

# UNIVERSITY OF DHAKA



Course Curricula for the Department of Information Science and Library Management  
for  
B. A. Honours  
for the  
Sessions—2019-2020 to 2020-2021  
(Semesters—1st to 8th)

THE UNIVERSITY OF DHAKA  
BANGLADESH

Course Curricula for BA (Honours)  
Department of Information Science and Library Management  
Sessions—2019-2020 to 2020-2021  
(Semesters—1st to 8th)

| Course No.                                   | Course Title                                               | Full Marks |
|----------------------------------------------|------------------------------------------------------------|------------|
| <b>1st Year 1st Semester</b>                 |                                                            | 100        |
| BISLM 101                                    | Introduction to Information Science and Library Management | 100        |
| BISLM 102                                    | Fundamentals of Information and Communication Technologies | 100        |
| BISLM 103                                    | Bengali Language                                           | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 3 full units and 1 partial unit = 13 credits |                                                            |            |
| <b>1st Year 2nd Semester</b>                 |                                                            |            |
| BISLM 104                                    | Information Sources and Services                           | 100        |
| BISLM 105                                    | Introduction to Classification and Cataloguing             | 100        |
| BISLM 106                                    | Communicative English                                      | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 3 full units and 1 partial unit = 13 credits |                                                            |            |
| <b>2nd Year 3rd Semester</b>                 |                                                            |            |
| BISLM 207                                    | Information Resources Development                          | 100        |
| BISLM 208                                    | Information and Society                                    | 100        |
| BISLM 209                                    | Bangladesh Studies                                         | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 3 full units and 1 partial unit = 13 credits |                                                            |            |
| <b>2nd Year 4th Semester</b>                 |                                                            |            |
| BISLM 210                                    | Archives and Records Management                            | 100        |
| BISLM 211                                    | Computer Hardware and Networking                           | 100        |
| BISLM 212                                    | Writing Editing and Publishing                             | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 3 full units and 1 partial unit = 13 credits |                                                            |            |
| <b>3rd Year 5th Semester</b>                 |                                                            |            |
| BISLM 313                                    | Indexing and Abstracting                                   | 100        |
| BISLM 314                                    | Database Design and Applications                           | 100        |
| BISLM 315                                    | Library Administration and Management                      | 100        |
| BISLM 316                                    | Documentation and Communication                            | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 4 full units and 1 partial unit = 17 credits |                                                            |            |
| <b>3rd Year 6th Semester</b>                 |                                                            |            |
| BISLM 317                                    | Information Marketing and Advocacy                         | 100        |
| BISLM 318                                    | Systems Analysis and Design                                | 100        |
| BISLM 319                                    | Organization of Knowledge (Classification Theory)          | 100        |
| BISLM 320                                    | Organization of Knowledge (Cataloguing Theory)             | 100        |
|                                              | Viva voce/Presentation                                     | 25         |
| 4 full units and 1 partial unit = 17 credits |                                                            |            |

#### **4th Year 7th Semester**

|           |                                             |     |
|-----------|---------------------------------------------|-----|
| BISLM 421 | Research Methodology                        | 100 |
| BISLM 422 | Comparative and International Librarianship | 100 |
| BISLM 423 | Practical Classification                    | 100 |
| BISLM 424 | Practical Cataloguing                       | 100 |
|           | Viva voce/Presentation                      | 25  |

4 full units and 1 partial unit = 17 credits

#### **4th Year 8th Semester**

|           |                                                  |     |
|-----------|--------------------------------------------------|-----|
| BISLM 425 | Applied Statistics                               | 100 |
| BISLM 426 | Information Resource Sharing                     | 100 |
| BISLM 427 | Automation of Information Institutions           | 100 |
| BISLM 428 | Internship in Libraries and Information Centers* | 100 |
|           | Viva voce/Presentation                           | 25  |

4 full units and 1 partial unit = 17 credits

\*Internship groups will be conducted under supervisor (DU, BUET, BSMMU, etc. Marks distribution: Reports 50% + Library 25% + Presentation 25%) = 100%. Supervisor will be selected by the Examination committee

**\*\* 4 Years - 8 Semesters - 28 Full Unit & 8 Partial Unit Courses**

**Total Credits = 120**

**Total Marks = 3000**

Course Curricula for MA  
Department of Information Science and Library Management  
Sessions—2006-2007 to 2009-2010  
(Semesters—1st & 2nd)

| Course No.                                                 | Course Title                                                     | Full Marks |
|------------------------------------------------------------|------------------------------------------------------------------|------------|
| <b>MA 1st Semester</b>                                     |                                                                  |            |
| MISLM 501                                                  | Digital Library Systems                                          | 100        |
| MISLM 502                                                  | Information Retrieval Techniques                                 | 100        |
| MISLM 503                                                  | Information Literacy                                             | 100        |
| MISLM 504                                                  | Internet Studies and Web Design                                  | 100        |
|                                                            | Viva voce/Presentation                                           | 50         |
| 4 full units and 1 partial unit = 17 credits               |                                                                  |            |
| <b>MA 2nd Semester (non-thesis group)*</b>                 |                                                                  |            |
| MISLM 505                                                  | Advanced Classification Practical                                | 50         |
| MISLM 506                                                  | MISLM 506 Advanced Cataloguing Practical                         | 50         |
| MISLM 507                                                  | Knowledges Management                                            | 100        |
| MISLM 508                                                  | 508 Development and Customization of Library Management Software | 100        |
| MISLM 509                                                  | Library Systems and Services                                     | 100        |
|                                                            | Viva voce/Presentation                                           | 50         |
| 3 full units, 2 half units and 1 partial unit = 17 credits |                                                                  |            |
| <b>MA 2nd Semester (thesis group)*</b>                     |                                                                  |            |
| MISLM 505                                                  | Advanced Classification Practical                                | 50         |
| MISLM 506                                                  | MISLM 506 Advanced Cataloguing Practical                         | 50         |
| MISLM 507                                                  | Knowledges Management                                            | 100        |
| MISLM 508                                                  | 508 Development and Customization of Library Management Software | 100        |
| MISLM 510                                                  | Thesis**                                                         | 100        |
|                                                            | Viva voce/Presentation                                           | 50         |
| 3 full units, 2 half units and 1 partial unit = 17 credits |                                                                  |            |

\*Result of Non-thesis and Thesis groups will be published separately. \*\*Thesis Marks distribution: Dissertation 75 (marks by Examiners), Defence 25 (marks by Exam committee). Defence will be conducted by Academic committee members

**1st Semester****BISLM 101 Introduction to Information Science and Library Management [100]**

|                                 |                                                                                                                                                                                                                                                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Introduction to Information Science and Library Management</b>                                                                                                                                                                                                                                |
| Course No.                      | BISLM 101                                                                                                                                                                                                                                                                                        |
| Credit Hours                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                               |
| Brief Description of the Course | This course introduces the basic concepts of information science and library management and provides the necessary information to allow you to apply them to a later stage in the courses of studies.                                                                                            |
| Learning Objectives             | To understand the basic concept of information science and library management;<br>To recognize the basic tools and standards for information management;<br>To identify different information institutions; and<br>To identify the user services commonly available in information institutions. |

**Course Details**

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                 | <i>Learning outcomes</i>                                                                                                                                                                                                                         | <i>Methods &amp; Techniques, Activities</i>          | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------|----------------------------------------|
| 1           | Defining data, information and knowledge, characteristics of information and knowledge, varieties of information, human information needs, information models and theories, economics of information.                                          | Understand the meanings of data, information and knowledge and their differences.<br>Analyze human information needs and behaviours in the context of everyday life activities.<br>Acquire basic understanding of information theory and coding. | *Lecture<br>*Question-Answer                         | 8                                 | *Quiz<br>*Class performance            |
| 2           | Information and knowledge management, information management process, information processing, information access models, controlled vocabularies and natural language as information access tools.                                             | Conceptualize the concepts of information and knowledge management.<br>Identify the steps in accessing information.<br>Distinguish between natural and controlled languages in the context of information access.                                | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment | 7                                 | *Question-answer<br>*Class performance |
| 3           | Tools for organizing knowledge, role of standards in information environments, various documentation standards, ISBN; metadata protocols – MARC, CCF, Dublin Core, etc. digital object identifiers, system contexts for knowledge organization | Understand the standards used for information/ knowledge organization.                                                                                                                                                                           | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment | 8                                 | * Quiz                                 |
| 4           | Introduction to information sources and services, various printed tools for exploring information resources and their use, information services for users including CAS, SDI, routings of periodicals, reference services etc.                 | Analyze different information sources and their characteristics.<br>Understand the nature of information services rendered by an information organization.                                                                                       | *Lecture<br>*Debate<br>*Quiz                         | 8                                 | * Oral test<br>* Assignment            |

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                                                                                                         | <b>Learning outcomes</b>                                                                                                                                            | <b>Methods &amp; Techniques, Activities</b>                       | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| 5           | Information technology, components of a computer system-hardware and software, information management software tools, digital ready reference apparatus such as dictionaries, encyclopaedias, almanacs, atlases, catalogues, computer databases etc.                                                                   | Understand the basic hardware and software components. Demonstrate practical understanding of the application digital reference services.                           | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 7                                 | *Quiz<br>*Question-answer                 |
| 6           | The internet and its applications, searching the web using various search engines, digital text collections such as e-books, e-prints, e-journals. repositories and archives, free and fee-based document delivery services.                                                                                           | Analyze the applications of internet and search engines. Examine the role of digital collections and document delivery services.                                    | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 6                                 | *Quiz<br>*Question-answer                 |
| 7           | The development of writing, record keeping and libraries, the emergence of printing and the history of book, the evolution of record keeping by organizations, government, and individuals, and the impact of different technologies on the development of print and digital culture.                                  | Evaluate the early writing materials and the development of printing, publishing, etc. Assess the impact of modern technologies on printing and publishing.         | *Lecture<br>*Brainstorm-ing<br>*Question-Answer                   | 8                                 | *Question-answer<br>*Debate               |
| 8           | Types of libraries and their utilities, different departments within a library and their functions, role of library, documentation and information institutions, application of modern management ideas and techniques to libraries, national information policy, digital libraries-social, economic and legal issues. | Understand the categories of libraries and their internal departments. Identify the current trends in information management including digital library initiatives. | *Lecture<br>*Quiz<br>* Presentation                               | 8                                 | *Question-answer<br>*Mid-term examination |

#### **Assessment:**

| <b>Assessment type</b>          | <b>Assessment details</b>                                                                                    | <b>Proportion</b> |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------|
| Mid-term exams                  | Two mid-term exams will be held during the course of studies (details will be announced in the notice board) | 30%               |
| Class attendance/ participation | Students' attendance as well as their participation in class activities will be recorded                     | 10%               |
| Semester Assessment             | Final exams consisting of both board and short questions will be conducted at the end of the course          | 60%               |

#### **Reading List:**

Rowely, J. and Farrow, J. Organizing Knowledge  
Hamilton, F. Current Awareness, Current Techniques  
Chowdhury, G.G. and Chowdhury, S. Introduction to Digital Libraries

## BISLM 102 Fundamentals of Information and Communication Technologies [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | Fundamentals of Information and Communication Technologies                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Course No.</b>                      | <b>BISLM 102</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Credit Hours</b>                    | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Brief Description of the Course</b> | This course aims to provide knowledge of the role of technology in library and/or learning resources center at the theoretical and pragmatic level. Through lectures, presentations, educational visits and hands-on experience, students will gain insight into relevant technology-raised issues and will learn what kind of technology is applied in libraries. The knowledge acquired in this course complements the knowledge obtained in other required first and second-term courses. |
| <b>Learning Objectives</b>             | This course provides a solid foundation in the fundamental concepts, theories and principles in information and communication technology and discusses critical issues surrounding their use and how they impact everyday life. An understanding of the concepts and principles underlying the design and use of digital devices, computer hardware, software, operating systems, is an integral part of any ICT curriculum.                                                                 |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                             | <i>Learning outcomes</i>                                                                          | <i>Methods &amp; Techniques, Activities</i>                 | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i>  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------|--------------------------------------|
| 1           | Concept of information communication technology (ICT), evolution and development of ICT, use and applications of ICT in different fields of library and information institutions in Bangladesh, impact of ICT in library and information systems, current trends and existing situation, problems and prospects of using ICT in Bangladesh | Able to state fundamentals knowledge of ICTs and their impact                                     | Class Lectures, Concepts mapping                            | 05                                         | A surprise test with short questions |
| 2           | Computer, concepts, types of computer based on processing / signaling, purpose and capacity or size, comparisons of mainframe, mini and micro-computers, generation of computers, CPU-control unit, arithmetic logic unit, primary memory.                                                                                                 | Able to recognize different types of computers and to differentiate among them.                   | Class Lecture, Weekly discussion                            | 05                                         | Quiz                                 |
| 3           | Digital library (DL), concepts, necessity, functions, characteristics, major activities and skills of digital librarianship, digital library scenario in Bangladesh, Bar code and RFID technologies in digital libraries                                                                                                                   | Able to identify DL, its functions and characteristics and to outline the skills of DL.           | Class Lectures, Educational visit to some DLs in Bangladesh | 04                                         | Class test                           |
| 4           | E-resources, e-journal, conceptual issues, categorization of e-journals, necessity of e-journals in Bangladesh, comparison between print journals and electronic journals, merits and demerits of e-journals, barriers of e-journals subscription in Bangladesh and the measures to overcome the barriers.                                 | Able to relate e-resources and e-journals as well as to select the best e-journals for libraries. | Class Lecture, problem-solving exercises.                   | 04                                         | Quiz and/or Assignment               |

| Unit | Content                                                                                                                                                                                                                        | Learning outcomes                                                      | Methods & Techniques, Activities          | No. of Classes (Total: 40x1.5=60 H) | Assessment Tools/ Procedures |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------------|-------------------------------------|------------------------------|
| 5    | Software, concepts, classification of software and introduction of some application software used for the library and information center in Bangladesh.                                                                        | Able to classify software and recall some application software         | Class Lecture, problem-solving exercises. | 04                                  | Presentation                 |
| 6    | Operating system (OS), concepts, types of OS based on processing and user interface, functions of OS, introducing to some popular OS, process, process management.                                                             | Able to conceptualize OS and state some popular OSs.                   | Class Lectures, Concepts mapping          | 04                                  | Class Test                   |
| 7    | Fundamentals of E-mail: opening mail account, checking mail, sending mail, attachment, Social Networking: Concepts of social network, benefits, important social network sites - Facebook, Good Reads, My Space, Twitter, etc. | Able to know the application of email                                  | Class Lectures, Practical demonstration   | 04                                  | Practical test               |
| 8    | Practical applications of Microsoft word, Excel, Power point and Access.                                                                                                                                                       | Able to recognize different icons and tool bars and their applications | Practice with practical demonstration     | 10                                  | Practical test               |

#### Summative Assessment:

| Assessment type                | Assessment Details                                                                                                            | Proportion |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------|
| Mid-term Exams                 | Two mid-terms examination will be taken on (10+10) =20 marks and one presentation along assignment will be taken on 10 marks. | 30%        |
| Class Attendance/Participation | Class attendance on 5 marks and class performance on 05 marks=10 marks                                                        | 10%        |
| Semester Assessment            | Semester Final examination will be taken on 60 marks.                                                                         | 60%        |

#### Reading List

Andrew, Jean. A Guide to Managing and Maintaining Your PC, Cambridge, Course Technology.  
 Clements, A. The Principles of Computer Hardware.  
 Silberschatz, A. and Galvin, P.B. Operating System concepts.  
 Minasi, M. The Complete PC Upgrade and Maintenance Guide, New Delhi, BPB.  
 Peter, N. Introduction to Computer.  
 Peter, N. Inside the PC.  
 Rahman, M.L. Hossain, M.A. Computer Fundamentals.  
 Tedd, L.A. Introduction to Computer-Based Library Systems.

#### BISLM 103 Bengali Language [100]

|                         |                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| কোর্স শিরোনাম           | বাংলা ভাষা                                                                                                                                                                                                                                                                                                                                                                                          |
| কোর্স নম্বর             | BISLM-103                                                                                                                                                                                                                                                                                                                                                                                           |
| সময়                    | ৬০ ঘণ্টা                                                                                                                                                                                                                                                                                                                                                                                            |
| কোর্সের সংক্ষিপ্ত বিবরণ |                                                                                                                                                                                                                                                                                                                                                                                                     |
| কোর্সের উদ্দেশ্যসমূহ    | <ul style="list-style-type: none"> <li>বাংলা ভাষার বিকাশ সম্বন্ধে সাধারণ ধারণা গঠন</li> <li>বাংলা ভাষার বৈশিষ্ট্য, গুরুত্ব ও অন্তর্নিহিত শৃঙ্খলা সম্পর্কে ধারণা সংহতকরণ</li> <li>প্রমিত বাংলা ভাষা ব্যবহারে নৈপুণ্য অর্জন</li> <li>প্রায়োগিক ও কর্মমুখী ভাষা দক্ষতা অর্জন</li> <li>বিষয়বস্তুর যুক্তিপূর্ণ উপস্থাপনায় পারদর্শিতা অর্জন</li> <li>আত্মবিশ্বাস ও নিজের ভাবনাকে বিকশিত করা</li> </ul> |



### Course Details

| ইউনিট | বিষয়বস্তু                                                                                                                                                                                                                                                                                                                            | Learning outcomes                                                                                                                 | Methods & Techniques, Activities              | No. of Classes (Total: 60) | Assessment Tools/ Procedures                        |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------|-----------------------------------------------------|
| ১     | বাংলা ভাষার উৎস, ইতিহাস ও স্তর বিভাগ: প্রাচীন বাংলা, মধ্য বাংলা ও প্রাচীন বাংলার কাল নির্ণয়                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Understand the origin and development of Bengali language.</li> </ul>                      | Lecture, group discussion, hands on exercise  | 04                         | Surprise quiz, presentation: theoretical and poster |
| ২     | ধ্বনিতত্ত্ব (Phonology): বাগধ্বনির সংজ্ঞা, ধ্বনি ও বর্ণ, ধ্বনিবিচার-স্বরধ্বনি ও ব্যঞ্জনধ্বনি বিচার, অক্ষর, ধ্বনি-পরিবর্তন, সন্ধি, ধ্বনির বর্ণীকরণ, আন্তর্জাতিক ধ্বনিমূলক বর্ণমালায় বাংলা ধ্বনিসমূহের বর্ণীকরণ, উচ্চারণসূত্র ও তার প্রয়োগ।                                                                                           | <ul style="list-style-type: none"> <li>Conceptualize phonology and its application and implications.</li> </ul>                   | Lecture, group discussion                     | 04                         | Quiz, presentation, assignment                      |
| ৩     | রূপতত্ত্ব (Morphology) : শব্দ ও শব্দগঠন প্রক্রিয়া-বিভক্তি ও বচন, সমাস, উপসর্গ ও প্রত্যয়, পদ, পদেও শ্রেণীকরণ, কারক ও বিভক্তি, শব্দের বানান এবং শব্দের অশুদ্ধি ও অপ্রয়োগ, সমার্থক, বিপরীতার্থক শব্দ, দ্বিরুক্ত শব্দ, বাক্যসংক্ষেপ, সমোচ্চারিত শব্দ, একই শব্দের ভিন্নার্থে প্রয়োগ, পারিভাষিক শব্দ-সংজ্ঞার্থ, ইতিহাস ও নির্মাণপদ্ধতি। | <ul style="list-style-type: none"> <li>Conceptualize morphology including its essential components.</li> </ul>                    | Lecture, group work, hands on exercise        | 06                         | Quiz, presentation, assignment, written test.       |
| ৪     | বাক্যতত্ত্ব (Syntax): বাক্যের সংজ্ঞা ও গঠনপ্রক্রিয়া, বাক্য বিচারপদ্ধতি ও বাক্যের শুদ্ধাশুদ্ধির ধারণা।                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Gain familiarity with syntax and its use in Bengali language.</li> </ul>                   | Lecture, group discussion, hands on exercise  | 04                         | Assignment, presentation                            |
| ৫     | বাগতত্ত্ব (Semantics): শব্দের মুখ্যার্থ, লক্ষ্যার্থ ও ব্যঙ্গার্থ, অর্থের পরিবর্তন।                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>Understand semantics along with its application in Bengali language.</li> </ul>            | Lecture, group discussion, hands on exercise  | 04                         | Quiz, question and answer, presentation             |
| ৬     | ভাষারীতি: সাধু ও চলিত রীতির সংজ্ঞা, উদ্ভব ও বিকাশ এবং স্বাতন্ত্র্য-বিচার, বিষয়ানুযায়ী ভাষারীতি-কবিতা, উপন্যাস, নাটক, ছোটগল্প, একাংকিকা, প্রবন্ধ ও প্রচারমাধ্যমের ভাষা, বিরামচিহ্নের প্রয়োগবিধি।                                                                                                                                    | <ul style="list-style-type: none"> <li>Gain understanding on two main forms of Bengali language and their diverse use.</li> </ul> | Lecture, group discussion.                    | 06                         | Question and answer, written test, assignment.      |
| ৭     | অভিধানের প্রকারভেদ ও ব্যবহার পদ্ধতি।                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Conceptualize the types and use of dictionary.</li> </ul>                                  | Lecture, group discussion, hands on exercise. | 02                         | Question and answer, assignment                     |
| ৮     | লিখন-দক্ষতা: সারাংশ, সারমর্ম ও প্রতিবেদন লিখন। পত্র রচনা: ব্যক্তিগত ও প্রশাসনিক প্রবন্ধের খসড়া বা মুশাবিদা রচনা, পাঠ্যবহির্ভূত অংশের বোধ পরীক্ষণ (Comprehension)                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Acquire ability to write reports and professional letters.</li> </ul>                      | Lecture, group discussion, hands on exercise  | 10                         | Question and answer, written test                   |

### Summative Assessment: Theoretical Courses

| Assessment Type                  | Assessment Method(s)                    | Proportion of Marks |
|----------------------------------|-----------------------------------------|---------------------|
| Mid-term Exams                   | Written test, assignments, presentation | 30%                 |
| Class Attendance & Participation | Quiz, presentation, question and answer | 10%                 |
| Semester Assessment              | Written test                            | 60%                 |

Or

## Summative Assessment: Practical Courses

| Assessment Type                  | Assessment Method(s)                     | Proportion of Marks |
|----------------------------------|------------------------------------------|---------------------|
| Mid-term Exams                   | Two written tests on theoretical aspects | 20%                 |
|                                  | One hands-on practice/project in lab     | 10%                 |
| Class Attendance & Participation |                                          | 10%                 |
| Semester Final                   | Written test on theory                   | 40%                 |
|                                  | Practical Examination (Lab work)         | 20%                 |

## Reading List

জীনাৎ ইমতিয়াজ আলী। “বাংলা বানান: তৎসম শব্দ”, সাহিত্য পত্রিকা, চলিচশ বর্ষ, প্রম সংখ্যা, ১৪০৩।

পবিত্র সরকার। ১৯৮৭। বাংলা বানান সংস্কার: সমস্যা ও সম্ভাবনা। কলকাতা: চিরায়ত প্রকাশন।

মণীন্দ্রকুমার ঘোষ। ১৩৯৩। বাংলা বানান: কলিকাতা। দে'জ পাবলিশিং।

মুহম্মদ শহীদুল্লাহ। ১৯৯৫। বাংলা ব্যাকরণ, রচনাবলী, ২য় খন্ড, ঢাকা। বাংলা একাডেমী।

নরেন বিশ্বাস। ১৯৯০। বাংলা উচ্চারণ অভিধান। ঢাকা। বাংলা একাডেমী।

নেপাল মজুমদার (সংকলিত ও সম্পাদিত)। ১৯৯২। বানান বিতর্ক। কলকাতা। পশ্চিমবঙ্গ বাংলা আকাদেমি।

শিবপ্রসন্ন লাহিড়ী ও অন্যান্য সম্পাদিত। ১৯৮৮। বাংলা ভাষার প্রয়োগ ও অপ্রয়োগ। ঢাকা: বাংলা একাডেমী।

শিশিরকুমার দাশ। ১৯৯৯। মোদের গরব মোদের আশা। কলকাতা: জিজ্ঞাসা।

সুনীতিকুমার চট্টপাধ্যায়। ১৯৯৮। ভাষা-প্রকাশ বাঙ্গালা ব্যাকরণ। কলকাতা: রূপ অ্যান্ড কোম্পানী।

সুনীতিকুমার চট্টপাধ্যায়। ১৯৭৫। বাংলা ভাষাপ্রসঙ্গ। কলিকাতা: জিজ্ঞাসা।

সুভাষ ভট্টাচার্য। ১৯৯২। সংসদ বাংলা উচ্চারণ অভিধান। কলিকাতা: সাহিত্য সংসদ।

সুভাষ ভট্টাচার্য। ২০০২। বাঙালিক ভাষা। কলকাতা: আনন্দ পাবলিশার্স প্রাইভেট লিমিটেড।

## 2nd Semester

### BISLM 104 Information Sources and Services [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | Information Sources and Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Course No.                      | BISLM 104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Credit Hours                    | 60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Brief Description of the Course | This course is an overview of major reference sources and strategies useful in providing and designing information services in libraries and other information agencies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Learning Objectives             | <p>This course is designed to introduce students to:</p> <ul style="list-style-type: none"> <li>the role and responsibilities of reference librarians;</li> <li>diverse user needs and information seeking behaviours;</li> <li>techniques and strategies for providing information services, including the reference interview, instruction, readers' advisory and evaluation and review of reference materials;</li> <li>the structure of reference sources, basic reference tools, and search strategies;</li> <li>the international standards of bibliographic control;</li> <li>the ways to respond to information request in a professional manner that encourages further inquiry;</li> <li>current issues/trends in library reference sources and services;</li> <li>the significance of continued personal professional development for the development of reference services in the library.</li> </ul> |

## Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                        | <i>Learning outcomes</i>                                                                                         | <i>Methods &amp; Techniques, Activities</i>                                                                        | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>                                         |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------|
| 1           | Meaning of information and reference service, objectives and scope, distinction between information and reference service, referral service and document delivery service                                                                                                                                                                                                                                             | Students will gain general idea about the basics of information services                                         | Lecture, group discussion                                                                                          | 04                                | Surprise quiz, presentation: theoretical and poster                         |
| 2           | Kinds of information services and delivery techniques, reference questions-types and representative sources of information. Question handling techniques.                                                                                                                                                                                                                                                             | Develop the skills of library user query handling.                                                               | Lecture, group discussion, volunteering library and information centers' service desk to serve the users.          | 06                                | Submission of project report, role playing of simulated interview scenarios |
| 3           | Sources of information: documentary and non-documentary, primary, secondary, tertiary and mixed group of sources, reference materials, encyclopedias, dictionaries, almanacs, handbooks, manuals, gazetteers, biographical sources, etc. Information sources in different disciplines, science and technology, humanities, social sciences, business, health sciences, government publications, and their evaluation. | General understanding about the categories, different formats and producers of information sources.              | Lecture, group work, field observation, compilation of subject specific comprehensive list of information sources. | 06                                | Assignments, presentation.                                                  |
| 4           | Growing importance of computer network information resources, types of online access information sources: by content, file format, costing, access method etc., problems of internet based information sources.                                                                                                                                                                                                       | Introduction to the nature and scope of online information sources.                                              | Lecture, group discussion, hands on exercise                                                                       | 05                                | Assignment, presentation                                                    |
| 5           | Information services, nature of information services, distinction from reference and other services, techniques of providing information services, technology based information services, access to remote information sources and retrieval techniques, electronic document delivery, recent trends of information and reference services in different types of information institutions in developed world.         | Create a basis to find out the keys and aids to access remote information sources and their retrieval techniques | Lecture, group discussion, hands on exercise                                                                       | 10                                | Quiz, question and answer, presentation                                     |
| 6           | Introduction to bibliographic information sources, definition, origin, function and importance of bibliography, types of bibliographies, compilation of bibliographies, different methods of compilation, arrangement of entries, style etc.                                                                                                                                                                          | Ability to compile a standard bibliography.                                                                      | Lecture, group discussion.                                                                                         | 05                                | Question and answer, project, assignment.                                   |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                           | <i>Learning outcomes</i>                                                                                                                                  | <i>Methods &amp; Techniques, Activities</i>   | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>                                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 7           | Bibliographical control, nature, importance and scope, tools of bibliographic control and their utilities, International standards of bibliographic control, national bibliographies, trade bibliographies, information systems, remote digital databases, library catalogues, universal bibliographies, bibliography of bibliographies. | Ability to use and application of uniform information management tools which are essential in building ground for universal information resource sharing. | Lecture, group discussion, hands on exercise. | 06                                | Question and answer, assignment                                                                                 |
| 8           | Bibliographic control efforts such as UBC, UAP of IFLA, UNISIST, PGI, UNESCO, role of national bibliographic centers in bibliographic control in developed countries, bibliographic control efforts in Bangladesh: existing situation, problems and prospects.                                                                           | Knowing the wider context of bibliographical control efforts and ways of their applications in Bangladesh either as it is or in modified ways             | Lecture, group discussion.                    | 08                                | Idea Quest for the development of bibliographic control scenario of Bangladesh on the basis universal standards |

#### **Summative Assessment: Theoretical Courses**

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>                         | <i>Proportion of Marks</i> |
|----------------------------------|-----------------------------------------------------|----------------------------|
| Mid-term Exams                   | Written test, assignments, project paper submission | 30%                        |
| Class Attendance & Participation | Quiz, presentation, question and answer             | 10%                        |
| Semester Assessment              | Written test                                        | 60%                        |

**Or**

#### **Summative Assessment: Practical Courses**

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>              | <i>Proportion of Marks</i> |
|----------------------------------|------------------------------------------|----------------------------|
| Mid-term Exams                   | Two written tests on theoretical aspects | 20%                        |
|                                  | One hands-on practice/project in lab     | 10%                        |
| Class Attendance & Participation |                                          | 10%                        |
| Semester Final                   | Written test on theory                   | 40%                        |
|                                  | Practical Examination (Lab work)         | 20%                        |

#### **Reading List**

Shores, Louis, Basic reference sources, an introduction to materials and methods.

