



SCHEME OF STUDIES
DIPLOMA IN LIBRARY & INFORMATION SCIENCE
(C-20)

CURRICULUM STRUCTURE

V Semester Scheme of Studies - Diploma in Library and Information Science[C-20]

a	Course Category / Teaching Department	Course Code	Course Title	Hours per week			Total contact hrs /week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including CIE marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
				INTEGRATED COURSES													
1	PC/ LI	20LI51T	Archival Collections and Services	3	1	4	8	6	50	20	50	20	100	40			Both SGPA & CGPA
2	PC/LI	20LI52T	Community Information Services	3	1	4	8	6	50	20	50	20	100	40			
3	PC/LI	20LI53P	Data Management	3	1	4	8	6	60	24	40	16	100	40			
4	PC/ LI	20LI54P	Institutional Repository	3	1	4	8	6	60	24	40	16	100	40			
Total				12	4	16	32	24	220	88	180	72	400	160			

T: - Theory P:- Practical :: LI: Library and Information Science

VI Semester Scheme of Studies - Diploma in Library and Information Science[C-20]

Sl. No	Course Category / Teaching Department	Course Code	Course Title	Hours per week			Total contact hrs/week	Credits	CIE Marks		SEE Marks		Total Marks	Min Marks for Passing (including CIE marks)	Assigned Grade	Grade Point	SGPA and CGPA
				L	T	P			Max	Min	Max	Min					
INTERNSHIP																	
1	LI	20LI61P	Internship/Project	40 hrs/week Total 16 Weeks			640-	16	240	96	160	64	400	160			Both SGPA & CGPA
Total							-	16	240	96	160	64	400	160			

P - Internship / Project



Government of Karnataka

DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

Programme	LIBRARY AND INFORMATION SCIENCE	Semester	V
Course Code	20LI51T	Type of Course	Programme Core
Course Name	ARCHIVAL COLLECTIONS AND SERVICES	Contact Hours	8 hours/week 104 hours/semester
Teaching Scheme	L:T:P :: 3:1:4	Credits	6
CIE Marks	50	SEE Marks (Theory)	50

1 Rationale:-To promote, manage, administer, and use archives, to preserve the archival heritage nationally and internationally to mankind using both manual and digital archiving.

2. Course Outcomes/Skill Sets: After completion of the course, the student will be able to

CO-01	Search the types of archives- both print and online and use it.
CO-02	Utilize International and National Archives and their repositories.
CO-03	Apply tools and techniques for preserving print, non-print and digital archives from various hazards.

2 Course Content

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity/Criteria)	Practice (Performance Criteria)
			3 Hour/Week	1Hour/Week	4 Hour / Week (2 hours / batch twice in a week)
1	1	1	ARCHIVES 1.Concept, Definition	Refer Table 1	1. Visit any library and make a list of its archival collections. 2. Prepare a chart depicting features of Indian archives.
			2.Need and Significance		
			3.Characteristics of Archives		
2	1,2	1,3,4	1.Use of archives	Refer Table 1	1. List the museum archives of India 2. Conduct an internet search and gather information on institutional archival materials
			TYPES OF ARCHIVES 2.Institutional, Hybrid, Collecting		
			3. Community, Museum, Integrated		

3	1,2	1,3,4	1.Indigenous, Activist, Online repositories	Refer Table 1	1. Online search of any manuscript library in India and make a list of its holdings. 2. Search the National Mission for Manuscripts Project's website and make a list of India's key manuscript repositories.
			2.Manuscript Collections- Concept, importance		
			3.Organization, arrangement and Description		
4	1,2	1,3,4,5	1.Special collections – Concept, importance	Refer Table 1	1. Online search of any Indian Public library and make a list of archival resources for people with special needs. 2. Browse and collect the images of special and rare collections of an archive.
			2. Archival collections for Specially challenged persons		
			3. Archival collections on rare materials		
5	1,3	1,3,4,5	<u>AUDIO VISUAL ARCHIVES</u> 1.Concept, types of Audio Visual archives	Refer Table 1	1. Visit Audio Visual institute, observe the division of work and write a report 2. Visit AIR, observe and prepare a report on the archival collection and services.
			2. Division of work - collection, documentation		
			3.Digitization of audio visual archives		
6	2,3	1,5,7	<u>INTERNATIONAL AND NATIONAL ARCHIVES</u> 1.Study of any International archives (eg. NARA of US)	Refer Table 1	1. Search online and list the international repositories. 2. Search the websites of national archive of India and list the services and outreach activities
			2.National Archives of India		
			3.National Film Archives of India		
7	2,3	3,4,7	<u>ARCHIVE PORTALS</u> 1.Abhilek patal	Refer Table 1	1. Search online abhilekpatal and collect images on private papers archive 2. Visit kannadasiri archive and prepare
			2.Karnataka state archives Department		
			3.Karnataka state		

			kannadasiri archive		a chart on the services.
8	3	1,2,4	<u>HAZARDS AND PRESERVATION OF ARCHIVES</u> 1.Environmental Hazards –Climate 2.Temperature and weather 3.Storage Hazards	Refer Table 1	1. Visit any archive library and observe, record and report on the temperature and humidity for archival materials storage. 2. Visit an archive library, examine and report on the shelving and storage of specific items for archiving.
9	3	1,2,4	1.Biological Hazards- Concept 2.Wild life and poisonous plants 3. Micro-organisms	Refer Table 1	1. Visit any library observe and record the biological hazards 2. Prepare a report on occupational Health risks caused by microorganisms in archives/library
10	3	1,2,4	1.Human Being-Mishandling of documents, theft. 2.Natural Disasters 3.Safety and security for archiving	Refer Table 1	1. Visit any library and collect information about safety and security measures. 2. Conduct an online search for images of Natural disasters in Archives.
11	3	1,2,4	1.Preservation of print materials 2.Preservation of non -print materials(eg: online photo albums) 3.Preservation of Computer disks, CD and DVD	Refer Table 1	1. Recognize the preservation methods for print materials. 2. Search online, list the storage devices for special collections.
12	3	2,4,6	1.Audio visuals tapes, Motion pictures. 2.Programs and projects on preservation of archives- project on Endangered archives, Programs at National Archives. 3.copyright issues	Refer Table 1	1. Visit any library and gather information on handling of Audio Visual materials. 2. Prepare a list on copyright issues in archives.

