

CURRICULUM OF PGDLKM 2021-22

**PGDLKM
(Autonomous)**

**CURRICULUM
(Revised with effect from 2021-2022 onwards)**



**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
BHARATHIDASAN UNIVERSITY
TIRUCHIRAPPALLI 620024, INDIA**



BHARATHIDASAN UNIVERSITY
Tiruchirappalli-620 024
Department of Library & Information Science
PG. Diploma in Digital Library & Knowledge Management (PGDLKM)
2021-22

Paper	Inst. Hours	Exam. Hours	Credit	Internal	External	Total Marks
Course – I – Web Technologies – 21PGDLKM1	6	3	4	25	75	100
Course – II – Digital Libraries – 21PGDLKM2	6	3	4	25	75	100
Course – III – Knowledge Management – 21PGDLKM3	6	3	4	25	75	100
Course – IV – Project Management and Human Resource Management - 21PGDLKM4	6	3	4	25	75	100
Course – V - Digital Library and Web Technology Practice 21PGDLKM5P	6	3	6	25	75	100
II Semester						
Project and Viva-Voce - 21PGDLKM6 *(Project – 75 Marks + Viva-Voce 25 Marks)	-	-	8			100 * (75 +25)
Total			30			600

Programme Outcomes

1. value added qualification for Library and Information management professionals
2. Acquiring skills on knowledge management
3. Acquiring skills on marketing on information products and services
4. Eligible to get placement as knowledge manager in corporate and Information technology industry
5. Acquiring skills on project management
6. Acquire skills to handle digital gadgets if Information Management the knowledge of management sytem
7. Become expert to content management system and Library management system
8. Acquired knowledge of integrated ICT to Library services of their existing working place

Programme Specific Outcomes

1. Value added programme
2. Additional qualification to the working professionals

3. Corporate and industry exposure
4. Possibility of availing the programme concurrently
5. Sharpening the knowledge and skills specific aspects of subject domain.
6. Continuous professional development
7. Capabilities of managing corporate and industrial library information technology
8. Attain more knowledge of providing LIS services and organizing of Information systems



**Department of Library & Information Science
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Tiruchirappalli - 620 024**

**Courses of Study and the Scheme of Examinations
1 Years (2 Semesters) Programme
(Choice Based Credit System)
(Applicable to Candidates admitted from the Academic Year 2021 onwards)**

Course – 1.1 Web Technologies

Course Code:21PGDLKM1

Objectives:

- To know the concepts of Web Technology, web tools used to organize and access web based information resources.
- To know the methods and practices involved in Web Technology.

UNIT-I

Web Technologies: Concepts, WWW, Internet Protocols, Web Server. Search Engines: General, Meta, Federated Search Engines. Browsers: IE, Mozilla, Google Chrome.

UNIT – II

Web Designing and Web Hosting: Markup Language, Scripting Languages, CSS, Web Blogs, and Websites.

UNIT III

Emerging Web 2.0 Tools: Social Book Marking: Connotea, Digg, Reference Management: Endnote Web, Reference Manager; Virtual Learning, Mashup,

UNIT IV

Web 3.0 Tools: Semantic Web, Cloud Computing, Neural Network, and Artificial Intelligence.

UNIT V

Multimedia Technology: Youtube, NPTEL, FLICKR, Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat and Webinar.

Unit VI:

Advancement of Mobile apps-Google and scopus federated search-Online payment transactions for books and journals Procurement. Youtube, NPTEL, FLICKR, Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat and Webinar.

References:

1. **Balasubramanian, P** (2012). Web Technologies in Library and Information Science. Raj Publications. ISBN 13 9788184841640.
2. **David Parkes and Liz Hart David Parkes , Liz Hart** (2010). Web 2.0 and Libraries: Impacts, Technologies and Trends (Chandos Information Professional). :Chandos. ISBN 13 9781843343462.

