



SOMAIYA
VIDYAVIHAR UNIVERSITY

Department of Library and Information Science

Syllabus

PG Diploma in Digital Library and Data Management

Academic Year 2024– 25

**Department of Library and Information Science
Somaiya Vidyavihar University, Vidyavihar, Mumbai – 400077**

Preamble: To train professionally qualified manpower (BLIS) and MLIS) with an electronic environment for providing efficient library services. The digitization of the library and data management system and its practical expertise will enhance the quality of library service.

Eligibility: Bachelor's degree in any discipline from recognized University/Institution and BLISc/ MLISc

Duration: 6 Months

Fees: Rs. 10000 /-

Seats: 20

Mode: Online

Internship: The candidate needs to seek an internship in an organisation, and that we will support them in the journey, to acquire internship opportunities in Mumbai. If outside Mumbai, the candidate will need to connect with any registered school, NGO, academic library, Special, Public library and we will provide validation of the internship program during the tenure of the coursework between July - December 2024.

PG Diploma in Digital Library and Data Management
Credit Scheme

Course Code	Course Name	Teaching Scheme (Hrs.) TH – P – TUT	Total Hrs. (per week)	Credits Assigned TH – P – TUT	Total Credits
129I03C101	ICT and Knowledge Organisation in Digital Environment	2 - 1 - 1	4	2 - 1 - 1	4
129I03C102	E-resources Management	2 - 1 - 1	4	2 - 1 - 1	4
129I03C103	Digital Library Management	2 - 1 - 1	4	2 - 1 - 1	4
129I03C104	Data Management tools	2 - 1 - 1	4	2 - 1 - 1	4
129I03C105	Internship	0 - 0 - 0	4	0 - 0 - 0	4
Total		8 - 4 - 4	20	8 - 4 - 4	20

Examination Scheme

Course Code	Course Name	Examination Scheme & Marks						
		Continuous Assessment (CA)		End Semester Examination (ESE)	Term Work (TW)	Oral * (O)	Practical and Oral (P and O)	Total
		In Semester Examination (ISE)	Internal Assessment (IA)					
129I03C101	ICT and Knowledge Organisation in Digital Environment	-	50	50	-	-	-	100
129I03C102	E-resources Management	-	50	50	-	-	-	100
129I03C103	Digital Library Management	-	50	50	-	-	-	100

129I03C104	Data Management tools	-	50	50	-	-	-	100
129I03C105	Internship	-	—	—	-	-	-	100
Total			200	200	-	-	-	500

Syllabus

1.

Paper / Course Code	Paper / Course Title						
129I03C101	ICT and Knowledge Organisation in Digital Environment						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	2		1		1		04
Credits Assigned	2		1		1		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	TermWork (TW)	End Semester Examination (ESE)	Total
	--	--	25	25	--	50	100

Course Objectives:

- To familiarise the students in creating, processing and sharing data or information.
- To improvise the students efficiency in accessing information in the digital environment.

Course Outcomes:

- Students will understand the organisation of materials, retrieval & manage the collection.
- Students will perform basic ICT operations, access digital resources, develop 21st Century Competencies (CC).

Module No.	Unit No.	Topics	Hours
1.0		Unit 1	15
	1.1	Information communication technologies in libraries, Networking: Concept, Objectives, Types, Devices, Product & Services, Operating System- Microsoft Office: Word, Excel, PowerPoint	
2.0		Unit 2	15
	2.1	Digitisation: Introduction, objectives, need, steps and process of digitisation, Dspace, Koha, Axiell	
3.0			

	3.1	Unit 3	15
		Components of digital library & digital collection, Technical Infrastructure, Digital library architecture.	
4.0		Unit 4	15
	4.1	Basics of Knowledge Organization, Classification, Cataloguing, Indexing, Subject Heading & Keyword, Metadata: Concept, Types and Functionalities, Metadata Standards: MARC, Dublin Core (DC), METS, etc., Protocol For Metadata Harvesting (PMH), Open Archives Initiatives (OAI Model), Ontologies, Thesauri, Simple Knowledge Organization System (SKOS), Web Ontology Language (OWL), RDF, Harvesters & Federated Search Engines	
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1.	Munshi, Usha	Information Communication for Libraries	INFLIBNET Centre	July 24, 2018
2.	Almunawar, M. N., Islam, M. Z., & de Pablos, P. O. (Eds.)	Digitalisation and organisation design: Knowledge management in the Asian digital economy	Routledge	2022
3.	Fenwick, Peter	Introduction to Computer Data Representation	Bentham Science Publishers	6 Feb, 2018
4.	Golub, Koraljka, and Ying-Hsang Liu	Information and knowledge organisation in digital humanities: Global perspectives	Taylor & Francis	2022
5.	Gnoli, Claudio	Introduction to knowledge organisation	Facet publishing	2020

2.

Paper / Course Code							
129I03C102	E-resources Management						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	02		01		01		04
Credits Assigned	02		01		01		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	25	25	--	50	100

Course Objectives:

- To familiarise, acquaint & train students with the principles & practices of digital collection management.

