

UNIVERSITY OF DHAKA



Course Curricula for the Department of Information Science and Library Management
for
B. A. Honours
for the
Sessions: 2019-2020 to 2022-2023
(Semesters: 1st to 8th)

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Course Curricula for BA (Honours)
Department of Information Science and Library Management
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(Semesters: 1st to 8th)

Course No.	Course Title	Full Marks
1st Year 1st Semester		
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		
1st Year 2nd Semester		
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		
2nd Year 3rd Semester		
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		
2nd Year 4th Semester		
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		
3rd Year 5th Semester		
BISLM 313	Indexing and Abstracting	100
BISLM 314	Database Design and Applications	100
BISLM 315	Information Marketing and Advocacy	100
BISLM 316	Documentation and Communication	100
	Viva voce/Presentation	25
4 full units and 1 partial unit = 17 credits		
3rd Year 6th Semester		
BISLM 317	Library Administration and Management	100
BISLM 318	Automation of Information Institutions	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	Organization of Knowledge (Classification Practical)	100
BISLM 424	Organization of Knowledge (Cataloguing Practical)	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	System Analysis and Design	100
BISLM 428(A)	Internship in Libraries and Information Centers	50
BISLM 428(B)	Research Monograph	50
	Viva voce/Presentation	25

3 full units, 2 half units and 1 partial unit = 17 credits

BISLM 428(A): Internship in Libraries and Information Centres [50]

Report + Presentation = 25 marks

Library authority = 25 marks

Students will take part in internship program in leading libraries and information centres in Dhaka city under research supervisors designated by the Academic Committee (AC).

BISLM 428(B): Research Monograph [50]

1st Year 1st Semester

BISLM 101 Introduction to Information Science and Library Management

Course Title	Introduction to Information Science and Library Management
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 course of studies.
Learning Objectives	<ul style="list-style-type: none"> • To understand the basic concept of information science and library management; • To recognize the basic tools and standards for information management; • To identify different information instructions; and • To identify the user services commonly available in information institutions.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to library, librarianship and information (LIS) profession: Defining data, information and knowledge; Characteristics of information and knowledge; Varieties of information, human information needs.	Understand the meanings of data, information and knowledge and their differences; Analyze human information needs and behaviors in the context of everyday life activities; Acquire basic understanding of information theory and coding.	<ul style="list-style-type: none"> • Lecture • Question & answer 	8	<ul style="list-style-type: none"> • Quiz • Class performance
2	History of books and libraries: The development of writing, record keeping and libraries; The emergence of printing and the history of books.	Conceptualize the types and use of dictionary.	<ul style="list-style-type: none"> • Lecture • Brainstorming • Question & answer 	8	<ul style="list-style-type: none"> • Question-answer • Debate
3	Tools for knowledge organization: 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.	<ul style="list-style-type: none"> • Lecture • Question & answer • Quiz • Assignment 	8	<ul style="list-style-type: none"> • Quiz
4	The internet in LIS: 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.	<ul style="list-style-type: none"> • Lecture • Interactive and group discussion • Question & answer 	6	<ul style="list-style-type: none"> • Quiz • Question & answer

5	Introduction to technology base LIS and information services : Information technology; Components of a computer system-hardware and software; Information management software tools; Digital ready reference apparatus such as dictionaries, encyclopedias, almanacs, atlases, catalogues, computer databases, etc.	Understand the basic hardware and software components; Demonstrate practical understanding of the application digital reference services.	<ul style="list-style-type: none"> • Lecture • Interactive and group discussion • Question & answer 	7	<ul style="list-style-type: none"> • Quiz • Question & answer
6	Information sources and nature of information services : 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, circulation, reading room services, etc.	Analyze different information sources and their characteristics; Understand the nature of information services rendered by an information organization.	<ul style="list-style-type: none"> • Lecture • Debate • Quiz 	8	<ul style="list-style-type: none"> • Oral test • Assignment
7	Information and library management: Information and knowledge management; Information management process; Information processing; Library management, sections, admin principles.	Conceptualize the concepts of information and knowledge management; Identify the steps in accessing information; Distinguish between natural and controlled languages in the context of information access.	<ul style="list-style-type: none"> • Lecture • Question & answer 	7	<ul style="list-style-type: none"> • Question & answer • Class performance
8	The management of library and information institution: 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	<ul style="list-style-type: none"> • Lecture • Quiz • Presentation 	8	<ul style="list-style-type: none"> • Question & answer; • Mid-term examination

Summative Assessment: Theoretical Courses

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

Reading List:

- Rowely, J. & Farrow, J. (2000). *Organizing knowledge: An introduction to managing access to information* (3rd ed.). Gower.
- Hamilton, F. (1995). *Current awareness, current techniques* (1st ed.). Aldershot, UK: Gower.
- Chowdhury, G.G. & Chowdhury, S. (2003). *Introduction to digital libraries* (1st ed.). UK: Facet.

BISLM 102 Fundamentals of Information and Communication Technologies [100]

Course Title	Fundamentals of Information and Communication Technologies
Course No.	BISLM 102
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	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

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Information and Communication Technology (ICT): 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	<ul style="list-style-type: none"> • Lectures • Concepts mapping 	8	<ul style="list-style-type: none"> • Surprise test with short questions
2	Introduction to computer : Concepts, types of computer; Comparisons of mainframe, mini and micro-computers; Generation of computers; Components of computer systems: input devices, CPU-control unit, arithmetic logic unit, primary memory, output devices.	Able to recognize different types of computers and to differentiate among them.	<ul style="list-style-type: none"> • Lectures • Weekly discussion 	8	<ul style="list-style-type: none"> • Quiz
3	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	<ul style="list-style-type: none"> • Lectures • Problem-solving exercises 	7	<ul style="list-style-type: none"> • Presentation
4	Operating System: 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.	<ul style="list-style-type: none"> • Lectures • Concepts mapping 	7	<ul style="list-style-type: none"> • Class test
5	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	<ul style="list-style-type: none"> • Lectures • Practical demonstration 	6	<ul style="list-style-type: none"> • Practical test

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
6	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 conceptualize OS and state some popular OSs.	<ul style="list-style-type: none"> • Lectures • Problem solving exercises 	7	<ul style="list-style-type: none"> • Quiz and/ or assignment
7	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	<ul style="list-style-type: none"> • Lectures • Educational visit to some DLs in Bangladesh 	7	<ul style="list-style-type: none"> • Class test
8	Practical applications: Windows, Microsoft office, i.e. Microsoft word, Excel, PowerPoint and Access; Internet browsing, free-text searching and retrieval; Use of e-resources, e.g. e-books, e-journals, OPAC, etc.	Able to recognize different icons and tool bars and their applications	<ul style="list-style-type: none"> • Practice with practical demonstration 	10	<ul style="list-style-type: none"> • Practical test

Summative Assessment: Theoretical Courses

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

Reading List

Andrew, J. (1946). *A guide to managing and maintaining your PC* (8th ed.). Cambridge: Course Technology.

Clements, A. (2006). *The principles of computer hardware* (4th ed.). UK: Oxford University.

Silberschatz, A. & Galvin, P.B. (2009). *Operating System concepts* (8th ed.). USA: John Wiley & Sons.

Minasi, M. (2002). *The complete PC upgrade and maintenance guide* (16th ed.). New Delhi: BPB.

Peter, N. (2006). *Introduction to computer* (6th ed.). New York: McGraw-Hill.

Peter, N. (1999). *Inside the PC* (8th ed.). USA: Sams Publishing.

BISLM 103 Bengali Language [100]

Course Title	Bengali Language
Course No.	BISLM 103
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	This course offers a comprehensive understanding of Bengali language. Upon completing this course, the students will be able to read, write, and comprehend Bengali competently.
Learning Objectives	<ul style="list-style-type: none"> • Attain a general understanding of the origin and development of Bengali language; • Consolidating a sound concept on the nature, importance, and internal structure of Bengali language; • Attain skills in the use of Bengali in its standard form.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (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"> • Understand the origin and development of Bengali language. 	<ul style="list-style-type: none"> • Lectures • Group discussion • Hands on exercise 	7	<ul style="list-style-type: none"> • 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"> • Conceptualize phonology and its application and implications. 	<ul style="list-style-type: none"> • Lectures • Group discussion 	8	<ul style="list-style-type: none"> • Quiz • Presentation • Assignment
৩	রূপতত্ত্ব (Morphology): শব্দ ও শব্দগঠন প্রক্রিয়া-বিভক্তি ও বচন, সমাস, উপসর্গ ও প্রত্যয়, পদ, পদের শ্রেণীকরণ, কারক ও বিভক্তি, শব্দের বানান এবং শব্দের অশুদ্ধি ও অপ্ৰয়োগ, সমার্থকশব্দ, বিপরীতার্থক শব্দ, দ্বিরুক্ত শব্দ, বাক্যসংক্ষেপ, সমোচ্চারিত শব্দ, একই শব্দের ভিন্নার্থে প্রয়োগ, পারিভাষিক শব্দ-সংজ্ঞার্থ, ইতিহাস ও নির্মাণপদ্ধতি।	<ul style="list-style-type: none"> • Conceptualize morphology including its essential components. 	<ul style="list-style-type: none"> • Lectures • Group work • Hands on exercise 	6	<ul style="list-style-type: none"> • Quiz • Presentation • Assignment • Written test.
৪	বাক্যতত্ত্ব (Syntax): বাক্যের সংজ্ঞা ও গঠনপ্রক্রিয়া, বাক্য বিচারপদ্ধতি ও বাক্যের শুদ্ধাশুদ্ধির ধারণা।	<ul style="list-style-type: none"> • Gain familiarity with syntax and its use in Bengali language. 	<ul style="list-style-type: none"> • Lectures • Group discussion • Hands on exercise 	7	<ul style="list-style-type: none"> • Assignment • Presentation

৫	বাগতত্ত্ব (Semantics): শব্দের মুখ্যার্থ, লক্ষ্যার্থ ও ব্যঙ্গার্থ, অর্থের পরিবর্তন।	<ul style="list-style-type: none"> Understand semantics along with its application in Bengali language. 	<ul style="list-style-type: none"> Lectures Group discussion Hands on exercise 	8	<ul style="list-style-type: none"> 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"> Gain understanding on two main forms of Bengali language and their diverse use. 	<ul style="list-style-type: none"> Lectures Group discussion 	8	<ul style="list-style-type: none"> Question and answer written test Assignment.
৭	অভিধান : অভিধানের সংজ্ঞা, প্রকারভেদ ও ব্যবহার পদ্ধতি।	<ul style="list-style-type: none"> Conceptualize the types and use of dictionary. 	<ul style="list-style-type: none"> Lectures Group discussion Hands on exercise 	6	<ul style="list-style-type: none"> 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"> Acquire ability to write reports and professional letters. 	<ul style="list-style-type: none"> Lectures Group discussion Hands on exercise 	10	<ul style="list-style-type: none"> Question and answer Written test