Davinson, Donald, Bibliographical control.

Katz, Bill and Clifford, Anne, ed. Reference and information services a new reader.

Reva, Bill and Clifford, Anne, ed. Reference and information services, a new reader.

Reva, Basch. Electronic information delivery.

Hutchins, Margaret. Introduction to reference work.

Winchell, Constance M. Guide to reference materials. Walford, Albert John. Guide to reference books.

Shechy, Eugene P. Guide to reference books.

Williamson, Derck. Bibliography.

Chakrabarti, M.L. Bibliography in theory and practice.

Kumar, Girja and Kumar, Krishan. Bibliography.

Wyner, B.S. Introduction to bibliography and reference work.

Kumer, Krishan. Reference service.

## 2nd Semester

### BISLM 105 Introduction to Classification and Cataloguing [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>             | <b>Introduction to Cataloguing and Classification</b>                                                                                                                                                                                                                                                                                                                                        |
| Course No.                      | BISLM : 105                                                                                                                                                                                                                                                                                                                                                                                  |
| Credit Hours                    | 60                                                                                                                                                                                                                                                                                                                                                                                           |
| Brief description of the Course | This course covers the theoretical understanding of cataloging and classification. It focuses on the knowledge and skills needed for cataloging and classification. This course is designed to systematic study of information organization and learn the basic tools and techniques of cataloguing and classification. It helps students to learn how information is organized and managed. |
| Learning Objectives             | <ul style="list-style-type: none"><li>• To develop student competencies in information organization.</li><li>• Help to understand the objectives of library catalogs and how to use information technologies to enrich online catalogs.</li><li>• To apply the principles of information organization to provide access to digital resources.</li></ul>                                      |

### Course Details

| <b>Unit</b>                            | <b>Content</b>                                                                                                                                                                                                                      | <b>Learning outcomes</b>                                          | <b>Methods &amp; Techniques, Activities</b>                | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>                              |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| <b>1 Bibliographic reading</b>         | Bibliographical / technical reading of a book; utility of bibliographic reading; bibliographical elements;                                                                                                                          | Understand technical reading                                      | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 06                                | Midterm exams, Class attendance and performance, Quiz            |
| <b>2 Concept of Cataloguing</b>        | Definition, purpose, functions of catalogue; Characteristics of an ideal catalogue; Outer or physical forms, comparative studies; Inner forms, types and kinds, merits and demerits of classified and dictionary catalogues.        | Understand catalogue, explain catalogue and it's forms with types | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz            |
| <b>3 Subject headings : Sears List</b> | Definition; Functions, requirements, and use in catalogue, bibliography, index etc; Steps to subject determination; Principles of subject determination; Choice; Kinds and types; AACR rules; LC subject headings                   | Illustrate, discuss , determine subject heading                   | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>4 Computerized cataloguing</b>      | MARC format, variable data fields, tags of USMARC 3 format; Development of OPAC; Cataloguing of online resources, Dublin Core metadata, Integrated Online library automation systems (IOLAS); RDA (Resource Description and Access) | Understand, Analyze, compare, Use OPAC,                           | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |

| <b>Unit</b>                                             | <b>Content</b>                                                                                                                                                                                                                                                | <b>Learning outcomes</b>                                   | <b>Methods &amp; Techniques, Activities</b>                | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>                              |
|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| <b>5 Concept of classification</b>                      | The theory of classification; natural and artificial classification, terms and predicable; formal rules of divisions, canons of classification, knowledge classification and book classification; criteria of good classification; construction of schedules. | Understand classification, classify books                  | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>6 Classification features</b>                        | Special features of book classification; Generalia class, standard subdivisions, form class, notation, auxiliaries of notation, index: analysis and use; Merrill's principles.                                                                                | Interpret and analyze different features of classification | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>7 Classification schemes</b>                         | Basics of major schemes of classification: Dewey decimal classification, universal decimal classification, library of congress classification, colon classification, bibliographical classification.                                                          | Understand different classification schemes                | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>8 Comparative analysis of classification schemes</b> | Analysis and applications of UDC: Special features, differences with DDC, main subject structure, notational systems: hospitality, mnemonics, common and special auxiliaries.                                                                                 | Differentiate between different classification schemes     | Lecture<br>Presentation<br>Open discussion<br>Q& A session | 06                                | Midterm exams, Class attendance and performance, Quiz Project    |

#### Summative Assessment: Theoretical Courses

| <b>Assessment Type</b>           | <b>Assessment Method(s)</b>                                                                           | <b>Proportion of Marks</b> |
|----------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                   | Two mid-term exam (Written)                                                                           | 30%                        |
| Class Attendance & Participation | Class performance, attendance and other activities in the class room.                                 | 10%                        |
| Semester Assessment              | Interactive class lectures, PowerPoint Presentations, Group discussions, Group projects, Peer support | 60%                        |

#### Reading Lists

Chan, L. M., & Salaba, A. (2015). *Cataloging and classification: an introduction*. Rowman & Littlefield.

Joudrey, D. N., Taylor, A. G., & Miller, D. P. (2015). *Introduction to Cataloging and Classification*, ABC-CLIO.

Rowley, J., & Hartley, R. (2017). *Organizing knowledge: an introduction to managing access to information*. Routledge.

Smiraglia, R. P. (2005). Introducing metadata. *Cataloging & classification quarterly*, 40(3-4), 1-15.

Taylor, A. G., & Wynar, B. S. (2004). *Wynar's introduction to cataloging and classification*. Libraries Unlimited Inc.

Islam, K.M. S. (2011) *Essentials of Cataloging and Classifications*, New Progati Prokashani, Dhaka

Wynar, B. S., Taylor, A. G., & Osborn, J. (1992). *Introduction to cataloging and classification* (p. 633). Englewood, CO: Libraries Unlimited.

**2nd Semester****Course Number and Title: BISLM 106 Communicative English [100]**

|                                 |                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>English Language</b>                                                                                                                                                                                                                                                                                                                                                           |
| Course No.                      | <b>BISLM 102</b>                                                                                                                                                                                                                                                                                                                                                                  |
| Credit Hours                    | <b>60 CH (4 credits)</b>                                                                                                                                                                                                                                                                                                                                                          |
| Brief description of the Course | English course always offers better career opportunities right after graduation. To pursue an attractive career, students will need skills in writing, speaking and in-depth knowledge of English grammar. Moreover, secure high marks in graduation. So, this course 'English Language' has important roles to play in enriching the students' knowledge of the English grammar. |
| Objectives                      | To equip students with skills for effectively writing and speaking English<br>To familiarize students with the proper and grammatical way of using English.<br>To build confidence and competency of the students to write and speak standard English.                                                                                                                            |

**Course Details**

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                    | <b>Learning outcomes</b>                                                                                                                                                             | <b>Methods &amp; Techniques, Activities</b> | <b>No. of Classes (Total: 40x1.5=60 H)</b> | <b>Assessment Tools/ Procedures</b> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------|
| 01          | <b>Grammatical structure:</b><br>Word, classes and transformation of words, Phrases-types and formation, Clauses-types and information, Sentences-types, formation and transformation, Verbs and tenses.                          | <ul style="list-style-type: none"> <li>Conceptualize basic grammatical rules for forming sentences.</li> </ul>                                                                       | Class Lecture,                              | 08                                         | Quiz                                |
| 02          | <b>Effective use of English</b><br>Techniques for strengthening vocabulary; Detection of common errors and their correction; Basics of standard English                                                                           | <ul style="list-style-type: none"> <li>Demonstrate skills of effective use of words.</li> <li>Differentiate between standard and non-standard writing.</li> </ul>                    | Class Lecture,                              | 08                                         | Quiz                                |
| 03          | <b>Composition:</b><br>Mechanics of writing , Formal, neutral, informal letter-formal and organization, Paragraph-strategy, coherence, cohesion and organization, Writing CVs, fax messages, notice etc, Précis and sort essays . | <ul style="list-style-type: none"> <li>Demonstrate the skills for forming sentences and using words judiciously.</li> <li>Attain skills for various types of composition.</li> </ul> | Class Lecture                               | 08                                         | Quiz                                |
| 04          | <b>Reading and comprehension:</b><br>Techniques of reading skimming, scanning study reading, word attacking process speed-reading etc., Reading for reproducing. Reading fort learning structure and words / phrases.             | <ul style="list-style-type: none"> <li>Attain knowledge about reading techniques.</li> <li>Accomplish skills for proper reading.</li> </ul>                                          | Class Lecture, Group discussion.            | 07                                         | Class Test                          |
| 05          | <b>Listening Skills</b><br>Basics of listening and speaking-sound contrast, gambits etc., Listening techniques and tasks.                                                                                                         | <ul style="list-style-type: none"> <li>Attain skills for proper listening and understanding English.</li> </ul>                                                                      | Class Lecture,                              | 07                                         | Presentation                        |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                              | <i>Learning outcomes</i>                                                                                                   | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------|
| 06          | <b>Speaking skills</b><br>Speaking in academic and social context, making polite requests and offers, asking questions in social situations, accepting and refusing offers, invitations, describing simple facts and ideas. | <ul style="list-style-type: none"> <li>Demonstrate standard English spoken skills.</li> </ul>                              | Class lecture,                              | 08                                         | Quiz                                |
| 07          | <b>Philology, phonetics and modern grammar:</b><br>History of English language, phonetics of English, the structure of modern English                                                                                       | <ul style="list-style-type: none"> <li>Conceptualize the techniques of philology and phonetics.</li> </ul>                 | Class lecture                               | 06                                         | Class test                          |
| 08          | <b>Exercise Practicing</b><br>Practicing listening, writing with prescribed books plus cassettes.                                                                                                                           | <ul style="list-style-type: none"> <li>Demonstrate ability to apply speaking and listening skills in real life.</li> </ul> | Interactive class lecture/Group discussion  | 06                                         | test                                |

#### Summative Assessment

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>    | <i>Proportion of Marks</i> |
|----------------------------------|--------------------------------|----------------------------|
| Mid-term Exams                   | Written test                   | 30%                        |
| Class Attendance & Participation | Presentation, quiz, assignment | 10%                        |
| Semester Assessment              | Written test                   | 60%                        |

#### Reading List:

1. Leech and Svartuik. A communicative grammar of English.
2. Murphy, R. An intermediate grammar of English.
3. Thompson and Martin, Practical English grammar.
4. Imhoof, From paragraph to essay.
5. Baker, Ann. Sheep or ship (with three cassettes).
6. Swan, M. Practical English usage.
7. Journals, magazines, newspapers and other literatures on information science.



**3rd Semester**  
**BISLM 207 Information Resources Development [100]**

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | Information Resources Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Course No.</b>                      | BISLM 207                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Credit hours</b>                    | 4 Credits, 60 hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Brief Description to the Course</b> | This course introduces major information resources available in modern libraries and information institutions. The rationale of this course is to provide students with the knowledge required to identify, evaluate, and select print, audio-visual, and electronic materials for on-site and remote access. Topics covered include: information resources development methods, theories, policies and principles; selection tools and aids; management of physical print and e-resources; collection evaluation and analysis; future trends and legal and ethical issues related to information resources development.                                                                              |
| <b>Specific Objectives:</b>            | <p>Define and successfully carry out the roles and responsibilities of a librarian/information manager in collection development and management.</p> <p>Discuss historical, contemporary, and emerging trends and issues in society, education, and government to collection development practices.</p> <p>Locate and use appropriate research and professional resources in collection development and management.</p> <p>Apply appropriate policies and procedures for collection development and management in diverse environment including academic, public, national and special libraries.</p> <p>Practice collaborative resource development and management within library and community.</p> |

**Assessment**

Total marks: 100

2 Mid-term examinations (15 x 2): 30 marks

Class attendance and Performance: 10 marks

Semester final examination: 60 marks

**Instructional strategies**

- Interactive class lecture;
- Presentation;
- Collaborative learning or Group discussion;
- Writing for learning;

**Course Details**

| <b>Unit</b> | <b>Brief outline of the Unit</b>                                                                                                                                                                                                                                                                                                                                         | <b>Learning outcomes</b>                                                                                                                                                                                                                                    | <b>Methods &amp; Techniques, Activities</b> | <b>No of Classes (Total 60) 30 x2</b> | <b>Assessment Tools / Procedures</b> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------|--------------------------------------|
| 1           | <p><b>Building Information Resources in Libraries and Information Institutions</b></p> <p>Functional divisions of a modern library system; Mission statement and need assessment; Philosophy, purposes, methods and policies of information resources development (IRD); Cooperative collection development; Five Laws of Library Science and their relation to IRD.</p> | <p>Determine how well the collection supports the goals, needs, and mission of the library or parent organization.</p> <p>Develop collections that reflect the cultural, linguistic, and ethnic diversity.</p> <p>Perceive the basic objectives of IRD.</p> | Lecture<br>Concept mapping                  | 03                                    | Question answer<br>Discussion        |

| Unit | Brief outline of the Unit                                                                                                                                                                                                                                                                                                                                                                                                                 | Learning outcomes                                                                                                                                                                                                           | Methods & Techniques, Activities    | No of Classes (Total 60) 30 x2 | Assessment Tools / Procedures                 |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------|-----------------------------------------------|
| 2    | <b>Collection Development Process</b><br>Process of collection development; Approaches to collection development: material centric vs user centric approaches; Procedures and methods of acquisition of books and other reading materials; Acquisition policy; Communication with publishers, book sellers and concerned agencies; Ordering and subsequent activities; Problems of acquisition of books and periodicals in Bangladesh.    | Manage the life cycle of informational resources, including information acquisition, management, dissemination, organization, and preservation, in a variety of settings relevant to the work of information professionals. | Lecture<br>Discussion               | 03                             | Question answer<br>Discussion<br>Presentation |
| 3    | <b>Principles and Practices</b><br>Book selection principles and theories; Selection principles and practices in public, academic, national and special libraries; Selection principles advocated by: Drury, Dewey, Haines, Ranganathan, McColvin, Spiller, John Bonk and Magrill and others. Role or qualities of good book selector. Selection of books, fiction and non-fiction books, and reference books; Book reviews. Annotations. | Understand the principles and theories related to book selection                                                                                                                                                            | Lecture<br>Discussion               | 04                             | Mid term exam                                 |
| 4    | <b>Assessment and Evaluation of the Collection Development</b><br>Overviews of collection maintenance and evaluation; Criteria and methods of collection evaluation; Factors of evaluation.                                                                                                                                                                                                                                               | Know how to evaluate book and other materials in library and information center                                                                                                                                             | Lecture<br>Assignment<br>Discussion | 04                             | Question answer<br>Discussion<br>Presentation |
| 5    | <b>Stock Taking and Weeding</b><br>Accession register, Nature, scope, principles and methods of stock taking and weeding; Need for stock taking and weeding in libraries and information centres; Barriers to weeding.                                                                                                                                                                                                                    | Conceptualize the nature and method of stock taking and weeding process                                                                                                                                                     | Lecture<br>Assignment<br>Discussion | 04                             | Question answer<br>Discussion<br>Presentation |
| 6    | <b>Collection Development Problems and Prospects</b><br>Challenges of collection development; Legal Issues, copyright, Censorship; Professional Ethics and intellectual freedom in collection development; Collection development future alternative approach for the future; Library finance, budget and book selection,                                                                                                                 | Explain alternative sources of finance.<br><br>Address legal, ethical, and social issues and challenges associated with book selection.                                                                                     | Lecture<br>Assignment<br>Discussion | 04                             | Question answer<br>Discussion<br>Presentation |
| 7    | <b>Collection Aids and Guides</b><br>National and international book selection aids and guides including Bangladesh National Bibliography, Bangladesh books in print, publishers' lists, catalogues, BNB, BRD, CBI, Publishers' Weekly, LC catalogue, Books in print, etc.                                                                                                                                                                | Guide provides useful information whose work is collection-selection based                                                                                                                                                  | Lecture<br>Assignment<br>Discussion | 04                             | Mid term exam                                 |

| Unit | Brief outline of the Unit                                                                                                                                                                                                                           | Learning outcomes                                                                                                             | Methods & Techniques, Activities    | No of Classes (Total 60) 30 x2 | Assessment Tools / Procedures                 |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------|-----------------------------------------------|
| 8    | <b>Non-books and E-resources Collection Development</b><br>Collection policy statement; Criteria and strategies for selection and evaluation of non-book materials, and electronic resources; licensing considerations; review and renewal process. | Build strong, accessible, decentralized collections in a variety of formats that reflect the needs and interests of the user. | Lecture<br>Assignment<br>Discussion | 04                             | Question answer<br>Discussion<br>Presentation |

#### Reading List:

Cenzer, P.S. and Gozzi, C. I. valuation, Acquisition and Collection development  
Carter, M.D. and Bonk, W. Building library collection  
Hains, H.E. Living with Books  
Gander, R.K. Library collection, their origin, selection and development  
Chakrabarti, A.K. A Treatise on Book Selection.

#### BISLM 208 Information and Society [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Information and Society</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Course No.                      | BISLM 208                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Credit Hours                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Brief Description of the Course | With the emergence of information society, students require a comprehensive understanding of the multidimensional relationship existing between information and various social organizations including libraries. In view of this, the course covers diverse issues ranging from history of learning to ethical use of information in personal and social life.                                                                                                                                                                                                   |
| Learning Objectives             | To equip the students with a comprehensive understanding of society and the role of information in the evolution of society.<br>To enhance the students' knowledge and awareness on the multidimensional role of information in the advancement of society.<br>To facilitate students' understanding on the roles and implications of communication in libraries in particular and society in general.<br>To prepare the students for making best use of information and knowledge for dealing with diverse problems and issues that impacts the present society. |

#### Course Details

| Unit | Content                                                                                                                                                                             | Learning outcomes                                                                                                                                                                                                                                            | Methods & Techniques, Activities                                                     | No. of Classes (Total: 60) | Assessment Tools/ Procedures                                                        |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|
| 1    | <b>Fundamentals of society and social organizations</b><br>Origin and development of society; Elements of society; Culture and civilization; Social organizations and institutions. | <ul style="list-style-type: none"> <li>Conceptualize the evolution and development of society.</li> <li>Analyze nature and impact of culture.</li> <li>Acquire awareness on the evolution and functions of social organizations and institutions.</li> </ul> | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> </ul> | 6                          | <ul style="list-style-type: none"> <li>*Quiz</li> <li>*Class performance</li> </ul> |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                         | <i>Learning outcomes</i>                                                                                                                                                                                              | <i>Methods &amp; Techniques, Activities</i>                       | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| 2           | <b>History of learning</b><br>History of learning: writing materials and writing systems; Development of printing; Origin and development of books                                                                     | <ul style="list-style-type: none"> <li>Conceptualize the origin and development of writing systems and writing materials.</li> <li>Identify trends in the development of learning materials.</li> </ul>               | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                 | *Question-answer<br>*Class performance    |
| 3           | <b>Origin and development of libraries in society</b><br>Origin and development of libraries in early societies; Ancient and medieval libraries of Asia, Africa and Europe.                                            | <ul style="list-style-type: none"> <li>Trace the evolution and development of libraries in various civilizations.</li> </ul>                                                                                          | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                 | * Quiz                                    |
| 4           | <b>Social functions of libraries</b><br>Library as a social institution; Relationship of libraries with other social institutions; Changing role of libraries in the society.                                          | <ul style="list-style-type: none"> <li>Analyze library's role as social institution.</li> <li>Understand on the changing dynamics of libraries in the society.</li> </ul>                                             | *Lecture<br>*Debate<br>*Quiz                                      | 8                                 | * Oral test<br>* Assignment               |
| 5           | <b>Role of information in society</b><br>Information: <i>Definition, Components, Dimensions, Parameters</i> ; Socio-economic implications of information; Community information services; Information for development. | <ul style="list-style-type: none"> <li>Perceive the nature and significance of information.</li> <li>Demonstrate practical understanding on the application of information for socio-economic development.</li> </ul> | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 10                                | *Quiz<br>*Question-answer                 |
| 6           | <b>Ethical issues of information</b><br>Ethics and philosophy of information; Intellectual property rights and related issues; Libraries and intellectual freedom; Digital divide; Security of information.            | <ul style="list-style-type: none"> <li>Examine the nature and scope of IPR and information ethics.</li> <li>Analyze the significance of digital divide and the importance of intellectual freedom.</li> </ul>         | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 6                                 | *Quiz<br>*Question-answer                 |
| 7           | <b>Information and communication</b><br>Communication: characteristics, significance and mode of communication; Communication theories; Libraries and communication.                                                   | <ul style="list-style-type: none"> <li>Evaluate the dynamics and dimensions of communication.</li> <li>Assess the role of communication in libraries and information society.</li> </ul>                              | *Lecture<br>*Brainstorm-ing<br>*Question-Answer                   | 8                                 | *Question-answer<br>*Debate               |
| 8           | <b>Dimensions of information society</b><br>Information society: components, models, impacts; Current and future trends in information society: Big data, information overload and related issues.                     | <ul style="list-style-type: none"> <li>Comprehend the dynamics of information society.</li> <li>Assess and forecast the impacts of information explosion on the society.</li> </ul>                                   | *Lecture<br>*Quiz<br>* Presentation                               | 8                                 | *Question-answer<br>*Mid-term examination |

**Assessment:**

| <i>Assessment Type</i>                 | <i>Assessment Details</i>                                                                                                    | <i>Proportion</i> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Mid-term Exams</b>                  | Two mid-term examinations will be held during the course of studies                                                          | 30%               |
| <b>Class Attendance/ Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%               |
| <b>Semester Assessment</b>             | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%               |

**Reading List:**

- Essentials of Sociology: A Down-to-Earth Approach (9th Ed). James M. Hanslin. Pearson, 2011.
- The story of writing. Carol Donoughue. New York: Firefly Books, 2007.
- History of Libraries in the Western World (4th ed). Michael H. Harris. Scarecrow Press, 1999.
- Information and Society (Essential Knowledge Series). Michael Buckland. The MIT Press, 2017.
- Past, Present and Future of Research in the Information Society (e-book). Shrum, W., Benson, K., Bijker, W., Brunnstein, K. (Eds.). Springer, 2007.
- Sociology Themes and Perspectives (7th Ed). Michael Haralambos and Martin Holborn. Collins, 2008.
- The Information Society: A Study of Continuity and Change. (6th ed). By John P. Feather, London: Facet Publishing, 2013.
- Theories of the Information Society (3rd ed). Frank Webster. Routledge, 2006.
- একুশশতকের প্রেক্ষাপটসমাজ তথ্য ও গ্রন্থাগার। কাজী মোস্তাক গাউসুল হক। ঢাকা: গণ উন্নয়ন গ্রন্থাগার, ২০০৮।

