

Skill Development Course Syllabus

Course Title: Professional Ethics and Development in Library Science (PEDL-02)

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 Professional Ethics (6 Hours)

- Definition and Importance of Professional Ethics in Library Science.
- Core Values of Librarianship: Access, Confidentiality, and Integrity.
- Ethical Challenges in Digital and Traditional Library Environments.
- Case Studies on Ethical Decision-Making in Libraries.

Unit 2: Standards and Codes of Ethics (6 Hours)

- International Standards: IFLA Code of Ethics for Librarians.
- National Ethical Guidelines for Library Professionals.
- Intellectual Freedom and Censorship Issues.
- Copyright and Plagiarism in Library Services.

Unit 3: Communication and Interpersonal Skills (6 Hours)

- Importance of Effective Communication in Library Management.
- Interpersonal Skills for Library Professionals: Listening and Negotiation.
- Conflict Resolution in Library Settings.
- Building Relationships with Users and Stakeholders.

Unit 4: Leadership and Team Building (6 Hours)

- Leadership Styles and Their Relevance to Library Management.


Coordinator
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- Team Building and Collaboration in Library Services.
- Decision-Making and Problem-Solving Skills.
- Leading Change in Libraries: Strategies and Best Practices.

Unit 5: Career Development and Lifelong Learning (6 Hours)

- Developing a Career Plan in Library Science.
- Role of Professional Associations: IFLA, ALA, IASLIC.
- Continuous Professional Development and Training Opportunities.
- Trends and Future Directions in Library and Information Science.

Suggested References:

1. Evans, G. E., & Alire, C. A. *Management Basics for Information Professionals*.
2. Feather, J., & Sturges, P. *International Encyclopedia of Information and Library Science*.
3. Kouzes, J. M., & Posner, B. Z. *The Leadership Challenge*.
4. Maxwell, J. C. *The 5 Levels of Leadership*.
5. Hines, K. *Skills for Effective Library and Information Science Professionals*.
6. Covey, S. R. *The 7 Habits of Highly Effective People*.
7. IFLA. *IFLA Code of Ethics for Librarians and Other Information Workers*.
8. ALA. *Intellectual Freedom Manual*.
9. Koehler, W. *Ethics and Values in Librarianship: A History*.
10. Rubin, R. E. *Foundations of Library and Information Science*.

Evaluation and Certification:

- Quizzes and Discussions: 20%
- Practical Assignments and Presentations: 30%
- Final Project/Assessment: 50%


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