3. **Robin Fay , Michael Sauers , Ellyssa Kroski** (2012). Semantic Web Technologies and Social Searching for Librarians (THE TECH SET® #20). : Neal-Schuman. ISBN 139781555707804.
4. **Ellyssa Kroski**, (2008). Web 2.0 for Librarians and Information. Professionals. :Neal Schuman, ISBN 13 9781555706142.
5. **Bradford Lee Eden**, (2008). Content Management Systems for Libraries: Case Studies. :Scarecrow Press. ISBN 13 9780810856929.
6. **Sue W. Alman , Christinger Tomer , Margaret L. Lincoln**, (2012). Designing Online Learning: A Primer for Librarians. :Libraries Unlimited. ISBN 13 9781598846379
7. **Amanda Spink, Michael Zimmer**, (2008). Web Search: Multidisciplinary Perspectives (Information Science and Knowledge Management. 1 ed. : Springer,, **ISBN-13:** 978-3540758280.
8. Karen A. (2010) Coombs Open Source Web Applications For Libraries, Publisher Information Today, and ISBN 139781573874007.
9. Author Karen A. Coombs, (2010) Open Source Web Applications For Libraries, Publisher Information Today, ISBN 13 9781573874007.
10. Ellyssa Kroski, (2008) On the Move with the Mobile Web: Libraries and Mobile Technologies (Library Technology Reports), Publisher: American Library Association, ISBN-13:978-0838957950.

Course Outcome

At the end of learning program of this paper, students should have

- Acquired skills how to know the concepts of Web Technology, web tools used to organize and access web based information resources.
- attained the capabilities kinds of methods and practices involved in Web Technology
- Acquired the knowledge of Web Technologies: Concepts, WWW, Internet Protocols, Web Server. Search Engines: General, Meta, Federated Search Engines. Browsers: IE, Mozilla, Google Chrome.
- Attain the skills of creating Web Designing and Web Hosting: Markup Language, Scripting Languages, CSS, Web Blogs, and Websites.
- Acquire the knowledge of Emerging Web 2.0 Tools: Social Book Marking: Connotea, Digg,
- Learnt the latest Web 3.0 Tools: Semantic Web, Cloud Computing, Neural Network, and Artificial Intelligence.

- Attain the knowledge of Multimedia Technology: Youtube, NPTEL, FLICKR, Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat and Webinar.
- attain the knowledge of Reference Management tools : Endnote Web, Reference Manager; Virtual Learning, Mashup

Course – 1.2 Digital Libraries

Course Code:21PGDLKM2

Objective:

To know the concepts of digital library, organization and design of digital library system

To know the methods and practices involved in digital libraries.

Unit-I

Digital Libraries: Concept and Definitions, Characteristics, functions and advantages, Major Digital Library Initiatives, Digital Library Software: Greenstone, Dspace, E-Prints, Fedora, LOCKSS

Unit-II

Design and Organization of Digital Libraries: Architecture, metadata, OAI_PMH, Digital Library Interoperability, User Interfaces; Web OPAC, Subject Gateways.

Unit-III

Digital content creation: organization and Management, Scanner, OCR, file formats, Storage, Archiving and Preserving Digital Collections, DOI, OPEN URL Integration,

Unit- IV

Digital Resources: E-Books, I-Books and E-Journals databases, Bibliographic Databases, and ETDs.

Unit-V

IPR in Digitization: Patents, Trade Mark, Service Mark, Industrial Design, Copyright; Reproduction Rights, Recording Rights. Motion Picture Rights, Broadcasting Rights, Translation Rights.

Unit-VI

Creation of Tamil interface using D-Space, MERTOL-NPOR-SWAYAM

References:

1. Purushotham Tiwari (2006), Digital Library, New Delhi, APH Publishing Corporation, ISBN:978-8131300367
2. Vijay Lakshmi and S.C. Jindal (2004), Digital Libraries, Delhi, Isha Books, ISBN: 978-8182051096
3. Michael Lesk (2004), Understanding Digital Libraries, Morgan Kaufmann: 978-1558609242
4. Ann Peterson Bishop , Nancy A. van Van House, Barbara P. Battenfield (Editor) , Bruce Schatz (Foreword), Digital Library Use: Social Practice in Design and Evaluation, The MIT Press, ISBN:978-0262025447
5. Diane Kresh (2007), The Whole Digital Library Handbook, ALA Editions, ISBN:978-0838909263
6. Ian H. Witten, David Bainbridge and David M. Nichols, (2009), How to Build a Digital Library, Morgan Kaufmann, ISBN : 978-0123748577.
7. Steven J. Miller (2011), Metadata for Digital Collections, Neal-Schuman Publishers, ISBN : 978-1555707460
8. Terry Reese and Kyle Banerjee (2007), Building Digital Libraries, Neal-Schuman Publishers, ISBN: 978-1555706173.
9. G. G. Chowdhury and Sudatta Chowdhury (2002), Introduction to Digital Libraries, Facet Publishing, ISBN : 978-1856044653.
10. Nelly Balloffet and Jenny Hille (2004), Preservation and Conservation for Libraries and Archives, Amer Library Assn Editions, ISBN : 978-0838910054
11. G. Edward Evans and Margaret Z. Saponaro (2005) Developing Library and Information Center Collections, Libraries Unlimited, ISBN : 978-1591582199.
12. Josef Kolbitsch (2012), Recent Developments in Digital Libraries : How web 2.0 Changes our Libraries, AV Akademikerverlag, ISBN : 978-3639434927.
13. Maristella Agosti (2010), Information Access through Search Engines and Digital Libraries, Springer, ISBN : 978-3642094415.

14. Abby Clobridge (2010), Building Digital Repository Programs with Limited Resources, Chandos Publishing, ISBN : 978-1843345961.
15. Art Rhyno (2003), Using Open Source Systems for Digital Libraries, Libraries Unlimited, ISBN: 978-1591580652

Course Outcome:

At the end of the learning program of this paper, the students should have

1. Gained knowledge about the concepts of digital library, its organization, tools for digital information access.
2. Acquired knowledge in digital library design, architecture and DL softwares.
3. Attained knowledge about online databases and designing of institutional repository.
4. To teach the concepts of digital library, organization of digital information, latest web tools used in digital information access.
5. Acquired skills to the methods and practices involved in digital libraries and library automation.
6. Attained the knowledge of Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards
7. Learnt elaborative on Digital content creation: files formats, Archives and Preservation
8. Gained the knowledge concept of Web Technologies: WWW, Internet Protocols, Web Server. Search Engines: General, Meta, Federated Search Engines. Browsers: IE, Mozilla, Google Chrome.

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Course-1.3 Knowledge Management **Course Code: 21PGDLKM3**

Objective:

- To know the concepts and types of knowledge management
- To familiar the knowledge management practices and process in libraries.

Unit –I

Knowledge Management: Concepts, definitions and Need; Types of Knowledge: Explicit and Tacit.

Unit-II

Knowledge creation and capturing: Knowledge creation model: SECI Model, Ba Model; Capturing tacit knowledge, KM Life Cycle; CoP, Lesson learning, Story telling

Unit –III

Knowledge codification and organization: Knowledge base - knowledge mapping, decision trees, decision tables and frames etc.

Unit - IV

Tools and techniques of knowledge management: Knowledge Portal, Share Point, Alfresco, Drupal, Moodle, Knowledge Visualization: Free mind, VOSViewer, HISTCITE, MINDMAP

Unit –V

KM Issues and Initiatives and Case studies – NASA, INFOSYS, TATA.