**BISLM 209 Bangladesh Studies [100]**

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Bangladesh Studies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course No.</b>                      | BISLM 209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credit Hours</b>                    | 60 CH (4 credits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Brief description of the Course</b> | This course introduces the socio-political history and culture of the emergence of independent Bangladesh.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Learning Objectives</b>             | <p>The major objectives of this course are:</p> <ol style="list-style-type: none"> <li>1. Introducing socio-political history and culture of the emergence of independent Bangladesh;</li> <li>2. Familiarizing students with the events leading to the partition of the sub-continent 1947, structure of Pakistan, disparity, the language movement and the rule of Ayub-Yahia Khan;</li> <li>3. Familiarizing students with the rise of nationalism and the movement for self-determination of Banglaee people.</li> <li>4. Familiarizing students with the causes and consequences of the Great Liberation War of Bangladesh in 1971 and the formation of independent Bangladesh.</li> </ol> |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                                | <i>Learning outcomes</i>                                                                                                                 | <i>Methods &amp; Techniques, Activities</i>                       | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i>    |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------|----------------------------------------|
| 01          | <b>Geographical location and physical feature</b><br>Their influence on the history and culture of Bangladesh, ancient Janapadas of Bengal, inhabitants of Bengal.                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Conceptualize the history and development of ancient Bengal.</li> </ul>                           | *Lecture<br>*Question-Answer                                      | 6                                          | *Quiz<br>*Class performance            |
| 02          | <b>Outline of political history of ancient period- Independent kingdoms in Bengal</b><br>The kingdom of Samatata or Vanga, The kingdom of Gauda, Sasanka-his conquests, his conflict with Harshavardhana and his achievements.                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Understand and contextualize the formation of various ancient kingdoms in this region.</li> </ul> | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                          | *Question-answer<br>*Class performance |
| 03          | <b>The Pala Empire</b><br>The Pala kings in general and Dharmapala in particular. The Sena kings: Vallalasena, Lakshmana-Sena.                                                                                                                                                                                                                                                                                                | <ul style="list-style-type: none"> <li>Gain knowledge about the Pala Empire.</li> </ul>                                                  | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                          | * Quiz                                 |
| 04          | <b>Buddhist cultural centers of Mainamati, Paharpur and Mahasthana Garh, Ancient capitals</b><br>Pundranagar, Vikrampur and Devaparabata (Mainamati), Artistic-heritage, terracotta art, sculpture, architecture, fine cotton fabric (Muslin) etc.                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Gain understanding about various Buddhist cultural centers</li> </ul>                             | *Lecture<br>*Debate<br>*Quiz                                      | 8                                          | * Oral test<br>*Assignment             |
| 05          | <b>Political history of Muslim period</b><br>Conquest of Bengal by Ikhtyaruddin Muhammad Bakhtyar Khalji, Emergence of Bengal as an independent kingdom, account of Ibn-e-Batuta, Sultan Sams-ud-din Ilyas Shah, Raja Ganesh. Hossain Shahi dynasty: Sultan Ala-ud-din Hossain Shah, development of Bengal literature, Hossain Shahi dynasty rule: the 'Golden period' of Turkish Sultanate.                                  | <ul style="list-style-type: none"> <li>Conceptualize the political history of the Muslim period.</li> </ul>                              | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 8                                          | *Quiz<br>*Question-answer              |
| 06          | <b>Islamization in Bengal</b><br>Influence of the Sufis, economic as well as socio-political, condition of the people during the Turkish Sultanate, Mughal invasion of Bengal during the reigns of Akbar and Jahangir: The Bara Bhuiyas of Bengal.                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Understand the process of Islamization in Bengal and its implications.</li> </ul>                 | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 6                                          | *Quiz<br>*Question-answer              |
| 07          | <b>European colonization of Bengal</b><br>Advent of the Europeans, Portuguese in Bengal, their influence on the language and literature, Serajudoula and the battle of Plassey, land revenue systems: permanent settlement of Lord Cornwallis, administrative socio-economic as well as educational reforms of Lord William Bentinck, causes and results of the Sepoy mutiny, Bengal in the 19th century: Bengal renaissance. | <ul style="list-style-type: none"> <li>Learn about the advent of Europeans, Portuguese in Bengal.</li> </ul>                             | *Lecture<br>*Brainstorming<br>*Question-Answer                    | 8                                          | *Question-answer<br>*Debate            |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>Learning outcomes</i>                                                                                                                       | <i>Methods &amp; Techniques, Activities</i>   | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i>       |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------|-------------------------------------------|
| 08          | <b>Partition of Bengal and emergence of Bangladesh</b><br>1905 and its aftermath in Bengal politics. The birth of Muslim League, the demand for Pakistan, Lahore resolution, partition of India in 1947. Emergence of Bangladesh: Language movement, 1952, Election of 1954, Ayub regime 1958-68, feelings of deprivation of East Pakistanis, the 6-point program, the 11-point program, mass upsurge of 1969, War of liberation 1971. | <ul style="list-style-type: none"> <li>Learn about the partition of Bengal, the birth of Muslim League and emergence of Bangladesh.</li> </ul> | *Lecture<br>*Quiz<br>*Debate<br>*Presentation | 10                                         | *Question-answer<br>*Mid-term examination |

#### Summative Assessment

| <i>Assessment Type</i>                 | <i>Assessment Details</i>                                                                                                    | <i>Proportion</i> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Mid-term Exams</b>                  | Two mid-term examinations will be held during the course of studies                                                          | 30%               |
| <b>Class Attendance/ Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%               |
| <b>Semester Assessment</b>             | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%               |

#### Reading List:

- Majumder, R.C. History of Bengal. Vols. 1-3.
- Qamaruddin Ahmed. A Socio-political history of Bengal.
- Chowdhury, A.M. Dynastic history of Bengal.
- Sarker, J.N. History of Bengal. Vol. 2.
- Rahim, M.A. Social and cultural history of Bengal. Vols. 1-2.
- Tarafder, M.R. Husain Shahi Bengal.
- Ray Chowdhury, T.K. Bengal under Akbar and Jahangir.
- Roberts, P.E. History of British India.
- Niazi, A A K. The Betral of East Pakistan, Karachi : Oxford University Press, 1998.
- Mascarenhas, Anthony. The Rape of Bangladesh, New Delhi : Vikas, 1971.
- Blood, Archer K. The Cruel Birth of Bangladesh : Memoirs of an American Diplomat, Dhaka : UPL, 2002.
- Ghosh, Sucheta. The Role of India in the Emergence of Bangladesh, Calcutta : Minerva Associates Pvt. Ltd., 1983.
- আব্দুল করিম বাংলার ইতিহাস: মুসলিম বিজয় থেকে সিপাহী বিপ্লব পর্যন্ত।
- সিরাজুল ইসলাম, বাংলাদেশের ইতিহাস ১ম-৩য় খণ্ড।
- রায় নাহার রঞ্জন, বাঙ্গালীর ইতিহাস।
- মন্ডল সুশালা, বঙ্গদেশের ইতিহাস।
- আবদুল রহিম, বাংলার সামাজিক ও সাংস্কৃতিক ইতিহাস (অনুবাদ: মোহাম্মদ আসাদুজ্জামান ১ম ও ২য় খণ্ড)।
- এইচ টি ইমাম, বাংলাদেশ সরকার ১৯৭১
- গোলাম মুরশিদ, মুক্তিযুদ্ধ ও তারপর: একটি নির্দলীয় ইতিহাস
- গোলাম মুরশিদ, হাজার বছরের বাঙালি সংস্কৃতি
- নীহাররঞ্জন রায়, বাঙ্গালীর ইতিহাস, আদি পর্ব
- বেলাল মোহাম্মদ, স্বাধীন বাংলা বেতার কেন্দ্র

- মঈদুল হাসান, মূলধারা ৭১
- মওদুদ আহমেদ, শেখ মুজিবুর রহমানের শাসনকাল
- মুনতাসীর মামুন, স্বাধীন বাংলাদেশের অভ্যুদয়ের ইতিহাস
- মোঃ মাহবুবুর রহমান, বাংলাদেশের ইতিহাস, ১৯৪৭-১৯৭১
- শেখ মুজিবুর রহমান, অসমাপ্ত আত্মজীবনী
- সৈয়দ আতিকুল ইসলাম ও অন্যান্য, স্বাধীন বাংলাদেশের অভ্যুদয়ের ইতিহাস
- সৈয়দ আনোয়ার হোসেন, বাংলাদেশের স্বাধীনতা যুদ্ধে পরাশক্তির ভূমিকা
- হারুন-অর-রশিদ, বাঙ্গালির রাষ্ট্রচিন্তা ও স্বাধীন বাংলাদেশের অভ্যুদয়

#### 4th Semester

#### BISLM 210 Archives and Records Management [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Records and Archives Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Course No.                      | <b>BISLM 210</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Credit Hours                    | <b>60 CH (4 credits)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Brief description of the Course |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Learning Objectives             | <p>The major objectives of this course are:</p> <p>To identify and explain the knowledge, skills and attitudes important in the field of records and archives management.</p> <p>2. To describe the present status of archives and the roles, responsibilities of the archivist in the different parts of the world.</p> <p>3. To identify and describe cultural, informational, educational, and recreational needs of archives.</p> <p>4. To expose the students with the real working environment of archives by assigning them a topic related with the archival institutions.</p> <p>5. Students will study and evaluate the method of preservation and conservation of valuable sources, able to identify causes of damage, able to manage the control over security issues</p> |

#### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                   | <i>Learning outcomes</i> | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------|
| 01          | <b>Records:</b> Define records, origin and types of records, principles and practice of records management, records life cycle and continuum theory, record inventory, filing, classifying and indexing records.                                                                                                                 | Conceptualize            | Class Lecture                               | 04                                         | Quiz                                |
| 02          | <b>Record management:</b> Introduction to record management, Manuscript management, historical perspectives, structure of record management program, record management vs knowledge management, electronic record management, appraisal, disposition and description, vital record protection, various record room in Bangladesh | Conceptualize            | Class Lecture                               | 05                                         | Quiz                                |



| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                              | <i>Learning outcomes</i>                                                          | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------|
| 03          | <b>Archives:</b> Definition, origin, purposes, importance of archives, ethics in archives, Professional ethics, roles and responsibilities of archivists, present scenario of archives management in Bangladesh, the Bangladesh National Archives (BNA), ordinance, archival education in Bangladesh and in the world, national and international associations i.e. ICA, SAA, FIAF, AAO, ACARM, BARMS, etc. | To gain knowledge about Archival association                                      | Class Lecture, Archives visit.              | 05                                         | Class Test                          |
| 04          | <b>Archival Law:</b> Draft archival law in Bangladesh, Control of archival materials, archival description, archival classification, policy, rules governing use and access of archival documents.                                                                                                                                                                                                          | To learn about various archival law                                               | Class Lecture,                              | 05                                         | Presentation                        |
| 05          | <b>Library, Archives and Museum (LAM):</b> Convergence, divergence and synergy of Library, Archives and Museum (LAM), Film archives, TV channel archives, Newspaper archives in national and international perspectives,                                                                                                                                                                                    | Comparison among of Library, Archives and Museum                                  | Class lecture,                              | 05                                         | Quiz                                |
| 06          | <b>Preservation:</b> Definition, Need, Objectives and issues of preservation, Drafting preservation principles, Preservation planning, Preservation management, Preservation and conservation of archives and library materials, the role of conservation, preservation practice in Bangladesh.                                                                                                             | Conceptualize                                                                     | Interactive class lecture/Group discussion  | 04                                         | test                                |
| 07          | <b>Deterioration of materials:</b> Enemies of archival and library materials, environment, people, insects, disasters; natural and man-made etc., causes of deterioration of manuscript, digital preservation: types, benefits, access. Digitization of archival materials and their retrieval techniques. Preservation of non paper / non print materials (photographs, AV materials, Maps, etc.)          | To learn about Enemies of archival and library materials,                         | Class lecture                               | 07                                         | Class test                          |
| 08          | <b>Preventive measures of materials:</b> Preventive measures of archives and library materials, e.g. environmental control, good house-keeping, pest control etc., post deterioration measures, fumigation, de-acidification, repair and restoration, binding, lamination, etc.                                                                                                                             | To identify and explain the Preventive measures of archives and library materials | Interactive class lecture/                  | 05                                         | Assignment                          |

### Summative Assessment

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>    | <i>Proportion of Marks</i> |
|----------------------------------|--------------------------------|----------------------------|
| Mid-term Exams                   | Written test                   | 30%                        |
| Class Attendance & Participation | Presentation, quiz, assignment | 10%                        |
| Semester Assessment              | Written test                   | 60%                        |

### Reading List:

1. Schelenburg, T.R. *Modern archives*.
2. Schelenburg, T.R. *Management archives*.
3. Bradshere, Gregory *Managing archives and archival institution*.
4. Forde, H. and Rhys-Lewis, J. *Preserving archives*.
5. Jenkinson, W. *Manual of archives administration*.
6. Millar, L.A., *Archives: principles and practices*. Facet publishing.
7. Brown, C. *Archives and Record keeping: theory into practice*. Facet publishing
8. Banks, Pilette. *Defining the library preservation programme: policies and organisation*. Morrow: Carolyn Clark
9. Carlsen, Soren. *Effects of freeze Drying on Paper Pre print from the 9<sup>th</sup> International Congress of IADA Copenhagen August 15-21 1999 Full text available at [http:// palimpsest Stanford edu/iada/ta99-115.pdf](http://palimpsest.stanford.edu/iada/ta99-115.pdf)*.
10. Cox, Jack E, and Robert L.B. *Preparing for the unknown: Practical contingency planning Risk Management 43 (September 1996): 14-20*

### BISLM 211 Computer Hardware and Networking [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Computer Hardware and Networking</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Course No.</b>                      | <b>BISLM 211</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Credit Hours</b>                    | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Brief Description of the Course</b> | This course provides a solid foundation in the fundamental concepts of computer hardware and networking and discusses critical issues surrounding their use and how they impact everyday life. An understanding of the concepts and principles underlying the design and use of digital devices, computer hardware, software, operating systems, is an integral part of different network connections, IP addresses and domain name systems.                |
| <b>Learning Objectives</b>             | This course aims to provide knowledge of computer hardware and/or networking at the theoretical and pragmatic level. Through lectures, presentations, educational visits and hands-on experience, students will gain insight into relevant technology-raised issues and will learn what kind of computer hardware is appropriate for using in libraries. The knowledge acquired in this course complements the knowledge obtained in other related courses. |

### Course Details

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                                                                                                              | <b>Learning outcomes</b>                                                 | <b>Methods &amp; Techniques, Activities</b> | <b>No. of Classes (Total: 1.5X40= 60h)</b> | <b>Assessment Tools/ Procedures</b> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------|
| 1           | Computer hardware, overview of computer hardware, basic components of a computer system, input and output components of a computer system, factors to be considered for the purchase of hardware of microcomputers in library and information center/institution, distinction between color monitor and monochrome monitor. | Able to identify basic computer hardware components.                     | Class Lectures, Concepts mapping            | 05                                         | Quiz                                |
| 2           | <b>Number systems and codes:</b> Decimal, binary, octal and hexadecimal number system, conversion of numbers-binary to decimal, decimal to binary, hexadecimal to decimal and hexadecimal to binary conversion.                                                                                                             | Able to recognize numbering systems and how to compute and convert them. | Class Lecture, problem-solving exercises.   | 05                                         | Class test                          |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                               | <i>Learning outcomes</i>                                                                       | <i>Methods &amp; Techniques, Activities</i>                             | <i>No. of Classes (Total:1.5X40=60h)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------|-------------------------------------|
| 3           | <b>Troubleshooting common PC problems, their causes and solutions:</b> Troubleshooting common PC problems, their causes and solutions: General troubleshooting rules, steps to troubleshooting success, common problems- and solutions and troubleshooting trips for emergency.                                                                                                                                              | Able to predict the common pc problems and their causes and how to solve them.                 | Class Lectures, Concepts mapping                                        | 05                                       | Presentations                       |
| 4           | <b>Microprocessor:</b> Control unit, its organs and organization, arithmetic-logic unit and its components and organization, registers, counter, decoder, encoder, feature summary of 80296, 80386 and Pentium processor, computer memories and their organization.                                                                                                                                                          | Able to identify and illustrate microprocessor and its internal components                     | Class Lecture, problem-solving exercises.                               | 05                                       | Quiz                                |
| 5           | <b>Understanding and managing computer memory:</b> Physical memory and memory address, flash memory, main memory: SIMM and DIMM, ROM and RAM on the system board, main memory vs. cache memory, varieties of SRAM memory, conventional memory, expanded memory, virtual memory, what to look for when buying memory chips and modules, memory management trouble-shooting guidelines, maintenance of hard disk, and CD-ROMs. | Able to understand computer memory and its categorizes                                         | Class Lecture, problem-solving exercises.                               | 05                                       | Surprise test                       |
| 6           | <b>Purchasing a PC or building your own PC:</b> Brand PC vs. Clone PC; Factors to be considers while purchasing a pc for library and information centers; Assembling and disassembling a pc                                                                                                                                                                                                                                  | Able to learn the characteristics of different pcs and how to select the most appropriate one. | Class Lectures, Hands-on practices of assembling and disassembling a pc | 05                                       | Debate on brand pc vs. clone pc     |
| 7           | <b>Computer viruses and environmental hazards that may affect the PC:</b> Computer virus, types of computer virus, phases of attack, symptoms of computer virus, anti-virus software, tips for protecting the PC against virus and other infestations.                                                                                                                                                                       | Able to recognize computer viruses and how to keep computer free from them                     | Class Lectures, problem-solving exercises.                              | 05                                       | Class Test                          |
| 8           | <b>Fundamentals of Computer Network Connection, IP Address and Domain Name System:</b> , LAN, MAN, WAN, PAN, Wireless Networks: GSM, CDMA, GPRS, WIFI, LiFi and WiMAX. Server or Hosts, workstation, clients or terminals, ISP, Bandwidth, types of Internet connections: IP Address, types of IP address, IP address class. Domain Name System (DNS), sub domain, types of domain, domain name registration.                | Learn what are commonly used computer hardware, network connections and IP address.            | Class Lectures and weekly discussion                                    | 05                                       | Question-Answer Session (QAS)       |

### Summative Assessment: Theoretical Courses

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i> | <i>Proportion of Marks</i> |
|----------------------------------|-----------------------------|----------------------------|
| Mid-term Exams                   |                             | 30%                        |
| Class Attendance & Participation |                             | 10%                        |
| Semester Assessment              |                             | 60%                        |

Or

### Summative Assessment: Practical Courses

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>              | <i>Proportion of Marks</i> |
|----------------------------------|------------------------------------------|----------------------------|
| Mid-term Exams                   | Two written tests on theoretical aspects | 20%                        |
|                                  | One hands-on practice/project in lab     | 10%                        |
| Class Attendance & Participation |                                          | 10%                        |
| Semester Final                   | Written test on theory                   | 40%                        |
|                                  | Practical Examination (Lab work)         | 20%                        |

### Reading List

This is not intended to be prescriptive or exhaustive:

1. Andrew, J. A+ Guide to Managing and Maintaining your PC, Cambridge: Course
2. Technology.
3. Blodgett, R. Hard disk management for the IBM PC, PS/2 and compatible.
4. Clements, A. The principles of computer hardware.
5. Minasi, M. The complete PC and maintenance guide, New Delhi: BPB.
6. Rahman, M.L. and Hossain, M.A. Computer Fundamentals.

### BISLM 212 Writing Editing and Publishing

|                                        |                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Writing, Editing and Publishing</b>                                                                                                                                                                                                                                                                                                                                      |
| <b>Course No.</b>                      | BISLM 212                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Credit Hours</b>                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                          |
| <b>Brief Description of the Course</b> | In the 21 <sup>st</sup> century, the skills of writing, editing and publishing have emerged as necessary pre-requisite for global citizens. Under the circumstances, this course introduces the students with the volatile and ever changing world of academic writing and publishing by touching upon the contemporary issues relevant to writing, editing and publishing. |
| <b>Learning Objectives</b>             | To equip the students with necessary skills of writing, editing and publishing.<br>To familiarize the students with the changing trends of writing, editing and publishing.<br>To prepare the students for actively and skilfully pursuing various kinds of writing, editing and publishing endeavours.                                                                     |

## Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                       | <i>Learning outcomes</i>                                                                                                                                                                                     | <i>Methods &amp; Techniques, Activities</i>                       | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>       |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| 1           | <b>Introduction to Writing</b><br>Types and models of writing; Note taking and arranging notes; determining and shaping purpose and audiences. Special considerations for argument and persuasion.                   | <ul style="list-style-type: none"> <li>• Conceptualize the fundamental issues relating to writing.</li> <li>• Understand the reasons and consequences of writing.</li> </ul>                                 | *Lecture<br>*Question-Answer                                      | 6                                 | *Class performance                        |
| 2           | <b>Form and Arrangement of Writing</b><br>Collection and organization of data and structure of writing; Principles of paragraph writing; Achieving sentence maturity; Using words effectively.                       | <ul style="list-style-type: none"> <li>• Conceptualize the major structures of writing.</li> <li>• Attain necessary skills for judicious use of words.</li> </ul>                                            | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                 | *Question-answer                          |
| 3           | <b>Referencing and citation</b><br>Style for quotations, footnotes, references and bibliographies; Referencing for academic writing; Rules for punctuation.                                                          | <ul style="list-style-type: none"> <li>• Gain basic understanding of citation process.</li> <li>• Conceptualize referencing technique.</li> </ul>                                                            | *Lecture<br>*Question-Answer                                      | 7                                 | * Quiz<br>* Assignment                    |
| 4           | <b>Critical writing</b><br>Techniques of writing short communications, technical article, review article, technical report, popular articles, monographs, dissertations, house bulleting, extension literature, etc. | <ul style="list-style-type: none"> <li>• Understand the mode and methods of different kinds of critical writing.</li> </ul>                                                                                  | *Lecture *Debate<br>*Quiz                                         | 8                                 | * Oral test                               |
| 5           | <b>Introduction to Editing</b><br>Editing concepts, responsibilities, qualifications, functions and basic skills of an editor. Editorial and evaluation processes.                                                   | <ul style="list-style-type: none"> <li>• Demonstrate practical understanding of editing process.</li> <li>• Analyze the rules of editing along with their application.</li> </ul>                            | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 10                                | *Question-answer                          |
| 6           | <b>Editing tools and style guides</b><br>Introduction to major Editorial tools; Dictionaries; Style manuals, standard specification etc; Online tools for editing.                                                   | <ul style="list-style-type: none"> <li>• Attain basic understanding of editing tools.</li> <li>• Gain practical knowledge about online tools.</li> </ul>                                                     | *Lecture<br>*Question-Answer                                      | 6                                 | *Quiz<br>*Question-answer                 |
| 7           | <b>Printing and Publishing</b><br>Different parts of a book; Steps in book publishing, Proof reading and copy editing; Desktop publishing.                                                                           | <ul style="list-style-type: none"> <li>• Identify various parts of books.</li> <li>• Conceptualize the steps of publishing along with practical implications.</li> </ul>                                     | *Lecture<br>*Question-Answer                                      | 8                                 | *Question-answer<br>*Debate               |
| 8           | <b>Current and emerging trends in publishing</b><br>Problems of publishing; Emerging trends in publishing; Publishing in the digital era; Future of publishing.                                                      | <ul style="list-style-type: none"> <li>• Comprehend the dynamics of publishing in the 21<sup>st</sup> century.</li> <li>• Assess the problems and possibilities of publishing in a changing time.</li> </ul> | *Lecture<br>*Quiz<br>* Presentation                               | 8                                 | *Question-answer<br>*Mid-term examination |

**Assessment:**

| <i>Assessment Type</i>                     | <i>Assessment Details</i>                                                                                                    | <i>Proportion</i> |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Mid-term Exams</b>                      | Two mid-term examinations will be held during the course of studies                                                          | 30%               |
| <b>Class Attendance/<br/>Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%               |
| <b>Semester Assessment</b>                 | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%               |

**Reading List:**

- A. Oshima and A. Hogue, Introduction to academic writing (The Longman Academic Writing Series), Pearson Education, 2006.
- D. E. Zemach and L. A. Rumisek. Academic writing: from paragraph to essay. London: Macmillan, 2005.
- G. Clark and A. Phillips, Inside book publishing. Oxford: Routledge, 2014.
- Peter Ginna (eds), What editors do: the art, craft and business of book editing. Chicago and London: The University of Chicago Press, 2017.
- Peter Masterson, Book Design and Production: A guide for authors and publishers. California: AEonix Publishing Group, 2007.