			for archives		
13	1,3	1,2,4,5,7	DIGITAL ARCHIVES AND SERVICES 1. Concept and Purpose 2. Creating a digital archive 3. on-line access to cultural Heritage(UNESCO)	Refer Table 1	1. Create a simple digital archive. 2. List the UNESCO role in archives.
Total Hours			39	13	52

*PO=Program Outcome as listed and defined and PO-CO mapping with strength (Low/Medium/High) has to be mapped by the course Coordinator. (Above only suggestive)

Table 1: Suggestive activities for tutorials (the list is only shared as an example and not inclusive of all possible activities for that course. Student and faculty are encouraged to choose activities that are relevant to the topic and the availability of such resources at their institution)

Sl No	Suggested Activity
1	Identify the uses of museum archive in India.
2	Collect information on the preservation techniques of manuscripts
3	Conduct a online search and gather information on preservation strategy for print materials
4	Identify the preservation strategy for non -print and digital materials
5	Conduct a online search and identify the copyright issues for archival preservation given by IFLA
6	Search the website and collect cultural heritage archives in India
7	Visit Teacharchive.org and collect the projects carried out.
8	Collect the pictures of the world's largest archives transforming from parchment to pixels.
9	Gather information along with pictures on archives of non-print medias
10	Create a slide show on Organization of archival materials
11	Prepare a report on any three International archives
12	Prepare a report on any three National Archives
13	Identify the programs and projects on Historical archives at National level.
14	Visit any library and find out the occupational health hazards of Library professionals and its preventive strategies
15	Identify archival modules in any digital library/Institutional repository soft wares and prepare a report.

Note: i) Minimum 5 activities apart from collecting pictures.

ii) Folders should contain activities of all the units and submit the same at the end exam.

3 CIE and SEE Assessment Methodologies

Sl. No	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	5	60	20	Average of three tests 20
2.	CIE-2 Written Test	9	60	20	
3	CIE-3 Written Test	13	60	20	
4.	CIE-4 Skill Test-Practice	6	180	100	Average of two skill tests 20
5	CIE-5 Skill Test-Practice	12	180	100	
6	CIE-6 Portfolio evaluation of Activity through Rubrics	1-13		10	10
Total CIE Marks					50
Semester End Examination (Theory)			180	100	50
Total Marks					100

4 Format for CIE written Test

Course Name	Archival collections and Services	Test	I	Sem	V
Course Code	20LI51T	Duration	60 Min	Marks	20
Note: Answer any one full question from each section. Each full question carries 10marks.					
Section	Assessment Questions	Cognitive Levels	Course Outcome	Marks	
I	1a) Define Archive. What is the need for archive	L1	CO1	2+3=5	
	1b) Summarize the organization and description of manuscripts	L2	CO1	5	
	2a) List the characteristics of Archives	L1	CO1	5	
	2b) Summarize the archival resources for specially challenged persons	L2	CO1	5	
II	3a) Identify and list the different types of Institutional Archives	L2	CO1	5	
	3b) Choose and explain any 3 Institutional archives	L2	CO1	5	
	4a) Identify and list the types of audio visual archives	L2	CO1	5	
	4b) Explain the process of digitization of audio visual archives	L2	CO1	5	

5 Rubrics for Assessment of Activity (Qualitative Assessment)

Sl. No.	Dimension	Beginner	Intermediate	Good	Advanced	Expert	Students Score
		2	4	6	8	10	
1		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	8
2		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	6
3		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
4		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
Average Marks= (8+6+2+2)/4=4.5							5

Note: Dimension and Descriptor shall be defined by the respective course coordinator as per the activities

6. CIE-Skill Test Practice-Scheme of Evaluation

SL. No.	Particulars/Dimension	Marks
1	Archives and types of Archives	20
2	International and National Archives	20
3	Hazards and Preservation of Archives	30
4	Digital Archives and Services	20
5	Viva-Voce	10
Total Marks		100

7. SEE- Theory ExaminationModel Question PaperSemester End Examination

Programme: Library and Information Science	Semester: V
Course: Archival Collections and Services	Max Marks: 100
Course Code: 20LI51T	Duration: 3 Hrs

Instruction to Candidate

Answer any one full questions from each section. One full question carries 20 marks

Q. No	Questions	CL	CO	Marks
Section-I				
1a)	Define Archives. Explain its need	L1, L2	CO1	2+4=6
b)	Identify and list the types of Institutional archives. Describe any one of them	L3	CO1	3+4=7
c)	Compare special collections and rare collections	L4	CO1, CO2	3.5*2=7
2a)	List the characteristics of archives. Explain the significance of	L1,	CO1	2+4=6