Unit-VI

Case studies Corporate and Special Libraries; Emerald Management Extra-Fortune 500 companies- Library visits

References:

1. Carl Frappaolo, (2006), Knowledge Management, Capstone, ISBN-13: 978-1841127057
2. Melissie Clemmons Rumizen, (2001), The Complete Idiot's Guide to Knowledge Management, ALPHA, ISBN-13: 978-0028641775
3. Edna Pasher and Tuvya Ronen, (2011), The Complete Guide to Knowledge Management: A Strategic Plan to Leverage Your Company's Intellectual Capital, Wiley ,ISBN-13: 978-0470881293
4. Harvard Business School Press (Compiler) (1998), Harvard Business Review on Knowledge Management, Harvard Business Press ,ISBN-10: 0875848818
5. Christee Gabour Atwood, (2009), Knowledge Management Basics (ASTD Training Basics Series), ASTD Press, ISBN-13: 978-1562865481
6. Amrit Tiwana, (2002), The Knowledge Management Toolkit: Orchestrating IT, Strategy, and Knowledge Platforms, Prentice Hall ,ISBN-13: 978-0130092243
7. Amrit Tiwana, (2002), The Knowledge Management Toolkit: Orchestrating IT, Strategy, and Knowledge Platforms, The MIT Press , ISBN-13: 978-0130092243
8. Kimiz Dalkir, (2005), Knowledge Management in Theory and Practice, Butterworth-Heinemann, ISBN-13: 978-0750678643
9. Elie Geisler and Nilmini Wickramasingh, (2009), Principles of Knowledge Management: Theory, Practice and Cases, M.E.Sharpe, ISBN-13: 978-0765613226
10. Irma Becerra-Fernandez and Rajiv Sabherwal ,(2010), Knowledge Management: Systems and Processes , M.E.Sharpe, ISBN-13: 978-0765623515

11. Madanmohan Rao, (2004), Knowledge Management Tools and Techniques: Practitioners and Experts Evaluate KM Solutions, Butterworth-Heinemann, ISBN-13: 978-0750678186
12. Michael Polanyi and Amartya Sen, (2009), The Tacit Dimension, University Of Chicago Press, ISBN-13: 978-0226672984
13. Elias M Awad and, Hassan M. Ghaziri, (2003), Knowledge Management , Prentice Hall, ISBN-13: 978-0130348203
14. Bryan Bergeron, (2003), Essentials of Knowledge Management, Wiley, ISBN-13: 978-0471281139
15. Chris Collison and Geoff Parcell, (2005), **Learning to Fly :Practical Knowledge Management from Leading and Learning Organizations** Management , Capstone, ISBN-13: 978-1841125091

Course Outcomes:

At the end of the learning of this paper, the students should be able

1. Acquired knowledge the concepts and types of knowledge management.
2. Learnt how to familiar the knowledge management practices and process in libraries.
3. Learnt in depth the process of Knowledge creation and capturing: Knowledge creation model – Capturing tacit knowledge
4. Gain the Knowledge in the codification and organization: Knowledge mapping, decision trees, decision tables
5. Learnt depth the Knowledge Management Tools and techniques elaborate discussion on Case studies about Corporate and Special Libraries
6. Well trained to create the library Portal, e-learning, Community of Practice, Storytelling.
7. Attained the knowledge for creating subject gateway
8. To accept readily a managerial cadre in knowledge management in a library or an equivalent position in IT industry.

Course-1.4 Project Management and Human Resource Management

Course Code:21PGDLKM4

Objective

1. To relate the concept of Project Management and Human Resource Management in KM
2. To understand the various managerial operations of Corporate and Industrial organizations.

Unit 1

Human Resource Management – Concept, Definition, HRM – Strategies, Human Resources Planning, Objectives, HRP Process -Manpower Estimation, Job analysis, job Description, Job Specification, Recruitment Sources of Recruitment, Selection Process, Placement and Induction, Retention of Employees.

Unit II:

Communication: concepts, Importance of communication, types, verbal and non-verbal, barriers of communication, communication in organizations; using communication skills to manage conflicts.

Unit III:

Communication Skills: Verbal Communication Writing skills: Concept, Techniques, skills and tools; Non-verbal communication. Body language. Posture, Kinesics, Gesture, Haptics, Paralanguage. Personality development: work and organizational psychology - Stress management, Time management and crisis management. Public Relations; Concept, Meetings and Negotiation-strategies. Different types of meetings.