Summative Assessment: Theoretical Courses

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

Reading List

আলী, জীনাৎ ইমতিয়াজ। “বাংলা বানান: তৎসম শব্দ”, সাহিত্য পত্রিকা, চলিচশ বর্ষ, প্রম সংখ্যা, ১৪০৩।
 ঘোষ, মণীন্দ্রকুমার। (১৩৯৩)। *বাংলা বানান*। কলিকাতা: দে'জ পাবলিশিং।
 বিশ্বাস, নরেন। (১৯৯০)। *বাঙলা উচ্চারণ অভিধান*। ঢাকা: বাংলা একাডেমী।
 শহীদুল্লাহ, মুহম্মদ। (১৯৯৫)। *বাংলা ব্যাকরণ, রচনাবলী* (২য় খণ্ড)। ঢাকা: বাংলা একাডেমী।
 সরকার, পবিত্র। (১৯৮৭)। *বাংলা বানান সংস্কার: সমস্যা ও সম্ভাবনা*। কলিকাতা: চিরায়ত প্রকাশন।
 সুভাষ ভট্টাচার্য। (২০০২)। *বাঙালিক ভাষা*। কলিকাতা: আনন্দ পাবলিশার্স প্রাইভেট লিমিটেড।

1st Year 2nd Semester

BISLM 104 Information Sources and Services [100]

Course Title	Information Sources and Services
Course No.	BISLM 104
Credits Hours	4 Credit, 60 Hours
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"> • The role and responsibilities of reference librarians; • Diverse user needs and information seeking behaviours; • Techniques and strategies for providing information services, including the reference interview, instruction, readers' advisory and evaluation and review of reference materials; • The structure of reference sources, basic reference tools, and search strategies; • The international standards of bibliographic control; • The ways to respond to information request in a professional manner that encourages further inquiry; • Current issues/trends in library reference sources and services; • The significance of continued personal professional development for the development of reference services in the library.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to information and reference service : 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	<ul style="list-style-type: none"> • Lectures • Group discussion 	7	<ul style="list-style-type: none"> • Surprise quiz • Presentation: theoretical and poster
2	Reference services, reference questions and delivery techniques: 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.	<ul style="list-style-type: none"> • Lectures • Group discussion • Volunteering library and information centers' service desk to serve the users. 	6	<ul style="list-style-type: none"> • 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.	Students will get general understanding about the categories, different formats and producers of information sources.	<ul style="list-style-type: none"> • Lectures • Group work • Field observation • Compilation of subject specific comprehensive list of information sources. 	6	<ul style="list-style-type: none"> • Assignments • Presentation.

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
4	Online access and internet based information sources: 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.	Students will be able to understand nature and scope of online information sources.	<ul style="list-style-type: none"> • Lectures • Group discussion • Hands on exercise 	7	<ul style="list-style-type: none"> • 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.	Students will be able to analyze aids to access remote information sources and their retrieval techniques	<ul style="list-style-type: none"> • Lecture • Group discussion • Hands on exercise 	10	<ul style="list-style-type: none"> • Quiz • Question and answer • Presentation
6	Introduction to bibliography: Definition, origin, functions and importance of bibliography, types of bibliographies; Compilation of bibliographies, different methods of compilation; Arrangement of entries, style etc.	Will enable students to compile a standard bibliography.	<ul style="list-style-type: none"> • Lecture • Group discussion 	8	<ul style="list-style-type: none"> • Question and answer • Project • Assignment.
7	Bibliographic 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.	Students will be able to use and application of uniform information management tools which are essential in building ground for universal information resource sharing.	<ul style="list-style-type: none"> • Lectures • Group discussion • Hands on exercise 	8	<ul style="list-style-type: none"> • Question and answer • Assignment
8	Bibliographic control efforts: 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.	Students will know the wider context of bibliographical control efforts and ways of their applications in Bangladesh either as it is or in modified ways	<ul style="list-style-type: none"> • Lectures • Group discussion 	8	<ul style="list-style-type: none"> • Idea Quest for the development of bibliographic control scenario of Bangladesh on the basis universal standards

Summative Assessment: Theoretical Courses

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

Reading List

Chakrabarti, M. L. (1987). *Bibliography in theory and practice* (3rd ed.). Kolkata: World Press.

Davinson, D. (1975). *Bibliographical control* (2nd ed.). USA: Clive Bingley.

Hutchins, M. (1969). *Introduction to reference work* (12th ed.). USA: American Library Association.

Katz, W. A. & Clifford, A. M. (1982). *Reference and information services: A new reader* (2nd ed.). USA: Scarecrow Press.

Shores, L. (1965). *Basic reference sources: An introduction to materials and methods* (9th ed.). Chicago: American Library Association.

BISLM 105 Introduction to Classification and Cataloguing [100]

Course Title	Introduction to Cataloguing and Classification
Course No.	BISLM 105
Credits Hours	4 Credit, 60 Hours
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"> • To develop student competencies in information organization. • Help to understand the objectives of library catalogs and how to use information technologies to enrich online catalogs. • To apply the principles of information organization to provide access to digital resources.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Bibliographic Reading : Bibliographical / technical reading of a book; Utility of bibliographic reading; Bibliographical elements.	Understand technical reading	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q & A session 	6	<ul style="list-style-type: none"> • Midterm exams • Quiz
2	Concept of Cataloguing : 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	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q& A session 	8	<ul style="list-style-type: none"> • Midterm exams • Quiz
3	Subject headings : Sears List 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	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q & A session 	8	<ul style="list-style-type: none"> • Midterm exams • Quiz • Assignment
4	Computerized cataloguing : 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,	<ul style="list-style-type: none"> • Lecture • Presentation • Open discussion • Q & A session 	8	<ul style="list-style-type: none"> • Midterm exams • Quiz • Assignment
5	Concept of classification: 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	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q& A session 	8	<ul style="list-style-type: none"> • Midterm exams, • Quiz • Assignment

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
6	Classification features : 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	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q & A session 	8	<ul style="list-style-type: none"> • Midterm exams • Quiz • Assignment
7	Classification schemes: Basics of major schemes of classification: Dewey decimal classification, universal decimal classification, library of congress classification, colon classification, bibliographical classification.	Understand different classification schemes	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q & A session 	8	<ul style="list-style-type: none"> • Midterm exams • Quiz • Assignment
8	Comparative analysis of classification schemes: 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	<ul style="list-style-type: none"> • Lectures • Presentation • Open discussion • Q & A session 	6	<ul style="list-style-type: none"> • Midterm exams • Quiz • Project

Summative Assessment: Theoretical Courses

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

Reading Lists

- Chan, L. M., & Salaba, A. (2015). *Cataloguing and classification: An introduction* (4th ed.). New York: Rowman & Littlefield.
- Islam, K. M. S. (2011). *Essentials of cataloguing and classifications* (1st ed.). Dhaka: New Progati Prokashani.
- Joudrey, D. N., Taylor, A. G. & Miller, D. P. (2015). *Introduction to cataloguing and classification* (11th ed.). CA: Libraries Unlimited.
- Rowley, J. & Hartley, R. (2017). *Organizing knowledge: an introduction to managing access to information* (4th ed.). London: Routledge.
- Taylor, A. G., & Wynar, B. S. (2004). *Wynar's introduction to cataloguing and classification* (9th ed.). CA: Libraries Unlimited.
- Wynar, B. S., Taylor, A. G. & Osborn, J. (1992). *Introduction to cataloguing and classification* (10th ed.). Englewood, CO: Libraries Unlimited.

BISLM 106 Communicative English [100]

Course Title	Communicative English
Course No.	BISLM 106
Credits Hours	4 Credit, 60 Hours
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	<ul style="list-style-type: none"> • To equip students with skills for effectively writing and speaking English • To familiarize students with the proper and grammatical way of using English. • To build confidence and competency of the students to write and speak standard English.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Grammatical structure: Word, classes and transformation of words; Phrases-types and formation; Clauses-types and information; Sentences-types, formation and transformation; Verbs and tenses.	Conceptualize basic grammatical rules for forming sentences.	<ul style="list-style-type: none"> • Class lectures 	8	<ul style="list-style-type: none"> • Quiz
2	Effective use of English: Techniques for strengthening vocabulary; Detection of common errors and their correction; Basics of standard English	Demonstrate skills of effective use of words; Differentiate between standard and non-standard writing.	<ul style="list-style-type: none"> • Class lectures 	8	<ul style="list-style-type: none"> • Quiz
3	Composition: 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.	Demonstrate the skills for forming sentences and using words judiciously; Attain skills for various types of composition.	<ul style="list-style-type: none"> • Class lectures 	8	<ul style="list-style-type: none"> • Quiz
4	Reading and comprehension: Techniques of reading, skimming, scanning, study reading, word attacking process speed-reading etc.; Reading for reproducing; Reading for learning structure and words / phrases.	Attain knowledge about reading techniques; Accomplish skills for proper reading.	<ul style="list-style-type: none"> • Class lectures • Group discussion. 	7	<ul style="list-style-type: none"> • Class test
5	Listening Skills: Basics of listening and speaking-sound contrast, gambits etc.; Listening techniques and tasks.	Attain skills for proper listening and understanding English.	<ul style="list-style-type: none"> • Class lectures 	7	<ul style="list-style-type: none"> • Presentation
6	Speaking skills: 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.	Demonstrate standard English spoken skills.	<ul style="list-style-type: none"> • Class lectures 	8	<ul style="list-style-type: none"> • Quiz

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
7	Philology, phonetics and modern grammar: History of English language, phonetics of English, the structure of modern English	Conceptualize the techniques of philology and phonetics.	• Class lectures	6	• Class test
8	Exercise Practicing: Practicing listening, writing with prescribed books plus cassettes.	Demonstrate ability to apply speaking and listening skills in real life.	• Interactive class lecture/ Group discussion	8	• Class test

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

Reading List:

Imhoof, M. & Herman, H. (1976). *From paragraph to essay: Developing composition writing* (3rd ed.). London: Longman.

Leech, G. & Svartuik, J. (2003). *A communicative grammar of English* (3rd ed.). London: Routledge.

Murphy, R. (2007). *An intermediate grammar of English* (2nd ed.). Cambridge: Cambridge University Press.

Swan, M. (1980). *Practical English usage* (2nd ed.). Oxford: Oxford University Press.

Thompson, A. J. & Martin, A. V. (1960). *Practical English grammar* (4th ed.). Oxford: Oxford University Press.

