AKKAMAHADEVI WOMEN'S UNIVERSITY, VIJAYAPURA
SYLLABUS OF MASTER OF LIBRARY AND INFORMATION SCIENCE (MLISc) PROGRAM
(UNDER CBCS & CAGP SCHEME)

Semester	Paper No	Title of the paper	L	T	P
I	**Hard Core**				
	ML-H-1.1	Foundations of Library and Information Science	3	1	0
	ML-H-1.2	Management of Library and Information Centres – 1	3	1	0
	ML-H-1.3	Library Cataloguing	2	0	2
	Softcore (Students have to choose any one of the following)				
	ML-S-1.4	Fundamentals of Information Technology	2	0	2
	ML-S-1.5	Database Management System	2	0	2
	ML-S-1.6	Electronic Commerce	3	1	0
	Mandatory Course				
	MND*	Course "Feminine Jurisprudence" as prescribed by the PG BOS in Women's Studies			
II	**Hard core**				
	ML-H-2.1	Information Sources	3	1	0
	ML-H-2.2	Information Services and Systems	3	1	0
	ML-H-2.3	Knowledge Organization	2	0	2
	Softcore (Students have to choose any one of the following)				
	ML-S-2.4	Information Literacy	3	1	0
	ML-S-2.5	Marketing of Information Products and services	3	1	0
	ML-S-2.6	Conservation and Preservation of Information Resources	3	1	0
	Open Elective				
	MND*	Course "Women and Health" as prescribed by the PG BOS in Women's Studies			
III	**Hard core**				
	ML-H-3.1	Library Automation	2	0	2
	ML-H-3.2	Management of Library and Information Centres - II	3	1	0
	ML-H-3.3	Information Retrieval, Repackaging and Processing	2	0	2
	Softcore (Students have to choose any one of the following)				
	ML-S-3.4	Research Methodology	3	0	1
	ML-S-3.5	Technical Writing	3	0	1
	ML-S-3.6	Informetrics and Scientometrics	3	0	1
	Open Elective				
	OPT*	One Elective paper among the pool of papers as prescribed by the University from time to time			
IV	**Hard Core**				
	ML-H-4.1	Networks, Networking, Consortia and Internet Technology	3	0	1
	ML-H-4.2	Digital Libraries	2	0	2
	ML-H-4.3	Personality Development and Communication skills	2	0	0
	ML-H-4.4	Study Tour & Internship	0	0	2
	Softcore (Students have to choose any one of the following)				
	ML-S-4.5	Dissertation	0	0	4
	ML-S-4.6	Development of Information Product	0	0	4
	ML-S-4.7	Development of a Knowledge Organization System	0	0	4
	OPT*	One Elective paper among the pool of papers as prescribed by the University from time to time			

- The University has identified various optional subjects to be studied at different semesters. The students shall study one paper in every semester.

COMPONENTS OF OPEN ELECTIVE COURSES OFFERED BY THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
(UNDER CBCS & CAGP SCHEME)

Semester	Paper No	Title of the paper	L	T	P
III	ML-O-3.7	Information Sources	3	1	0
IV	ML-O-4.7	Knowledge Society	3	1	0

FIRST SEMESTER

HARD-CORE

ML-H-1.1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE (3-1-0)

Unit 1:

- Library:Social and historical foundations
- Concept of memory institutions: libraries, museums, and archives.
- Classification of libraries. Functions of libraries. Role of libraries in the contemporary society.
- Growth and development of libraries in India with special reference to Karnataka.

Unit 2:

- Five laws of library science and their implications on libraries.
- Variations of five laws of library science. Significance of OCLC report on 'Reordering Ranganathan'.

Unit 3:

- Library Legislation: Need, purpose, functions
- Overview of public library acts in Indian States
- Detailed study of KPL Act 1965, Copy Right Act 1957, Delivery of Books and Newspapers Act 1954, Press and Registration Act. Intellectual Property Rights in India.

Unit 4:

- Librarianship as a profession. Professional Ethics.
- Women Librarianship
- Professional Associations and their role in the development of the profession: Study of ILA, IASLIC, CILIP, ALA, SLA, and IFLA
- Role of RRRLF, NKC, UNESCO in the development of the profession
- LIS education and research in India

Unit 5:

- Information: Meaning, Definition, Nature,Properties
- Notions of Information. DIKW model (Data- Information- Knowledge-Wisdom)
- Information Science: Definition, Evolution, Scope of the discipline and current status

Unit 6:

- Communication: Basic concepts and components. Scholarly communication.
- Types of Communication: Verbal and Non-verbal. Oral and Written. Modes of communication: Formal and Informal. Levels of communication: Intrapersonal, Interpersonal and Mass communication; one-to-one, one-to-many, and many-to-many. Modes of communication: Interpretive, Presentational and Interpersonal.
- Channels of communication: Formal and Informal communication. Barriers to communication. Models of communication: Shannon and Weaver.

Note: Course teacher has to take the students to different types of local libraries and students have to submit a report of libraries visited

References:

Cawkel, A E (1987) (ed) Evolution of an information society. London: ASLIB

Chapman, E.A and Lynden, F.C. (2000). Advances in librarianship. Vol 24. San Diego: Academic Press.

Girjakuamr (1986). Library development in India New Delhi: Vikas

Guha, B (1983). Documentation and Information services: Techniques and systems. Rev ed 2. Calcutta: World

Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: EssEss Publication.

Kawatra P S (1983). Fundamentals of documentation. New Delhi: Sterling

Khanna J K (1987). Library and society. Kurukshetra: Research production

Kochen M (1975) (Ed). Information for action: From knowledge to wisdom

Krishankumar (1989). Library organization Ed 1 (Reprint). Delhi: Vikas

Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.

Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Lancaster F W (1978). Towards paperless information system. New York: Academic

McGarry, K (1993). The changing context of information: An introductory analysis. London: LA

Meadows, A J (1991). Knowledge and communication. London: LA

Ranganathan, S R (1989). Five laws of library science. Ed 2. Bangalore: SRELS

Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.

Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.

Surendra S. &Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS

Velaga V. &Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.

ML-H-1.2: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS – I (3-1-0)

Unit 1:

- Management:Concept, Definition and Scope
- Managementtheories, styles, Schoolsof thoughts and approaches
- Functions and Principles of scientific management. POSDCORB

Unit 2:

- Organizational structure: Principles of organizational structure, Organizational structure of library and information centers
- Different sections of a library and information centers and their functions
- Library Committee and its role in library activities

Unit 3:

- Collection Development:Types of documents and information resources to be collected

- Selection and Acquisition, Collection Development Tools, Policies and Procedures. Acquisition of e-resources.
- Implications of GFR and KTTP Act, Problems in collection development
- Serials control. Ownership Vs. Access. Issues in subscription of e-journals.

Unit 4:
- Technical processing and preparation of documents for use. Barcoding, RFID and QR codes.
- Shelving, Circulation work, Methods of book circulation – Charging and discharging systems.

Unit 5:
- Maintenance, Preservation and Conservation of Information Resources: Procedures, policies and techniques
- Binding; Stock verification; Evaluation and Weeding

Unit 6:
- Reporting
- Types of records
- Annual report – compilation, Contents and style
- Library statistics; Library rules and regulations

Note: Course teacher has to take the students to a library recommended by the Department Council and show different sections of libraries and acquaint them with library housekeeping operations. The students have to submit a report.

References

Branin, J J (1994). Collection management for the 1990s. Chicago: ALA

Brophy, Peter and CourlingKote (1997). Quality Management for Information and Library Managers. Bombay: Jaico

Bryson, J (1990). Effective library and information management. Aldershot: Gower

Chatterjee AK. Introduction to Management: Its principles and techniques, Kolkota: World press

Gupta, Kalpana Da, Ed. Library practice for effective management, Delhi: ILA, 2001

Harvey R (1993). Preservation in libraries: Principles, strategies and practices for librarians. New York: Bowker-Saur

Katz, W.A (1980). Collection Development Selection of Materials for Libraries. New York: HRW

Krishna Kumar (1987). Library Administration and Management. Delhi: Viaks

Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation,

Lahiri, Ramansu. Management of libraries: Concepts and practices, New Delhi: EssEss Publications, 1996

Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan

Nandi, S G. Library management: recent thoughts and development, Kaveri books, 2011

Paliwal, P.K (2000). Compendium of Library Administration. New Delhi: EssEss.

Pearson, R.J. Ed (1983). Management Process: Selection of Readings for Librarians. Chicago: ALA

Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree.
Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-H-1.3: LIBRARY CATALOGUING (2-0-2)

Unit-1

- Resource description: Concepts and definition. Library Catalogue: Meaning, Definition, Need, Purpose, Objectives and functions. History and development of Catalogue codes and practices
- Resource description standards: ISBD, AACR2R, FRBR and RDA.

Unit-2

- Physical forms and Inner forms of Catalogues.
- Kinds of entries (Card Catalogue to OPAC) their structure and uses.
- Subject Cataloguing: Features of SLSH, MeSH, SHE, and LCSH.

Unit-3

- Normative principles of Cataloguing: Canons, Laws, Principles.
- Resource sharing of bibliographic data: Meaning and importance. Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Union Catalogues, Copy cataloguing.

Unit-4

- Current developments: WebOPACs, Z39.50, Discovery tools
- Metadata: Meaning, Definition, Purpose, Use and types. Metadata standards: MARC-21 & Dublin Core. TEI (Text Encoding initiative), METS, TEI, EAD, VRA Core etc.
- Consortia approach to metadata. OAI-PMH.BIBFRAME

Unit 5:

- Practical Cataloguing of documents according to RDA and MARC21
- Assign subject headings using Sears List of Subject Headings.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Anglo American Cataloguing Rules 2nd Revised edition (1998). New Delhi: Oxford
Barbara M Westby, Ed (1977). Sears List of Subject Headings, New York, HW Wilson.
Byrne, Deborah J. MARC manual: Understanding and using MARC Record (1998). Engelwood: Libraries Unlimited
Fritz, Deborah A. Cataloguing with AACR2 and US MARC records (1998). Chicago: ALA

Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R (1997). Chicago: ACA
Krishankumar (1989). Theory of cataloguing. Rev Ed 5. New Delhi: Vikas
Ranganathan , SR (1955). Headings and Canons. Madras, S Vishwanathan.
Ranganathan, SR (1988). Classified Catalogue Code. Madras, UBSPD
Ranganathan, SR (1950). Library Catalogue: Fundamentals and Procedures, Madras, LA.
Tripathi, S M (1978). Modern Cataloguing: Theory and practice. Ed 2New Delhi: Shiralal Agarwal

SOFT CORE

Students have the option to choose any one of the following soft core courses namely:

ML-S-1.4: Fundamentals of Information Technology
ML-S-1.5: Database Management Systems
ML-S-1.6: Electronic Commerce

ML-S-1.4: FUNDAMENTALS OF INFORMATION TECHNOLOGY (2-0-2)

Unit 1
- Information Technology - Concepts, Definition, Components and applications
- Historical developments, Generations and Classification of computer
- Components of a computer: Central Processing Unit, Input and Output devices, Internal and external storage devices.

Unit 2:
- Data representation in computers: Number systems, Binary numbers: Binary addition (1's and 2's complement methods), Subtraction, Multiplication and Division. Representation of Integers, Fractions. Character encoding standards – ASCII, ISCII and UNICODE. Proprietary standards for Kannada scripts: Nudi, Baraha, etc.

Unit 3
- Computer software: Types and categories - Programming concepts: system analysis, Open source and proprietary software.
- System software: Purpose, Operating systems; Microsoft Windows, Linux/Ubantu
- Application software: Word processors, Spreadsheets, Presentation packages and Database Management Systems, Internet browsers, Anti-virus programs, Sharewares, Web design tools, HTML Editors.