Unit IV:

Organization Structure and Climate: Organizational Structure and Design, Managerial Communication, Planning Process, Controlling, Delegation and Inter department Coordination, Organizational Structure and Managerial Ethos, Management of Organizational Conflicts, Managing Change

Unit V:

Project Management Concepts: Concept and characteristics of a project, importance of project management, types of project, project organizational structure, project life cycle, Statement of Work.

Unit-VI

Case Study- Visiting the English Language Lab at BDU, NIT, IIM, St Joseph College
(Acquisition, Circulation, Periodicals and Technical Processing)

Reference:

1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management: Contemporary Perspective. New Delhi: McMillan, 1996.
2. Bratton, John and Gold, Jeffery. Human Resource Management: Theory and Practice. Basingstoke: Mac Millan, 1994.
3. Brophy, Peter and Courling Kote. Quality Management for Information and Library Managers. Bombay: Jaico, 1997.
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12. Paliwal, P.K. Compendium of Library Administration. New Delhi: Ess Ess, 2000.
13. Paranjpe, Vivek. Strategic Human Resource Management. New Delhi: Allied, 1997.
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15. Pearson, R.J. Ed. Management Process: Selection of Readings for Librarians. Chicago: ALA, 1983.
16. Prasher, R G. Developing library collection. New Delhi: Medallion Press, 1993.
17. Ranganathan, S R. Library manual. 2nd ed. Bangalore : Sharada Ranganathan Endowment, 1988.
18. Ranganathan, S R. Library administration. Bombay : Asia, 1959.
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20. Stuart, Robert D. and Moran, Barbara B. Library and Information Center Management. Colorado: Libraries unlimited, 2004.

Course Outcomes

At the end of learning program of this paper, students should have

1. Acquired knowledge on the concepts of management
2. Acquired knowledge on historical development of managerial as a science
3. Understood the procedures, rules and he practices of library routines
4. Understood the system of charging and discharging
5. Acquired knowledge on HRD, Budget, planning and their relationship to the library environment.
6. Acquired traits on library collection development of both print and electronic resources.
7. Understood the facet of library and professional communication.
8. Learnt on the reading and report writing skills.
9. Acquired knowledge on time saving techniques and developing overall professional personality.

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Course-1.5 Digital Library and Web Technology Practice

Course Code:21PGDLKM5P

Digital Library Software: Greenstone and Dspace

E-Learning Software: Moodle

Web Designing and hosting: Webs, Webnode and Weebly

Weblog: Wordpress, Blogspot

Knowledge Management: Share point, Alfresco, Drupal

Knowledge Mapping Tools: Free mind, Histcite, VOSviewer

Chat with Librarian: Google talk, Instant Message.

Course Outcomes

1. Acquired knowledge in Digital Library softwares.
2. Understood the design and methods of protocols of Digital Library.
3. Learnt the methods and formats of digital content creation and preservation.
4. Acquired skills to the methods and practices involved in digital libraries and library automation.
5. Attained the knowledge of Design and Organization of Digital Libraries: Architecture, Interoperability, Protocols and Standards
6. Learnt depth knowledge on Digital Library Software's: Greenstone and Dspace
7. Acquired the knowledge of creating institutional repositories for library as well as personal
8. Analyzed the knowledge of Open source Digital Library Software's: Greenstone and Dspace

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1.6 Project and Viva-Voce

Course Code:21PGDLKM6

Course Outcomes:

On the completion of the project work and report, the students should have

1. Obtained a thorough knowledge about overall research methodology, identifying a specific research area and an appropriate choice of topic, research design including sampling techniques, identifying the conceptual framework, data collection techniques and the style of bibliographic format.
2. Obtained a thorough knowledge about the emerging areas of research in LIS as well as the application subject domain beneficial to the academic community or the library professionals.
3. Developed the capability to identify the emerging problem facing library services or automation or digitization
4. Developed the capability to suggest optimum solution using open source software
5. Gained the knowledge for designing the research problem and methods of research types
6. Attained the knowledge of collecting review of literature and the procedures to compile a bibliography.
7. Learnt the research report writing skills and presentation skills, also the expertise to write the research articles in LIS area.