	Archives	L2		
b)	Identify and list the types of audio visual archives. Explain its organization.	L3	CO 1, CO 3,	3+4=7
c)	Examine the process of digitization of audio visual archives	L4	CO 1, CO 3	7
Section-II				
3a)	What is audio visual archive. Explain in brief sound archive	L1, L2	CO 1, CO 3	2+4=6
b)	Select the important outreach activities of National Archives of India	L3	CO 2, CO 3	7
c)	Distinguish between archives and museums	L4	CO 1	3.5*2=7
4a)	List and explain the division of work in audio visual archives	L1, L2	CO 1, CO 3	2+4=6
b)	Identify the major archives of Karnataka. Explain any one of them	L3	CO 2, CO 3	7
c)	Examine the importance of national archives in cultural heritage	L4	CO 2, CO 3	7
Section-III				
5a)	What is preservation. Outline the different hazards of archives	L2	CO 3	2+4=6
b)	Choose and explain any one hazards of archives	L3	CO 3	7
c)	Assume the hazards caused by wild life and microorganism to archives	L4	CO 3	7
6a)	Illustrate the hazards caused by human being to archives	L2	CO 3	6
b)	Identify and explain briefly the different biological hazards	L3	CO 3	7
c)	Analyse the safety and security measures to be taken for archives	L4	CO 3	7
Section-IV				
7a)	Explain preservation of print materials	L2	CO 3	6
b)	Plan to preserve a photo or family documents in an archive	L3	CO 3	7
c)	Classify and explain the various storage devices for special collections	L4	CO 3	7
8a)	Explain about the project on endangered archives	L2	CO 3	6
b)	Identify and list the copyright issues for archives	L3	CO 3	7
c)	Categorize the programmes carried out by National archives on endangered archives	L4	CO 3	7
Section-V				
9a)	Illustrate Digital Archives	L2	CO 1, CO 3	6
b)	Identify and explain archival modules of any one Institutional repository.	L3	CO 1, CO 3	7
c)	Analyse the importance and purpose of Digital Archives in society	L4	CO 1, CO 3	7
10a)	Explain the creation of digital library	L2	CO 1, CO 3	6
b)	Identify the role of UNESCO in archives	L3	CO 1, CO 3	7
c)	Examine the role of UNESCO in promoting cultural heritage of a country.	L4	CO 1, CO 3	7

8. Equipment/software list with Specification for a batch of 20 students

Sl. No.	Particulars	Specification	Quantity
1	Digital Thermohygrometer		05

11. Reference:

Sl. No.	Description
1	Digitizing the archives trends, innovations and best practices/by Martin Julius V Perez
2	Digital archiving and preservation :present scenario/by BiswantSaha
3	Use of Archives/by Bruce W Dearstyne
4	Making Archival and special collections more accessible /by James Michalko
5	Basic preservation for library and archive collections/by Alison Walker
6	Preservation and conservation for libraries and Archives/by Nelly Balloffet and Jenny Hille
7	Copyright in the real world: Making archival material available on the Internet/by Jean Elizabeth Dryden
8	Academic archives: Managing the next generation of college and university archives, records and special collection/by Aaron D Purcell
9	Arranging and Describing Archives and manuscripts/ by Kathleen D Roe
10	Archival and special collection facilities:guidelines/Michele F Pacifico and Thomas Wilsted
11	Preserving Archives/by Helen Forde and Jonathan Rhys-Lewis
12	Archives www.egyankosh
13	Conservation and preservation activities in archives www.academia.edu
14	6 safety factors to consider while archiving documents and special collections. www.bruynseel.system
15	Care, handling and storage of Audio Visual materials www.libraryofcongresspreservation



7
Government of Karnataka

DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

Program	Library and information science	Semester	V
Course Code	20LI52T	Type of Course	Program Core
Course Name	COMMUNITY INFORMATION SERVICES	Contact Hours	8 hours/week 104 hours/semester
Teaching Scheme	L:T:P :: 3:1:4	Credits	6
CIE Marks	50	SEE Marks (Theory)	50

1. **Rationale-** To concentrate on the needs of those who do not have ready access to information sources and provide community information resources to people

2. **Course Outcomes/Skill Sets**

After completion of the course, the student will be able to

CO-01	Analyze the nature of Community Information Services, and information providers
CO-02	Utilize the role of e-governance for community information services and public libraries in Community Information Services
CO-03	Utilize different information institution and analyze local studies of Community Information Services

3. **Course Content**

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity/Criteria)	Practice (Performance Criteria)
			3 Hour/Week	1Hour/Week	4 Hour / Week (2 hours / batch twice in a week)
1	1	1	Fundamentals of CIS 1.Introduction. Need and scope, Definition	Refer Table 1	1.Log on to Government and Private agency website and understand what is community information service 2.Visit any public library website prepare chart on community information services
			2.Features, Nature, Objectives		
			3.use and users of community information		

2	1,2	1	Providers of CIS, 2.Introduction,and scope	Refer Table 1	1.Log on to websites and write a note on libraries as CIS providers
			1.Providers of Community Information Services		2.List the information services and systems
			3.Services of CIS and systems		
3	1,2		1.Agencies and institutions	Refer Table 1	1, Prepare chart on community information system and services.
			2.Libraries as CIS providers		2.Visit public library and understand its role in CIS
			3.Role of public libraries in CIS		
4	1,2	1,2	E-Governance in CIS 1.Introduction- Meaning	Refer Table 1	1.Browse the net to collect information about the various departments in E governance.
			2.Objectives and scope		2.Collect the information on E- Governance system and services
			3.Importance of CIS		
5	2	2	1.Purpose and type	Refer Table 1	1. Log on to website List the E-Governance institutions in India
			2.E-Governance institutions-concept and scope		2.Conduct an online search and gather information about programs organised by govt. and private agencies of India.
			3.E-Governance institutions in India		
6	2	5	1.CIS and Services	Refer Table 1	1.Collect information on CIS program such as health and hygiene
			2.National level institutions		2. Prepare a chart on National and international level institutions providing CIS.
			3.International level institutions		
7	2	3	DOCUMENTARY CIS 1.Introduction to documentary CIS	Refer Table 1	1.Make a chart on Documentary and Non- documentary sources in CIS.
			2.Vital statistics and land records		2.Visit any library collect data on statistical and official publications
			3.Official publications and Magazines		
8	2	3	1.Maps and Atlases, Photographs and Films.	Refer Table 1	1.Browse any ancient or archival libraries, collect documentary CIS on

