

# Vidyasagar University

## Curriculum for B.A. (Honours) in Library & Information Studies [Choice Based Credit System]

### Semester-III

Course	Course Code	Name of the Subjects	Course Type/ Nature	Teaching Scheme in hour per week			Credit	Marks
				L	T	P		
<b>CC-5</b>		<b>C5T:</b> Reference Service	Core Course-5	5	1	0	6	75
<b>CC-6</b>		<b>C6T:</b> Library administration	Core Course-6	5	1	0	6	75
<b>CC-7</b>		<b>C7T:</b> Preservation and Conservation of Library materials	Core Course-7	5	1	0	6	75
<b>GE-3</b>		<b>TBD</b>	Generic Elective-3				4/5 2/1	75
<b>SEC-1</b>		<b>SEC-1:</b> Soft Skills and Personality Development Or Story Telling and Author Reading Circle	Skill Enhancement Course-1				2	50
<b>Semester Total</b>							<b>26</b>	<b>350</b>

**L** = Lecture, **T**= Tutorial, **P**= Practical, **CC** = Core Course, **TBD** = To be decided, **GE**= Generic Elective, **SEC**= Skill Enhancement Course.

**Generic Elective (GE)** (Interdisciplinary) from other Department [Paper will be of 6 credits].

## **SEMESTER-III**

### **Core Course (CC)**

#### **CC- 5: Reference Service**

**Credits 06**

##### **C5T: Reference Service**

###### **Course Contents:**

Concept of reference service. Definition, Nature and Scope. Types of Reference Service. Organization of Reference Section - Reference tools- both print and non-print. Function of reference department. The reference process. Reference queries, suggestions for further development.

#### **CC- 6: Library administration**

**Credits 06**

##### **C6T: Library administration**

###### **Course Contents:**

Organizational structure of a library, library operation and service, different sections, ordering, acquisition, technical processing, maintenance, collection development: stock verification, Charging Methods.

Library finance, Budgeting and Accounting - Budgeting techniques and methods, budgetary control. Library statistics.

Library Personnel: Job description and Job analysis, recruitment, training and development.

Library Committee, staff manual, Library Reports, Library Rules and regulations.

#### **CC -7: Preservation and Conservation of Library materials**

**Credits 06**

##### **C7T: Preservation and Conservation of Library materials**

###### **Course Contents:**

Preservation and conservation; Understanding the relationship between preservation management and appropriate conservation treatment; Restoration Factors for deterioration of information resource and curative measures. Mending, Binding, Housekeeping. Preventive and Restoration treatment.

Evaluation and application of appropriate and modern conservation treatments Restoration of print, non-print and electronic materials Conservation applications for library and archives, Preservation sections.

### *Skill Enhancement Courses (SEC)*

#### **SEC-1: Soft Skills and Personality Development**

**Credits 02**

##### **SEC1T: Soft Skills and Personality Development**

###### **Course Contents:**

Awareness of the importance of communication in their day-to-day work. Verbal and Non Verbal Communication : Interpersonal Communication and breaking speaking hesitation. Active Listening (Listening Process, Types of Listening, How to improve Listening Skills). Feedback. Semantic Problems, Perceptual Distortions, Physical Distractions. Loud reading, Introducing self before Interview board.

Intercultural Communication: Understanding and Appreciating Cultural Differences. Hofstede's Cultural Dimensions. Emotional Intelligence in Communication and creative talking styles. Communication and stage presentation practice public speaking, mass communication integrating audiovisual media with a presentation.

Techniques in personality Development a) Self confidence, b) Mnemonics, c) Goal setting , d) Time Management and effective planning.

Communication skills and Personality Development i) Intrapersonal communication and Body language, ii) Inter Personal Communication and Relationships, iii) Leadership Skills, iv) Team Building and public speaking.

**Or**

#### **SEC-1: Story Telling and Author Reading Circle**

**Credits 02**

##### **SEC1T: Story Telling and Author Reading Circle**

###### **Course Contents:**

Story telling techniques to attract children. Examples of storytelling. Exercises to practice to carry out story telling process. Organising authors meet in the library. Interview with authors. Authors reading out their writings in the library. Oral tradition, historical significance, and

evolution of storytelling in the modern world. Creating your storytelling. Creating your storytelling performance: build your skill. Storytelling in the classrooms, Storytelling in preserving personal/family/community history, story as change agents, advocacy efforts of libraries.