

SEC-1

Project Work in LIS: (a) Literature Survey, and (b) Field Survey

Course Title & Code	Credits	Credit Distribution of the Course			Eligibility Criteria	Pre-Requisite of the Course (if any)
		Lecture	Tutorial	Practical/ Practice		
SEC-1: Project Work in LIS: (a) Literature Survey, and (b) Field Survey	4	2	0	2	-	-

Course Objectives

The objectives of this course are to equip students with the essential research and practical skills required in a professional library setting. Students will undergo comprehensive training in literature searching, mastering the use of both traditional print resources and modern online databases within their specific area of study. This technical foundation is further strengthened by instruction on the systematic preparation of bibliographies and documentation lists. In addition to theoretical knowledge, the curriculum emphasizes practical application by exposing students to the real working environment of a library. By assigning topics centered on actual library operations, the program ensures students understand the complexities of daily management. Finally, students will be trained to synthesize their findings into a professional state-of-the-art report, demonstrating their ability to evaluate and present the current landscape of their assigned research field.

Learning Outcomes

After completing this course, students will be able to:

- ☞ Conduct systematic literature searches using print and electronic sources.
- ☞ Prepare bibliographies and documentation lists using standard citation styles.

- ☞ Understand library housekeeping operations through practical exposure.
- ☞ Prepare state-of-the-art project report based on literature review and field survey.

UNIT I: Literature Search and Information Sources

- ☞ Concept and purpose of literature search
- ☞ Search techniques: keywords, Boolean operators, filters, etc
- ☞ Use of Shodhganga, Shodgangotri, Electronic Databases
- ☞ Basic awareness about plagiarism and ethical use of information

UNIT II: Bibliography and Documentation

- ☞ Concept, purpose and types of bibliography
- ☞ Bibliographic description of books, articles, and web resources
- ☞ Citation styles: APA (Latest) and MLA (Latest)
- ☞ Literature review: methods and organization
- ☞ Preparation of Indices

UNIT III: Field Survey

- ☞ Orientation to library housekeeping operations
- ☞ Methods of data collection: observation, interview, and questionnaire
- ☞ Field visit

UNIT IV: Report Writing

- ☞ Structure of the report: introduction, analysis, conclusion, references
- ☞ Academic writing and research ethics
- ☞ Report preparation, presentation, and viva-voce

Essential Readings

- ☞ CHOWDHURY (G G) and CHOWDHURY (Sudatta). Searching CD-ROM and online information sources. 2000. Library Association, London.
- ☞ BUSH (C H). Research methods in librarianship. 1990. Academic Press, New York.

- ☞ POWELL (R R) and SILIPIGNI (C L). Basic research methods for librarians. Ed. 4. 2004. Libraries Unlimited, Westport.
- ☞ SINGH (S P). Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.

Suggested Readings

- ☞ LANCASTER (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.
- ☞ BROWN (Christopher C.). Librarian's Guide to Online Searching: Cultivating Database Skills for Research and Instruction. Ed 6. 2021. Libraries Unlimited, Westport.