			2. Personal collections, Leaflets		geographical and film Sources.
			3. Cultural Heritage resources and Digital resources		2. prepare a report on cultural heritage resources (Traditional and Digital) by visiting any one library website
9	2	5	Institution and Human CIS, 1. Introduction, Meaning, Concept	Refer Table 1	1. Browse online and collect the human and institution CIS 2. search government CIS publications in Government agencies Website
			2. Institutional sources:		
			3. Publication of Local and government Agencies		
10	2	5	1. Educational Institutions	Refer Table 1	1. Search and make a list of CIS sources in any educational Institution 2. Search and make a list of CIS sources in any NGOs
			2. Religious Institutions		
			3. NGOs etc.		
11	3	5	1. Human resources, Village level leaders	Refer Table 1	1. Make a list of different human resources (CIS) in Society (excluding Government Official) (Traditional and Digital) 2. Prepare a report on religious leaders and government officials acts as communicators in CIS
			2. Field extension personnel		
			3. Religious leaders and Government officials, etc		
12	3	6	LOCAL STUDIES, 1. Introduction	Refer Table 1	1. Prepare a report on local CIS providers 2. Conduct survey and make a list on types of local study materials
			2. Definition and scope		
			3. Types and kinds of local study materials		
13	3	6	1. Collection and organisation in libraries	Refer Table 1	1. Observe collection organization of CIS Resources in any library (Traditional and Digital) 2. Prepare area profile of your locality for Community Information Services
			2. Local history material		
			3. Area profile- Meaning, Structure and compilation		
Total Hours			39	13	52

*PO=Program Outcome as listed and defined and PO-CO mapping with strength (Low/Medium/High) has to be mapped by the course Coordinator. (Above only suggestive)

4. Activity

Table1: Suggestive activities for tutorials (the list is only shared as an example and not inclusive of all possible activities for that course. Student and faculty are encouraged to choose activities that are relevant to the topic and the availability of such resources at their institution)

Sl No	Suggested Activity
1	List the Government and private department which provide community information with brief notes
2	Study government website which provides fundamental information for survival
3	Make a list with brief note on Information providers for rural development in India
4	List the different e-governance website for community information
5	List with a brief note National e-governance community information services websites
6	List and write a brief note on state government e-governance community information services
7	List 10 the community information services providing agencies or institutions
8	List the cultural heritage resources available in your locality with pictures
9	Collect institution and human resources information on any field of study
10	List any five government publication websites with brief description
11	Collect any one case studies of community information services of local bodies
12	List government and private department which provide community information with brief notes
13	Prepare a list of website which provides information of fundamental rights and duties of government of India
14	Prepare a report on health awareness program to citizen of India by government agencies
15	Prepare a report on cultivation of Agriculture products to farmers of India by private agencies
16	Search and prepare a documentary on social issues in internet

Note: i) Minimum 5 activities apart from collecting pictures.

ii) Folders should contain activities of all the units and submit the same at the end exam.

5. CIE and SEE Assessment Methodologies

Sl. No	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	5	60	20	Average of three tests 20
2.	CIE-2 Written Test	9	60	20	
3	CIE-3 Written Test	13	60	20	
4.	CIE-4 Skill Test-Practice	6	180	100	Average of two skill tests 20
5	CIE-5 Skill Test-Practice	12	180	100	
6	CIE-6 Portfolio evaluation of Activity through Rubrics	1-13		10	10
Total CIE Marks					50
Semester End Examination (Theory)			180	100	50
Total Marks					100

6. Format for CIE written Test

Course Name	COMMUNITY INFORMATION SERVICES	Test	I	Sem	V
Course Code	20LI52T	Duration	60 Min	Marks	20
Note: Answer any one full question from each section. Each full question carries 20 marks.					
Section	Assessment Questions	Cognitive Levels	Course Outcome	Marks	
I	1.a. Define community information services. State its importance	L1	CO1	5	
	b. List any five features of CIS			5	
	2.a) List the objectives of CIS	L1	CO1	5	
	b) How Libraries act as CIS providers			5	
II	3. a) Identify how Government of India disseminate CIS to Community	L3	CO2	5	
	b) Difference between national and international level institutions in CIS			5	
	4. a) Identify public library act as information provider in CIS	L3	CO2	5	
	b) Distinguish between how government and educational institution provides CIS			5	
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, Cognitive level and course outcomes.					

7. Rubrics for Assessment of Activity (Qualitative Assessment)

Sl. No.	Dimension	Beginner	Intermediate	Good	Advanced	Expert	Students Score
		2	4	6	8	10	
1		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	8
2		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	6
3		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
4		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
Average Marks= (8+6+2+2)/4=4.5							5

Note: Dimension and Descriptor shall be defined by the respective course coordinator as per the activities

8. CIE -Skill Test Practice -Scheme of Evaluation

SL. No.	Particulars/Dimension	Marks
1	Fundamentals of CIS	10
2	Providers of CIS	15
3	E-Governance in CIS	20
4	Documentary CIS	15
5	Institution and Human CIS	20
6	Local studies	10
7	Viva-Voce	10
Total Marks		100

9. SEE -Theory Examination

**Model Question Paper
Semester End Examination**

Programme: Library and Information Science
Course : Community Information Services
Course Code: 20LI52T

Semester: V
Max Marks: 100
Duration: 3 Hrs

Instruction to the Candidate:

Answer one full question from each section. One full question carries 20 marks.

