



*Department of Library and Information Science*  
*Assam University, Silchar*  
**Notice**

It is information to all the concerned that Department of Library and Information Science has been offering following Open Courses for Second Semester Students

Name of Open Course	No. of Open Course Paper	Pre-requisite of a particular paper (If any)	No. of Seats Available	Criteria for Selection
Information Literacy (Open)	LIS-203	Basic Knowledge of Computer Fluency in English Communication	25	On the basis of Personal Interview
Reference, Information Sources and Services (Open)	LIS-204	Basic Knowledge of Computer Fluency in English Communication	25 Probable Vacancy =07 (Actual Vacancy will depend upon the choice of Internal Students choosing paper in other departments)	On the basis of Personal Interview

Syllabus of above Open Courses are enclosed and also can be downloaded from the Department Home Page on AUS Web Site.

Last Date of Submission of Application by the students through Proper channel : 21/12/2015

Date of Personal Interview : 24/12/2015

Uploading of Selection List : 29/12/2015

All the concerned are requested to do needful in this regard.

(Dr. Manoj Kumar Sinha)

Head of the Department

DLISc, AUS

December 12, 2015

*Head*

**বিভাগাধ্যক্ষ**

**Department of Library and Information Science**

**পুস্তকালয় এবং সুচনা বিভাগ**

**Assam University, Silchar**

**অসম বিশ্ববিদ্যালয়, সিলচর**

AU/DLIS / 165/ 2011/ 2756-99

Copy to

1. P.S. to V.C. for kind information of the Hon'ble Vice-Chancellor
2. Dean, Swami Vivekananda School of Library Sciences for kind information
3. Registrar for information
4. The CoE for kind information
5. Director, Computer Centre with a request to upload the Notice by 15/12/2015
6. The HoD, Department of \_\_\_\_\_, with a request to bring into the notice of the Second Semester students for necessary action.
7. Notice Board
8. File

Head of the Department

DLISc, AUS

*Head*

**বিভাগাধ্যক্ষ**

**Department of Library and Information Science**

**পুস্তকালয় এবং সুচনা বিভাগ**

**Assam University, Silchar**

**অসম বিশ্ববিদ্যালয়, সিলচর**

Department of Library and Information Science  
Assam University, Silchar  
Syllabus for Open Courses

Semester - II													
First Semester : 25 Credits													
Sr. No.	Course Code	Name of Course	Types of Course	Evaluation (70+30) Marks					Credit Distribution			Total Credits	Remarks
				Semester Exam	Class Test	A/SP/FW	Attendance	Total Marks	L	T	P		
1.	LIS201	Management of Library & Information Centres-I	CC	70	15	10	5	100	5	1	0	6	
2.	LIS202	Knowledge Organisation –II: Advanced Library Classification Practice Advanced Library Cataloguing Practice	CC	70	15	10	5	100	0	0	12	6	
3.	LIS203	Information Literacy (Open)	CC	70	15	10	5	100	5	1	0	6	
4.	LIS204	Reference, Information Sources and Services (Open)	CC	70	15	10	5	100	5	1	0	6	
5.	LIS205	Information Communication Technology (ICT) Practice & Bibliographical Project	CC	70	15	10	5	100	0	0	12	6	
Sub-Total								500	15	3	24	30	

**Paper: LIS203 (OPEN COURSE)**

**Information Literacy**

**Credit: 6**

**Marks: 70 + 30 = 100**

**Unit-1: Basic of Library and Information Science**

- Library - Definition, Need and Scope
- Types of Libraries: Public, Academic ,Special and National- objectives, functions, services
- Traditional Library Services, Modern Library Services, Role of Librarians
- Library Websites, Library Portals, Library Gateways, Digital Library Services, Institutional Repository
- Virtual Reference and Information Services, Internet based document delivery, Weblogs and RSS

**Unit-2: Sources of Information**

- Information sources: definition and characteristics
- Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
- Print sources of information, Digital Sources of Information: Paid and Open Access Resources
- Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Handbooks, Manuals
- Current information sources: Yearbooks, Almanacs, News summaries