**5th Semester**  
**BISLM 313 Indexing and Abstracting [100]**

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Indexing and Abstracting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Course No.</b>                      | BISLM 313                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Credit Hours</b>                    | 60 CH (4 credits)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Brief description of the Course</b> | This course introduces concepts, theories, methods and techniques of indexing and abstracting. The topics covered: index and indexing, arranging index entries, preparing indexes of different types of books and non-book materials, periodical indexing, procedures of automated indexing, indexing language, thesaurus, evaluation of indexes, etc. It also includes abstract and abstracting, different types of abstract, methods and styles of abstracting, international standards and guidelines for abstracting, preparing abstracts for different types of documents including, journal article, review, bibliography, monograph and short communication, etc.                                                                          |
| <b>Learning Objectives</b>             | <p>The major objectives of this course are:</p> <p>To understand the concepts of index, indexing, abstract and abstracting.</p> <p>To gain knowledge on the methods of arranging index entries, procedures of preparing index for different types of books and non-book materials including periodicals, newspapers, music, sound recordings, etc.</p> <p>To understand the indexing language, thesaurus construction, and the evaluation of indexes.</p> <p>To identify and understand the methods and styles of abstracting, international standards and guidelines for abstracting.</p> <p>To prepare abstracts for different types of documents including, journal article, review, bibliography, monograph and short communication, etc.</p> |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                 | <i>Learning outcomes</i>                                                 | <i>Methods &amp; Techniques, Activities</i>             | <i>No. of Classes (Total: 40x1.5= 60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------|-------------------------------------|
| 01          | Definition of index, origin and development, importance and types of indexes; author index, alphabetic subject index, classified, cumulative and collective subject index.                                                                                                                                                     | Conceptualize index and indexing                                         | Class Lecture, Concept mapping                          | 03                                          | Concept mapping test                |
| 02          | Indexing Methods and different techniques: citation indexing, pre-co-coordinating indexing, post co-coordinating indexing, chain indexing, POPSI, PRECIS, KWIC, KWOC etc. rules for arranging index entries.                                                                                                                   | Understand the methods and procedures of indexing                        | Class Lecture, problem-solving exercises                | 06                                          | Quiz                                |
| 03          | Periodical indexing: principles, techniques and arrangement; Book indexing – principles, techniques entry, heading, subheading, style and layout, newspaper indexing; indexing of non book items-music, sound, recordings, films, etc. computer based indexing systems-statistical methods, syntactic method, semantic method. | Prepare index for periodicals, books and non-book materials              | Class Lecture, Brainstorming, problem-solving exercises | 06                                          | Class Test                          |
| 04          | Indexing Language: Free language and controlled vocabulary indexing; Thesaurus-indexing terms and their relations, thesaurus construction and evaluation.                                                                                                                                                                      | Understand indexing language and construction of thesaurus               | Class Lecture, problem-solving exercises                | 05                                          | Question-Answer, Presentation       |
| 05          | Index evaluation: different methodologies, recall, precision, ratios and devices; cost analysis.                                                                                                                                                                                                                               | Evaluate the efficiency and effectiveness of an indexing system          | Class lecture, problem-solving exercises                | 04                                          | Quiz                                |
| 06          | Abstracting: definition of abstract, importance, abstract vs. bibliographies, index vs. abstracts, abstract vs. annotations, types of abstracts, quality of abstract.                                                                                                                                                          | Conceptualize abstract and abstracting                                   | Class lecture                                           | 04                                          | Concept mapping test                |
| 07          | Methods and procedures of abstracting, international standard for abstracting, abstract writing, evaluation of abstracts, online abstracting systems.                                                                                                                                                                          | Understand and prepare abstracts for different types of documents        | Class lecture, hands-on-practice                        | 07                                          | Class test                          |
| 08          | Recent trends in indexing and abstracting, existing situation, problems and prospects of indexing and abstracting services in Bangladesh.                                                                                                                                                                                      | Know the national and global trends in indexing and abstracting services | Class lecture, Assignment                               | 05                                          | Presentation                        |

### Summative Assessment

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>    | <i>Proportion of Marks</i> |
|----------------------------------|--------------------------------|----------------------------|
| Mid-term Exams                   | Written test                   | 30%                        |
| Class Attendance & Participation | Presentation, quiz, assignment | 10%                        |
| Semester Assessment              | Written test                   | 60%                        |

### Reading List

1. Borko, H. & Bernier, C.L. (2003). *Abstracting concepts and methods*. Academic Press.
2. Chakrabarti, A.R. and Chakrabarti, B. (1984). *Indexing: principles, processes and products*. Calcutta: World Press.
3. Cleveland, Donald B and Cleveland Ana D. (2013). *Introduction to indexing and abstracting*. 4<sup>th</sup> ed., Libraries Unlimited.
4. Collision, R.L. (1973). *Indexes and indexing*. 3<sup>rd</sup> ed.
5. Nancy C. Mulvany (2005). *Indexing books*. 2<sup>nd</sup> ed., University Of Chicago Press.
6. Knight, G.N. (1979). *Indexing, the Art of: A guide to the indexing of books and periodicals*, London.
7. Riaz, Muhammad (1989). *Advanced indexing and abstracting practices*. Atlantic.
8. Rowely, Jennifer E. (1988). *Abstracting and indexing*. Clive Bingley.

### BISLM 314 Database Design and Applications [100]

| Course Title                    | Database Design and Applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course No.                      | BISLM-314                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Credit Hours                    | 60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Brief Description of the Course | Database Management System (DBMS) is one of the essential components for all sort of computing and digital content management. In library systems it is a prerequisite to digital preservation (both metadata and full-text), searching and retrieval. It works as a back end tool for most of the applications particularly in automation process.                                                                                                                                                                            |
| Learning Objectives             | After end of the session, the student will be able to- <ol style="list-style-type: none"> <li>i) know the application areas of DBMS in library and information systems;</li> <li>ii) understand the theory and practical aspects of DBMS;</li> <li>iii) design, implement and update database for integrated library systems</li> <li>iv) administer data entry, authorization and access control, purposive searching and retrieval;</li> <li>v) gain practical experience in back-up, recovery and data security.</li> </ol> |

### Course Details

| Unit | Content                                                                                                                                                                                                             | Learning outcomes                                                                                                                                                                         | Teaching method                                         | No. of Classes | Assessment                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|----------------|-------------------------------------|
| 1    | <b>Basic concepts</b><br>Introduction to data, database and Database Management Systems (DBMS); Purpose, functions and evolution of DBMS; Introduction to database administration (DBA) as a profession.            | <ul style="list-style-type: none"> <li>• Define the concept of DBMS;</li> <li>• Recognize its implications in library management system.</li> </ul>                                       | Class lectures                                          | 3              | Mid-Term1                           |
| 2    | <b>DBMS Structure and Design process</b><br>Data abstraction, DBMS components and system architecture, the process of database design.                                                                              | <ul style="list-style-type: none"> <li>• Explain the DBMS system architecture,</li> <li>• Tell the stages of database design</li> </ul>                                                   | Class lectures, presentations                           | 4              | Quizzes                             |
| 3    | <b>Data modeling and Conceptual database design</b><br>Introduction to data modeling and its classification; Conceptual data modeling with ER diagram, Entity Relationship in integrated library management systems | <ul style="list-style-type: none"> <li>• Analyze different levels of database design.</li> <li>• Sketch ER diagram</li> <li>• Express the nature of data in library management</li> </ul> | Class Lecture, Presentation; Group Discussion           | 6              | Mid-Term, Assignment                |
| 4    | <b>Relational database</b><br>Introduction to Relational Database Management System (RDBMS), data structure and constraints; normalization and decomposition;                                                       | <ul style="list-style-type: none"> <li>• Define RDBMS;</li> <li>• Illustrate the data structures and constraints in RDBMS;</li> <li>• Planning library database</li> </ul>                | Class Lecture, Presentation; Group Discussion lab works | 8              | Mid-term short questions assignment |



| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                            | <i>Learning outcomes</i>                                                                                                                                                                                                          | <i>Teaching method</i>                     | <i>No. of Classes</i> | <i>Assessment</i> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------|-------------------|
| 5           | <b>Query Processing and management</b><br>Relational algebra, relational calculus and query processing.                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Compare RA and SQL;</li> <li>• Construct query with SQL;</li> </ul>                                                                                                                      | Class lectures, lab work                   | 04                    | Mid-term lab test |
| 6           | <b>Storage structure and Indexing</b><br>Overviews of physical storage media, data storage formats on disk- track format, record format, file organization and addressing methods, data indexing and different type of indexing techniques, hashing and different type of hash functions. | <ul style="list-style-type: none"> <li>• Able to interpret physical implementation of DBMS;</li> <li>• Illustrate and apply the accessing techniques in databases;</li> <li>• Able to re-organize data in the database</li> </ul> | Class lectures, presentation               | 05                    | mid-term          |
| 7           | <b>Advanced Topics</b><br>Transaction management; concurrency control; database security and authorization; system failure and recovery; network and hierarchical databases; object oriented database management system. Data warehousing and data mining                                 | <ul style="list-style-type: none"> <li>• Describe the advanced topics related to DBMS;</li> <li>• Plan for DBMS management;</li> <li>• Apply OOAD in DBMS</li> <li>• Familiar with nontraditional databases</li> </ul>            | Class lectures, presentations              | 05                    | Mid-term          |
| 8           | <b>Practical</b><br>Designing database for integrated library system with MySQL DDL, DML and DCL; hands-on practice unit:(1-7)                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Experiment the theoretical concepts in lab;</li> <li>• Practically design and implementation of DBMS in libraries.</li> </ul>                                                            | Demonstration with practical applications. | 25                    | Lab test          |

#### Assessment:

| <b>Assessment type</b>         | <b>Assessment Details</b>                                                                                     | <b>Proportion</b> |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------|
| Mid-term Exams                 | Two Mid-term Theory Examinations on (10+10) =20 Marks and two mid-terms practical exams. on (05+05) =10 marks | 30%               |
| Class Attendance/Participation | Class attendance on 5 marks and class performance on 05 marks=10 marks                                        | 10%               |
| Semester Assessment Theory     | Semester final exam. On theory will be taken on 40 marks.                                                     | 40%               |
| Semester Assessment Practical  | Practical exams will be taken on 20 marks in the computer lab                                                 | 20%               |

#### Reading List:

1. Abraham Silberschatz, Henry F.Korth and S Sudarshan. Database system concepts - 7th ed.
2. Bipin C. Desai. An introduction to database systems.
4. John Erickson. Database Technologies: concepts, methodologies, tools and applications. New York – Information Science Reference
5. John Wang. Encyclopedia of data warehousing and mining. New York – Information Science Reference
6. C.J. Date. An introduction to database systems 8th ed.
7. Raghu Ramakrishnan, Johannes Gehrke, Database management systems – 3<sup>rd</sup> ed. – Boston McGraw Hill

**BISLM 315 Library Administration and Management [100]**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title:</b>       | Library Administration and Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Course No.:</b>         | BISLM 315                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Credit Hours</b>        | 4 Credits, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Brief Description</b>   | Libraries or Information Institutions are integral parts of the society and they play significant role in this digital age. Generally, the information institutions or libraries collect, preserve and make the written or printed materials accessible to the users. In this changing landscape, the libraries also offer range of other services and trying to adjust their services to the new realities while still serving the needs of users who rely on more traditional resources. In order to perform these various kinds of activities, efficient administration and management techniques are needed to manage the library or information centre. |
| <b>Specific Objectives</b> | The course addresses principles and practices of management and their applications in Library and Information Institutions. The intention of this module is to prepare learners for managerial responsibilities in libraries and information institutions and to make the students aware of the application of management techniques to achieve the organisational effectiveness and efficiency.                                                                                                                                                                                                                                                             |

**Assessment:**

| <b>Assessment Type</b>             | <b>Assessment Details</b>                          | <b>Proportion</b> |
|------------------------------------|----------------------------------------------------|-------------------|
| Mid-term Exams                     | 2 Mid-term examinations (15 x 2): 30 marks         | 30%               |
| Class Attendance/<br>Participation | Class attendance and Performance (5 x 2): 10 marks | 10%               |
| Semester Assessment                | Semester final examination: 60 marks               | 60%               |

**Instructional strategies**

- Interactive class lecture;
- Presentation;
- Collaborative learning or Group discussion;
- Writing for learning;

**Course Details**

| <b>Unit</b> | <b>Brief outline of the Unit</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Learning outcomes</b>                                               | <b>Methods &amp; Techniques, Activities</b> | <b>No of Classes (Total 60)</b> | <b>Assessment Tools/ Procedures</b> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------|---------------------------------|-------------------------------------|
| 1           | <b>Introduction to organization, management and administration</b><br><br>a. Organisation, Management and Administration: a conceptual framework; differences in organization, management and administration.<br><br>b. Concept and principles of Scientific Management - definition and scope, application of Scientific Management principles to Library and Information Centres.<br><br>c. Fayol's classical school: Adoption of Fayol's principles of library.<br><br>d. System school: theories of Fayol, Max Weber, Urwick, Luther, Gulick: POSDCORB.<br><br>e. Management by objectives (MBO): Peter Drucker, G. Odiorne. | Address principles and practices of management and their applications. | Lecture<br>Presentation                     | 8                               | Class presentation and quiz         |

| Unit | Brief outline of the Unit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Learning outcomes                                                                                                                                       | Methods & Techniques, Activities                                       | No of Classes (Total 60) | Assessment Tools/ Procedures           |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------|----------------------------------------|
| 2    | <b>Organizational structures</b><br>Concepts, different patterns of organizational structure, line organization, staff organization, line and staff organization and functional organization etc; relationship of the library with its parent organisation.                                                                                                                                                                                                                                                           | Identify variety of leadership and managerial pitfalls.                                                                                                 | Lecture<br>Question-Answer<br>Quiz<br>Assignment & Presentation        | 7                        | Presentation, quiz and question-answer |
| 3    | <b>Internal organization of library operations and services</b><br>a. Acquisition, technical services and readers services, reference services and charging system: manual and online.<br>b. Library committee: definition, types, functions and responsibilities.<br>c. Library rules and regulations.<br>e. Centralization and decentralization.<br>f. Weeding.                                                                                                                                                     | Use management techniques to achieve the organisational goals.                                                                                          | Lecture<br>Question-Answer<br>Quiz<br>Assignment & Presentation        | 7                        | Presentation, Mid term exam.           |
| 4    | <b>Personnel management</b><br>a. Theories and styles of personnel management<br>b. Staffing recruitments - selection - development and manpower planning - Management Inventory Chart, System approach to staffing, System approach to selection, Selection Process: Techniques and instruments<br>c. Job designing / Job analysis, Job description, Job evaluation, Performance appraisal<br>d. Motivation and leadership - Supervision<br>e. Inter-personnel relations: training and development, Public Relations | identify managerial activities that contribute to managerial effectiveness<br><b>and</b> the roles which are fulfilled while working as a manager       | Debate<br>Presentation                                                 | 8                        | <b>Oral test</b><br>Presentation,      |
| 5    | <b>Financial management</b><br>a. Sources of income and heads of expenditure.<br>b. Budget and budgeting, preparation of budget.<br>c. Relationship between budgeting and reporting.<br>d. Cost effectiveness and Cost benefit analysis                                                                                                                                                                                                                                                                               | Critically evaluate the financial objectives of various types of organizations.<br>Analyze a library's performance and make appropriate recommendations | Prepresentation<br>Interactive and Group discussion<br>Question-answer | 8                        | Presentation,                          |
| 6    | <b>Total Quality Management (TQM)</b><br>a. Concept, Definition, Elements<br>b. Operations Management Systems<br>c. Tools and techniques for improving quality - inventory planning and control, inventory control model<br>d. Quality Audit, LIS related Standards<br>e. Resource mobilization, Outsourcing, Librarian Consortia, Open Access<br>f. Technology Management                                                                                                                                            | understand what is meant by management and managerial effectiveness                                                                                     | Lecture<br>Question-Answer<br>Quiz<br>Assignment & Presentation        | 7                        | <b>Mid-term exam</b>                   |

| Unit | Brief outline of the Unit                                                                                                                     | Learning outcomes                                                                                          | Methods & Techniques, Activities                                | No of Classes (Total 60) | Assessment Tools/ Procedures |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------|------------------------------|
| 7    | <b>Resources Management</b><br>a. Collection Development<br>b. Acquisition of Periodicals and Serials<br>c. Technical Processing of Documents | Introduce new strategies and techniques in library's management effectively.                               | Lecture<br>Question-Answer<br>Quiz<br>Assignment & Presentation | 7                        | Presentation,                |
| 8    | <b>Library Records and Statistics</b><br>a. Staff Manual<br>b. Library Statistics<br>c. Annual Report                                         | Develop skills to perform library operations and to evaluate library and information centre's performance. | Lecture<br>Question-Answer<br>Assignment                        | 8                        | Presentation,                |

### Reading List

1. Krishan Kumar, Library administration and management. New Delhi, Vikas, 2003.
2. Saiful-Islam, K.K. Library organization, management and administration.
3. Singh R S P. Fundamentals of Library Administration and Management. Delhi; Prabhat, 1990.
4. Singh M. Library and Information Management: Theory and Practice Delhi; IBT, 1983.
5. Mittal R L. Library Administration: Theory and Practice. 5thed. New Delhi, Metropolitan, 1983.
6. Mookerjee, S K. and Sengupta, B. Library Organization and Library Administration. Calcutta; World Press, 1972.
7. Odiorne, George S. Management by objectives.
8. Matthews, J. Strategic planning and management for library managers. Libraries Unlimited, London, 2005.
9. Kumar, P.S.G. Management of Library and Information Centers. Delhi: B. R. Publishing Corporation, 2003.
10. Mohapatra, P.K. Library management, Kolkata, World Press, 2003.
11. Steuart, R and Eastilick, J T. Libraries Management. 2nd ed. Colorado Libraries Unlimited, 1991.
12. Brophy, P. and Courling K. Quality management for information and library managers. Bombay: Jaico, 1997.
13. Gorman, Christine. Staff development in libraries. New Delhi: Dominant Publishers, 2003
14. Clare, Jenkins. Collection Management in academic libraries. Bombay: Jaico publishing House, 1996
15. Gulick, Luther, "Notes on the theory of organization". In: papers on the science of administration / ed. by Luther Gulick and L. Urwick.
16. Wilson, Louis Round and Tauber, Maurice F. The University Library: The organization, administration and functions of academic libraries.
17. Wheller, Joseph L. and Githens, Alfred Morton. The American public library building: its planning and design with special reference to its administration and services.
18. Tauber, Maurice F. and Associates. Technical services in libraries.

## BISLM 316: Documentation and Communication

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title:       | Documentation and Communication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Course No.:         | BISLM 316                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Credit Hours        | 4 Credits, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Brief Description   | Documentation and communication is an essential functional component of library operation, and has become challenging in today's world. The rapid growth and production of information especially in the electronic media requires diverse knowledge to deliver relevant and appropriate information to the users at the appropriate time. With the overall concept of documentation and communication, the course essentially deals with the techniques of collection, preservation, retrieving and dissemination of appropriate information resources to meet users' changing needs for information. |
| Specific Objectives | The objective of this course is to introduce students with the concept of documentation and communication in order to provide knowledge about various information sources to build up a relevant collection of information materials and to disseminate the necessary information to the information professionals, researchers and other professionals.                                                                                                                                                                                                                                               |

### Instructional strategies

- Interactive class lecture;
- Presentation;
- Collaborative learning or Group discussion;
- Writing for learning;

### Assessment:

| Assessment Type                 | Assessment Details                                 | Proportion |
|---------------------------------|----------------------------------------------------|------------|
| Mid-term Exams                  | 2 Mid-term examinations (15 x 2): 30 marks         | 30%        |
| Class Attendance/ Participation | Class attendance and Performance (5 x 2): 10 marks | 10%        |
| Semester Assessment             | Semester final examination: 60 marks               | 60%        |

| Unit | Brief outline of the Unit                                                                                                                                                                                                                                                                                                                                                                     | Learning outcomes                                                                                      | Methods & Techniques , Activities             | No of Classes (Total 60) 40x1.5 | Assessment tools / procedures |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------|-------------------------------|
| 1    | <b>Documentation</b><br>Concepts, nature and functions of documentation; documentation work and documentation services, active and passive documentation, process of documentation.                                                                                                                                                                                                           | Understand key concepts of documentation                                                               | Lecture<br>Concept mapping<br>Question-answer | 03                              | Question-answer               |
| 2    | <b>Information Science</b><br>Nature, scopes and functions of information; qualities or properties, parameters, and role of information, barriers to use of information; documentation and information science, evolution of library science, documentation and information science, distinction between librarianship and documentation; current trends of information science in the world. | Identify the nature of information and historical background of library science to information science | Lecture<br>Concept mapping<br>Question-answer | 04                              | Question-answer<br>Quiz       |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                           |                                                                                      |    |                                 |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----|---------------------------------|
| 3 | <b>Communication</b><br>Communication as basis of library and information science; nature, elements, equipment and techniques of communication, communication channels; models and barriers, skills and practices of communication, communicating information among professionals, information generation and communication. Information communication tools: electronic communication, digital and analog form of electronic communication channel.                                                                                                                                                                                                                                                                                                                                                                                        | Assess the role and technique of communication in libraries and information science.                                                      | Lecture<br>Question-answer<br>Quiz<br>Assignment<br>Interactive and Group discussion | 05 | Mid term exam<br>Unit 1-3       |
| 4 | <b>Information Retrieval (IR)</b><br>Introduction to information retrieval (IR), components and functions of an IR system, processes of IR, manual and mechanized IR systems; principles of literature searching and its functional steps.<br>Online information retrieval systems: concepts, access to remote digital information sources, mode of access, searching steps in conducting search: log in, major searching logic-Boolean operators; supplementary searching aids, downloading, conversion, repackaging and distribution of information.                                                                                                                                                                                                                                                                                      | Explore advanced information retrieving and handling techniques.                                                                          | Lecture<br>Question-answer<br>Quiz<br>Assignment                                     | 04 | Presentation                    |
| 5 | <b>Information ethics, copyright and censorship</b><br>Intellectual property rights from national and international perspectives, copyright, censorship and ownership of information, reprography, copyright law and book distribution, copyright act in Bangladesh, information policy and legal issues, National book policy of Bangladesh, free flow of information and its barriers.                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Address legal and ethical issues related to information.                                                                                  | Lecture<br>Question-answer<br>Quiz<br>Assignment                                     | 04 | Exercises Assignment            |
| 6 | <b>Information Dissemination Service</b><br>Concepts, types, purposes, methods of disseminating current information, criteria for assessment of current information; Current Awareness Service (CAS): definition, purposes, characteristics, types and channels; Selective Dissemination of Information (SDI) service: definition, techniques and procedures of providing SDI service; conversion process of CAS into SDI, difference between CAS and SDI, model of user profile, methods of notification; Translation service: definition, purposes, organization and present status of Translation service in Bangladesh.<br>Online Methods of Information Dissemination: Online SDI service, EDDS (Electronic Document Delivery Systems), EDI (Electronic Data Interchange), EFT (Electronic Fund Transfer), content management systems. | Provide current and relevant information to the defined user groups according to their needs.                                             | Lecture<br>Question-answer<br>Quiz<br>Assignment                                     | 05 | Question-answer                 |
| 7 | <b>Information Consolidation</b><br>Definition, objectives and process of information consolidation and its user benefits; guidelines for preparing an accession list, a bibliography, a directory, writing an abstract, handbooks or manuals, packages of materials, translation of materials, newsletters and news sheets, an audio-visual material.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Contributes to the essential knowledge skills and values of librarianship and the information professions through education and outreach. | Lecture<br>Question-answer<br>Quiz<br>Assignment                                     | 05 | Question-answer                 |
| 8 | <b>Information Privacy and Security</b><br>Concept of information privacy and security, threats to information communication systems, types of information security threats and risks, techniques of protecting information from security threats, security measures for information users, information security standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Gain an insight on various information privacy and security aspects in this digital age.                                                  | Lecture<br>Question-answer<br>Quiz<br>Assignment                                     | 10 | Question-answer<br>Midterm exam |

### Reading List

1. Introduction to information science / by- David Bawden and Lyn Robinson.
2. Information and its communication / by Prasher R G. Medallion Press, New Delhi, 1991..
3. Textbook of information science / by- P.S. Kawtra, New Delhi, AHP Publishing Company.
4. Role of ICTs in library and information science / by- A. Kaliammal, G. Thamaraiselvi. New Delhi: Authors Press.
5. Library science and theories of management / by- Manisha Dawra. New Delhi: Rajat Publications.
6. Redesigning the library / by- Piyush Kanti Mahapatra, Bhubaneswar Chakrabarti. New Delhi: Ess Ess.
7. Online searching: principles and practice / by- R.J. Hartley, E.M. Keen, J.A. Large, L.A. Tedd.
8. Online information retrieval: concepts, principles and techniques / by- Stephen P. Harter.
9. Computer for libraries / by- Jennifer Rowley.
10. Information organization and communication / by- M.T.M. Khan.
11. Management information systems: a managerial end user perspective / by- James O'Brien.
12. Computers, communications, and information: a user's introduction / by- Sarah E. Hutchinson, Stacey C. Sawyer. New York: Irwin and McGraw-Hill.
13. Library and information science: a guide to key literature and sources / by Michael F. Bemis

### 6th Semester

#### BISLM 317 Information Marketing and Advocacy [100]

|                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                                                                                       | <b>Information Marketing and Advocacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Course No.</b>                                                                                         | <b>BISLM 317</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Credit Hours</b>                                                                                       | 4 Credits (60 Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Brief description of the course</b>                                                                    | Marketing has become an essential component of today's library operations. The course explores marketing and advocacy in libraries today, within a physical space and online. Starting with the overall concepts of marketing and advocacy, the course provides details of marketing concepts, elements, tools, strategies, methods and more particularly the user-centered approaches in library services.                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Learning objectives</b><br><br>After successful completion of this course, students will be able to: - | <ol style="list-style-type: none"><li>1. Apply key concepts of marketing to libraries and information centers.</li><li>2. Promote library's existing products and services to user's community.</li><li>3. Develop marketing and advocacy plan for library/information center.</li><li>4. Determine users' diverse needs for information products and services.</li><li>5. Learn user-centric marketing approaches to improve service management.</li><li>6. Identify and design accurate methods for marketing information products and services.</li><li>7. Evaluate library's overall service performance and user satisfaction.</li><li>8. Design and develop innovative information products and services.</li><li>9. Understand and apply modern technologies in library marketing.</li></ol> |