Qn.No	Question	CL	CO	Marks
Section-1				
1.a)	Define Community Information Services. State its importance	L1	CO1	6
b)	Explain the services and functions of CIS	L2	CO1	7
c)	Differentiate between use and users of CIS	L4	CO1	7
2.a)	List the activities of CIS	L1	CO1	6
b)	Summarize the objective s of CIS	L2	CO1	7

c)	Demonstrate the scope of CIS on Current society	L2	C01	7
Section-2				
3.a)	List the providers of CIS	L1	C01	6
b)	Illustrate the CIS providers through national library of India	L2	C01	7
c)	Summarizes the National scenario of cis with respect to e-governance	L3	C01	7
4.a)	Describe Agencies of CIS	L1	C02	6
b)	Explain global scenario of CIS with respect to e-governance	L2	C02	7
c)	Summarise the CIS providers through Institution	L3	C02	7
Section- 3				
5.a)	list and explain any five purpose of e-governance	L1	C02	6
b)	Illustrate e-governance institution in India	L2	C02	7
c)	Identify how Government of India Disseminate CIS to Community.	L3	C02	7
6. a)	State the meaning and importance of e-governance	L1	C02	6
b)	Identify how Government of India Disseminate CIS to Community.	L3	C02	7
c)	Categorise with example different Digital Resources.	L4	C02	7
Section-4				
7.a)	Define documentary sources. List the three features	L1	C03	6
b)	Identify with example Maps & Atlas, Magazines towards CIS	L3	C03	7
c)	Classify Photography , Leaflets and Film in .CIS	L4	C03	7
8.a)	State the importance of statistical and land records	L1	C03	6
b)	Compare official publications and Magazines	L4	C03	7
c)	Differentiate vital statistical and Land Records with respect to CIS	L4	C03	7
Section-5				
9.a)	State the use and importance of Human Resources	L1	C03	6
b)	Summarise cultural heritage resources	L2	C03	7
c)	Analyse how government provide CIS through government official	L4	C03	7
10.a)	State the types of Local Studies	L1	C03	6
b)	Demonstrate the kinds local study material	L3	C03	7
c)	Summarize the compilation of Area profile	L2	C03	7

10. Equipment / Software list with Specification for a batch of 20 Students

Sl. No.	Particulars	Specification	Quantity
1	Internet Connectivity with good Bandwidth	-	
2	Computer with Latest Configuration	As per latest configurations	15

11. Reference:

Sl. No.	Description
1	Basics of Community Information: An action handbook for librarians Ainley P Association of Assistant Librarians.
2	Community Information Services through web and CD ROM Mukhopadhyay P Retrieved from - https://drtc.isibang.ac.in/handle/1849/185
3	A new profile for citizen (or community) information? Rowlat, M. Ariadne
4	Giggey, S. Rural community resources: a guide for developing countries. MacMillan; London, 1988
5	Kempson, E. Information for Self-reliance and Self-determination: the role of community information services. IFLA Journal. 1986,
6	Buddy, M.L. Alternatives to Traditional Library Services: a casebook, Urban information interpreters, College park, 1977
7	Community Information Service through public libraries: A Realistic approach by S K Satpathy
8	Community Information Services through public libraries and information Center by K Majumder



Government of Karnataka

DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

Programme	LIBRARY AND INFORMATION SCIENCE	Semester	V
Course Code	20LI53P	Type of Course	Programme Core
Course Name	DATA MANAGEMENT	Contact Hours	8 hours/week 104 hours/semester
Teaching Scheme	L:T:P :: 3:1:4	Credits	6
CIE Marks	60	SEE Marks (Practical)	40

1. **Rationale**-Data Management provides a detailed description of how to handle data under any circumstances and establishes processes for how to deal with data, how to create library databases and how it helps in library management in mass storage, removing duplicity, multiple users access and data protection.

2. **Course Outcomes/Skill Sets** :After completion of the course, the student will be able to

CO-01	Use the process and development of Data
CO-02	Develop skills for database management for libraries
CO-03	Design and build databases with Standards to use in libraries

3. Course Content

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity/Criteria)	Practice (Performance Criteria)
			3 Hour/Week	1Hour/Week	4 Hour / Week (2 hours / batch twice in a week)
1	1	1	DATABASE CONCEPT 1.Introduction, Data, types of data, databases	Refer Table 1	1. Make a chart to differentiate Numeric, factual and full text database 2. Search and identify different databases such as .txt, .jpg, .swf(Videos),. Mp3 (audio) on the
			2. Categorization of databases- Numeric, factual, full text, bibliographic.		

			3. Meta databases, Multimedia databases		internet, make a note, snap a screen shot and paste it
2	1	1,3	DATABASE MANAGEMENT SYSTEM 1. Concept, Characteristics, objectives	Refer Table 1	1. Learn excel export / import format to utilize the data in other programs 2. Make a list, steps involved in the process of constructing a database
			2. Components, Formats		
			3. Database development process		
3	1	3	1. Database management Design concept	Refer Table 1	1. Understand different types of file organization in excel/ MS Access 2. Create a simple sequential file organization in Excel/ MS Access
			2. Design features		
			3. File organization in database – sequential and ordered index		
4	2	4	DATABASE MANAGEMENT FOR LIBRARIES (DBMS, RDBMS APPLICATION) 1. Introduction- DBMS/RDBMS Application to libraries	Refer Table 1	1. Construct and store data required for a library. Eg. Subject wise book list in Excel /MS Access 2. Allow multiple user to use and share information using DBMS software
			2. DBMS software for Libraries		
			3. MS Access		
5	2	3	1. My SQL –T-SQL Introduction	Refer Table 1	1. Create database using MS access 2. Learn commonly used MYSQL –T SQL operators and functions
			2. My SQL Queries		
			3. Oracle/ Postgre SQL/ SQL life		
6	2	2	LIBRARY DATABASES 1. Bibliographic	Refer Table 1	1. Create a bibliographic data base using Excel/MS

			databases		Access
			2.Bib-Multilingual, Screen reading		2. Create bibliographic record for 10 library science books with order of elements and standardized punctuation
			3. Bibliographic description and record		
7	2	4	1.Electronic databases	Refer Table 1	
			2.Online databases		
			3.Info. retrieval in DBMS approach		
8	3	5	APPROACH TO ONLINE INFORMATION (STRATAGIES AND TOOLS) 1.Online information search	Refer Table 1	1. Make a list of the top 10 internet search techniques 2. List various methods to search online information effectively
			2.Search strategy		
			3.Search methods		
9	3	5	Online information 1. Search criteria and construction	Refer Table 1	1. List top ten search engines and write a note on them. 2. List 10 best free search tools for windows and write a note on them
			2.Web search		
			3.Search tool		
10	3	6	EMERGING TRENDS IN LIBRARY DATA MANAGEMENT 1.Overview	Refer Table 1	1. Record the steps to store digital information of the library in cloud. 2. Differentiate several types of specialized databases with example
			2. Cloud services		
			3.Specialized databases		
11	3	7	1.Multimedia	Refer Table 1	1. Understand different