2nd Year 3rd Semester

BISLM 207 Information Resources Development [100]

Course Title	Information Resources Development
Course No.	BISLM 207
Credit Hours	4 Credit, 60 hours
Brief Description of the Course	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.
Learning Objectives:	<ul style="list-style-type: none"> • Define and successfully carry out the roles and responsibilities of a librarian/information manager in collection development and management. • Discuss historical, contemporary, and emerging trends and issues in society, education, and government to collection development practices. • Locate and use appropriate research and professional resources in collection development and management. • Apply appropriate policies and procedures for collection development and management in diverse environment including academic, public, national and special libraries. • Practice collaborative resource development and management within library and community.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
1	Building information resources in libraries and information institutions: 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.	Determine how well the collection supports the goals, needs, and mission of the library or parent organization; Develop collections that reflect the cultural, linguistic, and ethnic diversity; Perceive the basic objectives of IRD.	<ul style="list-style-type: none"> • Lecture • Concept mapping 	6	<ul style="list-style-type: none"> • Question answer • Discussion
2	Collection development process: 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.	<ul style="list-style-type: none"> • Lecture • Discussion 	6	<ul style="list-style-type: none"> • Question-answer • Discussion • Presentation
3	Principles and practices: Book selection principles and	Understand the principles and theories related to book	<ul style="list-style-type: none"> • Lecture • Discussion 	8	<ul style="list-style-type: none"> • Mid term

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
	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.	selection			exam
4	Assessment and evaluation of the collection development: 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	<ul style="list-style-type: none"> • Lecture • Assignment • Discussion 	8	<ul style="list-style-type: none"> • Question-answer • Discussion • Presentation
5	Stock taking and weeding: 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	<ul style="list-style-type: none"> • Lecture • Assignment • Discussion 	8	<ul style="list-style-type: none"> • Question-answer • Discussion • Presentation
6	Collection development problems and prospects: 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; Address legal, ethical, and social issues and challenges associated with book selection.	<ul style="list-style-type: none"> • Lecture • Assignment • Discussion 	8	<ul style="list-style-type: none"> • Question-answer • Discussion • Presentation
7	Book selection aids and guides: 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.	<ul style="list-style-type: none"> • Lecture • Assignment • Discussion 	8	<ul style="list-style-type: none"> • Mid term exam
8	Non-books and e-resources collection development: 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.	<ul style="list-style-type: none"> • Lecture • Assignment • Discussion 	8	<ul style="list-style-type: none"> • Question answer • Discussion • Presentation

Summative assessment

Assessment type	Assessment method(s)	Proportion of marks
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

Carter, M.D., Bonk, W.J., & Magrill, R.M. (1974). *Building library collection*. (4th ed.). Scarecrow Press.

Center, P.S. and Gozzi, C. I. valuation, Acquisition and Collection development

Chakrabarti, A.K., (1983). *A treatise on book selection*.

Gardner, R. K. (1981). *Library collections, their origin, selection, and development*. New York: McGraw-Hill.

Hains, H.E.(1935). *Living with Books: the art of book selection*.

BISLM 208 Information and Society [100]

Course Title	Information and Society
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	<ul style="list-style-type: none"> • To equip the students with a comprehensive understanding of society and the role of information in the evolution of society. • To enhance the students' knowledge and awareness on the multidimensional role of information in the advancement of society. • To facilitate students' understanding on the roles and implications of communication in libraries in particular and society in general. • 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 hours (60)	Assessment tools / procedures
1	Fundamentals of society and social organizations: Origin and development of society; Elements of society; Culture and civilization; Social organizations and institutions.	Conceptualize the evolution and development of society; Analyze nature and impact of culture; Acquire awareness on the evolution and functions of social organizations and institutions.	<ul style="list-style-type: none"> • Lecture • Questions-answer 	6	<ul style="list-style-type: none"> • Quiz • Class performance
2	History of learning: History of learning: writing materials and writing systems; Development of printing; Origin and development of books	Conceptualize the origin and development of writing systems and writing materials. Identify trends in the development of learning materials.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Question-answer • Class performance
3	Origin and development of libraries in society: Origin and development of libraries in early societies; Ancient and medieval libraries of Asia, Africa and Europe.	Trace the evolution and development of libraries in various civilizations.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Quiz
4	Social functions of libraries: Library as a social institution; Relationship of libraries with other social institutions; Changing role of libraries in the society.	Analyze library's role as social institution. Understand on the changing dynamics of libraries in the society.	<ul style="list-style-type: none"> • Lecture • Debate • Quiz 	8	<ul style="list-style-type: none"> • Oral test • Assignment

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
5	Role of information in society: Information: <i>Definition, Components, Dimensions, Parameters</i> ; Socio-economic implications of information; Community information services; Information for development.	Perceive the nature and significance of information. Demonstrate practical understanding on the application of information for socio-economic development.	<ul style="list-style-type: none"> • Lecture Interactive and Group discussion • Question-Answer 	10	<ul style="list-style-type: none"> • Quiz • Question-answer
6	Ethical issues of information: Ethics and philosophy of information; Intellectual property rights and related issues; Libraries and intellectual freedom; Digital divide; Security of information.	Examine the nature and scope of IPR and information ethics; Analyze the significance of digital divide and the importance of intellectual freedom.	<ul style="list-style-type: none"> • Lecture Interactive and Group discussion • Question-Answer 	6	<ul style="list-style-type: none"> • Quiz • Question-answer
7	Information and communication: Communication: characteristics, significance and mode of communication; Communication theories; Libraries and communication.	Evaluate the dynamics and dimensions of communication; Assess the role of communication in libraries and information society.	<ul style="list-style-type: none"> • Lecture • Brainstorm-ing • Question-Answer 	8	<ul style="list-style-type: none"> • Question-answer • Debate
8	Dimensions of information society: Information society: components, models, impacts; Current and future trends in information society: Big data, information overload and related issues.	Comprehend the dynamics of information society; Assess and forecast the impacts of information explosion on the society.	<ul style="list-style-type: none"> • Lecture • Quiz • Presentation 	8	<ul style="list-style-type: none"> • Question-answer • Mid-term examination

Summative assessment

Assessment type	Assessment method(s)	Proportion of marks
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

Feather, J.P. (2013). *The information society: A study of continuity and change* (6th ed). London: Facet Publishing,
Hanslin, J.M. (2011). *Essentials of Sociology: A down-to-earth approach* (9th ed.). Pearson.
Haralambos, M., & Holborn, M. (2008). *Sociology themes and perspectives* (7th ed). Collins.
Harris, M.H. (1999). *History of libraries in the Western world* (4th ed.). Scarecrow Press.
হক, কাজী মোস্তাক গাউসুল। (২০০৮)। একুশ শতকের প্রেক্ষাপটে সমাজ তথ্য ও গ্রন্থাগার। ঢাকা: গণ উন্নয়ন গ্রন্থাগার।

BISLM 209 Bangladesh Studies [100]

Course Title	Bangladesh Studies
Course No.	BISLM 209
Credit Hours	4 credit, 60 hours
Brief Description of the Course	This course introduces the socio-political history and culture of the emergence of independent Bangladesh.
Learning Objectives	<ul style="list-style-type: none"> • Introducing socio-political history and culture of the emergence of independent Bangladesh; • 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; • Familiarizing students with the rise of nationalism and the movement for self-determination of Banglaee people. • Familiarizing students with the causes and consequences of the Great Liberation War of Bangladesh in 1971 and the formation of independent Bangladesh.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
01	Geographical location and physical feature: Their influence on the history and culture of Bangladesh, ancient Janapadas of Bengal, inhabitants of Bengal.	Conceptualize the history and development of ancient Bengal.	<ul style="list-style-type: none"> • Lecture • Question-answer 	6	<ul style="list-style-type: none"> • Quiz • Class performance
02	Outline of political history of ancient period- Independent kingdoms in Bengal: The kingdom of Samatata or Vanga, The kingdom of Gauda, Sasanka-his conquests, his conflict with Harshavardhana and his achievements.	Understand and contextualize the formation of various ancient kingdoms in this region.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Question-answer • Class performance
03	The Pala Empire: The Pala kings in general and Dharmapala in particular. The Sena kings: Vallalasesa, Lakshmana-Sena.	Gain knowledge about the Pala Empire.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Quiz
04	Buddhist cultural centers of Mainamati, Paharpur and Mahasthana Garh, Ancient capitals Pundranagar, Vikrampur and Devaparabata (Mainamati), Artistic-heritage, terracotta art, sculpture, architecture, fine cotton fabric (Muslin) etc.	Gain understanding about various Buddhist cultural centers.	<ul style="list-style-type: none"> • Lecture Debate • Quiz 	8	<ul style="list-style-type: none"> • Oral test • Assignment
05	Political history of Muslim period: 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,	Conceptualize the political history of the Muslim period.	<ul style="list-style-type: none"> • Lecture • Interactive and Group discussion • Question-Answer 	8	<ul style="list-style-type: none"> • Quiz • Question-answer

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
	Hossain Shahi dynasty rule: the 'Golden period' of Turkish Sultanate.				
06	Islamization in Bengal: Influence of the Sufis, economic as well as socio-political, condition of the people during the Turkish Sultanate, Mughal invasion of Bengal during the regions of Akbar and Jahangir: The Bara Bhuiyas of Bengal.	Understand the process of Islamization in Bengal and its implications.	<ul style="list-style-type: none"> • Lecture • Interactive and group discussion • Question-answer 	6	<ul style="list-style-type: none"> • Quiz • Question-answer
07	European colonization of Bengal 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 Lor 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.	Learn about the advent of Europeans, Portuguese in Bengal.	<ul style="list-style-type: none"> • Lecture • Brainstorming • Question-answer 	8	<ul style="list-style-type: none"> • Question-answer • Debate
08	Partition of Bengal and emergence of Bangladesh 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.	Learn about the partition of Bengal, the birth of Muslim league and emergence of Bangladesh.	<ul style="list-style-type: none"> • Lecture • Quiz • Debate • Presentation 	10	<ul style="list-style-type: none"> • Question-answer • Mid-term examination

Summative assessment

Assessment type	Assessment method(s)	Proportion of marks
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

Ahmed, Q.(1975). *A Socio-political history of Bengal and the birth of Bangladesh*.

Majumder, R.C. *History of Bengal*. (Vols. 1-3).

Mascarenhas, A. (1971). *The Rape of Bangladesh*. New Delhi : Vikas.

Rahim, M.A. (1963). *Social and cultural history of Bengal*. (Vols. 1-2).

Tarafder, M.R.(1965). *Husain Shahi Bengal*.