Unit 4:
- Fundamentals of Telecommunication – Concepts, Data transmission, Signals, Media, Modes and Devices. Computer network: Types, and Topologies.
- Internet: Evolution, Importance and applications. WWW.

Unit 5:

- Basic Acquaintance with word processing software: Microsoft Word, Office Writer

Unit 6:

- Basic acquaintance with Microsoft-Excel and OfficeCalc. Microsoft Powerpoint and OpenOffice Impress

References:

Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.

Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.

Basandra , S.K(2002). Computers today, New Delhi: Golgotia.

Carter, R.(1987). The Information technology hand book, London : Heinemann.

Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.

Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.

Decson, E.(2000). Managing with Information technology. Great Britan:Koganpage Ltd.

Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.

Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.

Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.

Hunter &Shelly(2002). Computers and common sense, New Delhi:s Prentice-Hall.

Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.

Johri, A. &Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.

Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.

Keren, C &Perlmutter, L,Ed.(1995). The application of mini and micro computers inInformation, documentation, and Libraries. Amsterdam: Elsevier.

Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.

Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.

Satish Jain. Information Technology : `O' Level made Simple. New Delhi: BPB, Latest Edition (All modules).

Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.

Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.

Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. NewDelhi: BPB Publications, 1992.

Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant publishers.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

ML-S-1.5: DATABASE MANAGEMENT SYSTEM (2-0-2)

Unit 1:

- Data Models; Database languages; Transaction; Storage management; Database administrator; Users; Overall system structure
- Entity; Relationship Model: Basic concepts; Mapping constraints; Keys; E-R Diagram; Weak Entity Sets; Reduction of E-R Diagram to tables.

Unit 2:

- Relational Model:Structure, relational algebra, extended operations; Modifications on a database: Views
- SQL: Basic structure, set operations, aggregate functions; nested sub queries, derived relations, views.

Unit 3:

- Integrity constraints:Domain constraints; referential integrity, assertions, triggers, functional dependencies, relational database design, decomposition, normalization using functional, multi valued, Joint dependencies;
- Domain; Key Normal form; alternative approaches.

Unit 4:

- Object Oriented data Model: Languages;
- Object Relational databases: Nested Relations, Complex types and object Orientation;
- Querying with complex types, creation of complex values and objects, comparison**.**

Unit 5:

- Database System Architectures: Centralized Systems, Client server systems, Distributed systems
- Distributed databases, distributed data storage, network transparency
- Query processing; Transaction model, Commit protocols; coordinator selection; concurrency control; deadlock handling; multi database systems.

Unit 6:

- Study and work experience with any one RDBMS: Oracle/Microsoft Access/MySQL

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Bipin C (1995) 6th ed. Desai, An Introduction to Database Systems, West Publications.

Date, C J (1995) 6th ed. An introduction to database systems, Addison Wesley publications, 6th edition

Hansen, Gary W and Hansen, James V (1996). Database Management and Design, Prentice Hall

Hoffer, Jeffrey A., Prescott, Mary B., Mcfadden, Fred R (2002). Modern Database Management 6th ed, Prentice Hall, 2002
Korth, Henry F and Silberschatz, Abraham and Sudarshan, S (1997). Database System Concepts, 3rd ed, McGraw-Hill
Norman, Ronald J (1996). Oriented Systems Analysis and Design, Prentice Hall.

ML-S-1.6: ELECTRONIC COMMERCE (3-1-0)

Unit 1:
- Telecommunication Networks : Introduction, LAN, WAN, Internet;
- Electronic Commerce: Brief history, Advantages and Limitations; Types
- Integrating Electronic Commerce; Key questions for Management

Unit 2:
- The Internet and the World Wide Web: Internet Today, History of the Web, benefits, InternetArchitecture
- World Wide Web: Concepts and Technology
- Creating Web pages; Launching a Business on the Internet.

Unit 3:
- Electronic Payment Systems: Overview, Requirements for Internet Based payments, Electronic payment Medias, Electronic commerce and banking.

Unit 4:
- E-security: Security in the cyberspace; Designing for security, Virus, Security Protection and Recovery, Encryption: Basic Algorithm System, Authentication and Trust, Key management, Internet Security Protocols and Standards; Other Encryption issues.

Unit 5:
- Web based Business: Business-to-Business Electronic Commerce; Intranets and Extranets; Intranets and Supply Chain Management; Legal and Ethical issues

Unit 6:
- E-Commerce Case studies

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

References:

Awad, Elias. M (2002). Electronic Commerce, Prentice - Hall of India
Kalakota, Ravi and Whinston, Andrew B (2000). Electronic Commerce - A Manager's guide, Addison - Wesley
Kalakota, Ravi and Whinston, Andrew B (2000). Frontiers of Electronic Commerce, Addition – Wesley
Strauss, Judy., El-Ansary, Adel and Frost, Raymond (2003). E-Marketing, 3rd Ed, Pearson Education

Turban, Efraim., David King, Jae Lee and Chung, H Michael (2001). Electronic Commerce – A Managerial Perspective, Addison - Wesley

Mandatory Subject
Students are mandatorily required to study "Feminine Jurisprudence" course as prescribed by the PG BOS in Women's Studies as offered by the Department of Women's Studies.

SECOND SEMESTER

ML-H-2.1: INFORMATION SOURCES (3-1-0)

Unit 1:

- Information Sources**:** Meaning, Definition, Nature, Evolution, Characteristics, Functions;
- Types of information sources and their Importance;
- Criteria for evaluation of information sources

Unit 2:

- Primary sources:Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:

- Secondary sources:Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4:

- Tertiary Sources**:** Directories, Guides to reference sources, Union catalogues: IndCat, WorldCat, NUCSSI

Unit 5:

- Non – documentary sourcesHuman sources: Technological gatekeepers, invisible colleges, Consultants, resource persons; Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6:

- Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. Listservs, Subject gateways. Online databases, Open sources

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to

absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

References:

Chenny F N and Williams W J (1980). Fundamental reference sources. Ed 2. Chicago: ALA

Chowdhury, G G and Chowdhury, Sudatta (2001). Searching CDROM and online information sources. London: Facet

Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet

Gopinath, M.A (1984). Information Sources and Communication Media. DRTC Annual Seminar, Bangalore

Grogan D J (1982). Science and technology: An introduction to the literature Ed 4. London: Clive-Bingley

Katz, W A (1992). Introduction to reference work. New York: McGraw Hill

Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas

Kumar PSG. (Ed) (2001). Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co.