### Course Details

| Unit | Content                                                                                                                                                                                                        | Learning outcomes                                            | Teaching methods          | No. of Classes (hours) | Assessment tools |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------|------------------------|------------------|
| 01   | <b>Introduction to information marketing:</b><br>Concept of terminologies;<br>Library marketing: History, Benefits, Needs and importance, Barriers, Methods and approaches, Traditional vs. Library marketing; | Develop basic concepts of traditional and library marketing; | Interactive class lecture | 04                     |                  |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                       | Learning outcomes                                                                                | Teaching methods                                                        | No. of Classes (hours) | Assessment tools |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------|------------------|
| 02   | <b>Marketing library products and services:</b><br>Library marketing: Definition, Functions, Elements; Library products: Levels, Types, Characteristics, Components, Life cycle, Development & design; Pricing: Methods, Strategies; Promotion: Components, Techniques; Promotional campaign: Developing campaign plan and strategies, Strategy to launch new products or services;                                           | Know about library products and services as well as know how to campaign these to library users; | 1. Interactive class lecture<br>2. Presentation<br>3. Project           | 08                     |                  |
| 03   | <b>Developing marketing plan:</b><br>Definition, benefits, how to develop a marketing plan, market planning and implementation; Market analysis and audit, Strategic directions for information center; Market segmentation: Characteristics, Levels, Methods, Requirements for effective segmentation; Marketing communications: Communication process, developing effective communication;                                  | Develop marketing plan for library products and services;                                        | 1. Interactive class lecture<br>2. Participatory learning               | 06                     |                  |
| 04   | <b>Advocacy &amp; Public relations:</b><br>Definition, Importance, Role of advocacy in better library marketing; Marketing vs. Public relations vs. Advocacy; Advocacy planning: Step-by-step guide, Planning cycle, Campaign; Library advocacy: Who are the library advocates, Toolkit, developing action plan, Building library advocacy network; Library public relations: Definition, Forms, Planning, Model of PR: AIDA; | Develop advocacy and public relations plan for library;                                          | Interactive class lecture                                               | 08                     |                  |
| 05   | <b>Direct and Online information marketing:</b><br>Definition, Benefits and Growth, Forms, Challenges; How to conduct marketing of information products and service in Online; Online marketing mix: Digital marketing mix, Web marketing mix, E-marketing mix; Telemarketing; E-commerce in libraries; Social media marketing: Marketing through face book (librarian face book);                                            | Recognize about different forms of online and digital marketing;                                 | 1. Interactive class lecture<br>2. Participatory learning<br>3. Project | 06                     |                  |



| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Learning outcomes                                                                                            | Teaching methods                                          | No. of Classes (hours) | Assessment tools |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------|------------------|
| 06   | <b>Marketing in Service organizations:</b><br>Service: Definition, Characteristics; Service marketing: Definition, History, Scope, Types and forms, Service marketing mix; Service marketing triangle; Six E's of successful service marketing; Service delivery: Employee's roles, Customer's roles; Integrated services marketing communications; Financial and economic impact of services; User-centered marketing: Concept, Definition, Model: UFLS;                           | Understand the basic concepts of service marketing and its detail outlines;                                  | 1. Interactive class lecture<br>2. Participatory learning | 08                     |                  |
| 07   | <b>Library Customer (user) service:</b><br>Definition, Importance; Customer service in libraries; Understanding user's needs; How to get feedback from library users; How to handle user's complaints; Meg Paul's philosophy of quality customer service; Customer service model: RESPECT™, Guidelines for library user service; Building user relationships;                                                                                                                       | Develop the concept of customer service, and know how to implement customer service strategies in libraries; | 1. Interactive class lecture<br>2. Participatory learning | 06                     |                  |
| 08   | <b>Service Quality Management:</b><br>Service Quality & Satisfaction (SQ-S): Concept, Definition, Difference, Causes of dissatisfaction; User behavior in service setting; Understanding user's needs and expectations; Evaluating service performance; Service benchmarking: Definition, Process, Models; SQ Assessment models: SQ gap, SPCM (Service Performance Control Matrix), SERVQUAL, LIS SERVQUAL+ LibQual™, Expectancy Disconfirmation Theory, 4-level Zone of Tolerance; | Know about service quality management in library services;                                                   | 1. Interactive class lecture<br>2. Participatory learning | 08                     |                  |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                                          | Learning outcomes                                                                      | Teaching methods                           | No. of Classes (hours) | Assessment tools |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------|------------------------|------------------|
| 09   | <b>Marketing research:</b><br>Defining the problems and objectives, Service development research plan; PEST analysis, SWOT analysis; Projects: (1) Designing marketing campaign for library products, (2) Measuring library service performance, (3) Assessment of user's information needs, (4) Evaluating the level of user's satisfaction and dissatisfaction of library products and services, (5) Library service performance gap analysis; | Know how to develop a research plan for library services along with relevant projects; | 1. Interactive class lecture<br>2. Project | 06                     |                  |

### Summative Assessment

| Assessment Type                  | Assessment Details                                                                                                                    | Proportion of Marks |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Mid-term Exams                   | Two mid-term exams will be taken on (10+10) = 20 marks, and One project (experimental learning outcome) will be conducted on 10 marks | 30%                 |
| Class Attendance / Participation | Class Attendance on 5 marks and class performance or participation 5 marks                                                            | 10%                 |
| Semester Assessment              | Semester final examination will be taken on 60 marks                                                                                  | 60%                 |

### Reading List

1. Blaise, Gronin. The marketing of library and information services.
2. Brophy, [Peter](#) and Coulling, [Kate](#). Quality Management for Information and Library Managers. Gower/Ashgate, 1996.
3. Confield, Bertrant R. Public relations, principles, cases and problems.
4. Cook, [Sarah](#). Customer Care Excellence: How to Create an Effective Customer Focus. Kogan Page Publishers, 2008
5. Elliott de Saez, Eileen. Marketing concepts for libraries and information services.
6. Garey, Mona. Library public relations: a practical handbook.
7. Hamilton, Feona. Information promotion: publicity and marketing ideas for the information promotion.
8. Hernon, [Peter](#) and Altman, [Ellen](#). Service Quality in Academic Libraries. Greenwood Publishing Group, 1996.
9. [Hernon](#), Peter and Whitman, [John R](#). Delivering Satisfaction and Service Quality: A Customer-based approach for libraries. 2001.
10. Irving, Ann. Marketing the information profession to the information society.
11. Jain, A. K. and Others. Marketing information products and services: a primer for librarians and information professionals.
12. Kotler, Philip and Armstrong, Gary. Principles of marketing.
13. Kotler, Philip; Kartajaya, Hermawan and Setiawan, Iwan. Marketing 4.0: Moving from Traditional to Digital. John Wiley & Sons, 2016.14. Matthews, Joseph R. The evaluation and measurement of library services. Libraries Unlimited, c2007.
15. Melling, Maxine and Little, Joyce. [Building a Successful Customer-service Culture: A Guide for Library](#). 2002.
16. Potter, Ned. The Library marketing toolkit. Facet Publishing, 2012.
17. Weingand, [Darlene E](#). [Marketing/planning Library and Information Services](#). 1999.

**BISLM 318 Systems Analysis and Design [100]**

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Systems Analysis and Design</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Course No.</b>                      | <b>BISLM 318</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Credit Hours</b>                    | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Brief Description of the Course</b> | This module gives an insight into the many tasks that must be carried out during the development of a modern information system. The intention of this module is to provide with a practical, integrated overview of the Information Systems (IS) development process, from project selection and inception, through to the capture and analysis of user requirements and then finally the design and production of a simple prototype system that satisfies those requirements. |
| <b>Learning Objectives</b>             | This course aims to provide knowledge of system analysis and design at the theoretical and pragmatic level. Through lectures, presentations, educational visits and hands-on experience, students will gain insight into relevant system analysis issues and will learn what kind of system is appropriate for using in libraries. The knowledge acquired in this course complements the knowledge obtained in other required first and second-term courses.                     |

**Course Details**

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                                                                                      | <b>Learning outcomes</b>                                     | <b>Methods &amp; Techniques, Activities</b> | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------|-----------------------------------|-------------------------------------|
| 1           | <b>Basic concepts:</b> Introduction to systems and information systems, system elements, different types of information systems, introduction to system development models- waterfall, incremental, transformation and spiral model.                                                                | Able to acquire the basic knowledge                          | Class Lectures, Concepts mapping            | 05                                | Short questions                     |
| 2           | <b>System Development Life Cycle (SDLC):</b> Introduction to SDLC and its functional steps, planning for system study, understanding existing systems, exploring the limitations and defining objectives, searching alternative and solutions and feasibility study.                                | Able to recognize SDLC and its functional steps              | Class Lecture, Weekly discussion            | 05                                | Quizzes                             |
| 3           | <b>System Requirement Specifications- Recognition of Need:</b> Areas of problem in existing system, steps in problem defining Tasks, information gathering: types of information required by system analyst, information generation/sources of information, information-gathering tools/techniques. | Able to identify system requirement specifications           | Class Lectures, Concepts mapping            | 05                                | Class Test                          |
| 4           | <b>System Analysis:</b> System anatomy, identify the new system requirements, object modeling, dynamic modeling and functional modeling. Risk analysis, developing test criteria and plans.                                                                                                         | Able to relate system analysis and different system modeling | Class Lecture, problem-solving exercises.   | 05                                | Presentation                        |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                       | <i>Learning outcomes</i>                                                           | <i>Methods &amp; Techniques, Activities</i>                                         | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>              |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------------|
| 5           | <b>System Design-</b> Design methodologies, design process, different aspects design of library and information systems- input/output design, form/interface design, database design, control design, network and communication subsystem design, procedural design, security design, developing implementation plan and maintenance manual, integrating subsystems. | Able to Interpret design methodologies, process, database, procedural design, etc. | Class Lecture, problem-solving exercises.                                           | 05                                | Surprise test                                    |
| 6           | <b>Physical system testing and implementation:</b> Testing programs, installation of necessary equipment, recruitment and training of personnel, implementation plan, systems conversion, post implementation review.                                                                                                                                                | Able to test programs, install necessary equipment, etc.                           | Class Lectures, Concepts mapping                                                    | 05                                | Quiz                                             |
| 7           | <b>Evaluation and maintenance:</b> Concept and scope of evaluation in library and information systems, approaches to evaluation, performance measurement, evaluation of systems security and data integrity. Measuring effectiveness of information retrieval (IR) systems, analysis of users' satisfaction, cost-effectiveness analysis.                            | Able to identify and evaluate system and maintain the system                       | Class Lectures, problem-solving exercises.                                          | 05                                | Class Test                                       |
| 8           | <b>Project management and professional aspects:</b> Introduction to project management and SDLC project planning, the role, essential qualifications and standard of behavior of system analyst, information engineering and its different issues, ethics in SDLC and other professional issues. Hands on practice with types different Projects:                    | Able to understand project management, planning, information engineering etc.      | Class Lectures, Educational visits to observe some real projects in CSE Dept. of DU | 05                                | Assignment on preparing different sample project |

#### Assessment:

| Assessment type                | Assessment Details                                                                                                            | Proportion |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------|
| Mid-term Exams                 | Two mid-terms examination will be taken on (10+10) =20 marks and one presentation along assignment will be taken on 10 marks. | 30%        |
| Class Attendance/Participation | Class attendance on 5 marks and class performance on 05 marks=10 marks                                                        | 10%        |
| Semester Assessment            | Semester Final examination will be taken on 60 marks.                                                                         | 60%        |

#### Reading List

This is not intended to be prescriptive or exhaustive:

1. Elias M. Awad. Systems analysis and design, 2<sup>nd</sup> ed.
2. Fitz Geral Jerry and Fitz Gerald Ardra. Fundamentals of systems analysis: using structured analysis and designing techniques, 3<sup>rd</sup> ed.
3. Bruch John and Grudnitski Gary. Information systems: theory and practice, 5th ed.
4. Henry C. Lucas Jr. The analysis, design & implementation of information system, 4<sup>th</sup> ed.
5. Chapman St. Pierre Lubans. Library systems analysis guidelines.

**BISLM 319 Organization of Knowledge (Classification Theory) [100]**

| <b>Unit</b> | <b>content</b>                                                                                                                                                                                                                                                               | <b>Learning outcomes</b>                                                                                                                                                    | <b>Methods &amp; techniques, Activities</b>                 | <b>No. of Classes (Total 60)</b> | <b>Assessment tools/ procedures</b> |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------|-------------------------------------|
| 1           | <b>Introduction to Classification</b><br>Structure and development of knowledge; Universe of knowledge; Knowledge and information; Structure of knowledge in library and information science; Attributes of knowledge; Impact of knowledge on classification.                | Students will be able to differentiate between knowledge and information. Students will learn about structure and attributes of knowledge                                   | Lecture will be delivered                                   | 02                               | Quiz, verbal test                   |
| 2           | <b>Knowledge and Book Classification</b><br>The theory of classification: natural and artificial classification, terms and predicable, knowledge classification and book classification, criteria of good classification, tree of Porphyry, principles of classifying books. | Students will be able to differentiate between knowledge and book classification.                                                                                           | Lecture will be delivered                                   | 02                               | Quiz, verbal test                   |
| 3           | <b>Special features of book classification</b><br>Generalia class, standard subdivisions, form class, notation, auxiliaries of notation, index: analysis and use.                                                                                                            | Pupils will be able to summarize the special features of book classification                                                                                                | Lecture will be delivered                                   | 01                               | Quiz, verbal and/or written test    |
| 4           | <b>Various Schemes for classification</b><br>Knowledge classification; Different philosophical systems; Library classification schemes; Classification schemes earlier to DDC. Various schemes for library classification.                                                   | Students will be able to describe various classification schemes used worldwide.                                                                                            | Lecture will be delivered                                   | 02                               | Quiz, verbal test                   |
| 5           | <b>Basics of major schemes of classification</b><br>Dewey decimal classification, universal decimal classification, library of congress classification, differences among DDC, UDC, and LC classification schemes.                                                           | Students will be able to classify documents with the help of DDC scheme. It will enable students to evaluate the differences among DDC, UDC, and LC classification schemes. | Lecture will be delivered and DDC will be practically used. | 05                               | Quiz, verbal and/or written test    |
| 6           | <b>Analysis and applications of UDC</b><br>Special features, notational systems: hospitality, mnemonics, common and special auxiliaries.                                                                                                                                     | Students will be able to classify documents with the help of UDC scheme.                                                                                                    | Lecture will be delivered and UDC will be practically used. | 03                               | Quiz, verbal and/or written test    |

| Unit | content                                                                                                                                          | Learning outcomes                                                                                                                                       | Methods & techniques, Activities                            | No. of Classes (Total 60) | Assessment tools/ procedures     |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------|----------------------------------|
| 7    | <b>Analysis and applications of DDC</b><br>Features, qualities of DDC notation, six tables, gradual development and changes in DDC, notes.       | Students will be able to demonstrate the theoretical aspects of DDC. Students will be able to build class number using six tables and ten main classes. | Lecture will be delivered and DDC will be practically used. | 03                        | Quiz, verbal and/or written test |
| 8    | <b>Library of Congress Classification Scheme</b><br>Introduction; Features of LCC; Structure of LCC; LCC notation; Advantages and disadvantages. | Students will be able to explain the theoretical aspects of LCC.                                                                                        | Lecture will be delivered                                   | 03                        | Quiz, verbal and/or written test |

### BISLM 320 Organization of Knowledge (Cataloguing Theory) [100]

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                                                                                     | <b>Organization of Knowledge: Cataloguing Theory</b>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course No.</b>                                                                                       | <b>BISLM 320</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Credit Hours</b>                                                                                     | 4 Credits (60 Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Brief description of the course</b>                                                                  | A library catalogue is a register of all bibliographic items found in a library or group of libraries. Starting with conceptual analysis the course provides details outlines of library catalogue in traditional and online forms.                                                                                                                                                                                                                        |
| <b>Learning objectives</b><br><br>After successful completion of this course, students will be able to: | <ol style="list-style-type: none"> <li>1. Understand the key concepts of traditional and online catalogue;</li> <li>2. Recognize the basic forms and structure of bibliographic items;</li> <li>3. Know the arrangement methods &amp; structure of traditional and online library catalogue;</li> </ol> Know, how to analysis and determine the subject matter of bibliographic items;<br>5. Know the guidelines for using Sears List of Subject Headings; |

### Course Details

| Unit | Content                                                                                                                                                                                               | Learning outcomes                                                | Teaching methods          | No. of Classes (hours) | Assessment tools |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------|------------------------|------------------|
| 01   | <b>Introduction to Catalogue:</b><br>Concept, Definition, Objectives and purposes, Functions, Characteristics of a good catalogue; Cataloguing codes: AACR, RDA;                                      | Understand the key concepts of traditional and online catalogue; | Interactive class lecture | 06                     |                  |
| 02   | <b>Bibliographical structure of a book:</b><br>Parts of a book; Technical reading of a book; Bibliographical information of a book; Catalogue vs. bibliography: Entry patterns, Methods, Differences; | Recognize the basic forms and structure of bibliographic items;  | Interactive class lecture | 08                     |                  |

| Unit | Content                                                                                                                                                                                                                                                                                                                                                                                                                             | Learning outcomes                                                                      | Teaching methods                                     | No. of Classes (hours) | Assessment tools |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------|------------------------|------------------|
| 03   | <b>Types and forms of Catalogue:</b><br>Inner and Outer forms of library catalogue, Types of inner and outer forms; Dictionary & Classified catalogue: Differences, Appropriateness in different types of libraries; Union catalogue: Functions, Planning of Union catalogue; Shelf list catalogue: Functions and uses, Shelf list vs. Public catalogue vs. Accession register; Outer or physical forms of catalogue;               | Understand the basic forms of traditional catalogue;                                   | Interactive class lecture                            | 10                     |                  |
| 04   | <b>Arrangement and Structure of catalogue:</b><br>Construction of Dictionary and Classified catalogue; Basic skeleton of a card catalogue; Types of information included in library catalogue; Access points and Catalogue entries; Filing: Rules for filling catalogue entries;                                                                                                                                                    | Know the arrangement methods, structure and types of entries of traditional catalogue; | 1. Interactive class lecture<br>2. Hands on practice | 12                     |                  |
| 05   | <b>Subject headings and Entry heading:</b><br>Subject analysis; Subject headings: Definition, Tools, Steps to subject determination, Choice of subject headings, Principles of construction, Types and forms of subject headings; Guidelines for using Sear List of Subject Headings; Types of Subdivisions and their use in constructing subject headings; Rules for making entry under Oriental Muslim, Buddhist and Hindu names; | Know, how to analysis and determine the subject matter of bibliographic items;         | 1. Interactive class lecture<br>2. Hands on practice | 12                     |                  |
| 06   | <b>Computerized and Online Catalogue:</b><br>Definition, Importance of computerized catalogue; OPAC: Definition, Functions, Utilities; MARC: Definition, Formats and structure; IOLAS (Integrated Online Library Automated Systems); Authority control; FRBR, RDA;                                                                                                                                                                  | Know the formats and structure of online catalogue;                                    | 1. Interactive class lecture                         | 12                     |                  |

### Summative Assessment

| Assessment Type                  | Assessment Details                                                         | Proportion of Marks |
|----------------------------------|----------------------------------------------------------------------------|---------------------|
| Mid-term Exams                   | Two mid-term exams will be taken on (15+15) = 30 marks                     | 30%                 |
| Class Attendance / Participation | Class Attendance on 5 marks and class performance or participation 5 marks | 10%                 |
| Semester Exam                    | Semester final examination will be taken on 60 marks                       | 60%                 |

### Reading List

1. Essentials of Cataloguing and Classification, by- Dr. K.M. Saiful Islam. (2008)
2. Hunter, Eric J. and Bakewell, K.G.B. Cataloguing. London: Clive Bingley.
3. Hunter, Eric J. Computerized cataloguing. London: Clive Bingley.
4. Mann, Margaret. Introduction to cataloguing and classification. Chicago : ALA.
5. Maxwell, R.L. and Connell, T.H. Eds. (2000). Future of Cataloguing. Chicago: ALA.
6. Practical Cataloguing: AACR, RDA and MARC 21, by- Anne Welsh and Sue Batley. (2012)
7. Saffady, William. Introduction to automation for librarians. Chicago: ALA.
8. Wynar, Bohdan S. Introduction to cataloguing and classification. Englewood, Colo: Libraries Unlimited.

### 7th Semester

#### BISLM 421 Research Methodology [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | Research Methodology                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Course No.</b>                      | BISLM 421                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Credit Hours</b>                    | 60                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Brief Description of the Course</b> | This course is designed to systematic study of defining problem, formulating a hypothesis, collecting the facts or data, analyzing the facts and reaching certain conclusions for some theoretical formulation. This course is to learn how research is being done, and to put that knowledge into practice.                                                                                           |
| <b>Learning Objectives</b>             | To demonstrate proficiency in the use of selected research methods and tools.<br>Help students to select and define appropriate research problem, organize and conduct research.<br>To analyze an event, process or phenomenon to find out solutions to scientific, non-scientific and social problems.<br>Help to write a research proposal, engage in independent studies, and work collaboratively. |



### Course Details

| <i>Unit</i>                              | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                         | <i>Learning outcomes</i>                                              | <i>Methods &amp; Techniques, Activities</i>                                                                | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>                              |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| <b>1<br/>Concept of research</b>         | Introduction to research, historical growth and development of research, its objectives, types and significance, criteria of good research and research in library and information science. Research paradigm, research theory, epistemology, subjectivity, objectivity, positivist, inductive and deductive reasoning and others.                                                     | Describe, explain, and interpret research                             | Lecture<br>Presentation<br>Open discussion<br>Q& A session                                                 | 08                                | Midterm exams, Class attendance and performance, Quiz            |
| <b>2<br/>Research problem and design</b> | Problem statement, key components of the problem statement, steps in problem identification, formulation of a problem, necessity of research design (RD), features of good design, different types of RD, designing hypothesis and mind mapping tools for research design.                                                                                                             | Construct, illustrate, discuss, state the research problem and design | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials                              | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>3<br/>Research methods</b>            | Qualitative and quantitative, Interviews, focus group discussion (FGD), observations and ethnography, survey, case study, documents and text analysis, grounded theory study and others methods in social sciences. Advantages and disadvantages of these methods.                                                                                                                     | Distinguish, analyze, compare, Choose and justify research methods.   | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials                              | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>4<br/>Sampling</b>                    | Concepts, characteristics, requirements of a good sample, necessity of sampling in research, sampling frame and procedure, types of sampling, e.g., random, purposive, systematic, cluster, multiphase, snowball and others, sampling errors.                                                                                                                                          | Analyze, formulate, and examine the sampling process                  | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials<br>Practical example         | 05                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>5<br/>Data collection methods</b>     | Appropriateness of data collections techniques in research, research instruments, ways of searching for research instruments, guidelines for instrument development, types of research instruments, questionnaire-closed and open format questions, criteria for designing questionnaire, interviews-structured, semi-structured, unstructured, survey, observation and participation. | Choose, Justify and recommend methods for collecting data.            | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials<br>Practical works in cloud  | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>6<br/>Data analysis</b>               | Acquiring data, understanding and presenting data, types of data, steps in data processing, data cleaning, exploration of data, data analysis techniques, quantitative data analysis in SPSS, qualitative text analysis using QDA Miner and PROSITE, coding-open, axial and selective.                                                                                                 | Interpret and analyze data                                            | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials<br>Hands on training session | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |

| <i>Unit</i>                             | <i>Content</i>                                                                                                                                                                                                                                                                      | <i>Learning outcomes</i>                      | <i>Methods &amp; Techniques, Activities</i>                                   | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>                              |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------|
| <b>7<br/>Ethics in research</b>         | Basic principles of ethics in research, importance of ethics, institutional review board (IRB), research misconduct–Fabrication, Falsification or Plagiarism (FFP), plagiarism in research, anti-plagiarism software e.g., iThenticate, Turnitin and experiments with the articles. | Describe, compare and identify the plagiarism | Lecture<br>Presentation<br>Open discussion<br>Q& A session<br>Video tutorials | 08                                | Midterm exams, Class attendance and performance, Quiz Assignment |
| <b>8<br/>Writing research proposals</b> | Essential components of research proposal, designing research proposal framework, referencing styles e.g., Harvard, APA, MLA and Chicago. Reference manager software e.g., EndNote, Zotero and Mendeley. Finally writing a research proposal.                                       | State, write and design research proposal     | Lecture<br>Presentation<br>Open discussion<br>Q& A session                    | 07                                | Midterm exams, Class attendance and performance, Quiz Project    |

### **Summative Assessment: Theoretical Courses**

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>                                                                           | <i>Proportion of Marks</i> |
|----------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                   | Two mid-term exam (Written)                                                                           | 30%                        |
| Class Attendance & Participation | Class performance, attendance and other activities in the class room.                                 | 10%                        |
| Semester Assessment              | Interactive class lectures, PowerPoint Presentations, Group discussions, Group projects, Peer support | 60%                        |

### **Reading List**

Bhattacharjee, A. (2012) Social Science Research: Principles, Methods, and Practices, University of South Florida, Tampa, Florida, USA.

Creswell, J. W., & Creswell, J. D. (2017) Research design: Qualitative, quantitative, and mixed methods approaches. London: Sage.

Kothari, C. R. (2013) Research methodology: Methods and techniques. New Delhi: New Age International.

Kumar, K. (1999) Research Methods in Library and Information Science, New Delhi: Har-Anad.

Lawal, I.O. (2009) Library and Information Science Research in the 21st Century, UK: CP Chandos.

Patten, M. L., & Newhart, M. (2017). Understanding research methods: An overview of the essentials, Taylor & Francis.

Silverman, D. (Ed.). (2016). Qualitative research, London: Sage.

Walliman, N. (2017). Research methods: The basics, NY: Routledge.

Weber, M. (2017) Methodology of social sciences. NY: Routledge.

Wildemuth, B. M. (Ed.). (2016). Applications of social research methods to questions in information and library science. ABC-CLIO.