আব্দুল করিম বাংলার ইতিহাস: মুসলিম বিজয় থেকে সিপাহী বিপ্লব পর্যন্ত ।

সিরাজুল ইসলাম, বাংলাদেশের ইতিহাস ১ম-৩য় খন্ড ।

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।
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।

2nd Year 4th Semester

BISLM 210 Archives and Records Management [100]

Course Title	Archives and Records Management
Course No.	BISLM 210
Credit Hours	4 credit, 60 hours
Brief Description of the Course	This course introduces the archival history, present situation and future prospect of Record and archival institutions in Bangladesh and all over the world
Learning Objectives	<ul style="list-style-type: none"> • To identify and explain the knowledge, skills and attitudes important in the field of records and archives management. • To describe the present status of archives and the roles, responsibilities of the archivist in the different parts of the world. • To identify and describe cultural, informational, educational, and recreational needs of archives. • To expose the students with the real working environment of archives by assigning them a topic related with the archival institutions. • 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

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
01	Records: 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 the basic concepts of records life cycle	<ul style="list-style-type: none"> • Class lecture 	8	<ul style="list-style-type: none"> • Quiz
02	Record management: 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 the fundamentals of manual and electronic record management.	<ul style="list-style-type: none"> • Class lecture 	7	<ul style="list-style-type: none"> • Quiz
03	Archives: 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.	Gain knowledge about Archival associations around the world	<ul style="list-style-type: none"> • Class lecture, • Archives visit 	8	<ul style="list-style-type: none"> • Class test

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
04	Archival Law: Draft archival law in Bangladesh, Control of archival materials, archival description, archival classification, policy, rules governing use and access of archival documents.	Learn about various archival laws and rules	• Class lecture	7	• Presentation
05	Library, Archives and Museum (LAM): 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	7	• Quiz
06	Preservation: 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 the basic preservation practices	• Interactive class lecture/group discussion	8	• Test
07	Deterioration of materials: 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.)	Learn about Enemies of archival and library materials,	• Class lecture	8	• Class test
08	Preventive measures of materials: 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.	Conceptualize the preventive measures of archives and library materials	• Interactive class lecture/	7	• Assignment

Summative assessment

Assessment type	Assessment method(s)	Proportion of marks
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

- Bradshere J.G. (Ed.).(1991). *Managing archives and archival institution*. University of Chicago Press.
- Brown,C. (2014). *Archives and Recordkeeping: Theory into practice*. Facet publishing
- Forde,H. and Rhys-Lewis, J.(2013). *Preserving archives* (2nd ed.). Facet publishing.
- Millar,L.A. (2010). *Archives: principles and practices*. New York: Neal-Schuman Publishers.
- Schelenburg, T.R. (1956). *Modern archives*. Chicago: The University of Chicago Press.
- Schelenburg, T.R. (1965). *Management archives*. New York: Columbia University Press.

BISLM 211 Computer Hardware and Networking [100]

Course Title	Computer Hardware and Networking
Course No.	BISLM 211
Credit, hours	4 Credits, 60 hours
Brief Description of the Course	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.
Learning Objectives	<ul style="list-style-type: none"> • 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

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
1	Basic components of a computer system: 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.	<ul style="list-style-type: none"> • Class lectures, • Concepts • Mapping 	8	<ul style="list-style-type: none"> • Quiz
2	Number systems and codes: 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.	<ul style="list-style-type: none"> • Class lecture, • problem-solving exercises. 	8	<ul style="list-style-type: none"> • Class test
3	Troubleshooting common PC problems, their causes and solutions: 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.	<ul style="list-style-type: none"> • Class lectures, • Concepts • Mapping 	7	<ul style="list-style-type: none"> • Presentations
4	Microprocessor: 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	<ul style="list-style-type: none"> • Class lecture, • problem-solving exercises. 	7	<ul style="list-style-type: none"> • Quiz

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
5	Understanding and managing computer memory: 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	<ul style="list-style-type: none"> • Class lecture, • Problem-solving exercises. 	7	<ul style="list-style-type: none"> • Surprise test
6	Purchasing a PC or building your own PC: Brand PC vs. Clone PC; Factors to be considers while purchasing a pc for library and information centers; Assembling and dissembling a pc	Able to learn the characteristics of different pcs and how to select the most appropriate one.	<ul style="list-style-type: none"> • Class lectures, • Hands-on practices of assembling and dissembling a PC 	7	<ul style="list-style-type: none"> • Debateon brand pc vs. clone pc
7	Computer viruses and environmental hazards that may affect the PC: 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	<ul style="list-style-type: none"> • Class lectures • Problem-solving exercises. 	8	<ul style="list-style-type: none"> • Class test
8	Fundamentals of Computer Network Connection, IP Address and Domain Name System: 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.	<ul style="list-style-type: none"> • Class lectures and weekly discussion 	8	<ul style="list-style-type: none"> • Question-answer session

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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%

Or

Summative assessment: Practical courses

Assessment type	Assessment method(s)	Proportion of marks
Mid-term exams	Two written tests on theoretical aspects One hands-on practice/project in lab	20% 10%
Class attendance / participation		10%
Semester assessment	Written test on theory	40%
	Practical Examination (Lab work)	20%

Reading List

Andrew, J. (2016) *A+ Guide to Managing and Maintaining your PC*. Course Technology.

Blodgett, R. *Hard disk management for the IBM PC, PS/2 and compatible*.

Clements, A. (2006). *The principles of computer hardware* (4th ed.). Oxford University Press.

Minasi, M. *The complete PC upgrade and maintenance guide*. New Delhi: BPB.

Rahman, M.L. & Hossain, M.A. (2016). *Computer Fundamentals*.

BISLM 212 Writing, Editing and Publishing

Course Title	Writing, Editing and Publishing
Course No.	BISLM 212
Credit Hours	4 Credit, 60 hours
Brief Description of the Course	In the 21 st 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.
Learning Objectives	<ul style="list-style-type: none"> • To equip the students with necessary skills of writing, editing and publishing. • To familiarize the students with the changing trends of writing, editing and publishing. • To prepare the students for actively and skilfully pursuing various kinds of writing, editing and publishing endeavours.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
1	Introduction to writing: Types and models of writing; Note taking and arranging notes; determining and shaping purpose and audiences; Special considerations for argument and persuasion.	Conceptualize the fundamental issues relating to writing; Understand the reasons and consequences of writing.	<ul style="list-style-type: none"> • Lecture • Question-answer 	6	<ul style="list-style-type: none"> • Class performance
2	Form and arrangement of writing: Collection and organization of data and structure of writing; Principles of paragraph writing; Achieving sentence maturity; Using words effectively.	Conceptualize the major structures of writing; Attain necessary skills for judicious use of words.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Question-answer
3	Referencing and citation: Style for quotations, footnotes, references and bibliographies; Referencing for academic writing; Rules for punctuation.	Gain basic understanding of citation process; Conceptualize referencing technique.	<ul style="list-style-type: none"> • Lecture • Question-answer 	7	<ul style="list-style-type: none"> • Quiz • Assignment
4	Critical writing: Techniques of writing short communications, technical article, review article, technical report, popular articles, monographs, dissertations, house bulleting, extension literature, etc.	Understand the mode and methods of different kinds of critical writing.	<ul style="list-style-type: none"> • Lecture • Debate • Quiz 	8	<ul style="list-style-type: none"> • Oral test
5	Introduction to editing: Editing concepts, responsibilities, qualifications, functions and basic skills of an editor. Editorial and evaluation processes.	Demonstrate practical understanding of editing process; Analyze the rules of editing along with their application.	<ul style="list-style-type: none"> • Lecture • Interactive and group discussion • Question-answer 	10	<ul style="list-style-type: none"> • Question-answer

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools / procedures
6	Editing tools and style guides: Introduction to major Editorial tools; Dictionaries; Style manuals, standard specification etc; Online tools for editing.	Attain basic understanding of editing tools; Gain practical knowledge about online tools.	<ul style="list-style-type: none"> • Lecture • Question & answer 	6	<ul style="list-style-type: none"> • Quiz • Question-answer
7	Printing and publishing: Different parts of a book; Steps in book publishing, Proof reading and copy editing; Desktop publishing.	Identify various parts of books. Conceptualize the steps of publishing along with practical implications.	<ul style="list-style-type: none"> • Lecture • Question-answer 	8	<ul style="list-style-type: none"> • Question-answer • Debate
8	Current and emerging trends in publishing: Problems of publishing; Emerging trends in publishing; Publishing in the digital era; Future of publishing.	Comprehend the dynamics of publishing in the 21 st century; Assess the problems and possibilities of publishing in a changing time.	<ul style="list-style-type: none"> • Lecture • Quiz • Presentation 	8	<ul style="list-style-type: none"> • Question-answer • Mid-term examination

Summative assessment

Assessment type	Assessment method(s)	Proportion of marks
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

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

3rd Year 5th Semester

BISLM 313: Indexing and Abstracting [100]

Course Title	Indexing and Abstracting
Course No.	BISLM 313
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	<p>The major objectives of this course are:</p> <ul style="list-style-type: none"> • To understand the concepts of index, indexing, abstract and abstracting. • 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. • To understand the indexing language, thesaurus construction, and the evaluation of indexes. • To identify and understand the methods and styles of abstracting, international standards and guidelines for abstracting. • To prepare abstracts for different types of documents including, journal article, review, bibliography, monograph and short communication, etc.