Poulter, Alan., Tseng, Gwyneth and Sargent, Goff (1999). The library and information, Professional's guide to the World Wide Web. London: Facet

Rao, I.K.R (2001). Electronic Sources of Information, DRTC Annual Seminar

Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest

Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: EssEss

Shores, Louis (1959). Basic reference sources. Chicago: ALA,

Subramanayam, K (2001). Scientific and Technical Information Resources, New Delhi: Anmol

Teague, S John (1985). Microforms, Video and Electronic media Librarianship, London, Butterwoths

Walford, A.J (1990): Guide to Reference Materials, London, Library Association, 3V.

www.libraryspot.com

www.refdesk.com

www.infolibrarian.com

ML-H-2.2: INFORMATION SERVICES AND SYSTEMS (3-1-0)

Unit 1:

- Libraries, Documentation and Information Centres, Information Analysis Centres, Referral centers, Clearing Houses and Aggregators: Functions, Objectives, Activities, Services. .

Unit 2:

- Information Service:Concept, Definition and trends; Need, Techniques and Criteriafor evaluation
- Study of various services: Reference service, Alerting (CAS and SDI) services, Bibliographical, Referral, Document Delivery, Translation, Abstracting, Indexing, Web enabled service, etc. Web and Mobile enabled services.

Unit 3:

- National documentation and information centers: NISCAIR, DESIDOC, NASSDOC, INFLIBNET.

Unit 4:

- Information Systems:Concepts, Types, Characteristics and components
- International Information Systems and Services: UNESCO – PGI, AGRIS, INIS, INSPEC, , MEDLARS,, ICSU, ERIC, BIOSIS

Unit5:

- Institutional Repositories, Open Archives, Virtual Reference Desk.
- VRD- Management, technology and resources. The evolution of VRD. Major VRD projects.
- Virtual Libraries. Developing portals and virtual Libraries. Data mining for Information.

Unit 6:

- Information product: Concept, meaning and utility;
- An overview of structure and design: Alerting products, Newsletters, , Bibliographies,

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Colin, H. Ed (1989). Management Information Systems in Libraries and Information Services. London: Tayler Graham.

Guha, B (1983). Information and Documentation. Calcutta: World Press

Gupta, B.M. et.al (1991). Handbook of Libraries, Archives, Information Centres in Indian. New Delhi, Aditya Prakashan,

Krishan Kumar (1977). Reference Service. New Delhi:Vikas

Lancaster, F.W (1978). Towards Paperless Information System. New York: Academic Press

Lucas, Amy, Ed (1989). Encyclopaedia of Information systems and services. Detroit: Gale Research

Medow, C.T (1967). Analysis of Information Systems. New York: Wiley.

Murdick, Rober G. et.al (1996). Information systems for modern management. 3rd ed. New Delhi: Prentice-Hall

Osborne, Larry N and Nakamura, Margaret (2004). System analysis for librarians and information professionals. 2nd ed. Engewood: Libraries unlimited

Ranganathan, S.R (1967). Reference Service. Bombay: Asia

Vickery, B (1987). Information Systems. London: Butterworths.

Wiseman, H.M (1972). Information Systems, Services and Centres. New York: Becker and Hanyes,

ML-H-2.3: KNOWLEDGE ORGANIZATION (2-0-2)

Unit 1:

- Introduction to knowledge organization. Library classification: Need,Purpose and Functions; Historical perspectives;
- Theory of Library Classification
- Types of Classification schemes
- Knowledge Classification vs. Library Classification.
- Universe of subjects – Concept, Definitions, Structure and Attributes of subjects, Modes of Formation of Subjects
- General Normative Principles, Planes of work. Canons, Principles and Postulates

Unit 2:

- Introduction to Colon Classification: Features, structure, and applications
- Components of call number, focus and facet, fundamental categories
- Basic subjects, Common isolates, space isolates, time isolates
- Notation, Devices, Mnemonics, classified index

Unit3:

- Overview of DDC: Conceptual framework, Principle of classifying, History, current use and development of DDC
- Classifying with DDC: Determining the subject and discipline of a work, table of last resort
- Study of Dewey Decimal Classification(Latest edition): Key features, arrangement, structure, notation, entries, notes
- Organization of knowledge: Schedules and tables
- Number building, citation and preference order, relative index, glossary
- webDewey

Unit 4:

- Study of Universal Decimal Classification: Features, structure, and applications
- Overview, History, Characteristics, notation, structure- main classes, auxiliary tables, filing order, citation order, intercalation, alphabetical index
- Management of UDC, UDC consortium

Unit 5:

- Role of library classification in Internet Resource Description and Discovery; Web design and faceted classification
- Knowledge organization systems (KOS), Concept maps of KOS in the Internet world
- Ontologies, Taxonomies, Folksonomies, Clustering, Categories
- Automatic classification research at OCLC; Case studies: GERHARD,SCORPIO, DESIRE, CORA, OASIS

Unit 6:

- Classification of simple, compound and complex documents using Dewey Decimal Classification (latest edition)

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Berwick Sayers, WC (1950). Introduction to Library Classification. London, Andradautch

British Standard Institution. BS100M: 1985 (1985). Universal Decimal Classification. London: BSI

Dewey Decimal Classification. (2003) Ed 22. edited by Joan S. Mitchell, Julianne Beall, Giles Martin, Winton E. Matthews, Jr., Gregory R. New. Dublin, Ohio: OCLC Online Computer Library Center

Dhyani, Pushpa (1998). Library Classification: Theory and Practice. New Delhi: VishwaPrakashan

Krishankumar (1986). Theory of Classification, Ed 2. New Delhi: Wiley Eastern

Kumar PSG (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR.

