

# Rashtrasant Tukadoji Maharaj Nagpur University Nagpur

For All Faculties

Under Skill Enhancement Course (SEC)

**Course Title: Library and Information Skills**

**Nature of the Course: Skill Enhancement Course (At par with SEC course for all UG Programmes as per NEP -2020)**

**Transaction of Course:** As this SEC is meant for Under Graduate programme and will be taught in affiliated colleges under RTM Nagpur University, the Librarians of the colleges are mostly acquainted with the subject matter, hence the college Librarians with requisite qualification may be entitled as a course teacher. Simultaneously the Librarian as a course teacher is also entitled for evaluation of the examination related matters as per RTMNU regulations. *This course will be practical oriented course with more emphasis on Hands-on Skills.*

**Total Credit:** 2 (For each Semester)

**Distribution of Credits:** T + P (2)

**Distribution of Marks:** There will total evaluation of 50 marks based on Internal evaluation (Assignment) and MCQ based exam and Viva Voce in final semester of this course

**Course Objectives:**

1. To nurture a basic understanding on Academic Library System and services.
2. To acquaint with enormous resources available on various domain of knowledge
3. To make aware about the exponential growth of information and ensuring smoother access
4. To enhance information search skills and to make student efficient enough to identify qualitative information resources for study and research
5. To create awareness about the importance of library in the digital environment and Google world

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**Learning Outcomes:** It will enable the students-

1. To enhance understanding of the domain of learning resources available in academic libraries
2. To create awareness about importance of Academic library and its learning resources in Teaching Learning process and Research
3. To mobilize usability of libraries for students for their academics and research

## **SEMESTER – I: Introduction to Library**

**Unit-I:** Basics of a Library –Concept, Objectives, and Importance

**Unit-II:** Structure of an Academic Library- Basic framework of a Library- Library Access System

### **Practical**

**Unit-III:** Library and Information Sources (Concept of Primary, Secondary and Tertiary Sources of Information with examples), Google Vs Library (Hands On)

**Unit-IV:** Role of Library in Teaching-Learning Process- Relationship between Library & Education

### **References:**

1. Agrawal, U. (1999). *Twentieth Centruy : Library Legislationin India*. Udaipur: Shiva Publishers.
2. Chowdhary, G. (2011). *Information Users and Usability in the Digital Age*. New York: Neal Schuman Publishers Inc.
3. Fox, E., & Torres R., S. (2014). *Digital Library Technologies : Complex Objects , annotations, ontologies, Classification, Extraction and Security*. London: Tata Mc Graw Hill.
4. Panella, D., & Ellis, M. (2012). *Basics of Law Librarianship*. New York: Roultegde.
5. Rowley, J. (1993). *Computer for Librarians*. London: Clive Bingley.

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## SEMESTER – II Library Services & Facilities

**Unit- 1:** Library Services- Lending Service, Reference service, Open Access Service, Personalized Service, Book Reservation Service, Referral Service, Portal Service, Document Delivery Service, searching techniques using OPAC, Web OPAC etc.

### Practical

**Unit-II:** Library Facilities: Book Lending, Book Reservation, Inter Library Loan, OPAC, Internet, Reading Room, Book Bank, User Education etc

**Unit-III:** Library Research Facilities: List of Bibliography, Selecting Right library Resource, CAS, E-Resources, Informational retrieval from library

**Unit-IV:** Library Rules, Discipline & Ethics

### References:

6. Agrawal, U. (1999). *Twentieth Century : Library Legislation in India*. Udaipur: Shiva Publishers.
7. Chowdhary, G. (2011). *Information Users and Usability in the Digital Age*. New York: Neal Schuman Publishers Inc.
8. Fox, E., & Torres R., S. (2014). *Digital Library Technologies : Complex Objects , annotations, ontologies, Classification, Extraction and Security*. London: Tata Mc Graw Hill.
9. Panella, D., & Ellis, M. (2012). *Basics of Law Librarianship*. New York: Roultege.
10. Rowley, J. (1993). *Computer for Librarians*. London: Clive Bingley.

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## SEMESTER – III Digital Learning Resources

**Unit-I:** Digital Resources in a Library –Databases, Online Resources, Repositories, Search Engines, AI Tools

**Unit-II:** Information Resources available in your Library

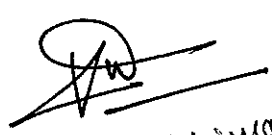
### Practical



**Unit-III:** Library Skills for Education and research (Using Library for assignment, study)

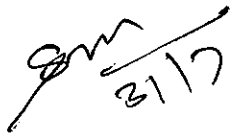
**Unit-IV:** Open Educational Resources for study and research

### References:

11. Agrawal, U. (1999). *Twentieth Century : Library Legislation in India*. Udaipur: Shiva Publishers.
12. Chowdhary, G. (2011). *Information Users and Usability in the Digital Age*. New York: Neal Schuman Publishers Inc.
13. Fox, E., & Torres R., S. (2014). *Digital Library Technologies : Complex Objects , annotations, ontologies, Classification, Extraction and Security*. London: Tata Mc Graw Hill.
14. Panella, D., & Ellis, M. (2012). *Basics of Law Librarianship*. New York: Roultege.
15. Rowley, J. (1993). *Computer for Librarians*. London: Clive Bingley.

  
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## SEMESTER – IV: Information Marketing and Digital Library

Unit-I – Meaning, Concept and role of Digital Library

Unit-II: Library Networks and Consortia, Institutional Repositories

### Practical

Unit-III- Government Initiatives on Digital Resources- NDLI, MOOCs, SWAYAM, UGC Infflibnet – Shodhganga, Shodhgangotri,

Unit-IV- Exploring digital information for career, jobs, higher education , lifelong learning ( Career or Job portals, LinkedIn, Academic Social networks-Academia, Researchgate.edu; Blogs, Portals, Digilocker)

### References:

16. Agrawal, U. (1999). *Twentieth Centruy : Library Legislationin India*. Udaipur: Shiva Publishers.
17. Chowdhary, G. (2011). *Information Users and Usability in the Digital Age*. New York: Neal Schuman Publishers Inc.
18. Fox, E., & Torres R., S. (2014). *Digital Library Technologies : Complex Objects , annotations, ontologies, Classification, Extraction and Security*. London: Tata Mc Graw Hill.
19. Panella, D., & Ellis, M. (2012). *Basics of Law Librarianship*. New York: Roultege.
20. Rowley, J. (1993). *Computer for Librarians*. London: Clive Bingley.

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**Mode of Assessment:**

**Total Credits: 2**

**Internal Assessment+ Examination = 50 M (Total 7 Weeks)**

Semester	T+P	Hrs/Week T=1 Hr P= 2 Hr	Duration	Marks (Internal Assessment)	Marks ( Examination)	
Sem-I	T+P	2(2T)+4 (2P)	6 Hrs	30	20	
Sem- II	T+P	2(2T)+4 (2P)	6 Hrs	30	20	
Sem-III	T+P	2(2T)+4 (2P)	6 Hrs	30	20	
Sem-IV	T+P	2(2T)+4 (2P)	6 Hrs	20	20	10 ( Viva Voce)

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