University of Pune,
Department of Library & information science
Syllabus for
POST GRADUATE DIPLOMA IN DIGITAL LIBRARY MANAGEMENT

1. **Objectives:**

   Main objectives of this course programme are:

   - To build and maintain the reservoir of memory to conserve and communicate culture, heritage, science, art and folk tradition of the nation.
   - To prepare students in the application of ICT for selection, organization and Preservation of knowledge for use.
   - To bring out the competent human resource to promote access to the traditional and socially useful knowledge by the process of digitization.

2. **Career Opportunities:**

   More and more organizations in India are embarking on new concepts in handling information with the changing times. Information formats have changed rapidly from print on paper to digital formats. There is a need for qualified and trained Library and Information Management professionals to take lead and guide developments in helping the end users in the changing environment.

3. **CURRICULA**
4.

   a) **DISTRIBUTION OF CREDITS:**

   The total credits for the diploma programme are as detailed below:
   - 8 Theory papers = 32 Credits
   - Field Work : 8 Credits
   - Total Credits of the Programme: 40

Semester	Paper Code	Paper Title	Internal	External	Credit
Semester - I	PGDDLM - 101	KNOWLEDGE SOCIETY	50	50	4
	PGDDLM – 102	FOUNDATIONS OF DIGITAL LIBRARIES	50	50	4
	PGDDLM – 103	COLLECTION DEVELOPMENT IN DIGITAL LIBRARIES	50	50	4
	PGDDLM – 104	KNOWLEDGE ORGANIZATION	50	50	4
	PGDDLM - 105	DIGITAL LIBRARY PRACTICAL	50	50	4

Semester - II	PGDDLM - 201	DIGITAL LIBRARY ARCHITECTURE	50	50	4
	PGDDLM – 202	INFORMATION ACCESS AND SERVICES	50	50	4
	PGDDLM –203	DIGITAL PRESERVATION AND ARCHIVING	50	50	4
	PGDDLM –204	APPLICATION OF WEB 2.0 IN DL Practical	50	50	4
	PGDDLM -205	INTERNSHIP		100	4
		Total Credits		**1000**	**40**

Eligibility:
- Any student having a bachelor or Master's degree in Library & Information Science from any recognized university is eligible to apply for the course.
- Preference will be given to candidates with relevant work experience

Duration of the course : One year

Learning outcome of the course:

It is expected that this course programme enable students to gain thorough and technically focused background in Digital Libraries. Further it helps them to understand the critical issues of Digital Library, and facilitating them to serve as designers, decision makers and creators of Digital Libraries. In addition this course will help the students to gain advanced level knowledge of digital asset management, information collection modeling, design of human centered digitally mediated information services and information management.

COURSE DESCRIPTION
Semester- I
PGDDLM- 101: KNOWLEDGE SOCIETY
- Understanding Society: Basic Concepts and Overview, Diversity of values, institutions and practices.
- Knowledge Society: Evolution, Components, Dimensions and Indicators.
- Information Institutions of different kinds; their objectives and functions; Library as a social and knowledge institution; National Knowledge Commission. Legislative framework for library development and information provision; Public Library legislation; Delivery of Books Act; Right to Information Act; National
- Information Policy
- The Information profession; Professional Ethics, Professional Bodies and their Activities, Normative principles of library and information science; The Five Laws of Library Science and their implications to knowledge society

PGDDLM-1 02: FOUNDATIONS OF DIGITAL LIBRARIES
- Digital Libraries: Conceptual Framework; Definitions, Models and Theories
- Open Access Initiative – India and Global, Its implications for empowering society

- Digital Libraries: Role in Education and Research. Project Management, Best Practices
- and Case Studies
- Academic and Research Perspective: Challenges and Concerns for Digital Library

PGDDLM -103: COLLECTION DEVELOPMENT IN DIGITAL LIBRARIES
- Digital Resources: Nature, Types and Characteristics; e-Journals, e-Books, Multimedia Resources and Online Resources;
- Building Digital Library Resources – Born Digital and Digitized Selection and Acquisition of materials for Digitization
- Digital Collection Management and Evaluation – Issues and Strategies
- Economic Issues: Costing and Funding

PGDDLM- 104: KNOWLEDGE ORGANIZATION
- Knowledge Organisation; Metadata: Role of Metadata in Digital Resource Management; Harvesting,
- Standards –MARC XML, Dublin Core (DC), METS U/SRW etc.,
- Ontologies and Thesauri – Simple Knowledge Organization System (SKOS), Web Ontology language (OWL)
- Harvesters and Federated Search Engines

PGDDLM- 105 DIGITAL LIBRARY PRACTICAL
- Digitization Process- Selection, Scanning, Conservation and formats
- Digital Repositories
  - Institutional Repositories
  - Thematic Repositories
- Federated Search Engines
  - E-Journals – open access and Subscription based
  - Online databases
  - OPACS
  - Digital Repositories
- Metadata Interoperability and Cross Walks
- OAI-PMH: Metadata Harvesters and Aggregators.