Maltby, A (1976). Classification in the 1970's London: Clive-Bingley,

Raju, A A N (1993). Universal Decimal and Colon Classification. New Delhi: EssEss

Ranganathan S R (1985). Colon Classification 6th Ed (reprint) Bangalore: SRELS, 1985

Ranganathan S R (1995). Prolegomena to library classification. Ed 3 (Reprint). Bangalore: SRELS, 1995

Ranganathan, S R (1953). Depth classification. Delhi, ILA

Sinha, Suresh C and Dhiman, Anil K (2002). Prolegomena to Universe of Knowledge. New Delhi: EssEss

Srivastava, AP (1993). Theory of Knowledge Classification in Libraries. New Delhi, Sage.

Williamson, N J and Hundra M (1992). Classification research for knowledge representation and Organization. Proceedings of the International study Conference on Classification Research. Amsterdam: Elsevier

SOFTCORE

Students have the option to choose any one of the following soft core courses namely:

ML-S-2.4: Information Literacy

ML-S-2.5: Marketing of Information Products and Services

ML-S-2.6: Conservation and Preservation of Information Resources

ML-S-2.4: INFORMATION LITERACY (3-1-0)

Unit 1:

- Information Users and their information needs. Categories of information users: Academic community, Scientists and Technologists, R & D Personnel,Other Professionals, Planners, Policy makers, Ethnic groups etc.
- Information needs, wants, and demands: definitions and models.
- Information seeking behaviour: Models (Ellis, Wilson, Krikelas, Belkin – ASK, Kuhlthau– ISP,Leckie, Bystrom&Jarvelin)

- Information seeking theories: George Zipf – Principle of Least Effort, Gratification, Play and Entertainment.

Unit 2:

- User studies: Planning, and Organization in different environments; Methods, Techniques and strategies
- Use studies in different types of libraries: Different user groups and disciplines
- Quantitative and qualitative techniques, Information studies

Unit 3:

- Information Literacy: Meaning, Definition, Need, Evolution of the concept. Historical perspectives
- Types of Information Literacy: Technology literacy, media literacy, computer and digital literacy
- Levels of Information Literacy: Entry level, Mid level, High level, Advance level
- Partners of Information literacy; Lifelong learning and its components.

Unit 4:

- Models of Information literacy: SCONUL model and CAUL (Australian) model
- Guidelines and standards for Information literacy programs: ALA and ACRL
- Use of Audio-Visual aids, programmed instructions in specified disciplines, resource based instructions, etc
- Information Literacy missions, forums and task forces

Unit 5:

- IL Programmes: Information literacy programs
- Role of Libraries in Information literacy
- Information literacy instructions in different types of Library and Information centers
- Integration of information literacy in different levels of education

Unit 6:

- Current trends in Information literacy
- Study of Information literacy programs in the world
- InformationLiteracy Competencies; Challenges facing Information literacy.

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

American Library Association (1995). Information for a new age: Redefining the librarian. Chicago: ALA

American Library Association. Final Report of Presidential Committee on Information Literacy. www.ala.org/at/nill/litt1sthtml

Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.
Bawden, D (2001). Information and digital literacies: a review of concepts. http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf.
Eisenberg, Michael B., Lowe, Carrie, A and Spitzer, Karthleen (2004). Information literacy: Essential skills for the information age. London: Libraries Unlimited
Gaur, Ramesh C (2003). Re-engineering library and information services: Process, People and Technology. Mumbai: Allied
Grassian, E S. and Kaplowitz, J R (2001). Information literacy instruction: Theory and Practice. Edison., NJ: Schuman
Jukes, I., Dosaji, A and Macdonald. B F (2000). Net savvy: Building information literacy in the Classroom. Ed 2. Thousand Oaks: Crowin press
Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the Information chain. London: Library Association.
Pantry, Sheila and Griffiths, Peter (2002). Creating a successful e-Information service. London: Facet.
Prasher, R G, (Ed) (2003). Indian libraries in IT environment. Ludhiana: Medallion
ZoranaErcegovac (2008). Information literacy: search strategies, tools & resources for high school students and college freshmen. California: ABC-CLIO

ML-S-2.5: MARKETING OF INFORMATION PRODUCTS AND SERVICES (3-1-0)

Unit: 1

- Marketing: Definition, Fundamentals of Marketing, Pillars of Marketing Evolution of Marketing: Conventional approach and contemporary approach Components of Marketing, Marketing paradigms, Marketing environment

Unit: 2

- Marketing Management: Marketing strategies: Types and strategic models, promotion and promotional goals, advertising, sales promotion
- Marketing planning: Aims and objectives, detail plans and programs, Consumer and Buyer behavior, Customer focus marketing
- Marketing Ethics: Fundamental issues and specific issues, Marketing Research

Unit: 3

- Information Marketing : Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies
- Design of Information product and services; Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies, marketing of information product and services

Unit:4

- Products and Brand Management : Market segmentation,Targeting and positioning the Market
- Relationship Marketing, Digital Marketing, E-marketing

Unit: 5

- Marketing Mix : Nature of Marketing Mix, Consequences of Marketing,Mix and 7Ps of Marketing Mix, Relationship approach and Customer satisfaction, Web-Marketing Mix, E- Marketing Mix

Unit 6:

- Growth of Information Industryand Implications on Library and Information Services and Products.
- Trans-border data flow: agencies in TBDF, types of TBDF, barriers in BDF – access, linguistic, legal, economic and cultural (Information Consolidators, Aggregators, and Consortia, etc.)

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Cawkell, A.E., Ed. (1987). Evolution of an Information society. London : ASLIB.

Chopra, H.S (1996). Information marketing. Jaipur: Rawat Publications

Cronin, B (1981). Marketing of Library and Information services. London: ASLIB..