### BISLM 422 Comparative and International Librarianship [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Comparative and International Librarianship</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Course No.                      | <b>BISLM 422</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Credit Hours                    | <b>60 CH (4 credits)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Brief description of the Course | Globalization of any profession encourages professional collaboration and cooperation at the global stage and enhances possibilities of collaborative development of professional standards, best practices, and public policies. Building knowledge societies in the world is a more pervasive goal in the twenty-first century for maximizing benefits and overall growth of the global communities. By the grace of Information Communication Technologies (ICT), the world has become a global village for which concentrating on comparative and international librarianship ought to be prioritized. Therefore, the course 'comparative and international librarianship' have important roles to play in enriching the understanding about this area of knowledge for the global citizens in local settings. |
| Learning Objectives             | <p>The major objectives of this course are:</p> <p>Contributes to the advancement of international understanding and cooperation.</p> <p>Provides background information for use in foreign visits or services.</p> <p>Comparative librarianship offers a suitable technique for investigating not just libraries abroad, but also the libraries and reading of the minority cultures within a country's boundary.</p> <p>It brings about in the individual's attitudes to the world around them.</p> <p>Exchanging of ideas information and knowledge</p>                                                                                                                                                                                                                                                         |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                | <i>Learning outcomes</i>                         | <i>Methods &amp; Techniques , Activities</i> | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------|
| 01          | <b>Conception of Comparative and International Librarianship:</b> Concept of Comparative Librarianship, international vs. comparative librarianship, objectives of international and comparative librarianship, theoretical approach, comparative librarianship as method and discipline, types of comparative librarianship. | Conceptualize                                    | Class Lecture,                               | 04                                         | Quiz                                |
| 02          | <b>Library and information science schools:</b> Overview of library and information science schools, Curricula, scope and emphasis, Issues, challenges and concerns, library education of Asia, North America and Europe.                                                                                                     | To recognize LIS schools                         | Class Lecture                                | 05                                         | Quiz                                |
| 03          | <b>Professional associations:</b> Basic description and overview of professional associations, Specific activities of the associations, role in continuing education, Cooperation and collaboration among professional associations, Issues, challenges and concerns,                                                         | To gain knowledge about professional association | Class Lecture, Group discussion.             | 05                                         | Class Test                          |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                        | <i>Learning outcomes</i>                                                                      | <i>Methods &amp; Techniques , Activities</i>      | <i>No. of Classes (Total: 40x1.5=60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------|--------------------------------------------|-------------------------------------|
| 04          | <b>National and international library organizations:</b> Role of national and international library organizations, e.g. LAB, BALID, IFLA, ALA, ACRL, CILIP, ILA, etc.                                                                                                                                                 | To learn about various LIS organizations                                                      | Class Lecture,                                    | 05                                         | Presentation                        |
| 05          | <b>Information technologies in libraries:</b> Use of new information technologies in information systems and libraries in Bangladesh, USA, UK, JAPAN, INDIA, etc.                                                                                                                                                     | Evaluate the IT skills important in the field of comparative and international librarianship. | Class lecture,                                    | 05                                         | Quiz                                |
| 06          | <b>Libraries and librarianship in different countries</b><br>Similarities and differences among the state of libraries and librarianship in the different countries selected, comparison and contrast, Factors which may have impacted this situation, its value and importance, ideas for future study and research. | Conceptualize                                                                                 | Interactive class lecture/<br>Library visit/tour; | 04                                         | test                                |
| 07          | <b>Library legislation:</b> Library legislation, Principles of library legislation, Growth of library legislation in UK, USA, Scandinavian countries, India and Bangladesh                                                                                                                                            | To understand about library legislation                                                       | Class lecture                                     | 07                                         | Class test                          |
| 08          | <b>Library co-operation:</b> Library co-operation, Bibliographical guide to information centers, national and international professional training and information sources throughout the world.                                                                                                                       | To identify and explain the knowledge of library cooperation                                  | Interactive class lecture/                        | 05                                         | Assignment                          |

### Summative Assessment

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>    | <i>Proportion of Marks</i> |
|----------------------------------|--------------------------------|----------------------------|
| Mid-term Exams                   | Written test                   | 30%                        |
| Class Attendance & Participation | Presentation, quiz, assignment | 10%                        |
| Semester Assessment              | Written test                   | 60%                        |

### Reading List:

1. Brown, J.A. Encyclopedia of library and information science.
2. Harvey, J.F. Toward a definition of international and comparative library science.
3. Jackson, M.M. Comparative librarianship and non industrialized countries.
4. Judge, P.F. UNESCO and library development planning.
5. Ogundipe, O.O. International and comparative librarianship in developing countries.
6. Carroll, F.L. & Harvey, J. International library cooperation and collaboration. Lanham, MD, Scarecrow Press, 2001.
7. Danton, J.P. The dimensions of comparative librarianship. Chicago, ALA, 1973.
8. Kawatra, P.S. International and comparative librarianship.
9. Simsova, Sylva. A primer of comparative librarianship.
10. Simsova, Sylva and Mcakee, M. Handbook of contemporary development in librarianship.
11. Jackson, Miles. Comparative and international librarianship.
12. Jackson, Miles, International handbook of contemporary development in librarianship.

13. Kent, Allen. Encyclopedia of Library and Information Science.
14. American Library Association. ALA encyclopedia of library and information services.
15. D.J. Foskett (edited). Readers in Comparative Librarianship. Englewood.
16. Parker, J. Stephen. Unesco & Library Development Planning. London: Library Association.
17. Kawatra P.S. (edited). Encyclopedia of Library and Information Science Education.

### **BISLM 423 Organization of Knowledge (Classification Practical) [100]**

|                                 |                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Organization of Knowledge (Classification Practical)</b>                                                                                                                                                                                                                                                                                       |
| Course No.                      | BISLM- 423                                                                                                                                                                                                                                                                                                                                        |
| Credit Hours                    | 60                                                                                                                                                                                                                                                                                                                                                |
| Brief Description of the Course | This course is designed to give practical knowledge about the number building process using six (6) Tables of DDC 23rd edition, number building process with two main classes using inherent rules of DDC scheme and number analysis using six (6) Tables of DDC 23rd edition.                                                                    |
| Learning Objectives             | In the conclusion of this course, students will be able to learn the number building process using relevant rules in six (6) Tables and some additional rules available in the schedules of DDC 23rd edition and number analysis using relevant rules in six (6) Tables and some additional rules available in the schedules of DDC 23rd edition. |

### **Course Details**

| <b>Unit</b> | <b>Contents</b>                                                                                   | <b>Learning outcomes</b>                                                                                                   | <b>Methods &amp; Techniques, Activities</b> | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>      |
|-------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------|------------------------------------------|
| 1           | Introduction to number building process using six (6) Tables and schedules of DDC 23rd edition:   | Understanding the basic information about number building process using DDC 23 <sup>rd</sup> edition.                      | Hands- on practice using DDC scheme.        | 02                                | Problem Solving exercise in the classes. |
| 2           | Table – 1: Standard Subdivisions                                                                  | Understanding the number building process using six (6) Tables of DDC 23rd edition.                                        | Hands- on practice using DDC scheme.        | 06                                |                                          |
| 3           | Table– 2: Geographic Areas, Historical Periods, Persons                                           |                                                                                                                            |                                             | 10                                |                                          |
| 4           | Table – 3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms     |                                                                                                                            |                                             | 04                                |                                          |
| 5           | Table – 4: Subdivisions of individual languages and language families                             |                                                                                                                            |                                             | 04                                |                                          |
| 6           | Table– 5: Ethnic and National Groups                                                              |                                                                                                                            |                                             | 03                                |                                          |
| 7           | Table – 6: Languages                                                                              |                                                                                                                            |                                             | 03                                |                                          |
|             | Revision of Unit 1 to 7                                                                           |                                                                                                                            |                                             | 07                                | Problem Solving exe.                     |
| 8           | Number building process using Main Classes in the Schedules.                                      | Understanding the number building process using main class or part of main class in Schedules                              | Hands- on practice using DDC scheme         | <b>05</b>                         | Problem Solving exercise                 |
|             | Revision of Unit 8                                                                                |                                                                                                                            |                                             | 02                                |                                          |
| 9           | Number analysis using notations available in the schedules and six (6) tables of DDC 23rd Edition | Achieving skills and knowledge about the number analysis process using six (6) Tables and main classes of DDC 23rd edition | Hands- on practice using DDC scheme         | 08                                |                                          |

**Summative Assessment: Theoretical Courses**

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i> | <i>Proportion of Marks</i> |
|----------------------------------|-----------------------------|----------------------------|
| Mid-term Exams                   |                             | 30%                        |
| Class Attendance & Participation |                             | 10%                        |
| Semester Assessment              |                             | 60%                        |

**Or****Summative Assessment: Practical Courses**

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>              | <i>Proportion of Marks</i> |
|----------------------------------|------------------------------------------|----------------------------|
| Mid-term Exams                   | Two written tests on theoretical aspects | 20%                        |
|                                  | One hands-on practice/project in lab     | 10%                        |
| Class Attendance & Participation |                                          | 10%                        |
| Semester Final                   | Written test on theory                   | 40%                        |
|                                  | Practical Examination (Lab work)         | 20%                        |

**Reading List:**

Dewey, Melvil. *Dewey Decimal Classification and Relative Index*. Edition 23<sup>rd</sup>. 2011.

Munshi, M. N. *Basics of Classification* [Bengali].

Mills, J. (1973). *A modern outline of library classification*. London: Chapman & Hall.

Saiful-Islam, K.M. *Number building in Dewey decimal classification: 19th and 16th eds. a practical manual*.

Sayers, W. C. B., & Maltby, A. (1967). *A manual of classification for librarians*. London: Deutsch.

**BISLM 424 Practical Cataloguing [100]**

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                                                                                     | <b>Practical Cataloguing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Course No.</b>                                                                                       | <b>BISLM 424</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Credit Hours</b>                                                                                     | 4 Credits (60 Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Brief description of the course</b>                                                                  | A library catalog is a register of all bibliographic items found in a library or group of libraries. The course provides detailed practical outlines of cataloguing library materials in traditional and online formats.                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Learning objectives</b><br><br>After successful completion of this course, students will be able to: | <ol style="list-style-type: none"> <li>1. Understand the basic practical outlines of cataloguing bibliographic items in traditional and online formats;</li> <li>2. Prepare catalogue entry for the works of single, double, triple, and more than triple authors;</li> <li>3. Prepare catalogue entry for the edited and compile works, and the works contributed by different authors;</li> </ol> Assign subject heading of bibliographic items using Sears List of Subject Headings;<br><ol style="list-style-type: none"> <li>5. Prepare catalogue entry in MARC format using Koha;</li> </ol> |

**Course Details**

| <b>Unit</b> | <b>Content</b>                                                                                                                      | <b>Learning outcomes</b>                                                      | <b>Teaching methods</b> | <b>No. of Classes (hours)</b> | <b>Assessment tools</b> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------|-------------------------------|-------------------------|
| 01          | <b>Introduction to Cataloguing Practical:</b> Introducing catalogue Format, Variant entries & their positions, Bibliographic items; | Recognize about preliminary concepts of practical cataloguing;                | Interactive class       | 06                            |                         |
| 02          | <b>Preparation of Main entry (Personal author: Writer):</b> Entry under Single, Double and Triple authors;                          | Know, how to prepare catalogue entry under single, double and triple authors; | Hands on practice       | 06                            |                         |

| Unit | Content                                                                                                                              | Learning outcomes                                                                                                | Teaching methods  | No. of Classes (hours) | Assessment tools |
|------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|------------------|
| 03   | <b>Preparation of Main entry (Title)</b><br>Entry for works More than triple authors, Edited works, Compiled works, Anonymous works; | Know, when and how to prepare catalogue entry under title of the works;                                          | Hands on practice | 08                     |                  |
| 04   | <b>Preparation of Main entry (Contributed works):</b> Entry for works Translated by, Revised by, Illustrated by different authors;   | Know, how to prepare catalogue entry for translated and other contributed works;                                 | Hands on practice | 08                     |                  |
| 05   | <b>Preparation of Added entries:</b><br>Author, Title and Subject added entries;                                                     | Know, how to prepare added entries under author, title and subjects;                                             | Hands on practice | 08                     |                  |
| 06   | <b>Determination of subject heading/s:</b><br>Use of Sears List of Subject Headings, Determine subject headings;                     | Know, how to analysis subject matter and determine subject headings according to Sears List of Subject Headings; | Hands on practice | 08                     |                  |
| 07   | <b>Preparation of Call number:</b><br>Use of Curter figures and determine Author mark; Determine Class number;                       | Know, how to determine Cutter Figure, and determine class number;                                                | Hands on practice | 02                     |                  |
| 08   | <b>Preparation of entry in MARC format using Koha:</b> Copy cataloguing using Z39.50, Creating records in MARC format;               | Know, how to prepare catalogue entry using MARC format in <i>koha</i> software;                                  | Lab               | 14                     |                  |

### Summative Assessment (Practical)

| Assessment Type                  | Assessment Details                                                         | Proportion of Marks |
|----------------------------------|----------------------------------------------------------------------------|---------------------|
| Mid-term Exams                   | Two mid-term exams will be taken on (15+15) = 30 marks                     | 30%                 |
| Class Attendance / Participation | Class Attendance on 5 marks and class performance or participation 5 marks | 10%                 |
| Semester Exam                    | Semester final examination will be taken on 40 marks                       | 40%                 |
| Semester Exam (Lab)              | Semester final examination will be taken on 20 marks for lab on MARC       | 20%                 |

### Reading List

1. Maxwell, Margaret F. Handbook for AACR2 explaining and illustrating Anglo-American cataloguing rules second edition. Chicago: ALA.
2. Sears List of Subject Headings. 18<sup>th</sup> edition.
3. Cutter's two-figure author table.
4. Dewey Decimal Classification (DDC). 23<sup>rd</sup> edition.
5. MARC 21 and Related standards for Bibliographic Records. New York: LC.

**8th Semester**  
**ISLM 425 Applied Statistics [100]**

|                                 |                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Applied Statistics</b>                                                                                                                                                                                                                                                                                                                              |
| Course No.                      | BISLM 425                                                                                                                                                                                                                                                                                                                                              |
| Credit Hours                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                     |
| Brief Description of the Course | This course covers the application of statistical methods to information handling, samples and populations, frequency distributions, basic distributions, hypothesis testing with practical use of statistical software.                                                                                                                               |
| Learning Objectives             | To learn the application of basic statistics in information science;<br>To analyze statistical data using measures of central tendency;<br>To employ the principles of linear regression and correlation;<br>To analyze enumerative data including chi-square test; and<br>To choose the appropriate parametric and non-parametric statistical methods |

**Course Details**

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <i>Learning outcomes</i>                                                                                                       | <i>Methods &amp; Techniques, Activities</i>       | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>    |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-----------------------------------|----------------------------------------|
| 1           | Introductory statistics: Meaning and functions of statistics; scope and limitations of statistical use; importance and applications of statistics in library and information systems.                                                                                                                                                                                                                                                                                                                                                          | Understand the concept of measurements and statistics. Analyze the role of statistics in library and information institutions. | *Lecture<br>*Question-Answer                      | 4                                 | *Quiz<br>*Class performance            |
| 2           | Basic statistics: Frequency distribution; measures of central tendency-arithmetic mean, median, mode; measures of dispersion-range, quartile deviation, mean deviation, standard deviation; skewness concept, positively skewed, negatively skewed; measures of skewness-absolute and relative measures of skewness; Kurtosis-platykurtic, mesokurtic, leptokurtic; correlation and its types-positive and negative, simple, partial and multiple, linear and non-linear correlation; Regression analysis, simple and multivariate regression. | Understand frequency and central tendency. Investigate the relationship between two quantitative variables.                    | *Lecture *Question-Answer<br>*Quiz<br>*Assignment | 8                                 | *Question-answer<br>*Class performance |
| 3           | Sampling: Techniques of sampling-random sampling: simple systematic, stratified, cluster, multiphase and purposive or judgmental sampling: probability and its formula.                                                                                                                                                                                                                                                                                                                                                                        | Analyze the difference between population and sample. Understand sampling techniques.                                          | *Lecture *Practice<br>*Quiz                       | 8                                 | * Oral test<br>* Assignment            |



| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                 | <i>Learning outcomes</i>                                                                                                          | <i>Methods &amp; Techniques, Activities</i>               | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------|-------------------------------------------|
| 4           | Inferential statistics: Concept, difference between descriptive and inferential statistics; data presentation: general rules for constructing diagrams; types of diagrams and construction techniques- bar diagram, histogram, frequency polygon, frequency curve, pie chart, etc.             | Differentiate between descriptive and inferential statistics. Analyze the types of diagrams and their use in data representation. | *Lecture *Question-Answer<br>*Quiz<br>*Assignment         | 8                                 | * Quiz                                    |
| 5           | Parametric and non-parametric tests: <i>t</i> -test, ANOVA, Mann-Whitney <i>U</i> test, Kruskal-Wallis test, etc.; determining the right test.                                                                                                                                                 | Analyze data types and variables. Determine the right statistical test for dataset.                                               | *Lecture<br>*Practical examples<br>* Presentation         | 8                                 | *Question-answer<br>*Mid-term examination |
| 6           | Application of computer in data analysis and presentation: Introduction to SPSS                                                                                                                                                                                                                | Practical use of a statistical package (SPSS).                                                                                    | *Lecture *Practical demonstration<br>*Question-Answer     | 10                                | *Quiz<br>*Question-answer                 |
| 7           | Bibliometrics: Meaning, definition, scope and importance of bibliometrics; comparative analysis of bibliometrics, librametrics, scientometrics, informatics and webometrics; application of bibliometrics in library research; bibliometrics and other indicators, mathematical bibliometrics. | Understand bibliometric laws and principles. Analyze the roles of bibliometrics in LIS research                                   | *Lecture *Practical demonstrations<br>*Question-Answer    | 8                                 | *Quiz<br>*Question-answer                 |
| 8           | Citation studies: author citation analysis; collaborative authorship; citation metrics including <i>h</i> -index, <i>g</i> -index and <i>i</i> 10-index; impact factors.                                                                                                                       | Understand the concept of citation metrics. Analyze citation data for impact assessments.                                         | *Lecture<br>*Practical demonstrations<br>*Question-Answer | 6                                 | *Question-answer<br>*Debate               |

#### **Assessment:**

| Assessment type                 | Assessment details                                                                                           | Proportion |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|------------|
| Mid-term exams                  | Two mid-term exams will be held during the course of studies (details will be announced in the notice board) | 30%        |
| Class attendance/ participation | Students' attendance as well as their participation in class activities will be recorded                     | 10%        |
| Semester Assessment             | Final exams consisting of both board and short questions will be conducted at the end of the course          | 60%        |

#### **Reading List:**

Sardna, J.L., and Seigal, R.L. Statistical methods for librarians.  
 Gupta, S.P. and Gupta, M.P. Business statistics.  
 Michel, A. Malec. Essential statistics for social research.  
 William, Gray Potter. Bibliometrics. Library Trends. V. 30(1): 1981.

### ISLM 426 Information Resource Sharing [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Information Resource Sharing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course No.</b>                      | BISLM 426                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Credit Hours</b>                    | Credit hour: 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Brief Description of the Course</b> | Libraries and information centres around the world are building strategic alliances in various fields so that they can stay relevant in today's fast changing world, where the priority and focus of the users are continuously shifting. This course provides the learners with basic understanding on library cooperation, resource sharing, networking and building strategic partnership in order to maximize their benefits by successfully dealing with the challenges of the 21 <sup>st</sup> century.        |
| <b>Learning Objectives</b>             | <p>To highlight the rationale of resource sharing as well as its historic origin and modern trends.</p> <p>To strengthen the theoretical and practical understanding of the students on various aspects of library cooperation and resource sharing.</p> <p>To help students master the functional requirements of resource sharing particularly in context of Bangladesh and the developing world.</p> <p>To assist students in designing, developing, implementing and evaluating resource sharing programmes.</p> |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                            | <i>Learning outcomes</i>                                                                                                                                                                                            | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------|-------------------------------------|
| 1           | <b>Fundamentals of library cooperation and library resource sharing</b><br>Historical growth and development of library cooperation and resource sharing, reasons and importance of library cooperation and resource sharing, fields of library cooperation and resource sharing, objectives of library cooperation and resource sharing. | <ul style="list-style-type: none"> <li>Acquire understanding of the origin and growth of library cooperation and resource sharing.</li> <li>Conceptualize the significance of resource sharing.</li> </ul>          | *Lecture<br>*Question-Answer                | 7                                 | *Quiz<br>*Class performance         |
| 2           | <b>Resource sharing agreement and influencing factors</b><br>Agreement required for information resource sharing, influencing factors for resource sharing, barriers and other factors reducing the effectiveness of resource sharing, necessity and tools for bibliographical control in resource sharing.                               | <ul style="list-style-type: none"> <li>Identify the rationale for and obstacles to resource sharing.</li> <li>Understand the necessity and the tools for bibliographic control.</li> </ul>                          | *Lecture<br>*Question-Answer                | 7                                 | *Question-answer                    |
| 3           | <b>Components of information resource sharing</b><br>Functions and activities of information resource sharing, components of information resource sharing, role of union catalogue in information resource sharing, institutional repository (IR).                                                                                        | <ul style="list-style-type: none"> <li>Identify the elements of resource sharing.</li> <li>Conceptualize the implications and functional requirements of union catalogue and institutional repositories.</li> </ul> | *Lecture<br>*Question-Answer                | 7                                 | * Assignment                        |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                     | <i>Learning outcomes</i>                                                                                                                                                        | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>       |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------------------------|-------------------------------------------|
| 4           | <b>Global dimensions of information resource sharing</b><br><br>Reproduction of information for information resource sharing, inter library loan code, national and international information resource sharing activities.                                                                                                         | • Acquire international perspective on information networking and resource sharing.                                                                                             | *Lecture                                    | 8                                 | * Oral test                               |
| 5           | <b>Tools and techniques of library and information networks</b><br><br>Definition of library and information network, tools and logical techniques of library and information network, role of multimedia in library and information network.                                                                                      | • Demonstrate understanding on the use of different tools/techniques of networking and resource sharing.                                                                        | *Lecture * Group discussion                 | 8                                 | *Question-answer                          |
| 6           | <b>Resource sharing in an automated environment</b><br><br>Factors to be considered for establishing library and information network, computer network, on-line network, reasons for promoting resource sharing through automated network, benefits of computer-based library and information network.                             | • Conceptualize the pre-requisites for setting-up library and information network.<br>• Understand the implications of computer-based library network.                          | *Lecture<br>*Question-Answer                | 7                                 | *Question-answer<br>*Quiz                 |
| 7           | <b>Types and configuration of library and information networks</b><br>Types of library and information network, configurations of library and information network, role of internet and e-mail in library and information network.                                                                                                 | • Acquire skills and understanding for implementing library and information network.                                                                                            | *Lecture<br>*Question-Answer                | 8                                 | *Question-answer                          |
| 8           | <b>Current and future trends in library and information network</b><br><br>Programs of library and information network, library consortia and models and benefits of e-journal consortia, national and international library and information networks, prospects and problems of library and information networking in Bangladesh. | • Comprehend the ongoing and emerging trends in library and information networking.<br>• Assess the problems and prospects of library and information networking in Bangladesh. | *Lecture<br>*Quiz<br>* Presentation         | 8                                 | *Question-answer<br>*Mid-term examination |

**Assessment:**

| <i>Assessment Type</i>                 | <i>Assessment Details</i>                                                                                                    | <i>Proportion</i> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Mid-term Exams</b>                  | Two mid-term examinations will be held during the course of studies                                                          | 30%               |
| <b>Class Attendance/ Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%               |
| <b>Semester Assessment</b>             | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%               |

**Reading List:**

- Kent, Allen. Resource sharing. 1974.
- Macdougall, AlanF. and Prytherch, Ray. Handbook of library cooperation. Gower Publishing, 1991.
- Chandel, A.S. and Saraf, Veena ed. Planning in library resource sharing. 1987.
- Raina, Roshan. Library resource sharing and networking. New Delhi: Vikas, 1997.
- Harries, Steve. Networking and telecommunications for information systems: An introduction to information networking. Unipab, 1993.
- Kaul, H.K. Library resource sharing and networks. New Delhi: Virgo, 1999.
- Rouse, William B and Rouse, Sandra, H. Management of library networks. John Wiley & Sons Inc, 1980.

**ISLM 427 Automation of Information Institutions [100]**

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Automation of Information Institutions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Course No.</b>                      | BISLM 317                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Credit Hours</b>                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Brief Description of the Course</b> | By using new and emerging techniques and technologies, libraries have been trying to make the best of their limited resources, while striving to stay relevant in this fast-paced world. By providing the students a comprehensive understanding of modern technologies used in libraries, this course enables them to emerge as skilled and competent information professionals of the 21 <sup>st</sup> century. It also touches upon database management, enterprise resource planning and content management systems, to further prepare the students enrich their professional and technical knowledge. |
| <b>Learning Objectives</b>             | <ul style="list-style-type: none"> <li>- To strengthen the theoretical and applied knowledge and skills of the students on automation of libraries and information centres.</li> <li>- To help students realize the technical, managerial and general aspects of automation.</li> <li>- To equip students with practical knowledge and skills for implementing library automation projects.</li> <li>-To familiarize the students with the current and emerging trends of library automation as well as the issues that are influencing automation of information institutions in Bangladesh.</li> </ul>    |

**Course Details**

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                    | <b>Learning outcomes</b>                                                                                                                                                               | <b>Methods &amp; Techniques, Activities</b>                                          | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>                                                            |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------|
| 1           | <b>Fundamentals of automation of information institutions</b> Introduction to automation; Origin and development of library automation; Need for and barriers to library automation.                              | <ul style="list-style-type: none"> <li>Understand the basics of automation, its impact.</li> </ul>                                                                                     | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> </ul> | 8                                 | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>*Quiz</li> </ul>              |
| 2           | <b>Hardware and software considerations for library automation</b><br>Selection of software;<br>Automation cost factors;<br>Library automation activities; Request for Proposal and selection of library systems. | <ul style="list-style-type: none"> <li>Identify hardware and software requirements for library automation.</li> <li>Analyze the steps and procedures of library automation.</li> </ul> | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> </ul> | 6                                 | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>*Class performance</li> </ul> |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                | <i>Learning outcomes</i>                                                                                                                                                                           | <i>Methods &amp; Techniques, Activities</i>    | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------|-------------------------------------|
| 3           | <b>Introduction to integrated library systems (ILS)</b><br>Key features of ILSs; Open source and proprietary systems; Core modules and add-ons of ILSs; Major proprietary and open source ILSs.                                                               | <ul style="list-style-type: none"> <li>Understand the basics of ILSs along with modules and file structures.</li> <li>Recognize the features of major proprietary and open source ILSs.</li> </ul> | *Lecture<br>*Question-Answer<br>*Quiz          | 9                                 | * Question-answer<br>* Quiz         |
| 4           | <b>Acquisition, Cataloging and Circulation modules</b><br>Functions of Acquisition, Cataloging and Circulation modules; File structure; Key considerations for designing Acquisition, Cataloging and Circulation modules.                                     | <ul style="list-style-type: none"> <li>Conceptualize the functionalities of acquisition, cataloging and circulation modules along with file structure.</li> </ul>                                  | *Lecture<br>*Question-Answer                   | 8                                 | * Question-answer<br>* Assignment   |
| 5           | <b>OPAC and Serials Control Module</b><br>Functions of OPAC and Serials Control modules; File structure; Key considerations for designing OPAC and Serials Control modules.                                                                                   | <ul style="list-style-type: none"> <li>Conceptualize the functionalities of OPAC and Serials control modules along with file structure.</li> </ul>                                                 | *Lecture<br>*Question-Answer<br>* Presentation | 8                                 | *Presentation                       |
| 6           | <b>Authority control and other Modules</b><br>Functions and key features of Administration, Authority Control, Electronic Resource Management, Media Management and other add-on modules.                                                                     | <ul style="list-style-type: none"> <li>Hands-on knowledge on optional modules and add-ons.</li> </ul>                                                                                              | *Lecture<br>*Question-Answer<br>* Presentation | 8                                 | *Presentation                       |
| 7           | <b>Data standards and Networking considerations for automation</b><br>Introduction to major data standards for automation: <i>MARC, Z39.50, Dublin Core</i> ; Networking requirements for library automation; Cooperative initiatives for library automation. | <ul style="list-style-type: none"> <li>Conceptualize major data standards related to library automation.</li> <li>Identify techniques for cooperative efforts in library automation.</li> </ul>    | *Lecture<br>*Question-Answer                   | 6                                 | *Question-answer<br>*Quiz           |

| Unit | Content                                                                                                                                                                                                                                                                      | Learning outcomes                                                                                                                                                                          | Methods & Techniques, Activities                                   | No. of Classes (Total: 60) | Assessment Tools/ Procedures              |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------|-------------------------------------------|
| 8    | <b>Trends of library automation in Bangladesh and abroad</b><br>Current and future trends in automation; Automated and digital reference services; Web 2.0 and library automation. Case studies on the automation of selected library and information centers in Bangladesh. | <ul style="list-style-type: none"> <li>Identify current and future trends of library automation in Bangladesh.</li> <li>Conceptualize the use of Web 2.0 in library automation.</li> </ul> | *Lecture<br>*Interactive and Group discussion<br>* Question-Answer | 7                          | *Question-answer<br>*Mid-term examination |

#### Assessment:

| Assessment Type                        | Assessment Details                                                                                                           | Proportion |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Mid-term Exams</b>                  | Two mid-term examinations will be held during the course of studies                                                          | 30%        |
| <b>Class Attendance/ Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%        |
| <b>Semester Assessment</b>             | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%        |

#### Reading List:

- Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape. Jesus Tramullas & Piedad Garrido. Jesus Tramullas, 2012.
- Library Automation for 21st Century. R. S. Aswal. New Delhi, EssEss Publications, 2006.
- Library Automation: Core Concepts and Practical Systems Analysis (3<sup>rd</sup> ed.). Dania Bilal. Libraries Unlimited, 2014.
- Library Automation: Design Principles and Practices. L. J. Haravu. New Delhi: Allied Publishers, 2007.
- তথ্যপ্রতিষ্ঠানের স্বয়ংক্রিয়করণ (৩য় সংস্করণ). কাজী মোস্তাক গাউসুল হক। ঢাকা: নলেজ রেইন, ২০১৭।

#### ISLM 428 Internship in Libraries and Information Centers [100]

\*Internship groups will be conducted under supervisor (DU, BUET, BSMMU, etc)

\*(Reports 50% + Library 25% + Presentation 25%) = 100% marks.

