Loreto College

Library and Information Studies (IDC)

Time Plan for Semester II 2024- 2025

Subject: Studies in Fundamentals of Librarianship

Name of the teacher: Dr. Bonny Ghosh

Classes allotted: 2 per week

Teaching objectives:

1.To help students to know about the subject of Library and Information Science

2.To help students to get knowledge about concept and history of Library and Librarianship.

3. To provide students with an understanding of the historical development of libraries, particularly in India, and their cultural significance.

4.To highlight the role of public libraries in promoting universal access to information and their impact on education, literacy, and cultural enrichment.

5. To familiarize students with the functions and roles of major national libraries and public libraries around the world, enabling them to appreciate their impact on society and research.

6. To introduce students to the concept of special libraries and their unique roles in serving specialized communities.

7. Contributions of Dr.S.R. Ranganathan and implications/importance of five laws

8. Develop students' ability to locate, evaluate, and use information from a variety of sources effectively and ethically.

9. Encourage students to analyse, interpret, and evaluate the quality and relevance of information from different types of sources.

10.Guide students in navigating modern e-resources, databases, and other non-documentary sources to adapt to the evolving digital information landscape.

11. Make students understand about the role and responsibility of library from collection development to dissemination of information.

Topic	Hours	Topics As per	Teaching	Learning	Assessment
	Allotted	curriculum	method	Outcome	
Unit 1	8	1.Definition of	Lecture	1.Understanding	Home and
		library and need and		the basic	Class
		for library,	Discussion	concept of	assignments,
		2. Library in		library and	Oral
		ancient, medieval		librarianship	assessment,
		and British India		2. Getting	College and
		3.Definition and		knowledge	University
		function of		about evaluation	Examinations

1		
	National Library,	of libraries in
	British Library,	ancient,
	Bibliotheque	medieval and
	Nationale of	modern periods.
	France, Library of	3. Familiarize
	Congress and	the different
	National Library	types of
	of India	libraries i.e.,
	4. Special Library	Academic
	5. Public Library,	Library, Public
	Asiatic Society of	Library and
	Kolkata,	Special Library
	Asiatic Society of	4. Gain insight
	Mumbai,	about
	Connemara	prestigious
	Public Library,	libraries at
	Sarasvati Mahal	national and
	Library	international
	6 Five laws of	level
	Library Science	5.Achieve
	by S.R	understanding
	Ranganathan	of the basics of
		philosophy of
		library science
		in the light of
		Ranganathas'
		perspectives and
		their relevancy
		till today in
		library
		operations and
		user survey.
		7. Students will
		be able to
		critically
		analyse the
		evolution of
		libraries, their
		various types,
		and their
		significance in
		preserving
		knowledge and
		supporting
		education.
		8.Students will
		gain an
		appreciation for
		approcration for

				the cultural and historical significance of major libraries and how they have shaped scholarly work and public access to knowledge.	
Unit 2	7	1.Library material sources: concept type of sources: text book, reference book, 2. Documentary (primary, secondary and tertiary), 3.non- documentary (e- resources), 4. Institutional, Human resources with examples; 5. Preservation and conservation of materials.	Lectures and discussion	 Students will develop critical thinking skills to analyse, synthesize, and evaluate information from a variety of library sources. Students will gain knowledge of best practices for preserving and conserving physical and digital library materials. They will understand the importance of these practices to ensure the long-term availability of resources for future research and education. 	Home and Class assignments, Oral assessment, College and University Examinations

Unit 5	3	1.Facilities in	Lecture	1.Student will	Home and
		libraries: reading,	and	be able to	Class
		reprographic	discussion	navigate	assignments,
		2.Role and		library	Oral
		responsibilities of		systems,	assessment,
		librarian		databases, and	College and
		norunun		cataloguing	University
				tools to	Examinations
				support their	Examinations
				academic and	
				research	
				projects.	
				2. Students	
				will understand	
				the role of the	
				library as a	
				central hub for	
				academic and	
				community	
				engagement.	
				3. Students	
				will acquire	
				skills in	
				effectively	
				managing and	
				utilizing	
				library	
				resources to	
				support both	
				current	
				academic	
				needs and	
				future learning	
				pursuits.	
				4. They will	
				recognize the	
				library as a	
				lifelong	
				learning	
				resource,	
				fostering	
				continuous	
				growth and	
				development.	