Eileen, E. D.S (2002). Marketing concepts for Libraries and Information services. 2nd Ed.London: Facet Publishing.

Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: IIM.

Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall.

Kotler, P. and Armstrong, G (2004). Principles of Marketing, Ed.10, New Jersey: Pearson Education

Lauterborn, R (1990). New Marketing Litany: 4P's Passe; C-Words Take Over, Advertising Age

Saez, E.E. (1993). Marketing concepts for Libraries and Information services.

IASLIC (1988). Marketing of Library and Information services (13th IASLICSeminar papers),Calcutta: IASLIC.

Proctor, T (2001). Strategic Marketing: An Introduction, London: Routledge

ML-S-2.6: CONSERVATION AND PRESERVATION OF INFORMATION RESOURCES (3-1-0)

Unit 1:

- Archiving, Preservation and Conservation; Need and significance of Archiving, Preservation and Conservation of Information Resources; Records management; Information Resource Management; Electronic Resource Management

Unit 2:

- Different types of Library materials: Their preservation and maintenance
- Evolution of writing materials; Paper Based materials -Book and Non Book materials,

- Library Binding, Binding Standards. Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc.

Unit 3:

- Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials. Disaster prevention and recovery

Unit 4:

- Preservation program: Techniques and strategies
- Core activities; principles of preservation assessment, planning and budgeting
- Copyright framework and its applications on preservation
- Disaster preparedness planning, risk management, security issues
- Establishment of preservation unit; Code of Ethics

Unit 5:

- Digital Preservation:Overview
- Digitization – Introduction, selection of material for digitization, digital technologies – hardware and software, project management and costs of digitization
- Digital reformatting – Text, photos, audio, video and other formats. Open formats v/s Proprietary formats Digital preservation strategies

Unit 6:

- Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public archives of Canada, National Library of India, etc. for Archivists
- Trends in preservation

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Balloffet, N., Hille, J., and Reed, J. A. (2005). Preservation and conservation for Libraries and archives. Chicago: American Library Association.

Belicove, M. E., and Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online. Indianapolis, Ind.: Que.

Henderson, K. L. (1983). Conserving and preserving Library materials. Urbana-Champaign, Ill.:University of Illinois, Graduate School of Library and Information Science.

Johnson, P. (2009). Fundamentals of collection development and management, 2nd Ed. Chicago: American Library Association.

Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and Information Science annual. Englewood, Colo.: Libraries Unlimited.

Mandatory Subject
Students are mandatorily required to study "Women and Health" course as prescribed by the PG BOS in Women's Studies as offered by the Department of Women's Studies.

THIRD SEMESTER

ML-H-3.1: LIBRARY AUTOMATION (2-0-2)

Unit 1:

- Genesis, history, need, rationale, types, functions and areas of library automation;
- Infrastructure requirements: Manpower, Financial, Hardware, Software, Furniture and equipment
- Library automation feasibility study; Planning and preparation
- Library automation subsystems: Acquisitions, Cataloguing, Circulation, Serials control systems

Unit 2:

- Concept of database, and DBMS; Overview of SQL.Types, design, Structure, Organization and Development of databases; Data security
- Microsoft Access and WINISIS: Overview, System installation, Database construction, Techniques, Menus, Tools and Creation of databases
- Data conversion techniques and tools–, ISO 2709, ISISMARC and MARC Edit

Unit 3:

- Overview of Integrated Library Management Systems (ILMS). Study of SOUL 2.0, NIC-E-Granthalaya, Koha,
- Evaluation of Library automation systems. Criteria for evaluation; Evaluation techniques
- Study of standards relevant to Library automation.

Unit 4:

- Application of Barcode, RFID and QRCODE

Unit 5:

- Acquaintance, hands on experience and work assignment with any one of the library software packages: SOUL 2.0, , , Koha, NIC- E-Granthalaya

Unit 6:

- Acquaintance, hands on experience and work assignment with Microsoft Access and WINISIS. Basic SQL commands in Microsoft-Access.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Cibbarelli, P.R (1995). Library automation: a back to basics guide. Washington, D.C., USA: Special Libraries Association.

Cohn, J M., Kelsey, A L and Feils, K M (1992). Planning for automation. New York: Neal-Saumann

Duval, BK and Main L (1993). Automated library systems: A librarians guide and teaching Manual. Westport: Meckler

Haravu, L J (2004).Library Automation: Design, Principles and Practice. New Delhi: Allied Publishers

Head, J.W.; and McCabe, G.B (1993). Insider's guide to library automation: essays of practical experience. New Directions in Information Management. Westport, Connecticut, USA: Green-wood Publishing Group

Kimbler, R T (1974). Automation in libraries Ed 2. Oxford: Pergoman

Madras Library association (1986). Library automation. Madras: MLA

Ravichandrarao, IK (1992). Library automation. New Delhi: New Age International

Reynolds, Dennis (1985). Library automation: Issues and applications. New York: Bowker

Rice, J (1984). Introduction to library automation. Littleton, Colorado, USA: Libraries Unlimited

Rowley, J (1993). Computers for libraries. Ed 3. London: LA

Saffady, W (1989). Introduction to automation for librarians. 2nd ed. Chicago, USA: American Library Association

Salmon, S.R (1975). Library automation systems. New York, USA: Marcel Dekker

Tracy, J.I (1992). Library automation for library technicians. Metuchen, New Jersey, USA: Scarecrow Press.