\* Supervisor will be selected by the Examination committee

#### 1st Semester

#### MISLM 501 Digital Library Systems [100]

|                                 |                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Digital Library Systems</b>                                                                                                                                                                                                                                                                                                                                                     |
| Course No.                      | MISLM 501                                                                                                                                                                                                                                                                                                                                                                          |
| Credit Hours                    | 60 CH (4 credits)                                                                                                                                                                                                                                                                                                                                                                  |
| Brief description of the Course | This course introduces the underlying concepts, theories, issues, tools and technologies constituting the basis of digital libraries. The goal of this course is to provide students with the theoretical and practical knowledge required to understand the processes and techniques involved in creating, organizing, presenting, and using information in digital environments. |
| Learning Objectives             | The specific objectives of this course are:<br>To understand the underlying concepts and major issues constituting the basis of digital libraries.<br>To develop an understanding of the issues and principles of designing DL based on existing frameworks, models and standards.                                                                                                 |

|  |                                                                                                                                                                                                                                                                                                                                           |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>To gain practical knowledge for building and maintaining digital collections using open source software such as GSDL, DSpace, etc.</p> <p>To understand the issues related to management, maintenance and evaluation of digital collections.</p> <p>To understand the emerging tools, technologies and systems associated with DL.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                     | <i>Learning outcomes</i>                                                                               | <i>Methods &amp; Techniques, Activities</i>                                | <i>No. of Classes (Total: 40x1.5= 60 H)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------|-------------------------------------|
| 01          | <b>Overviews of Digital Libraries (DL)</b><br>Concepts of digital library (DL); Evolution and historical growth of DL; categories, features, perspectives, advantages and disadvantages of DL; DL vs traditional libraries; DL and its relation to automated, electronic and virtual libraries.                    | Conceptualize digital library and its historical background                                            | Class Lecture, Concept mapping                                             | 03                                          | Concept mapping test                |
| 02          | <b>Digital Objects and Content Creation</b><br>Digital Objects and DOI; Content creation - electronic documents, files and file formats; Study of different file formats- JPEG, MPEG, GIF, TIFF and PDF; Born digital and legacy documents; Creating web content; Digitization- scanning, OCR.                     | Demonstrate skills in working with digital objects                                                     | Class Lecture, problem-solving exercises                                   | 04                                          | Quiz                                |
| 03          | <b>DL Design, Framework &amp; Architecture</b><br>Elements of DL, DL frameworks and models; DL design issues and principles; Repository architecture; Standards, protocols, interoperability and security of DL.                                                                                                   | Understand the issues and principles related to DL design.                                             | Class Lecture, Interactive and Group discussion, Problem-solving exercises | 05                                          | Written test on Unit 1-3            |
| 04          | <b>Content Organizations in the Digital Space</b><br>KOS, ontology and topic maps, Information architecture (e.g., hypertext, hypermedia), Metadata, classification, categorization, Subject description, vocabulary control, thesauri, terminologies, etc.                                                        | Know how to organize content and information in digital environment                                    | Class Lecture, Assignment, Brainstorming                                   | 04                                          | Presentation                        |
| 05          | <b>DL software</b><br>Open Source Software (OSS), Proprietary software, Free Software and Public Domain Software (PDS); Various software for digitization, repository building and content management.                                                                                                             | Understand the features of various software related to DL                                              | Class lecture, problem-solving exercises                                   | 04                                          | Question-Answer, Assignment         |
| 06          | <b>Access and Utilization of Digital Libraries</b><br>Resource discovery and searching, Interface design, Search and access interfaces, Information visualization; access management to in-house and networked resources; Reference work in digital environment; DL services; DL users, usability and use studies. | Apply DL tools and technologies for effective discovery, access, and use of DL's content and services. | Class lecture, DL visit/tour                                               | 05                                          | Quiz                                |

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                                                                                                                                                                                | <b>Learning outcomes</b>                                                                           | <b>Methods &amp; Techniques, Activities</b>            | <b>No. of Classes (Total: 40x1.5= 60 H)</b> | <b>Assessment Tools/ Procedures</b> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------|---------------------------------------------|-------------------------------------|
| 07          | <b>Management and Evaluation</b><br>Management of DLs; Project management, Research projects in DLs; E-resources management; Access Control and DRM, security and preservation issues- legal, ethical, economic, social and human factors; managing emerging trends in DL: new skills and competencies for digital librarians; DL evaluation. | Address legal, ethical, economic, and social issues and challenges associated with DL.             | Class lecture, DL visit/tour                           | 05                                          | Written test on Unit 4-7            |
| 08          | <b>DL Applications (Practical)</b><br>Making E-books, E-dissertations, E-prints, E-journals and other digital documents; E-publishing; Hands-on practice in building and managing repository/DL using freely available DL software e.g. Dspace, Greenstone, Fedora, etc.                                                                      | Build and maintain digital collections by using and customizing various DL and repository software | Hands-on-practice in lab, Individual and Group Project | 10                                          | Lab Test                            |

#### Summative Assessment

| <b>Assessment Type</b>         | <b>Assessment Method(s)</b>                                                         | <b>Proportion of Marks</b> |
|--------------------------------|-------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                 | Two written tests on theoretical aspects                                            | 20%                        |
|                                | One hands-on practice/project in lab                                                | 10%                        |
| Class Attendance/Participation | Presentations, quiz, group discussions, problem-solving exercises, assignments, etc | 10%                        |
| Semester Assessment            | Written test on theory                                                              | 40%                        |
|                                | Practical examination (Lab work)                                                    | 20%                        |

#### Reading List

- Arms, W. Y. (2000). *Digital Libraries*. Cambridge, MA: The MIT Press.
- Calhoun, K. (2014). *Exploring Digital Libraries: Foundations, Practice, Prospects*. ALA Neal-Schuman
- Chowdhury, G. G. & Chowdhury, S. (2003). *Introduction to Digital Libraries*. London: Facet.
- Lesk, M. (2005). *Understanding Digital Libraries* (2<sup>nd</sup> ed.). San Francisco, CA: Morgan Kaufman Publishers.
- Rudasill, L.M. & Ortiz, M.E.D. (Eds). (2013). *Open Access and Digital Libraries: Social Science Libraries in Action (IFLA Publications)*. Walter de Gruyter.
- Tedd, Lucy A. & Large, J.A. (2005). *Digital Libraries: Principals and Practice in a Global Environment*. Walter de Gruyter.
- Theng, Y. L., Foo, S., Goh, H. L. D. & Na, J. C. (2009). *Handbook of Research on Digital Libraries: Design, Development and Impact*. IGI Global.
- Tsakonas, G.& Papatheodorou, C. (2009). *Evaluation of Digital Libraries: An Insight into Useful Applications and Methods*. Chandos Publishing.
- Witten, I.H., Bainbridge, D. & Nichols, D.M. (2009). *How to Build a Digital Library*. 2<sup>nd</sup> ed. Amsterdam: Morgan Kaufmann

#### MISLM 502 Information Retrieval Techniques [100]

|                                 |                                                                                                                                                                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | <b>Information Retrieval Techniques</b>                                                                                                                                                                                                                                                              |
| Course No.                      | BISLM 502                                                                                                                                                                                                                                                                                            |
| Credit Hours                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                   |
| Brief Description of the Course | This course presents an introduction to the fundamental concepts and techniques of Information Retrieval. Topics covered: indexing, term frequency and weights, retrieval models; Boolean model, Vector space model, probabilistic model, ranking techniques, search engines, and search evaluation. |
| Learning Objectives             | To examine data structures like inverted indices used in Information retrieval systems<br>To understand the basic concepts in information retrieval and the more advanced techniques for retrieving information from various online sources.                                                         |



### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                      | <i>Learning outcomes</i>                                                                                                                                                     | <i>Methods &amp; Techniques, Activities</i>                       | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i>    |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|----------------------------------------|
| 1           | Introduction to information retrieval; components of IR systems; information search process; types of searches                                                                      | Understand the concept of information retrieval. Recognize the different components of an IR systems. Analyze the search process and the types of searches.                  | *Lecture<br>*Question-Answer                                      | 8                                 | *Quiz<br>*Class performance            |
| 2           | Inverted index; term vocabulary and posting lists; tokenization; dropping common words; Stemming and lemmatization                                                                  | Understand the different techniques for creating index file. Identify vocabulary terms including the dictionary and its posting list. Analyze word stems and stemming rules. | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 7                                 | *Question-answer<br>*Class performance |
| 3           | Boolean retrieval; term frequency and weights; Vector space model; probabilistic retrieval; relevance feedback                                                                      | Understand Boolean searching including its limitations. Analyze scoring, term weighting and the vector space model                                                           | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 8                                 | *Question-answer<br>*Class performance |
| 4           | Online searching; choosing sources; planning and performing the search; modifying the search; selecting results; developing search scenarios; demonstration and hands-on practice   | Understand the steps of online searching. Demonstrate practical knowledge of online searching.                                                                               | *Lecture<br>*Question-Answer<br>*Quiz<br>*Assignment              | 8                                 | * Quiz                                 |
| 5           | Language and information retrieval; controlled vocabularies; controlled vocabulary in retrieval; problems with controlled vocabulary; natural language alternatives; expert systems | Analyze free text queries and controlled vocabulary in retrieval<br>Understand natural language processing.                                                                  | *Lecture *Debate<br>*Quiz                                         | 8                                 | * Oral test<br>* Assignment            |
| 6           | Browsing versus searching; browsing strategies; types of browsing; browsing tools; advantages of browsing; browsing limitations.                                                    | Analyze the need for browsing. Demonstrate practical understanding of browsing strategies and techniques.                                                                    | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 7                                 | *Quiz<br>*Question-answer              |

| <b>Unit</b> | <b>Content</b>                                                                                                                                                                 | <b>Learning outcomes</b>                                                                                      | <b>Methods &amp; Techniques, Activities</b>                       | <b>No. of Classes (Total: 60)</b> | <b>Assessment Tools/ Procedures</b>       |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------------|
| 7           | Search evaluation; recall and precision measures; criticisms of recall and precision measures; accuracy and F-measures; user interfaces and user-centred design and evaluation | Examine the role of recall and precision. search evaluation. Analyze the significance of user-centred design. | *Lecture<br>*Interactive and Group discussion<br>*Question-Answer | 6                                 | *Quiz<br>*Question-answer                 |
| 8           | Web retrieval; crawling the web, link analysis, importance of ranking, PageRank computation                                                                                    | Understand the features of web crawlers. Comprehend the importance of ranking and ranking mechanisms.         | *Lecture<br>*Quiz<br>* Presentation                               | 8                                 | *Question-answer<br>*Mid-term examination |

#### **Assessment:**

| Assessment type                 | Assessment details                                                                                           | Proportion |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|------------|
| Mid-term exams                  | Two mid-term exams will be held during the course of studies (details will be announced in the notice board) | 30%        |
| Class attendance/ participation | Students' attendance as well as their participation in class activities will be recorded                     | 10%        |
| Semester Assessment             | Final exams consisting of both board and short questions will be conducted at the end of the course          | 60%        |

#### **Reading List:**

Rowely, J. and Farrow, J. Organizing Knowledge.

Hamilton, F. Current Awareness, Current Techniques.

Chowdhury, G.G. and Chowdhury, S. Introduction to Digital Libraries.

Manning, C.D., Raghavan, P. and Schütze, H. Introduction to Information Retrieval.

#### **MISLM 503 Information Literacy [100]**

| <b>Course Title</b>                    | <b>Information Literacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course No.</b>                      | MISLM 503                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Credit Hours</b>                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Brief Description of the Course</b> | With unprecedented information explosion taking place in every corner of the globe, people need to develop their understanding and skills for surviving and thriving in the emerging knowledge society. Information literacy prepares them for this role. This course covers all key issues of IL, focusing particularly on the applied aspects of the subject to help learners use it effectively for solving real life problems.                                                                                                                                            |
| <b>Learning Objectives</b>             | To help students achieve a set of integrated abilities encompassing the reflective discovery of information.<br>To assist students to understand how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.<br>To enrich the students' knowledge and understanding on the effective and responsible use of information in academic and non-academic purposes<br>To equip students with necessary skills for critically evaluating media content particularly in online environment. |

## Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                    | <i>Learning outcomes</i>                                                                                                                                                                                                                                     | <i>Methods &amp; Techniques, Activities</i>                       | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------|
| 1           | <b>Introduction to Information Literacy (IL)</b><br>IL: <i>definition, necessity, objectives and scope</i> ; Implications for libraries and librarians, workplace, society and culture.                           | <ul style="list-style-type: none"> <li>Identify the nature and significance of IL in the contemporary world.</li> </ul>                                                                                                                                      | *Lecture<br>*Question-Answer                                      | 6                                 | *Question-answer<br>*Quiz           |
| 2           | <b>Learning theories and their implications for IL</b><br>IL and learning theories; Information literacy and lifelong learning; IL and Pedagogy; IL and multiliteracies; IL and livelihood skills; IL Assessment. | <ul style="list-style-type: none"> <li>Received hands-on understanding on the theories of learning.</li> <li>Recognize the 21<sup>st</sup> century life-skills and their relationship to IL.</li> <li>Understand the techniques of IL assessment.</li> </ul> | *Lecture<br>*Question-Answer                                      | 8                                 | *Quiz                               |
| 3           | <b>Models of IL</b><br>Seven Faces of Information Literacy; Seven Pillars/Standards of Information Literacy; Big6; PLUS, etc.                                                                                     | <ul style="list-style-type: none"> <li>Conceptualize the major models of IL and their application in real life.</li> </ul>                                                                                                                                   | *Lecture<br>*Quiz<br>* Assignment                                 | 10                                | *Mid-term examination               |
| 4           | <b>IL Education and guidelines</b><br>IL education in Bangladesh and in other countries; IL training and human resource development (HRD); IFLA guidelines; ALA IL competency standards for higher education.     | <ul style="list-style-type: none"> <li>Recognize IL education requirements and other pedagogical issues.</li> <li>Identify IL training and HRD issues.</li> </ul>                                                                                            | *Lecture<br>*Question-Answer<br>*Interactive and Group discussion | 8                                 | * Presentation                      |
| 5           | <b>Information Literacy in the Digital age</b><br>IL tools; Search Strategies; Impact of IL in bridging the digital divide; Digital literacy; Web 2.0 and IL.                                                     | <ul style="list-style-type: none"> <li>Assess the respective utilities of tools required for IL.</li> <li>Understand the implications of WEB 2.0 tools for IL.</li> </ul>                                                                                    | *Lecture<br>*Question-Answer<br>*Assignment                       | 6                                 | *Quiz                               |
| 6           | <b>Media and Information Literacy (MIL)</b><br>Definition, nature; scope and dimensions; Representation in media and information; GAPMIL; Traditional and emerging media; Assessing MIL.                          | <ul style="list-style-type: none"> <li>Recognize fundamental issues related to MIL.</li> <li>Identify current and future trends of MIL.</li> </ul>                                                                                                           | *Lecture<br>*Question-Answer<br>* Presentation                    | 8                                 | *Question-answer<br>*Quiz           |

|   |                                                                                                                                                                                 |                                                                                                                                                                     |                                                                                                |   |                       |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---|-----------------------|
| 7 | <b>Ethics in IL</b><br>Information ethics in the context of IL; Academic Integrity and IL; Plagiarism and the role of IL practitioners; Challenges of maintaining ethics in IL. | <ul style="list-style-type: none"> <li>• Conceptualize ethical issues related to IL.</li> <li>• Demonstrate skills for applying ethical practices of IL.</li> </ul> | *Lecture<br>*Question-Answer<br>*Debate                                                        | 6 | * Presentation        |
| 8 | <b>Practical works in IL</b><br>Practical works on measuring IL competency; Tutorial; Project assignment, etc.                                                                  | <ul style="list-style-type: none"> <li>• Demonstrate IL skills in solving real life problems.</li> </ul>                                                            | *Lecture<br>*Interactive and Group discussion<br>* Question-Answer<br>* Quiz<br>* Presentation | 8 | *Mid-term examination |

#### Assessment:

| <i>Assessment Type</i>                 | <i>Assessment Details</i>                                                                                                    | <i>Proportion</i> |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Mid-term Exams</b>                  | Two mid-term examinations will be held during the course of studies                                                          | 30%               |
| <b>Class Attendance/ Participation</b> | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%               |
| <b>Semester Assessment</b>             | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%               |

#### Reading List:

- A Guide to Teaching Information Literacy: 101 Practical Tips. Helen Blanchet, 2011.
- A Practical Guide to Information Literacy Assessment for Academic Librarians. Carolyn J. Radcliff. Libraries Unlimited, 2007.
- Information Literacy Instruction Handbook. Christopher N. Cox and Elizabeth Blakesley Lindsay (Editor). American Library Association (ALA), 2008.
- Information Literacy Instruction That Works, Second Edition: A Guide to Teaching by Discipline and Student Population. Patrick Ragains (Editor). Neal-Schuman Publishers, 2013.
- Information Literacy Instruction: Theory and Practice. Esther S. Grassian. Neal-Schuman Publishers, 2009.
- Information Literacy Meets Library 2.0. Peter Godwin (Editor). Facet Publishing, 2008.
- Teaching Information Literacy Threshold Concepts: Lesson Plans for Librarians. Patricia Bravender (Editor). Association of College and Research Libraries, 2015.
- Teaching. Joan. Neal-Schuman Publishers, 2011.

#### MISLM 504 Internet Studies and Web Design [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Internet Studies and Web Design</b>                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Course No.</b>                      | <b>MISLM- 504</b>                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Credit Hours</b>                    | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Brief Description of the Course</b> | This course provides a solid foundation in the fundamental concepts of Internet and web design, and discusses critical issues surrounding their use and how they impact everyday life. An understanding of the concepts and principles underlying the design and use of HTML, ASP, PHP, MySQL, as an integral part of any web site development.                                                         |
| <b>Learning Objectives</b>             | To provide knowledge of internet studies and web design at the theoretical and pragmatic level.<br>To develop an insight into relevant technology-raised issues and explain how internet could be safe and appropriate for using in libraries.<br>To demonstrate how to develop a website and give assignment on a small project to apply their acquired knowledge and skills of internet and websites. |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                         | <i>Learning outcomes</i>                                                            | <i>Methods &amp; Techniques, Activities</i>                                                                  | <i>No. of Classes<br/>(Total:1.5X<br/>40=60h.)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------|
| 1           | <b>Introduction to WWW and Internet technologies:</b> Basic concepts, evolution, technologies and infrastructure of World Wide Web and Internet; TCP/IP and other internet protocols; Internet Service Provider (ISP), connectivity and bandwidth; switching techniques, Major tools and services.                                                                                                     | Able to identify basic concepts of WWW, TCP/IP and other internet protocols         | Class lectures, Concept mapping                                                                              | 05                                                 | Short questions                     |
| 2           | <b>Internet application in Library and information activities:</b> Application of Internet tools and services in library and information centers; orientation with different types of web information sources and their use; Search engines and navigation techniques for searching and retrieval of information on the web; Introduction web-based library system/virtual library systems.            | Able to recognize application areas of internet in library and information services | Class lectures, Problem-Solving Exercises                                                                    | 05                                                 | Quizzes                             |
| 3           | <b>Creating website:</b> Elements of static and dynamic web site; principles, art and planning of web site, content structuring and technologies; developing database driven web site for libraries and information centers; Addressing and publishing web products and sites; advertising and promotion of web product, assessment and evaluation techniques of web products and sites.               | Able to know how to create web sites and solve the web related problems.            | Class Lecture, Demonstration with practical application, Educational visit to some web development companies | 05                                                 | Class Test                          |
| 4           | <b>Practical Laboratory works:</b> Browser basics: main elements, distinct environments, downloading and exploring feature of different browsers e.g. Firefox, Opera, IE etc.; E-mail Basics; creating static and dynamic web products and sites using mark up language e.g. HTML/XHTML, xml, Cascade Style Sheet (CSS), scripting with PHP/ Java Script/ VB script, data driven web applications etc. | Able to develop web site using HTML                                                 | Demonstration with practical applications.                                                                   | 05                                                 | Quiz test                           |
| 5           | <b>E-learning using the web:</b> Concepts of e-learning, e-learning in LIS education, Web 2.0 and library 2.0, Electronic content management/ Web content management, cloud computing and information modeling in the internet, information architecture in the web                                                                                                                                    | Conceptualize e-learning, cloud computing and information architecture              | Class lectures, Concept mapping                                                                              | 05                                                 | Surprise test                       |
| 6           | <b>Web directory and Search engine:</b> Conceptual issues of web directory, features of web directory, Search Engine: how they work, functions, features, difference between web directory and search engine, anatomy of Google, Google earth.                                                                                                                                                         | Able to recognize web directory and search engines                                  | Class lectures, Problem-Solving Exercises                                                                    | 05                                                 | Presentation                        |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                             | <i>Learning outcomes</i>                                                              | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes<br/>(Total:1.5X<br/>40=60h.)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------|-------------------------------------|
| 7           | <b>Internet Tools and Techniques and Cyber Crimes:</b><br>Email, News/Usenet, Telnet, FTP, WWW, Gopher, Archie, IRC, Instant messaging, Wiki, Blog, YouTube, Groups, mailing list, Talk facilities, Internet phone, Video conferencing, Junk mail, online frauds, identity theft, password cracking, hacking, Malware etc. | Able to acquire fundamentals knowledge of internet tools, techniques and cyber crimes | Class lectures, Problem-Solving Exercises   | 05                                                 | Class Test                          |
| 8           | Practical project using HTML, XML and CSS                                                                                                                                                                                                                                                                                  | Able to apply web programming language to develop a website                           | Demonstration with practical applications.  | 05                                                 | Competency-based test               |

#### **Assessment:**

| <b>Assessment type</b>         | <b>Assessment Details</b>                                                                                     | <b>Proportion</b> |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------|
| Mid-term Exams                 | Two Mid-term Theory Examinations on (10+10) =20 Marks and two mid-terms practical exams. on (05+05) =10 marks | 30%               |
| Class Attendance/Participation | Class attendance on 5 marks and class performance on 05 marks=10 marks                                        | 10%               |
| Semester Assessment Theory     | Semester final exam. On theory will be taken on 40 marks.                                                     | 40%               |
| Semester Assessment Practical  | Practical exams will be taken on 20 marks in the computer lab                                                 | 20%               |

#### **Reading List:**

This is not intended to be prescriptive or exhaustive:

1. Burns, Joe. HTML Goodies. Macmillan. 1999.
2. Crumlish, Christian. The Internet: no experience required. New Delhi, BPB, 1999.
3. Hann. Harley and Stout Rick. Internet: the complete reference. New York, McGraw-Hill, 1998.
4. Davidsen, Susanna. Web site design with the patron in mind: A step-by-step guide for libraries. Chicago-American Library Association, 2004
5. Kevin Yank. Build Your Own Database Driven Web Site Using PHP & My SQL. Collingwood: Site point Pty, 2009
6. Kitchin. Rob. Cyberspace: the world in the wires. New York, Wiley, 1998.
7. Kumar, G. Ram. Cyber Crimes. New Delhi, Viva Books, 2006.
8. Lawrence. E., Corbitt. B. and Fisher. J. [et.al] Internet Commerce: digital models for business. Brisbane. John Wiley, 2000.
9. Lehnert, Wendy G. Internet 101: A beginner's guide to the Internet and the World Wide Web. Massachusetts, Addison-Wesley, 1999.
10. Young, Margaret Levine. Complete Internet Reference. Millennium edition. New York: McGraw-hill, 1999.

