# Department of Library and Information Science
## Revised Curriculum,
## Bachelor of Arts Degree Programme – External, 2021
## Library and Information Science

| Year Study | Semester | Course Code | Course Title | Compulsory /Optional | Credits |
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| 1 | 1 & 2 | LISC 18214 | Librarianship, Information Literacy and Information Skills | Compulsory | 4 |
| | | LISC 18224 | Libraries, Their Services Collection Development and Management | Compulsory | 4 |
| 2 | 3 & 4 | LISC 28214 | Bibliographic Control: Cataloguing Theory and practice | Compulsory | 4 |
| | | LISC 28224 | Bibliographic Control: Classification Theory and Practice | Compulsory | 4 |
| 3 | 5 & 6 | LISC 38214 | Reference, Information Services and Library Management | Compulsory | 4 |
| | | LISC 38224 | Computer Application in Libraries & Library Training | Compulsory | 4 |

| Course Code: | LISC 18214 |
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| Compulsory/ Optional: | **Compulsory** |
| Course Name: | **Librarianship, Information Literacy and Information Skills** |
| **Intended Learning Outcomes:** | At the completion of this course students will be able to:<br>➢ Define the theories and principles of Librarianship /Professional ethics<br>➢ Describe the impact of libraries on society & culture<br>➢ Compile bibliographies/ indexes/abstracts<br>➢ Identify, define, investigate, and solve problems<br>➢ Use mother tongue proficiently and gain of working knowledge of explain<br>➢ Identify significant landmarks in Sri Lankan library history<br>➢ Describe information literacy concepts and models<br>➢ Use information<br>➢ Practice reading skills literacy skills<br>➢ Search information using Internet<br>➢ Acquire and evaluate new knowledge through independent research and inquiry<br>➢ Gather, evaluate and synthesize information, and data from a variety of sources and media<br>➢ Analyze and interpret phenomena and solve problems.<br>➢ Use computers / ICT efficiently effectively and professional software tools and data |
| **Course Content** | Introduction to Library and Information Science: Evolution, nature, characteristics and philosophy. Library and information profession: Historical development, functions and professional ethics. Social other roles of library and information science; Role of librarian in a knowledge-based society, Types and definitions of bibliographies and indexes and their compilation.<br>Information literacy: components and models. Information sources printed and electronic; Information searching using printed sources and Internet; Introduction to WWW, Browsers and Search engines, Subject gateways; Effective use of libraries and resources: Location of information through catalogues, Bibliographies indexes and abstracts and other sources. Reading skills, and purposes: reading for information, skimming, scanning, comprehension, note taking. Evaluation of sources of information and self-evaluation of assignments. Introduction to research: definitions, rudimentary knowledge of a research proposal, citing and<br>Referencing, styles of referencing, Harvard and APA. |

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| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop<br>All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | <ul><li>Kay, Teehan. (2016). Information Literacy: Strategies for the Classroom. United States: Lulu.com</li><li>Leeder, Kim., and Frierson, Eric. (Ed.) (2013). Planning Our Future Libraries: Blueprints for 2025. United States: ALA Editions</li><li>Michael C. Alewine., and Mark, Canada (2017). Introduction to Information Literacy for Students. New York, United States: John Wiley & Sons Inc</li><li>Mishra, P.N. (2010). Principles of library and information science. Alfa publication.</li><li>Rahman, Zillur MD. (2012). Use of Information Technology in Libraries. Saarbrucken: LAP Lambert Academic Publishing</li><li>Rubin, R., Rubin, R. G., & Alire, C. A. (2020). Foundations of library and information science. ALA.</li><li>සිල්වා, ගාමිණී (2017). ශ්‍රී ලංකාවේ පුස්තකාල හා විඥාපන සේවා ව්‍යාප්තිය. මහරගම: කර්තෘ.</li><li>rKisxy,mshodi' (1993). mqia;ld,hdêldÍ;ajh ms&lt;sn| woyia lSmhǐ, mqia;ld, m%jD; aǐ, 14(4), Tla. – foie., (ŕî. 7-10)</li><li>වීරසිංහ,ඩබ. කෙa.එම්.එම්.කේ. (2001). පුස්තකාල ඉතිහාසය. දළුගම: කර්තෘ.</li><li>වීරසිංහ,ඩබ. කෙa.එම්.එම්.කේ. (2002). පොත පත වත ගොත. දළුගම: කර්තෘ.</li><li>වීරසූරිය, ඩබ්ලිව්. එa' (2004). ග්‍රන්ථ නාමාවලී හා ග්‍රන්ථ නාමාවල Sපිළියෙල කිරීම හා සැලසුම්කරණය පිළිබඳ සරල විග්‍රහයක්. සමාජීය විද්‍යා අධ්‍යයන, iv, ජනවාරි, (පි. 115-136)</li><li>වීරසූරිය, ඩබ්ලිව්. එa' (2000). පුස්තකාලයාධිපති වෘත්තිය හා වර්තමාන පුස්තකාලයාධිපතීන්ගේ කාර්ය භාරය, පුස්තකාල ප්‍රවෘත්ත s,21(4), ඔකa. – දෙසැ., (පs. 10 –13)</li></ul> |