ML-H-3.2 :MANAGEMENT OF LIBRARY AND INFORMATION CENTRES–II (3-1-0)

Unit 1:

- Planning of LI Centres**:** Planning, Concept, Definition, need and purpose; Types; Policies and procedures, MBO; Macro planning and Micro planning
- Steps in planning in LI Centres

Unit 2:

- Human Resource Management:Meaning, Definition, Need and Importance; Personnel management in LIC
- Job analysis, job description and job specification,job evaluation
- Recruitment process
- Interpersonal relations, Motivation, Training and development and Performance appraisal
- Qualities of Library personnel

Unit 3:

- Financial Resources Management: Meaning, Definition, Need and Importance
- Sources of Finance, Resource mobilization

- Budgeting techniques and methods – PPBS, ZBBS, etc.
- Budgetary control, Cost effectiveness and Cost benefit analysis; Outsourcing

Unit 4:
- Library as a system
- Project management, PERT/CPM, Decision tables; Performance evaluation standards
- MIS; Performance measurement
- Reengineering, Time and motion study
- SWOT, DFD (Data Flow Diagram)

Unit 5:
- TQM:Definition, concept, elements; Quality audit, LIS related standards
- Technology management; Concept of change; Changes in procedures: Methods, tools and techniques; Problems of incorporating change; Techniques of managing change

Unit 6:
- Marketing of Information Products and Services:Meaning, Definition, Need, Market segmentation, Positioning, Market mix, 4 Ps – Product, Price, Promotion. Marketing Audit. 4 Cs – customer, competition, cost, and capabilities
- Role of Librarian in Marketing LI products and services; Public and Human relations in library management

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Brophy, Peter and CourlingKote (1997). Quality Management for Information and Library Managers. Bombay: Jaico

Bryson, J (1990). Effective library and information management. Aldershot: Gower

Cowley, J (1982). Personnel management in libraries. London: Clive-Bingley

Chatterjee AK. Introduction to Management: Its principles and techniques, Kolkota: World press

Gupta, Kalpana Da, Ed (2001). Library practice for effective management, Delhi: ILA

Evans, Edward G. Ed (1986). Management Information Systems. New Delhi: S. Chand & Co.

Krishna Kumar (1987). Library Administration and Management. Delhi: Viaks

Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation,

Lahiri, Ramansu (1996). Management of libraries: Concepts and practices, New Delhi: EssEss Publications

MerDick, Robert G. et.al (1992). Information Systems for Modern Management. New Delhi: Prentice Hall.

Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan

Nandi, S G. Library management: recent thoughts and development, Kaveri books, 2011
Paliwal, P.K (2000). Compendium of Library Administration. New Delhi: EssEss.
Paranjpe, Vivek (1997). Strategic Human Resource Management. New Delhi: Allied
Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree.
Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-H-3.3: INFORMATION RETRIEVAL (2-0-2)

Unit 1:

- Information Retrieval System: Concept, Meaning, Definition, Objectives, Characteristics, Components and Functions
- Indexing:Basic concepts, Indexing languages: Types and characteristics
- Pre-Coordinate and Post Coordinate indexing. Concept of Chain indexing, PRECIS, POPSI
- Computer based indexing (auto indexing); Citation indexing; Keyword based indexing and its variations

Unit 2:

- Abstracts and Abstracting:Definition, Uses, Types and their qualities, guidelines for abstracting
- Automatic abstracting: Concept, Text summation system, automatic extraction – Concept selection, Abstractor's workbench

Unit 3:

- Vocabulary control – Meaning and importance; Controlled Vs. Free text Indexing
- Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurofacet, Classarus. Thesaurus construction techniques
- Case Study of Controlled vocabularies/ Ontologies such, ERIC, MeSH, INSPEC, UNESCO-IB, AgroVac, UMLS, Getty Thesaurus.

Unit 4:

- IR Models; Concept of ranking; Concept of term weight, Document Frequency (DF), Inverse Document Frequency (IDF). Structural models – Boolean, Vector Space and Probabilistic models
- Evaluation experiments: ASLIB -Cranefields, MEDLARS, SMART, TREC, etc
- Trends in IRS; IR standards and Protocols

Unit 5:

- Cataloguing of e-resources using RDA and MARC21. Hands on with: Dublin Core – Simple and Qualified

Unit 6:

- Classification of simple, compound and complex documents using UDC

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Anglo-American Cataloguing Rules (2002) 2nd Rev Ed.

Atchison, Jean and Gilchrist, Alan (1972). Thesaurus construction: A practical manual. London: ASLIB

Austin, D and Dykstra, Mary (1984). PRECIS: A manual of concept analysis and subject Headings. Ed 2. London: British Library

Brophy, Peter (2001). The library in the 21st century: New services for information age. London: LA

Chowdhury, G G (2003). Introduction to modern information retrieval. Ed 2. London: Facet

Crawford, Marshall Jean (1988). Information broking: A new career in information work. London: LA

Ghosh, S B and Satpathi, J N (1998). Subject Indexing Systems: Concepts, Methods and Techniques. Calcutta: IASLIC

http://dublincore.org

Fosket A C (1991). Subject approach to information Ed 5. London, LA

Lancaster, F W (1968). Information retrieval systems, characteristics, testing and evaluation

Lancaster, F W (1991). Indexing and abstracting in theory and practice. Champaighn: University of Illinois

MARC 21 and Related standards for Bibliographic Records. New York: LC.

Seetharama S (1997). Information consolidation and repacking: Framework, methodology, Planning. New Delhi: EssEss

Van Rijsbergen. C J (1970). Information retrieval. Ed 2. London: Butterworths

Vickery, B C (1970). Techniques of information retrieval. London: Butetrworths

SOFTCORE

Students have the option to choose any one of the following soft core courses namely:

ML-S-3.4: Research Methodology
ML-S-3.5: Technical Writing
ML-S-3.6: Informetrics and Scientometrics

ML-S-3.4: RESEARCH METHODOLOGY (3-0-1)

Unit 1:

- Research: Meaning, Definition, Significance, Need and Purpose
- Types of research
- Identification, selection and formulation of a research problem; Barriers to research
- LIS Research worldwide and in India: Overview, Trends, Issues

Unit 2:

- Hypothesis: Meaning, Definitions, Types, Formulation
- Research design: Definition, Need, Types and their characteristics
- Preparation of a research proposal

Unit 3:

- Research Methods: Scientific method, Historical method, Descriptive method, Survey method, Case Study method, Experimental method, Delphi method, Content analysis. Bibliometrics, Informetrics and Scientometrics
- Data collection tools: Questionnaire, Schedules, Interview, Observation, Scales and Checklists, Library records and reports