Course Details

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Concept and background: 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	<ul style="list-style-type: none"> • Class lecture • Concept mapping 	5	<ul style="list-style-type: none"> • Concept mapping test
2	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	<ul style="list-style-type: none"> • Class lecture • Problem-solving exercises 	9	<ul style="list-style-type: none"> • Quiz
3	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	<ul style="list-style-type: none"> • Class lecture • Brainstorming • Problem-solving exercises 	9	<ul style="list-style-type: none"> • Class test
4	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	<ul style="list-style-type: none"> • Class lecture • Problem-solving exercises 	8	<ul style="list-style-type: none"> • Question-answer • Presentation

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
5	Index evaluation: Different methodologies, recall, precision, ratios and devices; Cost analysis.	Evaluate the efficiency and effectiveness of an indexing system	<ul style="list-style-type: none"> Class lecture Problem-solving exercises 	6	<ul style="list-style-type: none"> Quiz
6	Concept of abstract and its comparison with other information: Definition of abstract, importance, abstract vs. bibliographies, index vs. abstracts, abstract vs. annotations, types of abstracts, quality of abstract.	Conceptualize abstract and abstracting	<ul style="list-style-type: none"> Class lecture 	6	<ul style="list-style-type: none"> Concept mapping test
7	Retrieval tools: 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	<ul style="list-style-type: none"> Class lecture, Hands-on-practice 	9	<ul style="list-style-type: none"> Class test
8	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	<ul style="list-style-type: none"> Class lecture Assignment 	8	<ul style="list-style-type: none"> Presentation

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

- Borko, H. & Bernier, C.L. (2003). *Abstracting concepts and methods*. Academic Press.
- Chakrabarti, A.R. and Chakrabarti, B. (1984). *Indexing: principles, processes and products*. Calcutta: World Press.
- Cleveland, D. B & Cleveland, A. D. (2013). *Introduction to indexing and abstracting* (4th ed.), UK: Libraries Unlimited.
- Collision, R.L. (1973). *Indexes and indexing* (3rd ed.)
- Knight, G.N. (1979). *Indexing: the art of a guide to the indexing of books and periodicals*, London.
- Nancy C. M. (2005). *Indexing books* (2nd ed.), Chicago: University of Chicago Press.
- Riaz, M. (1989). *Advanced indexing and abstracting practices*. Atlantic.
- Rowely, J.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	4 Credit, 60 Hours
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	<p>After end of the session, the student will be able to-</p> <ul style="list-style-type: none"> • know the application areas of DBMS in library and information systems; • understand the theory and practical aspects of DBMS; • design, implement and update database for integrated library systems • administer data entry, authorization and access control, purposive searching and retrieval; • gain practical experience in back-up, recovery and data security.

Course Details

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Basic concepts: Introduction to data, database and database management systems (DBMS); purpose, functions and evolution of DBMS; introduction to database administration (DBA) as a profession.	Define the concept of DBMS; Recognize its implications in library management system.	<ul style="list-style-type: none"> • Class lectures 	3	<ul style="list-style-type: none"> • Mid-term
2	DBMS Structure and design process: Data abstraction, DBMS components and system architecture, the process of database design.	Explain the DBMS system architecture, Tell the stages of database design	<ul style="list-style-type: none"> • Class lectures • Presentations 	4	<ul style="list-style-type: none"> • Quizzes
3	Data modeling and conceptual database design: Introduction to data modeling and its classification; Conceptual data modeling with ER diagram, entity relationship in integrated library management systems	Analyze different levels of database design. Sketch ER diagram Express the nature of data in library management	<ul style="list-style-type: none"> • Class lecture • Presentation • Group discussion 	6	<ul style="list-style-type: none"> • Mid-term • Assignment
4	Relational database: Introduction to relational database management system (RDBMS), data structure and constraints; normalization and decomposition	Define RDBMS; Illustrate the data structures and constraints in RDBMS; Planning library database	<ul style="list-style-type: none"> • Class lecture • Presentation • Group discussion • Lab works 	8	<ul style="list-style-type: none"> • Mid-term • Short questions • Assignment
5	Query processing and management: Relational algebra, relational calculus and query processing.	Compare RA and SQL; Construct query with SQL;	<ul style="list-style-type: none"> • Class lectures • Lab work 	4	<ul style="list-style-type: none"> • Mid-term • Lab test
6	Storage structure and indexing: 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.	Able to interpret physical implementation of DBMS; Illustrate and apply the accessing techniques in databases; Able to re-organize data in the database	<ul style="list-style-type: none"> • Class lectures • Presentation 	5	<ul style="list-style-type: none"> • Mid-term

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
7	Advanced Topics: 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	Describe the advanced topics related to DBMS; Plan for DBMS management; Apply OOAD in DBMS Familiar with non-traditional databases	<ul style="list-style-type: none"> • Class lectures • Presentations 	5	<ul style="list-style-type: none"> • Mid-term
8	Practical: Designing database for integrated library system with MySQL DDL, DML and DCL; hands-on practice unit: (1-7)	Experiment the theoretical concepts in lab; Practically design and implementation of DBMS in libraries.	<ul style="list-style-type: none"> • Demonstration with practical applications 	25	<ul style="list-style-type: none"> • Lab test

Summative assessment: Theoretical and practical courses

Assessment type	Assessment details	Proportion of marks
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:

- Date, C.J. (1975). *An introduction to database systems* (8th ed.). Addison-Wesley.
- Desai, B.C. (1990). *An introduction to database systems* (1st ed.). West Publishing Company.
- Erickson, J. (2009). *Database technologies: concepts, methodologies, tools and applications*. NY: IGI Global.
- Silberschatz, A, Korth, H. F. & Sudarshan, S. (1986) *Database system concepts* (7th ed.). USA: Mc-Graw-Hill Education.
- Wang, J. (2005). *Encyclopedia of data warehousing and mining*. New York, NY: Information Science Reference

BISLM 315: Information Marketing and Advocacy [100]

Course Title	Information Marketing and Advocacy
Course No.	BISLM 315
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	<p>After successful completion of this course, students will be able to: -</p> <ul style="list-style-type: none"> • Apply key concepts of marketing to libraries and information centers. • Promote library's existing products and services to user's community. • Develop marketing and advocacy plan for library/information center. • Determine users' diverse needs for information products and services. • Learn user-centric marketing approaches to improve service management. • Identify and design accurate methods for marketing information products and services. • Evaluate library's overall service performance and user satisfaction. • Design and develop innovative information products and services. • Understand and apply modern technologies in library marketing.

Course Details

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to information marketing: Concept of terminologies; library marketing: History, benefits, needs and importance, barriers, methods and approaches, traditional vs. library marketing;	Develop basic concepts of traditional and library marketing;	<ul style="list-style-type: none"> • Interactive class lecture 	4	Question-answer Quiz
2	Marketing library products and services: 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;	<ul style="list-style-type: none"> • Interactive class lecture • Presentation • Project 	8	<ul style="list-style-type: none"> • Quiz
3	Developing marketing plan: 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;	<ul style="list-style-type: none"> • Interactive class lecture • Participatory learning 	6	<ul style="list-style-type: none"> • Assignment

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
4	Advocacy & public relations: 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;	<ul style="list-style-type: none"> Interactive class lecture 	8	<ul style="list-style-type: none"> Question-answer Quiz
5	Direct and online information marketing: 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;	<ul style="list-style-type: none"> Interactive class lecture Participatory learning Project 	6	<ul style="list-style-type: none"> Question-answer Quiz
6	Marketing in service organizations: 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;	<ul style="list-style-type: none"> Interactive class lecture Participatory learning 	8	<ul style="list-style-type: none"> Question-answer Presentation
7	Library customer (user) service: 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;	<ul style="list-style-type: none"> Interactive class lecture Participatory learning 	6	<ul style="list-style-type: none"> Question-answer Quiz
8	Service quality management: Service quality & satisfaction (SQ-S): concept, definition, difference, causes of dissatisfaction; User behavior in service setting; Understanding user's needs and	Know about service quality management in library services;	<ul style="list-style-type: none"> Interactive class lecture Participatory learning 	8	<ul style="list-style-type: none"> Question-answer Presentation

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
	expectations; Evaluating service performance; Service benchmarking: definition, process, models; SQ assessment models: SQ gap, SPCM (Service Performance Control Matrix), SERVQUAL, LIS SERVQUAL ⁺ LibQual TM , expectancy disconfirmation theory, 4-level zone of tolerance;				
9	Marketing research: 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;	<ul style="list-style-type: none"> • Interactive class lecture • Project 	6	<ul style="list-style-type: none"> • Mid-term examination

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

- Brophy, P. & Coulling, K. (1996). *Quality management for information and library managers* (Illustrated ed.). Michigan: Gower/Ashgate.
- Confield, B. R. (1973). *Public relations, principles, cases and problems* (6th ed.). USA: R. D. Irwin.
- Cook, S. (2008). *Customer care excellence: How to create an effective customer focus* (Illustrated ed.). London: Kogan Page Publishers.
- Cronin, B. (2009). *The marketing of library and information services* (Illustrated ed.). Michigan: University of Michigan.
- Kotler, P. & Armstrong, G. (2001). *Principles of marketing* (9th ed.). NJ: Prentice Hall.
- Potter, N (2012). *The library marketing toolkit* (1st ed.). London: Facet Publishing.

BISLM 316: Documentation and Communication

Course Title	Documentation and Communication
Course No.	BISLM 316
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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 <ul style="list-style-type: none"> • 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.

Course Details

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Documentation: Concepts, nature and functions of documentation; Documentation work and documentation services, active and passive documentation, process of documentation.	Understand key concepts of documentation	<ul style="list-style-type: none"> • Lecture • Concept mapping • Question-answer 	5	<ul style="list-style-type: none"> • Question-answer
2	Information Science: 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	<ul style="list-style-type: none"> • Lecture • Concept mapping • Question-answer 	7	<ul style="list-style-type: none"> • Question-answer • Quiz
3	Communication: 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.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment • Interactive and Group discussion 	7	<ul style="list-style-type: none"> • Mid term exam Unit 1-3
4	Information Retrieval (IR): 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. Online information retrieval systems: concepts, access to remote digital information sources,	Explore advanced information retrieving and handling techniques.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz 	6	<ul style="list-style-type: none"> • Presentation

	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.		<ul style="list-style-type: none"> • Assignment 		
5	Information ethics, copyright and censorship: 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.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	6	<ul style="list-style-type: none"> • Exercises • Assignment
6	Information dissemination service: 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. 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.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Question-answer
7	Information consolidation: 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.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Question-answer
8	Information privacy and security: 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.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment 	15	<ul style="list-style-type: none"> • Question-answer • Midterm exam

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

Bawden, D. & Robinson, L. (2012). *Introduction to information science* (1st ed.). UK: Facet Publishing.

Prasher, R.G. (1991). *Information and its communication*. New Delhi: Medallion Press.

Kawtra, P.S. (2000). *Textbook of information science*. New Delhi: AHP Publishing Company.

Kaliammal, A. & Thamaraiselvi, G. (2005). *Role of ICTs in library and information science*. New Delhi: Authors Press.

Dawra, M. (2004). *Library science and theories of management*. New Delhi: Rajat Publications.

3rd Year 6th Semester

BISLM 317: Library Administration and Management [100]

Course Title	Library Administration and Management
Course No.	BISLM 317
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Specific Objectives	<p>The course addresses principles and practices of management and their applications in Library and Information Institutions. The intention of this module is:</p> <ul style="list-style-type: none"> • 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.

