

DEPARTMENT OF LIBRARY AND INFORMATION STUDIES

CCF Syllabus

SEMESTER II

Course Code	Name of the Course	Assigned Teachers	Credit
CC2	Reference Sources	Nabendu Das, Dr. Shyam Prasad Ram, Dr. Anindya Basu, Nupur Chandra Ghosh	3TH+1TU
	Reference Sources: Origin, development, Categorization by different Library Scientists. Types- Documentary and non-documentary, institutional, human, characteristics of each type, utilization, evaluation and limitations, Studies on Documentary Sources - Primary Sources: Primary periodicals, technical reports, etc.; Secondary Sources: Dictionaries, Encyclopaedias, Yearbooks, etc.; Tertiary Sources: Guides to reference sources, Bibliography of bibliographies, Directories, etc.		
SEC2	Storytelling and Author Reading Circle	Anushree Roy	3TH+1TU
	Storytelling: Definition, Evolution, Types - Oral storytelling, Visual storytelling, Written storytelling,		

	Digital storytelling, Musical storytelling, Dance storytelling, Story telling techniques: Eight techniques - Monomyth, The mountain, Nested loops, Sparklines, In media res, Converging ideas, False start, Petal structure; other techniques Storytelling as a Communications Strategy: Five Cs - Character – Context- Conflict - Climax - Closure. Keys to Good Storytelling, the Five Commandments of Storytelling Four Truths of the Storyteller: The Leader as Storyteller, Truth to the Teller, Truth to the Audience, Truth to the Moment, Truth to the Mission, Application of Aristotle's Seven Golden Rules on storytelling: plot, character, theme, speech/dialog, chorus/music, decor and spectacle. Storytelling and other aspects		
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SEMESTER IV

Course Code	Name of the Course	Assigned Teachers	Credit
CC5	Bibliography Bibliography- Definition, Function, Aims, Parts of a Book. Types: Historical Bibliography, Physical Bibliography, Analytical Bibliography, Enumerative Bibliography& Systematic Bibliography. Systematic Bibliography: Nature, Importance and Types - Universal Bibliography and Incunabula, rare books Bibliography, Indexing and Abstracting periodicals. National Bibliography, Subject	Anushree Roy	3TH+1TU

	Bibliography, Author Bibliography, Trade Bibliography, Bibliography of Bibliographies.		
CC6	Library Administration Organizational structure of a library, different sections and their functions : acquisition, technical processing, circulation, Reference, Periodicals, Reprographic, Preservation and Conservation, maintenance, collection development: stock verification, Library Budget: techniques and methods, budgetary control. Library Personnel: Job description and Job analysis, recruitment, training and development. Library Committee, Library Reports, Library Rules. Library Furniture and equipment.	Dr. Shyam Prasad Ram	3TH+1TU
CC7	Classification I Concept of Classification: Definition, Scope, Importance; classification in everyday life; knowledge classification and book classification; Classification as a base of organization of knowledge and information retrieval in libraries; extension vs intension; chain vs array; enumerative vs faceted classification. Some Useful Concepts in Library Classification: Call Number, Class Number, Book Number and Collection Number Notation: Need, Purpose and Qualities Contribution on library classification: Bliss, Sayers, Cutter, Rajkumar Mukhopadhyay Ranganathan on library classification: Modes of Formation of Subjects, PMEST (Fundamental Categories),	Anushree Roy, Dr. Anindya Basu, Nabendu Das	3TH+1TU

	Facet Analysis, Common and Special Isolates, Phase Relation Library Classification Scheme: Concepts of Dewey Decimal Classification in detail including tables and devices		
CC8	Information Awareness Programme Helping the users to identify the various types and formats of information. Identifying the potential sources of information. Understanding the value and nature of information. Information need and related concepts, Information behaviour and study of Information use. Various Information Tools and Techniques for Digital Campaigning. Evaluating information and its sources critically. Organization of information and effective use of information. Impact of Information Awareness Campaigning	Nabendu Das	3TH+1TU

SEMESTER VI

Course Code	Name of the Course	Assigned Teacher	Credit
CC13	Classification II Classifying of Simple Book Titles using Dewey Decimal Classification, 23rd edition.	Dr. Shyam Prasad Ram	0TH+4P
CC14	Cataloguing II	Dr. Shyam Prasad Ram	0TH+4P

	Hands on practice on AACR2R (Level 1) using Anglo American Cataloguing Rules (AACR 2R), revised edition 1998.		
CC15	Computer Application II Application software, programming language: Algorithm, Flowchart, Programming- BASIC, Python Office Tools; File Organisation of database Data Base Management Systems, and Relational Data Base Management, Advantages and Disadvantages, Preliminaries of Library Management Software.	Dr. Anindya Basu Nabendu Das	0TH+4P