			2. Geospatial information system		multimedia applications based on data management and record.
			3. Mobile databases		2. Explore the features of mobile databases
12	3	4	1. Big data concept,	Refer Table 1	1. Log on to the web site and list the contents on any one big data like health care or education 2. Learn and record how to extract data from big data
		2. Types Characteristics,			
		3. Advantages, application			
13	3	3	1. Data visualization		1. Create google form of your choice and Visualize data using pie chart and stacked bar chart 2. Browse the website and make a list of the key feature of the r programme
		2. Tools and techniques			
		3. R software			
Total Hours			39	13	52

***PO=Program Outcome as listed and defined and PO-CO mapping with strength (Low/Medium/High) has to be mapped by the course Coordinator. (Above only suggestive)**

4. Activity

Table1: Suggestive activities for tutorials (the list is only shared as an example and not inclusive of all possible activities for that course. Student and faculty are encouraged to choose activities that are relevant to the topic and the availability of such resources at their institution)

Sl No	Suggested Activity
1	Create database on a particular topic
2	Create file name as name of the employee, data type as numeric and size 15 for employees name and phone number of an institute
3	Create 10 bibliographic details in your database
4	List and understand important terms related to Database management system
5	Create a simple ordered index in file organization
6	Creating table "Book_Details" for 10 library science books

7	Create database in MY SQL and write the procedure
8	Create table for different subjects and enter number of books in each subject in your library in database
9	Differentiate electronic and online databases
10	Write the procedure to retrieve table from database
11	Write the procedure to retrieve text from database
12	List and explain the search strategies for online information
13	Log on to the website and find out what is Geospatial information system and write a note
14	Find out the application of big data
15	List and explain different types of data visualization

Note: i) Minimum 5 activities apart from collecting pictures.

ii) Folders should contain activities of all the units and submit the same at the end exam.

5. CIE and SEE Assessment Methodologies

Sl. No	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	5	80	30	Average of three tests 30
2.	CIE-2 Written Test	9	80	30	
3	CIE-3 Written Test	13	80	30	
4.	CIE-4 Skill Test-Practice	6	180	100	Average of two skill tests 20
5	CIE-5 Skill Test-Practice	12	180	100	
6	CIE-6 Portfolio evaluation of Activity through Rubrics	1-13		10	10
Total CIE Marks					60
Semester End Examination (Practical)			180	100	40
Total Marks					100

6. Format for CIE written Test

Course Name	Data Management	Test	I/II/III	Sem	V
Course Code	20LI53P	Duration	80 Min	Marks	30
Note: Answer any one full question from each section.					
Section	Assessment Questions	Cognitive Levels	Course Outcome	Marks	
Section I	1. Describe different types of databases OR	L1	CO1	6	
	2. Describe meta databases and multimedia databases	L1	CO1	6	
Section II	3. List and explain the objectives of data management system OR	L2	CO1	9	
	4. Illustrate steps in database development process	L2	CO2	9	
Section III	5. a) Describe file organization in database. b) Explain sequential and ordered index	L3	CO2	7+8	
	6. a) Explain any one DBMS software for libraries b) Write simple T SQL tags to Create, delete, query and table.	L3	CO2	7+8	
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, Cognitive level and course outcomes.					

7. Rubrics for Assessment of Activity (Qualitative Assessment)

Sl. No.	Dimension	Beginner	Intermediate	Good	Advanced	Expert	Students Score
		2	4	6	8	10	
1		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	8
2		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	6
3		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
4		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
Average Marks= (8+6+2+2)/4=4.5							5

Note: Dimension and Descriptor shall be defined by the respective course coordinator as per the activities

8. CIE Skill Test and SEE Scheme of Evaluation

SL. No.	Particulars/Dimension	Marks
1	DATABASE CONCEPT	10
2	DATABASE MANAGEMENT SYSTEM	10
3	DATABASE MANAGEMENT FOR LIBRARIES (DBMS, RDBMS APPLICATION)	20
4	LIBRARY DATABASE	20
5	APPROACH TO ONLINE INFORMATION (STRATAGIES AND TOOLS)	10
6	EMERGING TRENDS IN LIBRARY DATA MANAGEMENT	20
7.	VIVA VOCE	10
Total Marks		100

8.1. Model questions for CIE & SEE,

SL.No.	Questions	Marks
1	Make a chart and differentiate Numeric, Factual and Full text database	10
2	Create a simple sequential file organization	10
3	Create database using MS Access	20
4	Create a bibliographic database using MY SQL	20
5	List 10 best free searching tools for windows and write a note on them ²	10
6	Create a google form of your choice and visualize data using Pie chart and Stacked bar chart	20
7.	Viva Voce	10
Total Marks		100

9. Equipment/software list with Specification for a batch of 20 students

Sl. No.	Particulars	Specification	Quantity
1	MySQL-TSQL		1
2	DBMS software like DSpace		1
3	Computer with 4 GB RAM		10
4.	500GB IT Storage (SSD/HDD)		10
5.	Bar code reader		1
6.	Printer		1