Course Details

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to organization, management and administration: Organisation, management and administration: a conceptual framework; Differences in organization, management and administration; Concept and principles of scientific management - definition and scope, application of scientific management principles to Library and Information Centres; Fayol's classical school: adoption of Fayol's principles of library; System school: theories of Fayol, Max Weber, Urwick, Luther, Gulick: POSDCORB. Management by objectives (MBO): Peter Drucker, G. Odiorne.	Address principles and practices of management and their applications.	<ul style="list-style-type: none"> • Lecture • Presentation 	8	Class presentation and quiz
2	Organizational structures: 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.	<ul style="list-style-type: none"> • Lecture • Question-Answer • Quiz • Assignment • Presentation 	7	Presentation, quiz and question-answer
3	Internal organization of library operations and services: Acquisition, technical services and readers services, reference services and charging system: manual and online; Library committee: definition, types, functions and	Use management techniques to achieve the organisational goals.	<ul style="list-style-type: none"> • Lecture • Question-Answer • Quiz • Assignment 	7	<ul style="list-style-type: none"> • Presentation • Mid-term exam.

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
	responsibilities; Library rules and regulations; Centralization and decentralization; Weeding.		<ul style="list-style-type: none"> • Presentation 		
4	Personnel management: Theories and styles of personnel management , staffing recruitments - selection - development and manpower planning - management inventory chart, system approach to staffing, system approach to selection, selection Process; Techniques and instruments, job designing / job analysis, Job description, job evaluation, performance appraisal; motivation and leadership – supervision; Inter-personnel relations: training and development, public relations	Identify managerial activities that contribute to managerial effectiveness and the roles which are fulfilled while working as a manager	<ul style="list-style-type: none"> • Debate • Presentation 	8	<ul style="list-style-type: none"> • Oral test • Presentation
5	Financial management: Sources of income and heads of expenditure; Budget and budgeting, preparation of budget; Relationship between budgeting and reporting; Cost effectiveness and Cost benefit analysis	Critically evaluate the financial objectives of various types of organizations. Analyze a library's performance and make appropriate recommendations	<ul style="list-style-type: none"> • Presentation • Interactive and group discussion • Question-answer 	8	<ul style="list-style-type: none"> • Presentation
6	Total Quality Management (TQM): Concept, definition, elements, operations management systems; Tools and techniques for improving quality - inventory planning and control, inventory control model; Quality audit; LIS related Standards; Resource mobilization, outsourcing; Library consortia, open access; Technology management	Understand what is meant by management and managerial effectiveness	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment • Presentation 	7	<ul style="list-style-type: none"> • Mid-term exam
7	Resources Management: Collection development; Acquisition of periodicals and serials, technical processing of documents	Introduce new strategies and techniques in library's management effectively.	<ul style="list-style-type: none"> • Lecture • Question-answer • Quiz • Assignment • Presentation 	7	<ul style="list-style-type: none"> • Presentation
8	Library Records and Statistics: Staff manual, library statistics, annual report	Develop skills to perform library operations and to evaluate library and information centre's performance.	<ul style="list-style-type: none"> • Lecture • Question-answer • Assignment 	8	<ul style="list-style-type: none"> • Presentation

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

- Brophy, P. & Courling, K. (1977). *Quality management for information and library managers*. Bombay: Jaico.
- Clare, J. (1996). *Collection Management in academic libraries*. Bombay: Jaico publishing House.
- Gorman, C. (2003). *Staff development in libraries*. New Delhi: Dominant Publishers.
- Kumar, K. (2003). *Library administration and management*. New Delhi, Vikas.
- Kumar, P.S.G. (2003). *Management of Library and Information Centers*. Delhi: B. R. Publishing Corporation.
- Matthews, J. (2005). *Strategic planning and management for library managers*. Libraries Unlimited, London, 2005.

ISLM 318: Automation of Information Institutions [100]

Course Title	Automation of Information Institutions
Course No.	BISLM 318
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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 st 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.
Learning Objectives	<ul style="list-style-type: none"> • To strengthen the theoretical and applied knowledge and skills of the students on automation of libraries and information centres. • To help students realize the technical, managerial and general aspects of automation. • To equip students with practical knowledge and skills for implementing library automation projects. • 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.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Fundamentals of automation of information institutions: Introduction to automation; Origin and development of library automation; Need for and barriers to library automation.	Understand the basics of automation, its impact.	• Lecture & • Question & answer	8	• Question & answer • Quiz
2	Hardware and software considerations for library automation: Selection of software; Automation cost factors; Library automation activities; Request for Proposal and selection of library systems.	Identify hardware and software requirements for library automation; Analyze the steps and procedures of library automation.	• Lecture & • Question & answer	6	• Question & answer • Class performance
3	Introduction to integrated library systems (ILS): Key features of ILSs; Open source and proprietary systems; Core modules and add-ons of ILSs; Major proprietary and open source ILSs.	Understand the basics of ILSs along with modules and file structures; Recognize the features of major proprietary and open source ILSs.	• Lecture & • Question & answer • Quiz	9	• Question & answer • Quiz
4	Acquisition, Cataloging and Circulation modules: Functions of Acquisition, Cataloging and Circulation modules; File structure; Key considerations for designing Acquisition, Cataloging and Circulation modules.	Conceptualize the functionalities of acquisition, cataloging and circulation modules along with file structure.	• Lecture & • Question & answer	8	• Question & answer • Assignment

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
5	OPAC and Serials Control Module: Functions of OPAC and Serials Control modules; File structure; Key considerations for designing OPAC and Serials Control modules.	Conceptualize the functionalities of OPAC and Serials control modules along with file structure.	<ul style="list-style-type: none"> Lecture Question & answer Presentation 	8	<ul style="list-style-type: none"> Presentation
6	Authority control and other Modules: Functions and key features of Administration, Authority Control; Electronic Resource Management; Media Management and other add-on modules.	Hands-on knowledge on optional modules and add-ons.	<ul style="list-style-type: none"> Lecture Question & answer Presentation 	8	<ul style="list-style-type: none"> Presentation
7	Data standards and Networking considerations for automation: Introduction to major data standards for automation; MARC, Z39.50, Dublin Core; Networking requirements for library automation; Cooperative initiatives for library automation.	Conceptualize major data standards related to library automation; Identify techniques for cooperative efforts in library automation.	<ul style="list-style-type: none"> Lecture Question & answer 	6	<ul style="list-style-type: none"> Question & answer Quiz
8	Trends of library automation in Bangladesh and abroad: 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.	Identify current and future trends of library automation in Bangladesh; Conceptualize the use of Web 2.0 in library automation.	<ul style="list-style-type: none"> Lecture Group discussion Question & answer 	7	<ul style="list-style-type: none"> Question & answer Mid-term examination

Assessment:

Assessment Type	Assessment details	Proportion of marks
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

Aswal, R. S. (2006) *Library Automation for 21st Century*, New Delhi, EssEss.

Bilal, D. (2014) *Library Automation: Core Concepts and Practical Systems Analysis*, Libraries Unlimited

Haravu, L. J (2007) *Library Automation: Design Principles and Practices*, New Delhi: Allied Publishers.

Tramullas, J. (Ed.). (2012). *Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape: Information Access and Services in the 2.0 Landscape*. IGI Global.

হক, কাজী মোস্তাক গাউসুল(২০১৭) তথ্যপ্রযুক্তির স্বয়ংক্রিয়করণ (৩য় সংস্করণ), ঢাকা: নলেজ রেইন

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

Course Title	Organization of Knowledge (Classification Theory)
Course No.	BISLM 320
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	This course covers the theoretical understanding of classification. It focuses on the knowledge and skills needed for classification. This course is designed to systematic study of information organization and learns the basic tools and techniques of classification. It helps students to learn how information is organized and managed.
Learning Objectives	<ul style="list-style-type: none"> • To develop student competencies in information organization. • Help to understand the objectives of library classification and how to use information technologies to enrich online classification. • To apply the principles of information organization to provide access to digital resources.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to classification: 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	<ul style="list-style-type: none"> • Lecture will be delivered 	8	<ul style="list-style-type: none"> • Quiz, verbal test
2	Knowledge and book classification: 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.	<ul style="list-style-type: none"> • Lecture will be delivered 	7	<ul style="list-style-type: none"> • Quiz, verbal test
3	Special features of book classification: 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	<ul style="list-style-type: none"> • Lecture will be delivered 	7	<ul style="list-style-type: none"> • Quiz, verbal and/or written test
4	Various schemes for classification: 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.	<ul style="list-style-type: none"> • Lecture will be delivered 	8	<ul style="list-style-type: none"> • Quiz, verbal test
5	Basics of major schemes of classification: Dewey decimal classification, universal decimal classification, library of congress classification, differences among DDC, UDC, and LC	Students will be able to classify documents with the help of DDC scheme. It will enable	<ul style="list-style-type: none"> • Lecture will be delivered and DDC will be practically used. 	8	<ul style="list-style-type: none"> • Quiz, verbal and/or written test

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
	classification schemes.	students to evaluate the differences among DDC, UDC, and LC classification schemes.			
6	Analysis and applications of UDC: Special features, notational systems: hospitality, mnemonics, common and special auxiliaries.	Students will be able to classify documents with the help of UDC scheme.	<ul style="list-style-type: none"> Lecture will be delivered and UDC will be practically used. 	7	<ul style="list-style-type: none"> Quiz, verbal and/or written test
7	Analysis and applications of DDC: 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.	<ul style="list-style-type: none"> Lecture will be delivered and DDC will be practically used. 	7	<ul style="list-style-type: none"> Quiz, verbal and/or written test
8	Library of Congress classification scheme: Introduction; Features of LCC; Structure of LCC; LCC notation; Advantages and disadvantages.	Students will be able to explain the theoretical aspects of LCC.	<ul style="list-style-type: none"> Lecture will be delivered 	8	<ul style="list-style-type: none"> Quiz, verbal and/or written test

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

Dewey, M. (2011). *Decimal classification* (23rd ed.). Dublin: OCLC.

Marcella, R. & Newton, R. (1994). *A new manual of classification* (1st ed.). UK: Gower.

Mills, J. (1967). *A modern outline of library classification* (1st ed.). London: Chapman & Hall.

Sayer, W. C. B. & Maltby, A. (1975). *Sayer's manual of classification for librarians* (5th ed.). Michigan: Michigan University Press.

Sayers, W.C. B. (1944). *A manual of classification for librarians and bibliographers* (2nd ed.). Michigan: Grafton & Company.