SEMESTER- II
PGDDLM- 201: DIGITAL LIBRARY ARCHITECTURE
- Architecture Overviews, Principles and Types: Distributed, Federated, Service Oriented and Component based Architectures.
- Digital Library Components: Identifiers – Handles – Digital Object Identifier (DOI) Persistent Uniform Resource Locator (PURL) Interoperability, Security.
- Digital Library Software: Open Source – EPrints, DSpace, Fedora, GSDL and Proprietary/Commercial
- User Interfaces – Multilingual, Personalization and Visualization

PGDDLM- 202: INFORMATION ACCESS AND SERVICES
- Information Access - Data Models, Text and Multimedia – Object retrieval, Querying; E-Governance: Architecture, Language Technologies

- Information Discovery – Open Archives Initiatives (OAI Model), Protocol for Metadata Harvesting (PMH), Open URL, Subject Portals/ Gateways/Virtual Libraries, Web 2.0
- Users and Use of Digital Library - Usability Assessment, Information Literacy; Online Information Services: Search and Retrieval Strategies
- Legal Issues – Intellectual Property Rights (IPR), Copyright, Licenses – GNU, Creative Commons, Network, Information and Data Security;

PGDDLM-203: DIGITAL PRESERVATION AND ARCHIVING
- Digitization Process: File Formats, Images, Multimedia Formats, Open Standards and Content Migration
- Approaches to Digital Preservation: Policy, Strategy, Tools, Evaluation and Cost Factors
- Preservation Metadata Maintenance Activity (PREMIS) and Preservation Projects
- Archiving: Concepts, Methods and Procedures

PGDDLM- 204: APPLICATION OF WEB 2.0 IN DL Practical
- Web publishing
  - E-Journals
  - Content management Systems (CMS)
- Components of Web 2.0
- Web Ontologies
- Multi-Lingual Digital Library
- Subject Portals/Gateways

PGDDLM- 205: PROJECT and INTERNSHIP

Project

- The student has to complete project under the supervision of project supervisor. Marks assigned for project – 50 marks.

- **Internship – 50 marks**

  The Internship will consist of supervised placements of students in a variety of settings related to Digital Library environment. It enables the student to integrate and reinforce the knowledge acquired in the classroom with actual practice, under the guidance of a competent supervisor. It is an exercise for the students demonstrates insight into theoretical and practical aspects of the subjects by way of preparing a report. The students need to write a detailed report covering the course content and practical internship under a supervision of a teacher or a librarian. The Internship report should be written as an individual work.

- Students will be placed in major libraries for one month to undertake and participate in the creation, administration of digital library activities. They will be trained in problem solving activities. The students will get an opportunity to work with libraries of different size, focus and services.

Method of Assessment:
Standard of passing:
1. For passing the PGDDLM examination a candidate shall have to secure:
(a) minimum 40% marks in each theory paper and
(b) minimum 50% marks each in practical and Internship

2. Reappearing candidate shall be awarded the actual class based total marks obtained by him.

Award of Class
1st Class with Distinction ... 70% & above
1st Class ... 60% to 69 %
Higher Second class ... 55% to 59 %
Second Class ... 50 % to 54 %
Pass class ... 40% to 49%
Those of the successful candidates who pass the whole examination in one and same attempt, shall be eligible for University award

Fees: 25,000/-
Intake : 20 Students
Income: 25000 x 20 = 500000

Expenditure :
Per paper 30 Lectures
10 paper x 30 lectures = 300 hrs.
Honorarium to teachers Rs. 500/- per hours
Therefore   300 Hrs x 500/hrs =   Rs. 1,50,000/-
Administrative Expenses:

        Course Co-ordinator: ⎫
        Lab. Assistant   ⎪
        Clerk   ⎬   Rs. 50,000/-
        Peon etc.   ⎭

Purchase of Equipments: Rs. 1,50,000/-
Maintenance (AMC & AntiVirus) = Rs. 50,000/-
Stationery   = Rs. 20,000/-
Miscellaneous   = Rs. 50,000/-

Total   =   Rs. 4,70,000