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| **Course Code:** | **LISC 18224** |
| **Compulsory/ Optional:** | **Compulsory** |

| Course Name: | **Libraries, Their Services Collection Development and Management** |
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| **Intended Learning Outcomes:** | At the completion of this course students will be able to:<br>• Describe the functional differences between various types of libraries<br>• Recognize intellectual property and book industry<br>• Apply laws pertaining to copyright and fair use of library materials<br>• Practice resource sharing and library cooperation, cooperate with colleagues and other individuals as an active citizen<br>• Identify process of technical services<br>• Apply the collection development methods<br>• Develop the collection development policies related to library and information centers<br>• Manage the library collection |
| **Course Content** | Different types of libraries and their services: Libraries/ Information and Documentation centers and their services: Resource sharing and library cooperation. Library building and equipment including library standards. Book industry, publishing, and Intellectual property, Censorship New trends related to book industry and publishing in Sri Lanka.<br>Introduction to Technical services; Library materials (printed and non-printed) and sources Collection development policy: criteria, component; Selection process of library materials and information; Acquisition process; Processing of library materials and information; Circulation process; Maintenance of the collection: stock verification, weeding; Conservation and preservation |
| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop<br>All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | • Anderson, Joanne S. (Ed). (1996). Guide for written collection Policy Statements. Chicago : ALA<br>• Carter, C. Ruth., and Kao, L . Mary (2001). Introduction to Technical Services for Library Technicians. United States : Routledge Member of the Taylor and Francis Group |

- Dewe, M. (2017). Planning Public Library Buildings: Concepts and Issues for the Librarian (1st ed.). UK: Routledge.
- Evans, Edward G., Intner, S. Sheila., and Weihs, Jean (2010). Introduction to Technical Services. United States : Libraries Unlimited Inc
- Harvey, Ross., and Mahard, R. Martha (2014). The Preservation Management Handbook : A 21st-Century Guide for Libraries, Archives, and Museums. United States : Rowman & Littlefield
- Ranganathan, S. (2008). Library Manual for School,Colleges and Public Libraries (Revised ed.). India: Ess Ess Publications.
- අලහකෝන්, උදිත පරි. (2006).සම්පත් පාදක ඉගෙනුම් කුසලතා සහ ගුරු පුස්තකාලයාධිපතිත්වය.කොළඹ: ඇස්. ගොඩගේ
- සිල්වා, ගාමිණී (2017). ශ්‍රී ලංකාවේ පුස්තකාල හා විඥාපන සේවා ව්‍යාප්තිය. මහරගම: කර්තෘ.
- වීරසිංහ,ඩබ්. කේ. එම්. එම්. කේ. (2017). පොත්පත් හසර. දළුගම: කර්තෘ.
- වීරසිංහ,ඩබ්. කේ. එම්. එම්. කේ. (2002). පොත පත වත ගොත. දළුගම: කර්තෘ.
- විමලරත්න, කේ.ඩී.ජී. (1989). පුස්තකාල ද්‍රව්‍ය සංරක්ෂණය සහ ප්‍රතිසංස්කරණය. කොළඹ : ශ්‍රී ලංකා ජාතික පුස්තකාල සේවා මණ්ඩලය

| Course Code: | LISC 28214 |
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| Compulsory/ Optional: | **Compulsory** |
| Course Name: | **Bibliographic Control: Cataloguing Theory and practice** |
| **Intended Learning Outcomes:** | At the completion of this course students will be able to:<br>➢ Recognize theories of organizing bibliographical information<br>➢ Identify new trends in library cataloguing<br>➢ Apply cataloguing rules for organizing information<br>➢ Cataloguing using AACR /MARC21/ Resource Description and Access - RDA (Prepare catalogue entries for various types of library material using AACR 2 or MARC21)<br>➢ Prepare different types of catalogues<br>➢ Assign Subject Headings |