Course Outcomes:

- Students will understand the managerial aspects pertaining to the present library & information centres.
- Students will implement best practices of e-resource management in library information centres.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1	15
	1.1	Types of e-Resources, E-Journals, E-Books, Multimedia Resources & Online Resources, Open Access Resources & Types, Open Access Initiative in India & Global, SHERPA services, Open Science, Acquisition Models: Evidence Based, Demand Based, Negotiation Based, Internet of Things (IOT): Concept & Use Cases in Digital Libraries	
2.0		Unit 2	15
	2.1	Remote Access Tools & Technologies, Online Information Services: Search & Retrieval Strategies	
3.0		Unit 3	15
	3.1	Information Networks, Library Consortium & Access Models	
4.0		Unit 4	15
	4.1	Subscription & Licensing of e-Resources, Negotiation, Licence Agreement	
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1.	Verminski, Alana & Blanchat, Blanchat	Fundamentals of Electronic Resources Management	ALA Neal-Schuman	2017
2.	Tandel, Kailash D.	E-Resource Management System for Libraries	Scientific Publishers India	1 January 2018

4.	Kumar, P S G.	Management of Library and Information Centres	B R Publications, Delhi	2003
5.	Koontz, H and Weitghric, H.	Essentials of Management	Tata McGraw Hill Publishing Co.Ltd, New Delhi	(5th ed) 1998
6.	Krishna Kumar	Library administration and management	Vikas Pub. House, New Delhi	1987
7.	Garter, Edward D. (ed.)	Advances in library administration and organisation	Elsevier, Amsterdam	2005

3.

Paper / Course Code	Paper / Course Title						
129I03C103	Digital Library Management						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	02		01		01		04
Credits Assigned	02		01		01		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	25	25	--	50	100

Course Objectives:

1. To design & implement an efficient user-friendly system that automates the various tasks.
2. To create space for a variety of information including multimedia.

Course Outcomes:

1. Students will be able to provide instant & accurate data regarding any type of book, thereby saving a lot of time and effort.
2. Students will be able to handle any kind of library within an organisation seamlessly.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1	15
	1.1	Foundations of Digital Libraries, Its architecture	
2.0		Unit 2	15
	2.1	Collection Development in Digital Libraries	
3.0		Unit 3	15

	3.1	Digital Library Services & Marketing, Mobile Application for user's service, Cloud Application in Library, Information Services - Library Network, Web Scale Discovery Services, Federated Search - Assistive technology application in Libraries, Social networking application in libraries - DDS, Reference, Alerting Service	
4.0		Unit 4	15
	4.1	Digital Library Standards, IPR & Legal Issues, Digital Libraries : Creative Commons Licences, Open-source licences: Data & Cryptography - Hippocratic License	
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1	Todaro, Julie	Library Management for the Digital Age A New Paradigm	Rowman & Littlefield Publishers, Inc.	2014
2	Rohatgi, Anurag	Digital Library Management	Wisdom Publisher	2016
3.	Swain, Chnadrakanta	Digital Library Management	SSDN Publishers & Distributors, New Delhi	2014
4.	Omesh, Aadhavan	Management of Digital Library	Oxford Book Company	2010
5.	Lakshmi, Vijya & Jindal, S.C.	Digital Libraries (Digital Library: Principles and Practices)	Isha Books	2004

4.

Paper / Course Code	Paper / Course Title						
129I03C104	Data Management tools						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	02		01		01		04
Credits Assigned	02		01		01		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Examination (ESE)	Total
	--	--	25	25	--	50	100

Course Objectives:

- To teach data analysis techniques essential for decision-making and managerial tasks.

Course Outcomes:

- Students will get valuable insights about various types of data & data management tools.
- Students will be familiarised with the data management policies, importance of data security & ethics.

Module No.	Unit No.	Topics	Hours
1.0		Unit 1	15
	1.1	Data/Definition of Data, Types of Data, Data Resources, Organization & Use of data. Big Data: Concepts, Characteristics, Use Cases, Hadoop Ecosystem Open Data: Concepts, Characteristics, Use Cases, Standards And OGDs Linked Data: Concepts, Characteristics and Use Cases Research Data	
2.0		Unit 2	15
	2.1	Data Management: Data Management Planning, Data Collection, Data Collection Tools, Research Data Management, Data Sharing Techniques, Data Reuse, Data Citation	
3.0		Unit 3	15
	3.1	Data Literacy, Data Curation and Quality Control	
4.0		Unit 4	15
	4.1	Data Management Policy, Data Storage, Protection and Security, Sharing, Data Ethics	
		Total	60

Recommended books:

Sr No	Name/s of Author/s	Title of Book	Name of Publisher with country	Edition and Year of Publication
1.	Bhardwaj, R.K. & Banks, P. (ed.)	Research Data Access and Management in Modern Libraries (Advances in Library and Information Science (ALIS))	IGI Global, India	30th May, 2019
2.	Herndon, Joe	Data Science in the Library: Tools and Strategies for Supporting Data-Driven Research and Instruction	Facet Publishing, UK	20 December 2021

3.	Kumar, Merugu Ravi	Library 3.0: An Innovative Tool in Knowledge Epoch	Ess Ess Publications, India	1 October 2019
4.	Thanuskodi, S	Handbook of Research on Inventive Digital Tools for Collection Management and Development in Modern Libraries	Idea Group,U.S.	1st ed, 30 July 2015
5.	Michnik, Katrina	Library Career Management in the Digital Age: A New Tool for Development (Chandos Advances in Information Series)	Chandos Publishing (Oxford) Ltd	20 June 2024

5.

Paper / Course Code	Paper / Course Title						
129I03C105	Internship						
	TH		P		TUT		Total
Teaching Scheme (Hrs.)	00		04		00		04
Credits Assigned	00		04		00		04
Examination Scheme	Marks						
	Oral (O)	Book Review	Internal Assessment (IA)	Practical (P)	Term Work (TW)	End Semester Evaluation (ESE)	Total
	30	--		70	–	–	100

Course Objectives:

- To build confidence through practical knowledge gained from the libraries.

Course Outcomes:

- At the end of this course students will be able to work and handle different types of library.

Internship: The student getting admission in PGDDLDM need to complete internship for one month from a library and submit a report of internship along with attendance certificate. The report will be evaluated, and marks will be allotted.