10. Reference:

Sl. No.	Description
1	Suseela, V.J and Uma, S (2017). Data management for libraries: Understanding DBMS, RDBMS, IR technologies and tools. EssEss publications, New Delhi. ISBN: 978-81-933597-1-6
2	DESAI (Bipin C). Introduction to database systems. 2001. Galgotia; New Delhi; p. 27-30. 3..
3	EVEREST (Gordon G.). Database management: Objectives, system functions and administration. 2001. Tata McGraw-Hili; New Delhi
4	SINGH (Shailendra K), KUNDU (Subhash C), and SINGH (Shobha). Database management. 1998. Mittal Publications; New Delhi; p.: 3-13
5	DamaDmbok. Data management Body of knowledge 2 nd edition, ISBN: 978-1634622349
6.	Richard T Watson (2020).Data management: Databases and organization, 6 th edition. ISBN 13: 978-1943153039
7.	Alex Berson and Larry Dubou (2010) Mc Graw hill: New York ISSN 13: 978-0-07-174458-4
8	The Dama guide to the data management Body of knowledge, Dama-Dmbok (2010), Technics publications. ISBN: 978-1-9355040-2-3
3	https://www.guru99.com/free-database-software.html
4	https://www.atlassian.com/jira-software/project-mgmt
5	https://sourceforge.net/software/data-management/free-version
6	https://www.getapp.com/it-management-software/data-management/p/free
7	https://www.goodfirms.co/blog/top-10-free-and-open-source-database



Government of Karnataka

DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

Programme	LIBRARY AND INFORMATION SCIENCE	Semester	v
Course Code	20LI54P	Type of Course	Programme Core
Course Name	INSTITUTIONAL REPOSITORY	Contact Hours	8 hours/week 104 hours/semester
Teaching Scheme	L:T:P :: 3:1:4	Credits	6
CIE Marks	60	SEE Marks (Practical)	40

1. **Rationale**-Understand and Create Institutional Repository using Dspace Software, which provides open access to institutional output. It stores and preserves other institutional Digital assets including unpublished information.

2. Course Outcomes/Skill Sets

After completion of the course, the student will be able to

CO-01	Use the basic concept, process and skills for Installation of Institutional Repository Software
CO-02	Acquire Customized Skills with Standards, Protocol in Institutional Repository Software
CO-03	Analyze the content and understand design policies of IR Website (National and International)

3. Course Content

Week	CO	PO	Lecture (Knowledge Criteria)	Tutorial (Activity/Criteria)	Practice (Performance Criteria)
			3 Hour/Week	1Hour/Week	4 Hour / Week (2 hours / batch twice in a week)
1	1	1,4,7	Institutional Repository 1.Introduction, Meaning	Refer Table 1	1. Search and list any five National Institutional Repository 2. Search and List any five International Institutional Repository
			2. Definition, Historical Development		
			3. Importance of Institutional Repository		
2	1	1,4,7	1. Need for	Refer Table 1	1. Identify five

			Institutional Repository, IR Development		functions of any one National/International Institutional Repository
			2. Functions of Institutional Repository		2. Search and understand the Design policies of Current version of DSpace
			Institutional Repository Software (Free and Open Source Software)		
			3. DSpace - Introduction, Features		
3	1	1,4,7	1. DSpace - Design Policies	Refer Table 1	1. Search and understand the Design policies of Current version of D-space
			2. E-Prints - Introduction, Features		2. Search and understand the Design policies of Current version of E-prints
			3. E-Prints - Design Policies		
4	1	1,4,7	1. Fedora - Introduction, Features	Refer Table 1	1. Search and understand the Design policies of Current version of Fedora
			2. Fedora -Design Policies		2. Search and understand the Design policies of Current version of Greenstone
			3. Greenstone - Introduction, Feature		
5	1	4,5,7	1. Greenstone - Design Policies	Refer Table 1	1. Identify the basic hardware and software requirements of DSpace on Window
			DSpace / E-prints / Greenstone		2. Download and Install DSpace on Windows or Ubuntu
			2. Basic hardware and software requirements for DSpace Installation		
			3. Installation of DSpace on Windows - Procedure		
6	1,2	4,7	1. Installation of DSpace on Windows - Procedure	Refer Table 1	1. Download and Install DSpace on Windows or Ubuntu
			2. Installation of DSpace on Ubuntu		2. Download and Install DSpace on Windows or Ubuntu
			3. Installation of DSpace on Ubuntu		
7	1,2	4,7	1. Compare Compatibility of	Refer Table 1	1. Launching of DSpace after

			Dspace on Windows and Ubuntu		installation
			Dspace User Module 2. Launching DSpace in PC		2. Logging in to DSpace
			3. Create and logging in to DSpace		
8	2	4,7	1. Changing and Recovery of forgotten password	Refer Table 1	1. Change password, Recover forgotten password
			2. Creating Different Collections in DSpace		2. Creating Collections in DSpace.
			3. Submitting items to a collections		Submitting items to a collections
9	2	4,7	1. Searching e-content on DSpace	Refer Table 1	1. Search e-content on DSpace
			Dspace Admin Module 2. Customization Procedure - Changing logo on DSpace		2. Customization in DSpace (adding, changing logo)
			3. Changing Header Text on DSpace		
10	2	4,7	1. Changing top news and sidebar news in DSpace	Refer Table 1	1. Customization in DSpace (adding and editing header text)
			2. Registering New file formats		2. Customization in DSpace (Adding top news, sidebar news)
			3. Creating Users and Groups in DSpace, etc		
11	2, 3	4,7	1. Backup in DSpace	Refer Table 1	1. Create backup in DSpace
			2. Restore backup files in DSpace		2. Restore data in DSpace
			Exploring DSpace Repository, 3.Design and Content analysis - Introduction, Meaning		
12	3	4,7	1. Identify any five National Importance Institutional Repository (Design and Content Analysis)	Refer Table 1	1. Search and Identify any one National Institutional Repository design and content analysis
			2. Identify any five National Importance Institutional Repository (Design and Content Analysis)		2. Search and Identify any one National Institutional Repository design and content analysis
			3. Identify any five National Importance Institutional Repository (Design and Content Analysis)		(Total 2 Institutional Repository)

