

DETAILED SYLLABUS OF 1st SEMESTER

Course Code : SEC128

Title of the Course: Library and Information Literacy

Nature of Course: Skill Enhancement Course (SEC)

End Semester : 80 Marks

In Semester : 20 Marks

Total Credit : 03

COURSE OBJECTIVES:

- a) To understand the basic concept of Library Literacy and Information Literacy
- b) To exercise the tools and techniques of retrieving document and information.
- c) To determine the nature and extent of information needed.
- d) To access the needed information effectively and efficiently.
- e) To evaluate information and its sources critically and incorporates selected information into her or his knowledge base and value system.
- f) To understand about the economic, legal and social issues surrounding the use of information and accesses and uses the information ethically and legally.
- g) To aware and use the digital initiatives taken by Indian Government to accomplish Digital India.
- h) To be skilled as Information Literate for the academic venture.
- i) To aware about the Information Literacy Standards.

Syllabi:

Unit	Content	Time (hours)		Method
UNITS	CONTENTS	L	T	P
Unit 1 Information Basics	Concept of Library, Information, Information Literacy Standard, Definition of Information, Characteristics of Information, Need of Information, Digital Information , Sources of Information Knowledge Society, Types of Information sources.	10	2	
Unit 2 Digital literacy and Information Literacy,	Concept of Library literacy and Information Literacy, Digital Literacy, Significance of Library Literacy, Digital and Information Literacy , Continuous Education, Lifelong learning	8	2	
Unit 3 Information Retrieval System and Open Access Discovery Tools	Concept of Library access system, Concept of Information Access system, Library discovery tools/Federated Search, Advanced Search, Boolean Search, Web-OPAC etc.	7	2	3
Unit 4 ICT Components	Definition of Information Technology Components of IT Computer Hardware and Software Storage Devices, Communication Technology	20	3	10
Unit 5 ICT Applications	E Mail—Creation of E-mail, Sending and Receiving mails, Internet - Search Engines, Browsing, Book marks, WEB 2.0-Social Networking Sites RSS feed, Wikis, Blogs, Webinars, Discussion forums, E- Learning,E- Commerce, E- Governance, etc.	10	4	4

Unit 6 Govt. Initiatives and People's participation	Govt. Initiatives Information regarding various government programmes, campaigns, Yojanas, Digital Empowerment Digital Community information Centres (DCIC), Collaboration and participation among masses	10	5	10
Unit 7 Project Work	Library Literacy, Digital Literacy, Information Literacy, Govt. Digital Library Initiatives	0	0	5
	Total	65	18	32

Where, L= Lectures T= Tutorials P=Practicals

Modes of in semester assessment:

(20 Marks)

- One test =10 Marks
- The students have to choose any one of the following suggested activities in a semester for their in semester assessment
 - Project work on any related topic.
 - Viva-Voce
 - Seminar Presentation using Power Point

Total Marks: 50+20+10=80 (Theory 50 marks, Practical 20 marks, Internal Assessment 10 marks)

Learner Outcome:

After completion of this course, students acquaint with basic knowledge of Library Literacy, Information Literacy and Digital Literacy. It helps them to make a skilled Information Literate User for their lifelong academic venture. It helps them to retrieve the right information at the right time.

Books Recommended:

1. Ranganathan, SR.(1988). The Five laws of Library Science. New Delhi
 2. Choudhury, G.G. (2011). Information Users and usability in the digital age. New York: Neal-Schuman Publishers,Inc.
 3. Nicholas, D. (2000). Accessing Information needs:Tools, techniques and concepts for the internet age(2nd ed). London:ASLIB.
 4. Rowley, JE.(1993). Computers for Librarians. London: Clive Bingley
 5. Ryan,J.,Capra, S.(2001). Information Literacy Toolkit:ALA
 6. Choudhury, GG.(2004). Introduction to modern information retrieval (3rd ed).
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