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| **Course Content** | Introduction to bibliographic control, Library catalogue: Objectives purpose and functions. Physical forms and types of catalogues; Computer catalogues including OPACs, Development of cataloguing codes with special reference to Anglo-American tradition, Anglo-American Cataloguing Rules, 2nd edition and revisions, RDA, MARC, Meta Data, Authority Control, Filing of entries; filing rules, Subject cataloguing; Use of subject headings using LCSH and Sears. <br><br> Practical cataloguing using AACR2R, MARC and RDA; Single personal author; Entry under corporate bodies, Entry under title Choice and rendering of headings; Shared responsibility. Mixed responsibility; Special rules; Uniform titles; References; Serials cataloguing Analysis. |
| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop <br> All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | <ul><li>Chan, Lois Mai.(2007). cataloguing and classification.3$^{rd}$ ed., The Scarecrow press, Lanham.</li><li>Clack, D.H.( 1990), Authority control: principles applications and instructions, American Library Association, Chicago.</li><li>රණසිංහ, පී. (2007), විෂය සුවිකරණය සහ අනුක්‍රමණිකාකරණය, කර්තෲ, කැලණිය.</li><li>රණසිංහ, පී. (2003) සංක්ෂිප්ත ඇංග්ලෝ ඇමරිකානු සුවිකරණ නීති සංග්‍රහය 2 - 1998 ප්‍රතිශෝධනය, කර්තෲ, රාගම.</li><li>වනිගසූරිය, ප්‍රියංවදා, (2018), සුචිපත්‍රිකා සම්පාදනය, කර්තෲ, නිට්ටඹුව.</li><li>වනිගසූරිය, ප්‍රියංවදා, (2020), සුචිකරණ න්‍යාය හා භාවිතය, නයින් පබ්ලිෂින්, ගම්පහ.</li></ul> |

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| **Course Code:** | **LISC 28224** |
| **Compulsory/ Optional:** | **Compulsory** |
| **Course Name:** | **Bibliographic Control: Classification Theory and Practice** |
| **Intended Learning Outcomes:** | At the completion of this course students will be able to:<br>➢ Recognize theories of organizing bibliographical information<br>➢ Classify knowledge sources using standard classification schemes<br>➢ Identify new trends in library classification<br>➢ Classify all types of library materials using DDC<br><br>➢ Use book numbering for specific documents (Assign Book Numbers using different classification techniques) |
| **Course Content** | Library classification: Need, purposes and functions, Call number, structure and uses, 2.General theory and features of library classification: Features of book classifications, Formation of subjects, Facet and facet analysis. General classification schemes: DDC, UDC, CC and LC. Principles and structures of DDC 22nd and 23rd editions/current editions. Symbiosis between classification and cataloguing<br>General principles of practical classification; Use of Dewey Decimal Classification Scheme, Number building strategies and techniques; Book numbering |
| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop<br>All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | Text books<br>• Dewey, M. (2006), Dewey decimal classification and Relative Index, 22nd ed., OCLC, New York.<br>• Dewey, M. (2011), Dewey Decimal Classification and Relative Index, 23rd ed., OCLC, New York.<br><br>Recommended Reading:<br>• Baatley, S. (2005), Classification in Theory and Practice, Chandos Publishing, Oxford.<br>• Batra, P. (2004), Subject Classification and Indexing Libraries, Mahit Publication, New Delhi.<br>• Krishan K. (2000), Theory of Classification, Vikas Publication, New Delhi. |

- Satija, M. P. (2004), Exercises in the 22nd ed. of the Dewey Decimal Classification, Ess
Ess Publication, New Delhi.
- Weerasooriya, W.A. (2019), A Handbook for Classification Policies and Collection Management in Libraries, Riga: LAMBERT Academic Publishing.
- අලහකෝන්, යු. (2002), ඩිවි දශම වර්ගීකරණය : ප්‍රායෝගික ප්‍රවේශයක්, කර්තෘ, ගම්පහ.
- පද්මසිරි, ජී. ආර්. (2006) පුස්තකාල වර්ගීකරණය : ඩිවි දශම හා විශ්ව දශම වර්ගීකරණය පිළිබඳ හැඳින්වීමක්, කර්තෘ, ඒකල.
- රණසිංහ, පී. (2011) ඩිවි දශම වර්ගීකරණයේ න්‍යාය හා භාවිතය, කර්තෘ, රාගම.

| Course Code: | LISC 38214 |
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| Compulsory/ Optional: | **Compulsory** |
| Course Name: | **Reference, Information Services and Library Management** |
| **Intended Learning Outcomes:** | At the completion of this course students will be able to: <br> ➢ Identify concept of reference and information services <br> ➢ Evaluate different types of reference and information sources <br> ➢ Use printed and electronic reference and information sources <br> ➢ Recognize principles of management <br> ➢ Identify library rules and regulations related to Sri Lanka <br> ➢ Apply management theories in a library environment <br> ➢ Work as team player appreciating the cooperative and collective work cultures |
| **Course Content** | Conceptual understanding of reference and information sources.Introduction to reference services and sources with special reference to Sri Lanka (printed and non-printed), Evaluation of reference and information sources. Types of reference services, Information services and networks, New trends in reference and information services <br> Introduction to management. General principles of management and their application in library environment. Library finance; financial management and Library budget. Library staff; Library Committees, Library rules and |