মুন্সী, এম. নাসিরউদ্দিন (২০১৪)। মৌলিক শ্রেণীকরণ (১ম সংস্করণ)। ঢাকা: জাহিন-সামিন প্রকাশনী

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

Course Title	Organization of Knowledge: Cataloguing Theory
Course No.	BISLM 320
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	After successful completion of this course, students will be able to: <ul style="list-style-type: none"> • Understand the key concepts of traditional and online catalogue; • Recognize the basic forms and structure of bibliographic items; • Know the arrangement methods & structure of traditional and online library catalogue; • Know, how to analysis and determine the subject matter of bibliographic items; • Know the guidelines for using Sears List of Subject Headings;

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Introduction to catalogue: Concept, definition, objectives and purposes, functions, characteristics of a good catalogue; Cataloguing codes: AACR, RDA;	Understand the key concepts of traditional and online catalogue;	<ul style="list-style-type: none"> • Interactive class lecture 	6	<ul style="list-style-type: none"> • Quiz, verbal test
2	Bibliographical structure of a book: 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;	<ul style="list-style-type: none"> • Interactive class lecture 	8	<ul style="list-style-type: none"> • Quiz, verbal test
3	Types and forms of catalogue: 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;	<ul style="list-style-type: none"> • Interactive class lecture 	10	<ul style="list-style-type: none"> • Quiz, verbal and/or written test
4	Arrangement and structure of catalogue: 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;	<ul style="list-style-type: none"> • Interactive class lecture • Hands on practice 	12	<ul style="list-style-type: none"> • Quiz, verbal test

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
5	Subject headings and entry heading: 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;	<ul style="list-style-type: none"> Interactive class lecture Hands on practice 	12	<ul style="list-style-type: none"> Quiz, verbal test
6	Computerized and online catalogue: 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;	<ul style="list-style-type: none"> Interactive class lecture 	12	<ul style="list-style-type: none"> Quiz, verbal and/or written test

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

Hunter, E. J. & Bakewell, K.G.B. (1983). *Cataloguing* (1st ed.). London: Clive Bingley.

Hunter, E. J. (1986). *Computerized cataloguing* (1st ed.). London: Clive Bingley.

Islam, K. M. S. (2008). *Essentials of cataloguing and classification* (1st ed.). Dhaka: New Progati.

Mann, M. (1943). *Introduction to cataloguing and classification of books* (2nd ed.). Chicago: ALA.

Maxwell, R.L. & Connell, T.H.(2000). *Future of Cataloguing*. Chicago: ALA.

Welsh, A. & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC 21* (1st ed.). London: Facet Publishing.

4th Year 7th Semester

BISLM 421: Research Methodology [100]

Course Title	Research Methodology
Course No.	BISLM 421
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	<ul style="list-style-type: none"> • To demonstrate proficiency in the use of selected research methods and tools. • To help students to select and define appropriate research problem, organize and conduct research. • To analyze an event, process or phenomenon to find out solutions to scientific, non-scientific and social problems. • To write a research proposal, engage in independent studies, and work collaboratively.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
1	Concept of research: Introduction to research, historical growth and development of research; Research 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.	Conceptualize research; Issues related to research; Identify the research pattern.	<ul style="list-style-type: none"> • Lecture • Presentation • Question & answer 	08	<ul style="list-style-type: none"> • Midterm exams • Quiz
2	Research problem and design: 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.	Measure the research problem; Construct research design; Formulating hypothesis.	<ul style="list-style-type: none"> • Lecture • Presentation • Question & Answer 	08	<ul style="list-style-type: none"> • Midterm exams • Quiz • Assignment
3	Research methods: 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.	Compare, choose and justify research methods.	<ul style="list-style-type: none"> • Lecture • Open discussion • Q& A session • Video tutorials 	08	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Assignment
4	Sampling: 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.	<ul style="list-style-type: none"> • Lecture • Q& A session • Presentation 	05	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Assignment

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
5	Data collection methods: 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.	<ul style="list-style-type: none"> • Lecture, • Presentation • Open discussion, • Q& A session 	08	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Assignment
6	Data analysis: 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 PROSUITE, coding-open, axial and selective.	Analyze and Interpret collected data	<ul style="list-style-type: none"> • Lecture • Presentation • Open discussion, • Q& A session • Hands on training session 	08	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Assignment
7	Ethics in research 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	<ul style="list-style-type: none"> • Lecture • Presentation • Open discussion • Q& A session • Video tutorials 	08	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Assignment
8	Writing research proposals 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	<ul style="list-style-type: none"> • Lecture • Presentation • Open discussion • Practical write up 	07	<ul style="list-style-type: none"> • Midterm exams • Class attendance and performance • Quiz • Project

Summative Assessment: Theoretical Courses

Assessment Type	Assessment method(s)	Proportion of marks
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

- 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	Comparative and International Librarianship
Course No.	BISLM 422
Credit Hours	4 Credit, 60 Hours
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> <ul style="list-style-type: none"> • contributes to the advancement of international understanding and cooperation; • provides background information for use in foreign visits or services; • 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; • it brings about in the individual's attitudes to the world around them; • exchanging of ideas information and knowledge.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
01	Conception of Comparative and International Librarianship: 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 the comparative and international librarianship; Identify it's objectives and functions.	<ul style="list-style-type: none"> • Class Lecture • Question & answer 	04	<ul style="list-style-type: none"> • Midterm exam • Quiz
02	Library and information science schools: Overview of library and information science school; Curricula, scope and emphasis, Issues, challenges and concerns; Library education of Asia, North America and Europe.	To identify the recognized LIS schools; Comprehend the curricula of these schools.	<ul style="list-style-type: none"> • Class Lecture • Question & answer • Assignment 	05	<ul style="list-style-type: none"> • Midterm exam • Quiz
03	Professional associations: 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 globally; Identify their importance for the professional development	<ul style="list-style-type: none"> • Class Lecture • Group discussion • Presentation 	05	<ul style="list-style-type: none"> • Midterm exam • Quiz

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
04	National and international library organizations: Role of national and international library organizations, e.g. LAB, BALID, IFLA, ALA, ACRL, CILIP, ILA, etc.	To learn about various LIS organizations	<ul style="list-style-type: none"> • Class Lecture • Group discussion, • Presentation 	05	<ul style="list-style-type: none"> • Presentation
05	Information technologies in libraries: 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.	<ul style="list-style-type: none"> • Class Lecture • Group discussion • Presentation 	05	<ul style="list-style-type: none"> • Midterm exam • Quiz
06	Libraries and librarianship in different countries: Similarities and differences among the state of libraries and librarianship in the different countries; Comparison and contrast; Factors which may have impacted this situation, its value and importance, ideas for future study and research.	To gain knowledge of librarianship in different countries; To understand the library systems and services.	<ul style="list-style-type: none"> • Class Lecture • Question & answer • Assignment 	04	<ul style="list-style-type: none"> • Midterm exam • Quiz
07	Library legislation: Library legislation; Principles of library legislation; Growth of library legislation in UK, USA, Scandinavian countries, India and Bangladesh	To understand about library legislation; Recognize it's importance,	<ul style="list-style-type: none"> • Class Lecture • Question & answer • Assignment 	07	<ul style="list-style-type: none"> • Midterm exam • Quiz
08	Library co-operation: Library co-operation; Bibliographical guide to information centers; National and international professional training and information sources throughout the world.	To identify and explain the necessity of library co-operation	<ul style="list-style-type: none"> • Class Lecture • Question & answer • Assignment 	05	<ul style="list-style-type: none"> • Midterm exam • Quiz

Summative Assessment

Assessment Type	Assessment method(s)	Proportion of marks
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

- Carroll, F.L. & Harvey, J (2001) *International library cooperation and collaboration*. Lanham, MD Scarecrow Press.
- Foskett, D.J. (1976) *Readers in Comparative Librarianship*. Englewood.
- Danton, J.P (1973) *The dimensions of comparative librarianship*. Chicago, ALA .
- Harvey, J. F. (1973). Toward a definition of international and comparative library science. *International library review*, 5(3), 289-319.
- Jackson, M. M. (1982). Comparative librarianship and non industrialized countries. *International Library Review*, 14(2), 101-106.
- Jackson, M. M. (Ed.). (1981). *International handbook of contemporary developments in librarianship*. Westport: Greenwood Press.
- Kent, A. (2014). *Encyclopedia of Library and Information Science* Vol. 35. Crc Press.
- Ogundipe, O. O. (1994) International and comparative librarianship in developing countries. *Journal of Education for Library and Information Science*, 35(3), 236-248.
- Parker, J. S. (1985). *UNESCO and library development planning*. London, The Library Association
- Wedgeworth, R. (1986). *ALA world encyclopedia of library and information services*. American Library Association.

BISLM 423: Organization of Knowledge - Classification Practical [100]

Course Title	Organization of Knowledge (Classification Practical)
Course No.	BISLM 423
Credit Hours	4 Credit, 60 Hours
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 <ul style="list-style-type: none"> • To learn the number building process using relevant rules in six (6) Tables • To know the rules available in the schedules of DDC 23rd edition for number building • To help number analysis using relevant rules in six (6).

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures	
1	Introduction to number building process: 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 rd edition.	<ul style="list-style-type: none"> • Hands- on practice using DDC scheme. 	10	<ul style="list-style-type: none"> • Problem Solving exercise in the classes. 	
2	First table: Table – 1: Standard Subdivisions			<ul style="list-style-type: none"> • Hands- on practice using DDC scheme. 		6
3	Second table: Table– 2: Geographic Areas, Historical Periods, Persons		Understanding the number building process using six (6) Tables of DDC 23rd edition.	<ul style="list-style-type: none"> • Hands- on practice using DDC scheme 		10
4	Third table: Table – 3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms					9
5	Fourth table: Table – 4: Subdivisions of individual languages and language families					4
6	Fifth table: Table– 5: Ethnic and National Groups					3
7	Sixth table: Table – 6: Languages Finally, revision of Unit 1 to 7					3
8	Number building process using Main Classes in the Schedules. Revision of Unit 8		Understanding the number building process using main class or part of main class in Schedules	<ul style="list-style-type: none"> • Hands- on practice using DDC scheme 		5
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			<ul style="list-style-type: none"> • Hands- on practice using DDC scheme 	8

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	Class performance, attendance and other activities in the class room.	10%
Semester Final	Written test on theory	40%
	Practical Examination (Lab work)	20%

Reading List

Dewey, M (2011) *Dewey Decimal Classification and Relative Index. Edition 23rd*.

Khan, M. S. I (1991) *Number building in Dewey decimal classification: 19th and 16th eds. a practical manual*.

