

Skill Development Course Syllabus

Course Title: Foundations of Library and Information Science (FLIS-01)

Course Duration: 30 Hours

Course Objective:

The course aims to provide a foundational understanding of Library and Information Science, focusing on the principles, practices, and roles of libraries in information management and dissemination. It prepares participants to explore key concepts, terminologies, and the evolving nature of library science in the digital era.

Course Outcomes:

By the end of this course, participants will be able to:

1. Understand the basic principles and history of library and information science.
2. Differentiate between various types of libraries and their functions.
3. Gain knowledge of library services, including cataloging, classification, and reference services.
4. Explore the impact of technology on libraries and their transition to the digital age.

Topics Covered:

Unit 1: Introduction to Library and Information Science (6 Hours)

- History and Development of Libraries.
- Types of Libraries: Public, Academic, Special, and National.
- Role of Libraries in Education and Research.
- Basic Terminology: Information, Knowledge, and Documentation.

Unit 2: Information Resources and Services (6 Hours)

- Types of Information Resources: Print, Digital, and Multimedia.
- Reference Services: Tools and Techniques.
- Bibliographies and Indexing: Concepts and Applications.
- User Education and Outreach Programs.

Unit 3: Library Classification and Cataloging (6 Hours)

- Purpose and Principles of Classification.
- Overview of DDC and CC Systems.
- Basics of Cataloging: AACR2 and MARC Standards.
- Subject Headings and OPAC (Online Public Access Catalog).



Coordinator
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Unit 4: Library Automation and Digital Libraries (6 Hours)

- Need for Automation in Libraries.
- Library Management Software: Koha, SOUL.
- Digital Libraries: Concepts and Tools.
- Emerging Trends: Open Access, AI, and Big Data.

Unit 5: Ethics and Professional Development in LIS (6 Hours)

- Ethical Principles in Library Science.
- Professional Associations: IFLA, ALA, and IASLIC.
- Skills for Effective Library Management.
- Career Opportunities in Library and Information Science.

Suggested References:

1. Koehler, W. *Ethics and Values in Librarianship: A History*.
2. Hines, K. *Skills for Effective Library and Information Science Professionals*.
3. Rubin, R. E. *Foundations of Library and Information Science*.
4. Satija, M. P. *A Guide to the Theory and Practice of Library Science*.
5. Chowdhury, G. G. *Introduction to Digital Libraries*.
6. Kochtanek, T. R., & Matthews, L. S. *Library Information Systems*.
7. Chan, L. M. *Cataloging and Classification: An Introduction*.
8. Ranganathan, S. R. *The Five Laws of Library Science*.
9. Bopp, R. E., & Smith, L. C. *Reference and Information Services: An Introduction*.
10. Katz, W. A. *Introduction to Reference Work*.



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