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| | regulations, statistics and annual reports. human resources management: library leadership, Knowledge management , Library marketing and Public Relation<br>Library management and issues in Sri Lankan context. Library and Information Entrepreneurship |
| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop<br>All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | <ul><li>Gorman, Jack (2014), Reference sources for small and medium sized libraries, 8th ed., ALA, Chicago</li><li>Harper, Meghan (2011), Reference sources and services for youth, ALA Neal-Schuman, New York</li><li>Katz, William A. (2002), Introduction to Reference work Vol. 1:Basic Information Services, 8th ed., McGraw Hill, NewYork<br>Kumar, Krishan (2001), Reference Service, 5th ed., Vikas publication, Delhi Lankes, David.R … (et al), (2003), and Implementing Digital reference services: Setting standards and making it real,Facet publication, London.</li><li>Moran, Barbara B., Morner, Claudia J. & Stueart, Robrt D. (2007), Library and Information Center Management: Library and Information Science Text Series, 7th ed., Libraries Unlimited, California</li><li>Munde, Gail, (ed.) (2013), Everyday HR: A Human Resources Handbook for Academic Library Staff--print/e-book Bundle, ALA Neal-Schuman, New York</li><li>Robin, Stephen P., Coulter, Mary (2005), Management, Person education, New Jersey</li><li>ඇලන්, ජේන් (2005), මානව සම්පත් සංවර්ධනය හා කුසලතා වර්ධනය, කර්තෘ, කොළඹ</li><li>දිසානායක, කරුණාතිලක සහ දිසානායක, මාලනී (2004), ව්‍යාපාර කළමනාකරණය: සංකල්ප සහ පරිචය සතර ප්‍රකාශකයෝ, මහරගම</li></ul> |

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| **Course Code:** | **LISC 38224** |
| **Compulsory/ Optional:** | **Compulsory** |

| Course Name: | Computer Application in Libraries & Library Training |
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| **Intended Learning Outcomes:** | At the completion of this course students will be able to:<br>➢ Recognize areas of LIS automation and ICT applications<br>➢ Identify components of a computer system<br>➢ Describe how data are represented, stored, and manipulated by computer hardware.<br>➢ Use of ICT tools and internet technology for improving workplace performance<br>➢ Design an interactive web<br>➢ Create library databases<br>➢ Create digital library<br>➢ Explore professional and work ethics and practicing librarian.<br>➢ Identify organizational behavior<br>➢ Experience the real work situation in LIS setting<br>➢ Analyze and interpret phenomena and solve problems. |
| **Course Content** | Overview of the computer system. Computer applications in libraries. Software: System and application software including open sources. Creation and maintenance of databases in libraries: KOHA, Use of Internet and its services. Web design and development. Digitization: need and benefits.<br>Library induction and orientation, Introduction to library mission, vision and library objectives, library plans and policies, Training in the library office, library counters and different departments and sections in the library. Training in the operation and use of library equipment. Exposure to the Integrated Library Management Systems (ILMS), Training in the delivery of user services and in library communication and media, library maintenance, conservation and preservation, book repair and binding. |
| **Teaching /Learning Activities:** | Lectures, Discussions, Assignments, Workshop<br>All should be presented by using LMS (As PowerPoint presentation), Using web search and self-studies methods. |
| **Assessment Strategy:** | Written exam (100 marks) or written exam (80 marks) + assignments (20marks) at end of the academic year. |
| **Recommended Reading:** | • Brine, Alan (ed),(2012),Handbook of library training practice and development, Ashgate, London |

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| | • Chandra, Subhash (2005), Library and information technology, Shree Publishers, New Delhi<br>• Hambling, A.C. (2004), Evaluation and control of training, McGraw-Hill Company, New Delhi.<br>• Norlin, Elaina (2021), The Six-Step Guide to Library Worker Engagement, ALA, Chicago<br>• Oldroyd, M. (ed),(2004), Developing academic library staff for future success, Facet, Watson, M. (2008) Building your portfolio: a CILIP Guide, Facet, London<br>• Ramalingan editor (2000), Library and Information Technology concept to applications, Kalipaz publication, Delhi<br>• කරුණානන්ද, අශෝක එස්.(2001), මෘදුකාංග, තරංගි ප්‍රින්ටිස් (මුද්‍රණය), මහරගම<br>• කරුණානන්ද, අශෝක එස්. (2002), හෙට ලොවට පරිගණක, කර්තෘ, මහරගම<br>• කළුආරච්චිල කේ. ඒ. එම්. සී. (2003), දත්ත සැකසීම, කළමණාකරණ තොරතුරු පද්ධති හා තාක්ෂණය, කර්තෘ, නුගේගොඩ |