Dhaka: Khan & Sons

Munshi, M. N. (2013) *Basics of Classification*

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

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

BISLM 424: Organization of Knowledge (Cataloguing Practical) [100]

Course Title	Organization of Knowledge (Cataloguing Practical)
Course No.	BISLM 424
Credit Hours	4 Credits, 60 Hours
Brief description of the course	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.
Learning objectives	After successful completion of this course, students will be able to: <ul style="list-style-type: none"> • understand the basic practical outlines of cataloguing bibliographic items in traditional and online formats; • prepare catalogue entry for the works of single, double, triple, and more than triple authors; • Prepare catalogue entry for the edited and compile works, and the works contributed by different authors; • assign subject heading of bibliographic items using Sears List of Subject Headings; • prepare catalogue entry in MARC format using Koha.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
01	Introduction to Cataloguing Practical: Introducing catalogue Format; Variant entries & their positions; Bibliographic items.	Recognize about preliminary concepts of practical cataloguing.	• Interactive class	06	• Question & answer • Practical works
02	Preparation of Main entry (Personal author: Writer): Entry under Single, double and triple authors.	Know, how to prepare catalogue entry under single, double and triple authors.	• Hands on practice	06	• Question & answer • Practical works
03	Preparation of Main entry (Title): 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	• Question & answer • Practical works
04	Preparation of Main entry (Contributed works): 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	• Question & answer • Practical works
05	Preparation of Added entries: Author, Title and Subject added entries;	Know, how to prepare added entries under author, title and subjects.	• Hands on practice	08	• Question & answer • Practical works
06	Determination of subject headings: 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	• Question & answer • Practical works
07	Preparation of Call number: 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	• Question & answer • Practical works
08	Preparation of entry in MARC format using Koha: 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	• Question & answer • Practical works Lab test

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

Cutter, C.A (1995) C. A. Cutter's Two-figure Author Table, Chicopee, Mass

Library of Congress (2019) MARC 21 Format for Bibliographic Data, New York: LC.

Maxwell, R. L. (2004). *Maxwell's handbook for AACR2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update*. American Library Association.

Mitchell, J. S (2011) *Dewey Decimal Classification Scheme (23rd edition)* New York: Forest press.

Miller, J. (1977). *Sears List of Subject Headings*. New York.

4th Year 8th Semester

BISLM 425 Applied Statistics [100]

Course Title	Applied Statistics
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	<ul style="list-style-type: none"> • To learn the application of basic statistics in information science; • To analyze statistical data using measures of central tendency; • To employ the principles of linear regression and correlation; • To analyze enumerative data including chi-square test; and • To choose the appropriate parametric and non-parametric statistical methods

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
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.	<ul style="list-style-type: none"> • Lecture • Question&Answer 	4	<ul style="list-style-type: none"> • Quiz • 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.	<ul style="list-style-type: none"> • Lecture • Question&Answer • Quiz • Assignment 	8	<ul style="list-style-type: none"> • Question & answer • 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.	<ul style="list-style-type: none"> • Lecture • Practice • Quiz 	8	<ul style="list-style-type: none"> • Oral test • Assignment

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment tools/ procedures
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.	<ul style="list-style-type: none"> • Lecture • Question & Answer • Quiz • Assignment 	8	<ul style="list-style-type: none"> • Quiz
5	Parametric and non-parametric tests: t-test, ANOVA, Mann-Whitney U test, Kruskal-Wallis test, etc.; Determining the right test.	Analyze data types and variables; Determine the right statistical test for dataset.	<ul style="list-style-type: none"> • Lecture • Practical examples • Presentation 	8	<ul style="list-style-type: none"> • Question & answer • Mid-term examination
6	Application of computer in data analysis and presentation: Introduction to SPSS	Practical use of a statistical package (SPSS).	<ul style="list-style-type: none"> • Lecture • Practical demonstration • Question-Answer 	10	<ul style="list-style-type: none"> • Quiz • Question & answer
7	Bibliometrics: Meaning, definition, scope and importance of bibliometrics; Comparative analysis of bibliometrics, librmetrics, 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	<ul style="list-style-type: none"> • Lecture • Practical demonstrations • Question & Answer 	8	<ul style="list-style-type: none"> • Quiz • Question & answer
8	Citation studies: Author citation analysis; Collaborative authorship; Citation metrics including h-index, g-index and i10-index; Impact factors.	Understand the concept of citation metrics; Analyze citation data for impact assessments.	<ul style="list-style-type: none"> • Lecture • Practical demonstrations • Question & Answer 	6	<ul style="list-style-type: none"> • Question & answer • Debate

Assessment:

Assessment type	Assessment details	Proportion of marks
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:

Gupta, S.P. and Gupta, M.P (2015) *Business statistics*. Sultan Chand & Sons
Malec, M. (2018) *Essential statistics for social research*. Routledge
Potter, W.G (1981) Introduction to bibliometrics, *Library Trends*. V. 30(1): 5-7
Sardna, J.L., and Seigal, R.L. (1982) *Statistical methods for librarians*. Ess Ess.

BISLM 426: Information Resource Sharing [100]

Course Title	Information Resource Sharing
Course No.	BISLM 426
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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 st century.
Learning Objectives	<ul style="list-style-type: none"> • To highlight the rationale of resource sharing as well as its historic origin and modern trends. • To strengthen the theoretical and practical understanding of the students on various aspects of library cooperation and resource sharing. • To help students master the functional requirements of resource sharing particularly in context of Bangladesh and the developing world. • To assist students in designing, developing, implementing and evaluating resource sharing programmes.

Course Details

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment Tools/ procedures
1	Fundamentals of library cooperation and library resource sharing: 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.	Acquire understanding of the origin and growth of library cooperation and resource sharing; Conceptualize the significance of resource sharing.	<ul style="list-style-type: none"> • Lecture • Question & answer 	7	<ul style="list-style-type: none"> • Quiz • Class performance
2	Resource sharing agreement and influencing factors: 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.	Identify the rationale for and obstacles to resource sharing; Understand the necessity and the tools for bibliographic control.	<ul style="list-style-type: none"> • Lecture • Question & answer 	7	<ul style="list-style-type: none"> • Question & answer
3	Components of information resource sharing: Functions and activities of information resource sharing; Components of information resource sharing; Role of union catalogue in information resource sharing, institutional repository (IR).	Identify the elements of resource sharing; Conceptualize the implications and functional requirements of union catalogue and institutional repositories.	<ul style="list-style-type: none"> • Lecture • Question & answer 	7	<ul style="list-style-type: none"> • Assignment
4	Global dimensions of information resource sharing: 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.	<ul style="list-style-type: none"> • Lecture 	8	<ul style="list-style-type: none"> • Oral test

Unit	Content	Learning outcomes	Methods & techniques, activities	No. of hours (60)	Assessment Tools/ procedures
5	Tools and techniques of library and information networks: 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.	<ul style="list-style-type: none"> • Lecture • Group discussion 	8	<ul style="list-style-type: none"> • Question & answer
6	Resource sharing in an automated environment: 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; Understand the implications of computer-based library network.	<ul style="list-style-type: none"> • Lecture • Question & answer 	7	<ul style="list-style-type: none"> • Question & answer • Quiz
7	Types and configuration of library and information networks: 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.	<ul style="list-style-type: none"> • Lecture • Question & answer 	8	<ul style="list-style-type: none"> • Question & answer
8	Current and future trends in library and information network: 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; Assess the problems and prospects of library and information networking in Bangladesh.	<ul style="list-style-type: none"> • Lecture • Quiz • Presentation 	8	<ul style="list-style-type: none"> • Question & answer • Mid-term examination

Assessment:

Assessment Type	Assessment details	Proportion of marks
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:

- Chandel, A.S. & Saraf, V. (Edited) (1987) *Planning in library resource sharing*. Print House
- Harries, S. (1993). *Networking and telecommunications for information systems: an introduction to information networking*. Unipub.
- Kaul, H.K (1999) *Library resource sharing and networks*. New Delhi: Virgo
- Kent, A. (1974) *Resource sharing in libraries: why, how, when, next action steps*, M. Dekker
- MacDougall, A. F. & Prytherch, R. (1991) *Handbook of library cooperation*. Gower Publishing
- Raina, R. (1997) *Library resource sharing and networking*. New Delhi: Vikas.
- Rouse, W. B. & Rouse, S. H. (1980) *Management of library networks*. John Wiley & Sons Inc,

BISLM 427: Systems Analysis and Design [100]

Course Title	Systems Analysis and Design
Course No.	BISLM 427
Credit Hours	4 Credit, 60 Hours
Brief Description of the Course	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.
Learning Objectives	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

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
1	Basic concepts: 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	<ul style="list-style-type: none"> • Class lectures • Concepts mapping 	8	Short questions
2	System development life cycle (SDLC): 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	<ul style="list-style-type: none"> • Class lecture • Weekly discussion 	7	Quizzes
3	System requirement specifications- recognition of need: 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	<ul style="list-style-type: none"> • Class lectures • Concepts mapping 	7	Class Test
4	System analysis: System anatomy, identify the new system requirements, object modeling, dynamic modeling and functional modelling; Risk analysis, developing test criteria and plans.	Able to relate system analysis and different system modeling	<ul style="list-style-type: none"> • Class lecture • Problem-solving exercises 	8	<ul style="list-style-type: none"> • Presentation

Unit	Content	Learning outcomes	Methods & technique, activities	No. of hours (60)	Assessment tools/ procedures
5	System design: 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.	<ul style="list-style-type: none"> • Class lecture • Problem-solving exercises 	8	<ul style="list-style-type: none"> • Surprise test
6	Physical system testing and implementation: 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.	<ul style="list-style-type: none"> • Class lectures • Concepts mapping 	7	<ul style="list-style-type: none"> • Quiz
7	Evaluation and maintenance: 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	<ul style="list-style-type: none"> • Class lecture • Problem-solving exercises 	7	<ul style="list-style-type: none"> • Class Test
8	Project management and professional aspects: 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.	<ul style="list-style-type: none"> • Class lectures • Educational visits to observe some real projects in CSE Dept. of DU 	8	<ul style="list-style-type: none"> • Assignment on preparing different sample project

Summative assessment: Theoretical courses

Assessment type	Assessment method(s)	Proportion of marks
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

- Bruch, J. & Grudnitski, G. (1989). *Information systems: theory and practice* (5th ed.). New York, NY: Wiley.
- Chapman, E. A., Pierre, P. L. S. & Lubans, J. (1970). *Library systems analysis guidelines*. New York, NY: Wiley.
- Elias, M. A. (1997). *Systems analysis and design* (2nd ed.). India: Galgotia Publications.
- FitzGerald, J. & FitzGerald, A. (1987). *Fundamentals of systems analysis: using structured analysis and designing techniques* (3rd ed.). New York, NY: Wiley.
- Lucas, S. C. (1985). *The analysis, design and implementation of information system* (4th ed.). New York, NY: McGraw-Hill.

BISLM 428 (A): Internship in Libraries and Information Centres [50]

Report + Presentation = 25 marks

Library authority = 25 marks

Students will take part in internship program in leading libraries and information centres in Dhaka city under research supervisors designated by the Academic Committee (AC).

BISLM 428 (B): Research Monograph [50]