13	3	4,7	1. Identify any five International Institutional Repository (Design and Content Analysis)	Refer Table 1	1. Search and Identify any one International Institutional Repository design and content analysis
			2. Identify any five International Institutional Repository (Design and Content Analysis)		2. Search and Identify any one International Institutional Repository design and content analysis
			3. Identify any five International Institutional Repository (Design and Content Analysis)		
Total Hours			39	13	52 (Total 2 Institutional Repository)

*PO=Program Outcome as listed and defined and PO-CO mapping with strength (Low/Medium/High) has to be mapped by the course Coordinator.(Above only suggestive)

4. Activity

Table1: Suggestive activities for tutorials (the list is only shared as an example and not inclusive of all possible activities for that course. Student and faculty are encouraged to choose activities that are relevant to the topic and the availability of such resources at their institution)

Sl No	Suggested Activity
1	Make a list of software and hardware requirement of E-prints
2	Prepare a list of software and hardware requirement of Fedora
3	Prepare a list of software and hardware requirement of Greenstone
4	Identify any five free Institutional Repository open source software
5	Identify any five paid Institutional Repository software
6	Prepare chart of installation procedure of E-prints
7	Prepare a chart of installation procedure of Fedora
8	Prepare a chart of installation procedure of Greenstone
9	Summarize the functions and Services of any two State Institutional Repository
10	State the functions and services of any two National Institutional Repository
11	State the functions and services of any two International Institutional Repository
12	Compare Sources and Services provided in National and International Institutional Repository
13	Identify different file format supported in open sources Institutional Repository software
14	Content analysis of any one national Institute Repository (Not covered in Content)
15	Content Analysis of any one National Institute Repository (Not Covered in Content)

Note: i) Minimum 5 activities apart from collecting pictures.

ii) Folders should contain activities of all the units and submit the same at the end exam.

5. CIE and SEE Assessment Methodologies

Sl. No	Assessment	Test Week	Duration In minutes	Max marks	Conversion
1.	CIE-1 Written Test	5	80	30	Average of three tests 30
2.	CIE-2 Written Test	9	80	30	
3	CIE-3 Written Test	13	80	30	
4.	CIE-4 Skill Test-Practice	6	180	100	Average of two skill tests 20
5	CIE-5 Skill Test-Practice	12	180	100	
6	CIE-6 Portfolio evaluation of Activity through Rubrics	1-13		10	10
Total CIE Marks					60
Semester End Examination (Practical)			180	100	40
Total Marks					100

6. Format for CIE Written Test

Course Name	Institutional Repository	Test	I/II/III	Sem	V
Course Code	20LI54P	Duration	80 Min	Marks	30
Note: Answer any one full question from each section. Each full question carries 10 marks.					
Section	Assessment Questions	Cognitive Levels	Course Outcome	Marks	
I	1. Summarize the Importance of Institutional Repository Software	L2	CO1	5	
	2. Describe the functions of Institutional Repository software	L2	CO1	5	
II	3. Illustrate the features of E-prints	L3	CO1	5	
	4. Identify the design policies of DSpace	L3	CO1	5	
III	5. Examine the basic hardware and software requirements for D-space	L4	CO2	5	
	6. Demonstrate installation procedure of DSpace	L4	CO2	5	
Note for the Course coordinator: Each question may have one, two or three subdivisions. Optional questions in each section carry the same weightage of marks, Cognitive level and course outcomes.					

Rubrics for Assessment of Activity (Qualitative Assessment)

Sl. No.	Dimension	Beginner	Intermediate	Good	Advanced	Expert	Students Score
		2	4	6	8	10	
1		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	8
2		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	6
3		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
4		Descriptor	Descriptor	Descriptor	Descriptor	Descriptor	2
Average Marks= (8+6+2+2)/4=4.5							5

Note: Dimension and Descriptor shall be defined by the respective course coordinator as per the activities

7. Reference:

Sl. No.	Description
1	Richard Jones, Theo Andrew & John MacColl. (2006). The Institutional Repository. Chandos Publishing, Oxford.
2	Marianne A Buehler(2013). Demystifying the Institutional Repository for Success. Chandos Publishing, Oxford.
3	Pamela Bluh, Cindy Hepfer (). The Institutional Repository: Benefits and Challenges. Core Publications
4	Stephen Craig Finlay (). The complete guide to Institutional Repositories. ALA Edition, Core Publications
5	Digital Libraries and Institutional Repositories: Breakthroughs in research and practice. Information Resource Management Association USA, IGI Global (2020).
6	Jonathan A Nabe(2009). Starting, Strengthening and managing Institutional Repository: A How-To-Do-It Manual. ALA Neal – Schuman.
7	Jones Catherine(2007). Institutional Repositories: Content and Culture in an Open Access Environment. Chandos Publishing, Oxford
8	Naik, Poornima G & Naik, Girish R (2019). Creating and Managing Institutional Repository Using DSpace

8. CIE Skill Test and SEE Scheme of Evaluation

Sl. No.	Particulars/Dimension	Marks
1	Institutional Repository	15
2	Institutional Repository Software (Free and Open Source Software)	20
3	DSpace / E-prints / Greenstone	20
4	DSpace User Module	10
5	DSpace Admin Module	10
6	Exploring DSpace Repository	15
7	Viva Voce	10
Total Marks		100

9.1 Model questions for CIE & SEE.

SL. No.	Particulars/Dimension	Marks
1	Browse and list any five National Institutional Repository	15
2	a. Summarize the Design policies of DSpace b. Explain the feature of E-prints software	10 10
3	Write the procedure of Installation of DSpace and execute the same	20
4	Demonstrate the customization of font size and style in DSpace	10
5	Examine the procedure for back up of material/materials in DSpace	10
6	Analyse the content of any one Institutional Repository Website	15
7	Viva Voce	10
Total Marks		100

9. Equipment/software list with Specification for a batch of 20 students

Sl. No.	Particulars	Specification	Quantity
1	D Space Softwre (Open Source Software)		15
2	Latest computer		15
3	Internet Connectivity with good Bandwidth		For 15 Computers