Note: Time allotted is approaximate

Loreto College

Library and Information Studies (IDC)

Time Plan for Semester II 2024- 2025

Subject: Studies in Fundamentals of Librarianship

Name of the teacher: Debalina Mukherjee

Classes allotted: 2 per week

Teaching objectives:

1.To make aware of different types of library activities for collection development as well as search and retrieval of information.

2. To teach students how to effectively organize library resources through classification and cataloguing systems.

3. To highlight the importance of international standards like ISBD and AACR2R in achieving consistency and interoperability in library cataloguing.

4. To tech students with the knowledge of ISBN, ISSN, accession numbers and how they are used to organize and track library resources.

5. To ensure students understand the processes and tools used for acquiring, managing, and preserving both print and digital resources in a library.

6. To teach students how to use library management systems, OPAC, and digital reference tools (SDI, CAS) to improve library services and user experiences.

7. To ensure students how to provide accurate reference services and guide users in finding required authentic information at right time.

8. To tech students the importance of library standards when managing and distributing library resources.

10.To ensure students to understand the concept of information literacy.

Topic	Hours	Topics As per	Teaching	Learning Outcome	Assessment
	Allotted	curriculum	method		
Unit	10	1.Definition of	Lecture,	1.Develop critical	Home and
3		library,	discussion	skills for organizing,	Class
		definition of	and	managing, and	assignments,
		library and	demonstration	retrieving library	Oral
		information		resources efficiently.	assessment,
		science, Method			College and
		and tools of		2. Understand the	University
		book selection		history, standards,	Examinations
		2. Acquisition		and tools that guide	

		1
process, GOC,	modern library	
problem in	management,	
Acquisition,	ensuring access to a	
Define	vast range of	
classification	information for	
and library	users.	
classification		
3. Need and	3. Acquire a	
purpose of	comprehensive	
library	understanding of	
classification,	library operations,	
4. Concept of	classification, and	
Universe of	cataloguing	
Subject,	processes.	
Concept and		
need of call		
number, book		
number and	4. Understand how	
collection	to build Class	
number	number, book	
5. Short note on	number and	
UDC, CC,	collection number.	
Concept of		
Cataloguing,	5. The process of	
Definition of	making catalogue	
cataloguing,	card on the basis of	
purpose,	AACR2R.	
objectives,		
functions and		
history of		
cataloguing		
(Modern Era)		
6. Use of library		
catalogue card		
7. Structure of		
ISBD and		
Format of Card		
Catalogue		
according to		
AACR2R		
8. History of		
AACR2R,		
Example of		
Card Catalogue,		
Main Entry and		
Added Entry,		
Description of		
AACR2R Code		
and Level of		
AACR2R		
AACK2K		

4 Register and Accession Number discussion and and 2.Concept understand the purpose and function of the accession register and how it is used for tracking and managing library acquisitions. Class assignments, Oral assessment, college and University Examinations 3.Concept of ISSN and structure of ISSN as service and reference queries They will be able to explain the role of an accession number as a unique identifier for cataloguing and inventory control of library materials. Students will be able to define ISBN and other publications. 6. Reference environment (SDI, CAS), OPAC as Students will be able to define ISBN and other publications.	Unit	9	1.Accession	Lecture,	1. Students will	Home and
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				7. Students will understand the circulation process	
				in libraries, including lending,	
				renewing, returning, and reserving	
				materials. 8. Students will	
				understand Selective	
				Dissemination of Information (SDI)	
				and Current	
				Awareness Services (CAS) and their	
				roles in providing	
				users with personalized	
				information updates.	
				9.They will gain proficiency in using	
				Online Public	
				Access Catalogue (OPAC) to search	
				and retrieve library	
				materials, enhancing user access to	
				resources.	
Unit	2	Library	Lecture and	1.Students will be	Home and
5		outreach activity:	discussion	able to define information literacy	Class assignments,
		information		and explain its	Oral
		literacy		importance in academic,	assessment, College and
				professional, and	University
				everyday contexts. 2.Students will	Examinations
				understand the	
				fundamental	
				components of information literacy,	
				including the ability	
				to identify, locate, evaluate, and use	
				information	
				effectively.	

Note: Time allotted is approaximate