Loreto College

Library and Information Studies (IDC)

Time Plan for Semester III 2026- 2027

Subject: Studies in Fundamentals of Librarianship

Name of the teacher: Dr. Bonny Ghosh

Classes allotted: 2 per week

Teaching objectives:

1.To help students to know about the subject of Library and Information Science

2.To help students to get knowledge about concept and history of Library and Librarianship.

3. To provide students with an understanding of the historical development of libraries, particularly in India, and their cultural significance.

4.To highlight the role of public libraries in promoting universal access to information and their impact on education, literacy, and cultural enrichment.

5. To familiarize students with the functions and roles of major national libraries and public libraries around the world, enabling them to appreciate their impact on society and research.

6. To introduce students to the concept of special libraries and their unique roles in serving specialized communities.

7.Contributions of Dr.S.R. Ranganathan and implications/importance of five laws

8. Develop students' ability to locate, evaluate, and use information from a variety of sources effectively and ethically.

9. Encourage students to analyse, interpret, and evaluate the quality and relevance of information from different types of sources.

10.Guide students in navigating modern e-resources, databases, and other non-documentary sources to adapt to the evolving digital information landscape.

11. Make students understand about the role and responsibility of library from collection development to dissemination of information.

Topic	**Hours Allotted**	**Topics As per curriculum**	**Teaching method**	**Learning Outcome**	**Assessment**
Unit 1	8	1.Definition of library and need for library, 2. Library in ancient, medieval and British India 3.Definition and function of	Lecture and Discussion	1.Understanding the basic concept of library and librarianship 2. Getting knowledge about evaluation	Home and Class assignments, Oral assessment, College and University Examinations

		National Library, British Library, Bibliotheque Nationale of France, Library of Congress and National Library of India 4. Special Library 5. Public Library, Asiatic Society of Kolkata, Asiatic Society of Mumbai, Connemara Public Library, Sarasvati Mahal Library 6.. Five laws of Library Science by S.R Ranganathan		of libraries in ancient, medieval and modern periods. 3. Familiarize the different types of libraries i.e., Academic Library, Public Library and Special Library 4. Gain insight about prestigious libraries at national and international level 5.Achieve understanding of the basics of philosophy of library science in the light of Ranganathas' perspectives and their relevancy till today in library operations and user survey. 7. Students will be able to critically analyse the evolution of libraries, their various types, and their significance in preserving knowledge and supporting education. 8.Students will gain an appreciation for	

				the cultural and historical significance of major libraries and how they have shaped scholarly work and public access to knowledge.	
Unit 2	7	1.Library material sources: concept type of sources: text book, reference book, 2. Documentary (primary, secondary and tertiary), 3.non-documentary (e-resources), 4. Institutional, Human resources with examples; 5. Preservation and conservation of materials.	Lectures and discussion	1.Students will develop critical thinking skills to analyse, synthesize, and evaluate information from a variety of library sources. 2. Students will gain knowledge of best practices for preserving and conserving physical and digital library materials. 3. They will understand the importance of these practices to ensure the long-term availability of resources for future research and education.	Home and Class assignments, Oral assessment, College and University Examinations

Unit 5	3	1.Facilities in libraries: reading, reprographic 2.Role and responsibilities of librarian	Lecture and discussion	1.Student will be able to navigate library systems, databases, and cataloguing tools to support their academic and research projects. 2. Students will understand the role of the library as a central hub for academic and community engagement. 3. Students will acquire skills in effectively managing and utilizing library resources to support both current academic needs and future learning pursuits. 4. They will recognize the library as a lifelong learning resource, fostering continuous growth and development.	Home and Class assignments, Oral assessment, College and University Examinations

Note: Time allotted is approaximate

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Subject: Studies in Fundamentals of Librarianship

Name of the teacher: Debalina Mukherjee

Classes allotted: 2 per week

Teaching objectives:

1.To make aware of different types of library activities for collection development as well as search and retrieval of information.

2. To teach students how to effectively organize library resources through classification and cataloguing systems.

3. To highlight the importance of international standards like ISBD and AACR2R in achieving consistency and interoperability in library cataloguing.

4. To tech students with the knowledge of ISBN, ISSN, accession numbers and how they are used to organize and track library resources.

5. To ensure students understand the processes and tools used for acquiring, managing, and preserving both print and digital resources in a library.

6. To teach students how to use library management systems, OPAC, and digital reference tools (SDI, CAS) to improve library services and user experiences.

7. To ensure students how to provide accurate reference services and guide users in finding required authentic information at right time.

8. To tech students the importance of library standards when managing and distributing library resources.

10.To ensure students to understand the concept of information literacy.

Topic	Hours Allotted	Topics As per curriculum	Teaching method	Learning Outcome	Assessment
Unit 3	10	1.Definition of library, definition of library and information science, Method and tools of book selection	Lecture, discussion and demonstration	1.Develop critical skills for organizing, managing, and retrieving library resources efficiently. 2. Understand the history, standards, and tools that guide	Home and Class assignments, Oral assessment, College and University Examinations

		2. Acquisition process, GOC, problem in Acquisition, Define classification and library classification 3. Need and purpose of library classification, 4. Concept of Universe of Subject, Concept and need of call number, book number and collection number 5. Short note on UDC, CC, Concept of Cataloguing, Definition of cataloguing, purpose, objectives, functions and history of cataloguing (Modern Era) 6. Use of library catalogue card 7. Structure of ISBD and Format of Card Catalogue according to AACR2R 8. History of AACR2R, Example of Card Catalogue, Main Entry and Added Entry, Description of AACR2R Code		modern library management, ensuring access to a vast range of information for users. 3. Acquire a comprehensive understanding of library operations, classification, and cataloguing processes. 4. Understand how to build Class number, book number and collection number. 5. The process of making catalogue card on the basis of AACR2R.	

		and Level of AACR2R			
Unit 4	9	1.Accession Register and Accession Number 2.Concept ISBN and anatomy of ISBN 3.Concept of ISSN and structure of ISSN 4.Circulation work in library 5.Reference service and reference queries 6. Reference service in network environment (SDI, CAS), OPAC	Lecture, discussion and demonstration	1. Students will understand the purpose and function of the accession register and how it is used for tracking and managing library acquisitions. 2. They will be able to explain the role of an accession number as a unique identifier for cataloguing and inventory control of library materials. 3. Students will be able to define ISBN and explain its global role in identifying books and other publications. 4.They will understand the structure of the ISBN and how each component (prefix, group identifier, publisher element, title element, check digit) functions in uniquely identifying a book. 5.Students will comprehend the concept of the ISSN and how it is used to uniquely identify serial publications like journals and magazines. 6.They will be able to explain the structure of the ISSN (two groups of four digits separated by a hyphen) and the role of the check digit in	Home and Class assignments, Oral assessment, College and University Examinations

				validating the number. 7. Students will understand the circulation process in libraries, including lending, renewing, returning, and reserving materials. 8. Students will understand Selective Dissemination of Information (SDI) and Current Awareness Services (CAS) and their roles in providing users with personalized information updates. 9.They will gain proficiency in using Online Public Access Catalogue (OPAC) to search and retrieve library materials, enhancing user access to resources.	
Unit 5	2	Library outreach activity: information literacy	Lecture and discussion	1.Students will be able to define information literacy and explain its importance in academic, professional, and everyday contexts. 2.Students will understand the fundamental components of information literacy, including the ability to identify, locate, evaluate, and use information effectively.	Home and Class assignments, Oral assessment, College and University Examinations

Note: Time allotted is approaximate