**Unit-3: Bibliography and Reference Management Techniques**

- Bibliography and Reference Management: Concept and definition
- Referencing Styles: APA, Chicago and MLA
- End Note, Foot Note
- Reference Management Tools: MS-WORD, Mendeley, EndNote

**Unit-4: Citation analysis, Impact Factor, Online citation index and Plagiarism**

- Concept of citation analysis, formulas for measuring Citation: H-index, I-index, G-index
- Impact factor concept, need, formulas for measuring impact factor
- Citation Databases: Web of Knowledge, Scopus, Google Scholar, Resarchgate

- Plagiarism: Concept and Definition, Types of Plagiarism, Plagiarism Detection Tools

## **Unit-5: Information Searching and Retrieval Techniques**

- Information Searching and Retrieval Techniques: Concept and definition
- Role of Search Engines in Information Retrieval
- Information Searching Skills and Competencies
- Searching Techniques: Free Text Search, Boolean Search, Truncated Search, Wild card Search, Federated Search

### **Recommended Books**

1. American Association of School Librarians and Associations for Educational Communications and Technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. American Library Association. Information Literacy: a position paper on information problem solving (2000). Available at: [www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html) (accessed 21 July 2003).
3. Association Of College And Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at : [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html) (accessed 21 July 2003).
4. Baldwin (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005).University of Nebraska, Lincoln. [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11).
5. Delcourt (M) and Higgins (C A). Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education. (1993). 27; 31-7.
6. Eisenberg (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited, Westport.
7. Grassian (E S). Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
8. Grassin (E S) and Kaplowitz (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
9. Smith (S). Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
10. Tight (M). Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies. Vol. 46; 3 September 1998; 251-263.

**Paper LIS204 (OPEN COURSE)**  
**Reference, Information Sources and Services**

**Credit: 6**

**Marks: 70 + 30 = 100**

**Unit 1 Sources of Information**

- Reference & information sources: definition, and characteristics
- Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
- Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Biographical Sources, Geographical Sources, Handbooks, Manuals and e-reference sources(Wikipedia and Google earth)
- Current information sources: Yearbooks, Almanacs, News summaries.

**Unit 2 Reference and Information Service**

- Reference and Information Service - Definition, and characteristics
- Types of Reference Services: Long range service and ready reference service
- Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)
- Bibliographic service, document delivery service, reprographic service, translation service, newspaper clipping service and
- Recent trends in information services (RS 2.0)

**Unit 3 Bibliographic Control and Indexing and Abstracting Services**

- Bibliographic control: Meaning, needs and importance
- Indexing and Abstracting (I & A ) Services: meaning and usefulness
- User education: Meaning and types, literature search (Off-line/On-line), and Computerized information search techniques
- Guidelines for evaluation of different types of sources

**Unit 4 Evaluations of Reference Sources**

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Dictionary, Encyclopedia, Directories, Yearbooks and Almanacs

**Unit 5 Evaluations of Reference Sources**

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria –Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals.

### **Recommended Books**

1. Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
2. Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
3. Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.
4. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.
5. Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.
6. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.
7. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
8. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneswar: SIS Chapter.
9. Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneswar: Gangotri Devi.
10. Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.
11. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
12. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
13. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
14. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

(Head of the Department)

DLISc, AUS

## Open Course Application Form

**Assam University :: Silchar**

(a) Name of the Candidate: \_\_\_\_\_ (b) Semester: \_\_\_\_\_

(c) Department in which Enrolled: \_\_\_\_\_ (d) Gender: \_\_\_\_\_

(e) Email id: \_\_\_\_\_ (f) Mobile No. \_\_\_\_\_

(g) Department to which applied for Open Course: \_\_\_\_\_

(h) Open Paper opted: ☐ 203 Name of the Paper \_\_\_\_\_

☐ 204 Name of the Paper \_\_\_\_\_

(i) Details of the Copy(s) of Document(s) in favour of the prerequisites for the particular paper (if necessary for the course) submitted along with the application

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(Signature of the Candidate)

Note: No application shall be entertained unless supporting documents as claimed in (i) are provided.