials*. 1st ed. N.J.: The scarecrow Press.
7. Cook. M. (1984). *The management of information from archives*. England: Gower.
8. Cowley, J. (1982). *Personnel management in libraries*. London: Bingley.
9. Gupta, M. (2008). *Archives and records management*. Global India Publications.
10. Kumar, K. (1987). *Library administration and management*. New Delhi: Vikash Publishing.
11. Millar, L. A. (2010). *Archives: Principles and practices*. Facet Publishing.
12. Mital, R. L. (1993). *Library administration: Theory and practice*. New Delhi: B.V. Gupta.
13. Mookherjee, S. K. and Sengupta, B. (1977). *Library organization and library administration*. Calcutta: World Press.
14. Mukherjee. B. (1985). *Preservation of library materials*. New Delhi: Vikash Publishing.



<b>Course Code:</b> LIS-1209	<b>Credit Hours:</b> 3	<b>Marks:</b> 75
<b>Course Title: Organization of Knowledge (Classification Practical)</b>	<b>Contact Hours:</b> 3 per Week	

**Objective:**

- In the conclusion of this course, students will be able
- To learn the number building process using relevant rules in six (6) Tables
- To know the rules available in the schedules of DDC 23rd edition for number building
- To help number analysis using relevant rules in six (6)

**Learning outcomes:**

- Understanding the basic information about number building process using DDC 23<sup>rd</sup> edition
- Understanding the number building process using six (6) Tables of DDC 23rd edition
- Understanding the number building process using main class or part of main class in Schedules
- Achieving skills and knowledge about the number analysis process using six (6) Tables and main classes of DDC 23rd edition

**Section: A (Mid-term examination: 30 Marks)**

**Unit-4:** Table-3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary For

**Unit-1: Practical Introduction to DDC:** Practical introduction to Dewey Decimal Classification Scheme; Number Building Process using Auxiliary Tables of DDC 23rd Edition

**Unit-2:** Table-1: Standard Subdivisions

**Unit-3:** Table-2: Geographic Areas, Historical Periods, Persons

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-5:** Table-4: Subdivisions of Individual Languages and Language Families

**Unit-6:** Table-5: Ethnic and National Groups

**Unit-7:** Table-6: Languages

**Part: B (30 Marks)**

**Unit-8: Number building in DDC Number Building Process using DDC.**

**Unit-9: Number analysis in DDC Number Analysis in DDC Scheme.**

**Recommended Books:**

1. *Dewey decimal classification and Relative Index.* 23rd edition. Dublin: OCLC, 2012
2. Mortimer, M. (2007). *Learn Dewey decimal classification: edition 22.* Friendswood, Texas: Total Recall Publications.
3. Scott, M. L. (2005). *Dewey decimal classification: A Study Manual & Number Building Guide,* 22nd edition. Westport, Conn: Libraries Unlimited.
4. Islam, K.M.Saiful (2008). *Classification: A Study of Number Building and Analysis*

<b>Course Code:</b> LIS-1210	<b>Credit Hours:</b> 3	<b>Marks:</b> 75
<b>Course Title: Organization of Knowledge (Cataloguing Practical)</b>	<b>Contact Hours:</b> 3 per Week	

**Objective:** After successful completion of this course, students will be able to:

- Understand the basic practical outlines of cataloguing bibliographic items in traditional and online formats;
- Prepare catalogue entry for the works of single, double, triple, and more than triple authors;
- Prepare catalogue entry for the edited and compile works, and the works contributed by different authors;
- Assign subject heading of bibliographic items using Sears List of Subject Headings;
- Prepare catalogue entry in MARC format using Koha.

**Learning outcomes:**

- Recognize about preliminary concepts of practical cataloguing.
- Know how to prepare catalogue entry under single, double and triple authors.
- Know, when and how to prepare catalogue entry under title of the works.
- Know how to prepare catalogue entry for translated and other contributed works.
- Know how to prepare added entries under author, title and subjects.
- Know, how to analysis subject matter and determine subject headings according to Sears List of Subject Headings
- Know how to determine Cutter Figure, and determine class number.
- Know, how to prepare catalogue entry using MARC format in koha software.

**Section: A (Mid-term examination: 30 Marks)**

**Unit-1: Analysis and Practical Application of Cataloguing Rules:** AACR-2, The Sears List of Subject Headings (13th edition); Library of Congress Subject Headings; Call numbers; etc.

**Unit-2: Main Entries:** Works with single, double, triple

**Section: B (Final Examination: 50 Marks)**

**Part: A (20 Marks)**

**Unit-3: Main Entries with tracing:** Edited, Compiled and Translated works; Corporate bodies; Shelf list entry.

**Unit-4: Added Entries:** Subject, Title, Joint authors, Series, Compiler, Translator, etc.

**Part: B (30 Marks)**

**Unit-5: Indexing:** Filing Index entries; Filing in classified and dictionary catalogues.

**Unit-6: Oriental Names:** Treatment of Non-book Materials and Oriental Names

**Unit-7: Practical OPAC:** Practical bibliographic data insert into KOHA software

**Recommended Books:**

1. Cutter Sunborn three figures for book marks.
2. Maxwell, R. (2004). Handbook for AACR-2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update. Rev ed. Chicago: ALA.
3. Sears, M. E. List of subject headings/ed. By Joseph Miller, 19<sup>th</sup>ed. New York: H.W. Wilson.
4. Dr. KM Saiful Islam (2008) Essentials of Cataloging and Classifications, 1<sup>st</sup> ed., Dhaka: new progatiprakashoni

<b>Course Code:</b> LIS-1211	<b>Credit Hours:</b> 4	<b>Marks:</b> 100 Internships Report (75) Viva (25)
<b>Course Title:</b> <b>Practical Knowledge on Library In-house Operations</b> ( <i>Including Library Visit, Internships, Viva-Voice, etc.</i> )	<b>Contact Hours:</b> 4 per Week	

1: Introduction

2. Administration

- Sections
- Library staffing
- Corresponding knowledge
- Stocktaking
- Reporting

3: Library Collection

4: Library Services

5. Acquisition:

Book selection policy

Procurement of library materials

Purchase policy

6: Processing of library materials:

Processing of library materials

Shelving

Accessioning

7: Circulation Service

8: Library automation

9. Digitization

10. Library Achieve

11. Reference Service

12. Conclusion