**Viva-Voce [50]**  
**2nd Semester (Non-thesis Group)**  
**MISLM 505 Advanced Classification Practical [50]**

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | Advanced classification practical                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Course No.                      | MISLM 505                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Credit Hours                    | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Brief Description of the Course | This course introduces learners to the principles and practices of knowledge organization through the study of major library classification schemes with special reference to Universal Decimal Classification scheme (UDC). In terms of popularity UDC is the second of the three schemes of library classification LIS students worldwide are required to study. In this course UDC is explained with reference to its structure, notation, auxiliaries, synthetic devices and alphabetical index. Contents also include brief description of its origin and development, discuss its strength and weakness, and provide adequate guidance for number building by the students themselves. At the end the number building in UDC is demonstrated: with the help of a few exercises. The strength and weaknesses of the major schemes are demonstrated with practical applications. |
| Learning Objectives             | <p>This course is designed to introduce students to:</p> <ul style="list-style-type: none"> <li>▪ The techniques and skills in information processing and organization;</li> <li>▪ Practical knowledge of organizing library materials;</li> <li>▪ Techniques of subject coordination in information retrieval, compilation of index, bibliography etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Course Details**

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>Learning outcomes</i>                                                                         | <i>Methods &amp; Techniques, Activities</i>  | <i>No. of Classes (Total: 60)</i> | <i>Assessment Tools/ Procedures</i> |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------|-------------------------------------|
| 1           | Introduction to the major schemes of library classification: their origin and development, organization, theoretical basis and principles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | General ideal development on different schemes of library classification                         | Lecture, group discussion                    | 04                                | Question and answer, assignment     |
| 2           | <p>Construction of classification numbers with different Auxiliaries of Universal Decimal Classification (UDC)</p> <p><b>Part 1: Auxiliary Tables</b></p> <p><b>Section I:</b> Common Auxiliary signs and subdivisions</p> <p>1a Coordination and Extension</p> <p>1b Relation. Subgrouping.</p> <p>Order fixing</p> <p>1c Common auxiliaries of language</p> <p>1d Common auxiliaries of form</p> <p>1e Common auxiliaries of place</p> <p>1f Common auxiliaries of race, ethnic grouping, and nationality</p> <p>1g Common auxiliaries of time</p> <p>1h Subject specification by notation from non-UDC sources</p> <p>1k Common auxiliaries of General characteristics</p> <p><b>Section II:</b> Special Auxiliary subdivisions</p> | Practical knowledge development on subject analysis and classification of sources of information | Lecture, group discussion, hands on practice | 12                                | Question and answer, assignment.    |

|   |                                                                                                                    |                                                                                   |                                              |    |                                 |
|---|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------|----|---------------------------------|
| 3 | Analysis of the titles of documents to form subject heading and assigning representative notation using UDC scheme | Devise the ability toward subject heading construction and keyword identification | Lecture, group discussion, hands on practice | 08 | Question and answer, assignment |
| 4 | Construction of classification numbers with different Auxiliaries of Dewey Decimal Classification (DDC)            | Knowing the techniques of number building and arranging library materials         |                                              | 06 | Question and answer, assignment |

#### Summative Assessment: Theoretical Courses

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i> | <i>Proportion of Marks</i> |
|----------------------------------|-----------------------------|----------------------------|
| Mid-term Exams                   |                             | 30%                        |
| Class Attendance & Participation |                             | 10%                        |
| Semester Assessment              |                             | 60%                        |

Or

#### Summative Assessment: Practical Courses

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>                                                            | <i>Proportion of Marks</i> |
|----------------------------------|----------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                   | Problem solving by subject analysis and number building of given document, assignments | 30%                        |
| Class Attendance & Participation | Quiz, presentation, question and answer                                                | 10%                        |
| Semester Final                   | Practical Examination (Lab work)                                                       | 60%                        |

#### Reference:

Universal Decimal Classification. Standard Edition. (2005). British Standard Institution, London.

Dewey Decimal Classification Scheme (22nd Edition). New York: Forest press.

Kumar, Krishan. 1979. Theory of classification. Vikas Publishing House

#### MISLM 506 Advanced Cataloguing Practical [50]

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                                                                                     | <b>Advanced Cataloguing Practical</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Course No.</b>                                                                                       | <b>MISLM 506</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Credit Hours</b>                                                                                     | 2 Credits (30 Hours)                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Brief Description</b>                                                                                | A library catalog is a register of all bibliographic items found in a library or group of libraries. The course provides detailed practical outlines of cataloguing non-book items, preparation of shelf list entry, entry for the multivolume works, and works of corporate authors.                                                                                                                                                                           |
| <b>Specific Objective</b>                                                                               | The purpose of this course is to provide cataloguing practical for non-book materials, and advanced level of cataloguing practices in traditional and MARC format.                                                                                                                                                                                                                                                                                              |
| <b>Learning Outcomes</b><br><br>After successful completion of this course, students will be able to: - | <ol style="list-style-type: none"> <li>1. Understand the basic outlines of advanced practical cataloguing Non-book materials in traditional and online formats;</li> <li>2. Prepare catalogue entry for the works of corporate author;</li> <li>3. Prepare shelf list entry for books and non-book materials;</li> <li>4. Prepare catalogue entry for cartographic items;</li> <li>5. Make entry heading for Oriental Muslim, Hindu, Buddhist names;</li> </ol> |



### Course Details

| Unit | Content                                                                                                                                                | Learning outcomes                                                            | Teaching methods  | No. of Classes (hours) | Assessment tools |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------------------|------------------------|------------------|
| 01   | <b>Entry heading of Oriental Names:</b><br>Muslim names, Hindu names, Buddhist names;                                                                  | Know, how to prepare entry heading of Muslim, Hindu and Buddhist names;      | Hands on practice | 04                     |                  |
| 02   | <b>Preparation of Main entry (Shelf list):</b><br>Preparation of shelf list entry with tracing;                                                        | Know, how to prepare shelf list catalogue entry;                             | Hands on practice | 04                     |                  |
| 03   | <b>Preparation of Main entry (Corporate author):</b> International organization, Government departments, National conference, Government publications; | Know, how to prepare catalogue entry of corporate bodies;                    | Hands on practice | 04                     |                  |
| 04   | <b>Preparation of Main entry:</b><br>Preparation of entry of multi-volume works;                                                                       | Know, how to prepare catalogue entries for multi-volume works;               | Hands on practice | 04                     |                  |
| 05   | <b>Cataloguing non-book materials:</b><br>Preparation of entries for Map, Atlas, Globe; Motion picture/film, Filmstrip                                 | Know, how to prepare catalogue entries for non-book materials;               | Hands on practice | 04                     |                  |
| 06   | <b>Preparation of entry in MARC format using Koha;</b>                                                                                                 | Know, how to use MARK format for preparing above types of catalogue entries; | Lab               | 10                     |                  |

### Summative Assessment (Practical)

| Assessment Type                  | Assessment Details                                              | Proportion of Marks |
|----------------------------------|-----------------------------------------------------------------|---------------------|
| Mid-term Exams                   | One mid-term exam will be taken on 15 marks                     | 15%                 |
| Class Attendance / Participation | Class Attendance and class performance or participation 5 marks | 05%                 |
| Semester Exam                    | Semester final examination will be taken on 60 marks            | 30%                 |

### Reading List

1. Maxwell, Margaret F. Handbook for AACR2 explaining and illustrating Anglo-American cataloguing rules through the 2003 updates. Revised edition. Chicago: ALA, 2004.
2. MARC 21 and Related standards for Bibliographic Records. New York: LC.

## MISLM 507 Knowledges Management [100]

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course Title</b>                    | <b>Knowledge Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Course No.</b>                      | MISLM 509                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Credit Hours</b>                    | 4 Credit, 60 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Brief Description of the Course</b> | With the growing recognition of knowledge as a critical asset for organizational development as well as with massive advancements in ICTs, Knowledge Management (KM) has earned increasing recognition in various sectors. In view of this, this course provides the students of information science and library management with a well-rounded understanding of KM including KM models, systems, strategies, technologies as well as critical issues related to organizational learning.                                                                                                                                                                                      |
| <b>Learning Objectives</b>             | <p>To help students understand the theoretical foundation of knowledge management and build capabilities to manage knowledge within and across organizational boundaries.</p> <p>To equip students with necessary skills and expertise for managing knowledge in the 21<sup>st</sup> century's competitive workplace.</p> <p>To provide students with practical knowledge to transform libraries and information centers as KM platforms.</p> <p>To infuse practical capabilities among students for developing and maintaining knowledge repositories.</p> <p>To help students achieve comprehensive understanding on organizational culture and organizational learning.</p> |

### Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                            | <i>Learning outcomes</i>                                                                                                                                                            | <i>Methods &amp; Techniques, Activities</i> | <i>No. of Classes<br/>(Total: 60)</i> | <i>Assessment Tools/<br/>Procedures</i> |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------|-----------------------------------------|
| 1           | <b>Fundamentals of knowledge management (KM)</b><br>DIKW continuum; basics of information and knowledge management; History and evaluation of KM; Generations and Principles of KM; Intellectual capital. | <ul style="list-style-type: none"> <li>Conceptualize the key terms and issues related to KM.</li> <li>Recognize the significance and dimensions of intellectual capital.</li> </ul> | *Lecture<br>*Question-Answer                | 7                                     | *Question-answer<br>*Quiz               |
| 2           | <b>KM Frameworks and Models</b><br>Understanding KM frameworks; Major theoretical models of KM; KM spectrum and its implications.                                                                         | <ul style="list-style-type: none"> <li>Analyze the functioning of KM models.</li> <li>Conceptualize the KM spectrum.</li> </ul>                                                     | *Lecture *Question-Answer                   | 8                                     | *Quiz                                   |
| 3           | <b>Core activities of KM</b><br>Knowledge capture and codification; Knowledge sharing and application; Strategic and practical implications of knowledge application; Communities of Practice (CoP).      | <ul style="list-style-type: none"> <li>Comprehend the core KM activities and their application.</li> <li>Conceptualize CoPs and their application in KM.</li> </ul>                 | *Lecture<br>* Assignment                    | 9                                     | * Assignment                            |

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                              | <i>Learning outcomes</i>                                                                                                                                                                                  | <i>Methods &amp; Techniques, Activities</i>                                                                                     | <i>No. of Classes<br/>(Total: 60)</i> | <i>Assessment Tools/<br/>Procedures</i>                                                   |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------|
| 4           | <b>KM Tools and Technologies</b><br>Tools for creating, sharing and applying knowledge; Role of technology in Knowledge Management; KM infrastructure.                                                      | <ul style="list-style-type: none"> <li>Demonstrate practical understanding of major KM tools and technologies.</li> </ul>                                                                                 | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> <li>*Presentation</li> </ul>                     | 9                                     | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>*Quiz</li> </ul>         |
| 5           | <b>Organizational Culture and Organizational Learning</b><br>Organizational Culture and its implications for KM; Organizational Maturity Models; Organizational learning and KM.                            | <ul style="list-style-type: none"> <li>Recognize the process of organizational culture building and its implications for KM.</li> <li>Analyze the nature and scope of organizational learning.</li> </ul> | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> <li>*Interactive and Group discussion</li> </ul> | 6                                     | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>*Quiz</li> </ul>         |
| 6           | <b>KM Implementation and Measurement</b><br>Approaches to implementing knowledge management; Critical success factors; KM performance measurement and evaluation.                                           | <ul style="list-style-type: none"> <li>Conceptualize strategies for implementing KM.</li> <li>Understand the techniques for measuring the value of KM initiatives.</li> </ul>                             |                                                                                                                                 | 7                                     | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>*Presentation</li> </ul> |
| 7           | <b>Libraries and KM</b><br>Libraries and information centers as KM hubs; Roles and responsibilities of LIS professionals in KM; Interrelationships between libraries and various institutions regarding KM. | <ul style="list-style-type: none"> <li>Identify and analyze the role of libraries and LIS professionals in KM.</li> </ul>                                                                                 | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Question-Answer</li> <li>*Quiz</li> </ul>                             | 8                                     | <ul style="list-style-type: none"> <li>*Question-answer</li> <li>* Quiz</li> </ul>        |
| 8           | <b>Current Trends and Future Challenges of KM</b><br>National and global trends in KM education, research and professional practices; Emerging trends in KM; Future challenges for KM.                      | <ul style="list-style-type: none"> <li>Identify the key trends and challenges of KM.</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>*Lecture</li> <li>*Interactive and Group discussion</li> </ul>                           | 6                                     | <ul style="list-style-type: none"> <li>*Mid-term examination</li> </ul>                   |

**Summative Assessment: Theoretical Courses**

| <b>Assessment Type</b>           | <b>Assessment Method(s)</b>                                                                                                  | <b>Proportion of Marks</b> |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                   | Two mid-term examinations will be held during the course of studies                                                          | 30%                        |
| Class Attendance & Participation | Students' attendance as well as their participation in class activities will be recorded and marks will be given accordingly | 10%                        |
| Semester Assessment              | Final examinations consisting of both broad and short questions will be conducted at the end of the course                   | 60%                        |

**Reading List**

- Cultivating Communities of Practice: A Guide to Managing Knowledge. Etienne Wenger. Harvard Business School Press, 2002.
- Handbook of Research on Knowledge Management: Adaptation and Context. Anders Örtengren (Ed.). Edward Elgar Publishing, 2014.
- If Only We Knew What We Know: The Transfer of Internal Knowledge and Best Practice. Carla O'dell. Essaiades Publisher: The Free Press, 1998.
- Innovative Knowledge Management: Concepts for Organizational Creativity and Collaborative Design. Lorna Uden, Alan Eardley (Eds). Information Science Reference (2010).
- Knowledge Management in Organizations: A Critical Introduction. Donald Hislop. Oxford University Press, 2013.
- Knowledge Management in Theory and Practice (2nd ed.). Kimiz Dalkir. Massachusetts Institute of Technology, 2011.
- Knowledge Management Strategies: A Handbook of Applied Technologies (ebook) Miltiadis D. Lytras (Editor), 2008.
- Strategic Learning and Knowledge Management, ed. Ron Sanchez and Aimé Heene, John Wiley & Sons, 1997.
- The Knowledge-Creating Company. Ikujiro Nonaka and Hirotaka Takeuchi. Oxford University Press, 1995.
- The New Edge in Knowledge: How Knowledge Management Is Changing the Way We Do Business. C. O'Dell and C. Hubert. APQC, 2011.
- The Wealth of Knowledge: Intellectual Capital and the Twenty-first Century Organization. Thomas A. Stewart, 2001.
- জ্ঞান ব্যবস্থাপনা। কাজী মোস্তাক গাউসুল হক। ঢাকা: মুক্তভাস, ২০১৭।

**MISLM 508 Development and Customization of Library Management Software [100]**

| <b>Course Title</b>                    | <b>Development and Customization of Library Management Software</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course No.</b>                      | MISLM-508                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Credit Hours</b>                    | <b>60</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Brief Description of the Course</b> | Today, the information professionals have to work with different types of software both for in-house preparation and services. Not only that, they need to customize these software packages according to their local needs. Basically it is a course titled "Software Engineering" of CSE. It has been adopted in ISLM as allied subject with the objective to assist the student in understanding the basic theory of software engineering, and to apply these basic theoretical principles to library software development and customization.                                                                                                                                                                                                                         |
| <b>Learning Objectives</b>             | After end of the semester the students will be able to- <ul style="list-style-type: none"> <li>• analytically apply general principles of software development;</li> <li>• demonstrate the necessary understanding of methods and techniques for software management, and also to be able to use these in various applications in libraries;</li> <li>• master general principles and techniques for dealing with quality attributes for various types of software systems.</li> <li>• understand, plan and carry out independent work within various library application domains;</li> <li>• have an orientation with programming language like C and others.</li> <li>• work as domain expert in different applications of library and information systems.</li> </ul> |

## Course Details

| <i>Unit</i> | <i>Content</i>                                                                                                                                                                                                                                                                                      | <i>Learning outcomes</i>                                                                                                                                                                                                                                                                                                          | <i>Teaching method</i>                                  | <i>No. of Classes</i> | <i>Assessment</i>                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------|-------------------------------------|
| 1           | <b>Introduction to software and software engineering</b><br>Introduction to Software, software characteristics, categories and applications; software engineering: process, methods and tools, the tasks of software development                                                                    | <ul style="list-style-type: none"> <li>• Describe the nature of software engineering (SE) and software development environment.</li> <li>• Recognize the applications of SE in LIS</li> </ul>                                                                                                                                     | Class lectures presentation                             | 4                     | Mid-Term1                           |
| 2           | <b>Software process models</b><br>Software development life cycle (SDLC) models and processes: the waterfall model, the spiral model, prototyping, RAD, incremental development, V shaped, the unified process etc., Open source software development; architecture of library management software. | <ul style="list-style-type: none"> <li>• Interpret the phase activities in software design;</li> <li>• Compare different software development models</li> </ul>                                                                                                                                                                   | Class lectures, presentations                           | 6                     | Quizzes                             |
| 3           | <b>Structured analysis and design</b><br>Introduction to structured analysis and design, tools and process                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Express the traditional approach of SDLC</li> <li>• Apply the tools and techniques of structured analysis</li> </ul>                                                                                                                                                                     | Class Lecture, Presentation; Group Discussion           | 6                     | Mid-Term, Assignment                |
| 4           | <b>Object oriented analysis and design (OOAD)</b><br>Introduction to OOAD, tools and process; requirement analysis, Software Requirement Specification (SRS) using UML (Unified Modeling Language), Use cases                                                                                       | <ul style="list-style-type: none"> <li>• Illustrate the domain of OOAD</li> <li>• Distinguish between traditional and non-traditional approaches to SDLC</li> <li>• Estimate the modular activities of OOAD process</li> </ul>                                                                                                    | Class Lecture, Presentation; Group Discussion lab works | 8                     | Mid-term short questions assignment |
| 5           | <b>Computer programming</b><br>Programming tools and techniques; algorithm, pseudo code, control structure etc.                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Recognize the environment of computer programming</li> <li>• Identify the activities in algorithm and pseudo coding.</li> </ul>                                                                                                                                                          | Class lectures, lab work                                | 04                    | Mid-term lab test                   |
| 6           | <b>Software testing, quality assurance and maintenance</b><br>Software testing levels, tools and process; standard, evaluation and selection of open source and commercial software for library applications, software maintenance                                                                  | <ul style="list-style-type: none"> <li>• Express the standard and activities of software testing, evaluation and maintenance.</li> <li>• Distinguish between open source and commercial software;</li> <li>• Justify the need and extent of software customization.</li> <li>• Plan for library software customization</li> </ul> | Class lectures, presentation                            | 06                    | mid-term                            |

| Unit | Content                                                                                                                                    | Learning outcomes                                                                                                                                                                                   | Teaching method                            | No. of Classes | Assessment                                  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------|---------------------------------------------|
| 7    | <b>Software project management</b><br>Project management concept, process, knowledge areas and tools; library software project management. | <ul style="list-style-type: none"> <li>• Apply the tools and techniques of PM in library software project;</li> <li>• Prepare SRS, project proposal and manage library software project.</li> </ul> | Class lectures, presentations              | 06             | Mid-term                                    |
| 8    | <b>Laboratory works</b><br>Programming with C, C++, Python or the like; Installation and customization of library management software.     | <ul style="list-style-type: none"> <li>• Writing computer programs</li> <li>• Customize, justify and update library software</li> </ul>                                                             | Demonstration with practical applications. | 20             | Mid-term<br>Lab final test<br>project paper |

#### Assessment:

| Assessment type                | Assessment Details                                                                                            | Proportion |
|--------------------------------|---------------------------------------------------------------------------------------------------------------|------------|
| Mid-term Exams                 | Two Mid-term Theory Examinations on (10+10) =20 Marks and two mid-terms practical exams. on (05+05) =10 marks | 30%        |
| Class Attendance/Participation | Class attendance on 5 marks and class performance on 05 marks=10 marks                                        | 10%        |
| Semester Assessment Theory     | Semester final exam. On theory will be taken on 40 marks.                                                     | 40%        |
| Semester Assessment Practical  | Practical exams will be taken on 20 marks in the computer lab                                                 | 20%        |

#### Reading List:

1. Pressman Roger S. Software Engineering: a Practitioner's Approach. Fifth ed. Boston : McGraw Hill, 2001.
2. Iaplanche Phillip A. What every Engineer should Know About Software Engineering. New York : CRC Press, 2007
3. Deitel H.M. and Deitel. P.J. C++ How to program. 2nd ed, New Jersey : Prentice Hall, 1998
4. Chuck Easttom. C++ Programming Fundamentals. Massachusetts : Charles River Media, 2003
5. Kapur Rachna et.al. Getting Started With Open Source Software: How to Run a Successful Free Software
6. Project. Markham, ON : IBM, 2010
7. Sulayman K. Sowe, Ioannis G. Stamelos and Ioannis M. Samoladas Emerging Free and Open Source Software. Practices Hershey : IGL Publishing , 2008
8. Bronson Gray J. and Silver, Howard. An Introduction to Programming with ANSI C. New York : West Publishing,

#### MISLM 509 Library Systems and Services [100]

|                                 |                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Course Title                    | Library Systems and Services                                                                                                                                                                                                                                                                                                                |
| Course No.                      | MISLM 509                                                                                                                                                                                                                                                                                                                                   |
| Credit Hours                    | 60                                                                                                                                                                                                                                                                                                                                          |
| Brief Description of the Course | Library systems and services offer a wide range of discussion on public, academic, national and special libraries. This course is designed to systematic study of these libraries both nationally and internationally. It explores different libraries by looking at the history, objectives, functions, purposes and needs in the society. |
| Learning Objectives             | <p>To know how the public, national, academic and special library systems work.</p> <p>Explore the existing status of major library systems and services both nationally and internationally.</p> <p>To know how library operate its major activities e.g., acquisition, processing and circulation.</p>                                    |

## Course Details

| <i>Unit</i>                                    | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                                         | <i>Learning outcomes</i>              | <i>Methods &amp; Techniques, Activities</i>            | <i>No. of Classes (Total : 60)</i> | <i>Assessment Tools/ Procedures</i>                   |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------|------------------------------------|-------------------------------------------------------|
| <b>1 The public library system and service</b> | Origin, development, movement, mission and vision of the public library, IFLA/UNESCO public library manifesto, IFLA Public Library Service Guidelines, public libraries abroad e.g., USA, Canada, Australia, Public library services e.g., social media-based services, community Partnerships/Outreach services and mobile library, public libraries in Bangladesh, Designing innovative services for public libraries in Bangladesh. | Discuss & explain of public library   | Lecture Presentation<br>Open discussion<br>Q&A session | 10                                 | Midterm exams, Class attendance and performance, Quiz |
| <b>2 Academic library system and service</b>   | History, development, objectives and functions of academic libraries; management principles and practices employed in academic libraries, current trends of academic library services, effectiveness of academic library programs, the academic library as an educational system, library consortium.                                                                                                                                  | Discuss & explain of academic library | Lecture Presentation<br>Open discussion<br>Q&A session | 10                                 | Midterm exams, Class attendance and performance, Quiz |
| <b>3 School library system and service</b>     | History, origin, purpose of school library, designing school library services e.g., book lending, kindles, collection, services, space allocation and others, learning commons, School library standards for learners, school libraries in reading and learning habits, early literacy and school library, school libraries in developed world, school library associations, school libraries in Bangladesh.                           | Discuss & explain of school library   | Lecture Presentation<br>Open discussion<br>Q&A session | 08                                 | Midterm exams, Class attendance and performance, Quiz |
| <b>4 Special library system and service</b>    | Pattern of special libraries e.g., corporate, law, technical, research, medical and others, objectives and functions of the special library; ICT in special libraries, growth and development of special libraries in Bangladesh; role of special libraries in research, special library associations.                                                                                                                                 | Discuss & explain of special library  | Lecture Presentation<br>Open discussion<br>Q&A session | 10                                 | Midterm exams, Class attendance and performance, Quiz |
| <b>5 National library system and service</b>   | Definition, purpose, scope, objectives and functions of national library; national libraries in the developed and developing countries; national library co-operation; legal deposit; national library services Bibliographic services and control; extension services; public relations and publicity.                                                                                                                                | Discuss & explain of national library | Lecture Presentation<br>Open discussion<br>Q&A session | 10                                 | Midterm exams, Class attendance and performance, Quiz |

| <i>Unit</i>                                | <i>Content</i>                                                                                                                                                                                                                                                                                                                                                                                                     | <i>Learning outcomes</i>                                          | <i>Methods &amp; Techniques, Activities</i>      | <i>No. of Classes (Total : 60)</i> | <i>Assessment Tools/ Procedures</i>                              |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------|------------------------------------|------------------------------------------------------------------|
| <b>6 Library operations and management</b> | Acquisition policy of different libraries, Patron driven acquisition, selection and acquisition of reading materials e.g., books and periodicals, ordering, collection management, processing of library resources, circulation of library materials, design and development of a particular module of a specific library, design an operation manual on borrowing, interlibrary loan, distance learners and so on | Discuss, analyze and distinguish library operations and services. | Lecture Presentation Open discussion Q&A session | 12                                 | Midterm exams, Class attendance and performance, Quiz Assignment |

#### Summative Assessment: Theoretical Courses

| <i>Assessment Type</i>           | <i>Assessment Method(s)</i>                                                                           | <i>Proportion of Marks</i> |
|----------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------|
| Mid-term Exams                   | Two mid-term exam (Written)                                                                           | 30%                        |
| Class Attendance & Participation | Class performance, attendance and other activities in the class room.                                 | 10%                        |
| Semester Assessment              | Interactive class lectures, PowerPoint Presentations, Group discussions, Group projects, Peer support | 60%                        |

#### Reading List

- Bhattacharjee, A. (2012) Social Science Research: Principles, Methods, and Practices, University of Beagrie, N. (2003). *National Digital Preservation Initiatives: An Overview of Developments in Australia, the Netherlands, and the United Kingdom and of Related International Activity. Strategies and Tools for the Digital Library*. Council on Library and Information Resources, 1755 Massachusetts Ave., NW, Suite 500, Washington, DC 20036.
- Black, A., & Muddiman, D. (2017). *Understanding community librarianship: the public library in post-modern Britain*. London: Routledge.
- Keyes, A. M. (1995). The Value of the Special Library: Review and Analysis. *Special libraries*, 86(3), 172-87.
- McKool, S. S. (2007). Factors that influence the decision to read: An investigation of fifth grade students' out-of-school reading habits. *Reading improvement*, 44(3), 111-132.
- Murison, W. J. (1988). *The public library: its origins, purpose and significance*. London: C. Bingley.

Viva-Voce [50]

3rd Semester (Thesis Group)

MISLM 505 Advanced Classification Practical [50]

MISLM 506 Advanced Cataloguing Practical [50]

MISLM 507 Knowledges Management [100]

MISLM 508 Development and Customization of Library Management Software [100]

MISLM 509 Thesis [100]

Viva-Voce [50]

\*Result of Non-thesis and Thesis groups will be published separately

\*Marks distribution: Dissertation 75 (marking by Examiner), Defence 25 (marking by Exam committee)

\*Defence will be conducted by Academic committee members