Unit 4:

- Concept of study population and Sampling, Need for sampling
- Types of sampling – Random and Non-random sampling techniques
- Sample Bias and error

Unit 5:

- Descriptive analysis, inferential analysis
- Data processing and analysis using SPSS
- Interpretation of data including statistical testing of hypothesis
- Research reporting: Structure, Style and Contents, Guidelines for reporting
- Style manuals – Chicago, MLA, APA, Vancouver, IEEE, Bluebook, and ACS
- Criteria for evaluation of research report

Unit 6:

- Hands on with reference management tools: Zotero, Mendely

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Busha, C H. and Harter, S P (1980). Research methods in librarianship. New York: Academic

Fowler, F J Jr (1993). Survey research methods. New Delhi: Sage

Glazer, J D and Powell, R R (1992). Qualitative research in information management. Englewood: Libraries Unlimited

Goode, W J. and Hatt, P K (1981). Methods in social science research. Auckland: McGraw Hill

Kin, Robert K (1989). Case study research: Design and methods. New Delhi: Sage Publications

Kraft, D H and Royce, B R (1991). Operations research for libraries and Information Agencies. San Diego: Academic Press

Krishnaswamy, O R (1993). Methodology for research in social sciences. Delhi: Himalayan Publishing House

Lancaster, F W (1993). If you want to evaluate your library. London: LA

Line, M B (1967). Library surveys. London: Clive-Bingley

Savanur, S K (2008). Research methodology for information sciences. Pune: Universal Prakashan
Simpson, I S (1990). How to interpret statistical data. London: LA

ML-S-3.5: TECHNICAL WRITING (3-0-1)

Unit 1:
- Technical writing: Definition, Overview, Purpose, Types, Characteristics, Functions
- Target groups and their requirements
- Planning, drafting editing, finishing and producing the document
- Use of editorial tools viz., Dictionaries, Style Manuals, Standards and specifications

Unit 2:
- Language and technical skills, styles, Semantics, Syntax, Diction, Sentence structure, Readability and aberrations
- Information searching and gathering skills
- Designing pages: Elements of page design, basic design guidelines, developing a style sheet
- Using Visual aids: Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations
- Defining, Describing, and providing set of instructions including footnotes and end notes, Summarizing

Unit 3:
- Structure and format of journal articles, seminar/ conference papers, review articles, technical reports, informal and formal reports, recommendation and feasibility reports, research proposals, monographs, dissertations/theses

Unit 4:
- Use of Adobe PageMaker and Microsoft Publisher for the preparation, production and presentation of scientific and technical communications
- Preparation and use of multimedia facilities for presentation
- Infographics

Unit 5:
- Trends in technical writing
- Marketing Communication – company white papers, reference manuals, user manuals, on-line help files, application notes, data sheet, errata, newsletters; Documentation support to software products; Business tools to technical writers – Robo help, on-line help, Adobe Frame work and its allied products

Unit 6:
- Work assignments on technical writing basics, technical writing process, techniques and style; Acquaintance, hands on experience and work assignment with software packages and business communication

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Anderson, Paul V and Brockamn, R John and Miller, Carolyn (ed) (1997). New essays in Technical and scientific communication: Research, theory and Pracice. Farmingdale: NY, Baywood

Day, Robert A (1989). Writing scientific papers in English Ed 2. Philadelphia: ISI

Joshi, Yateendra (2003). Commnicating in style. New Delhi: TERI

Riodarn, Daniel G and Pauley, Steven E (2004). Technical report writing today. Ed 8. New Deli: Biztantra

Society for Technical Communication (1998). Code for communicators. Washington D C. STC

Staples, Catherine and Ornatowski, Cezar (Ed) (1997). Foundations for teaching technical Communications: Theory, Practice and Program Design. Greenwitch, CT: Ablex

Xerox Publishing standards (1988). A manual of style and design. New York: Xerox press

ML-S-3.6: INFORMETRICS AND SCIENTOMETRICS (3-0-1)

Unit 1:

- Informetrics: Origin, Meaning and Definition, Technologies, Evolution of Informetrics and Scientometrics
- Sources of data, Planning and carrying out a Informetrics study, Informetrics tools

Unit 2:

- Study of Bradford's law of scattering, Lotka law of Scientific productivity, Zipf's law of word occurrence, Price's Square root law, 80/20 rule

Unit 3:

- Describing literature: Growth models, Scattering and Seepage, Identification, Defining and describing of subject literature
- Obsolescence: Concept, Synchronous vs Diachronous studies, Methodology for study of obsolescence of literature

Unit 4:

- Concept of authorship, Credits, Ethics and Problem of Authorship; Concept of solo and collaborative research – Identification, Measurement and quantification
- Citation analysis: Concept, Reasons for citations, history and development of citation analysis, Normative theory of citing, Citation behaviour, Co-citation, Bibliographical coupling

Unit 5:

- Cybermetrics (Webometrics): Qualitative analysis of scholarly scientific communications, hypertext links and various phenomena on the web; Altmetrics

Unit 6:

- Acquaintance and hands on experience with various bibliometrics, scientometrics and webometrics techniques particularly in classical laws and citation analysis.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Bradford, S C (1971). Documentation. London: Crosby Lockwood

Cronin, B (1984). The citation process. The Role and significance of citations in scientific Communications. London: Taylor Graham

Egghe, L (1990). Introduction to Informetrics. Amsterdam: Elsevier

Meadows A J (1974). Communication in Science. London: Buttetworths

Nicholas D and Ritchie, M (1978). Literature and Bibliometrics. London: Clive-Bingley

Price, Dereck De Solla (1963). Little science Big science. New York: Columbia University

Ravichandra Rao, I K (1992). Informetrics, Bangalore: SRELS

OPT: Open Elective

Students are required to study an Open Elective paper as prescribed by the University from time to time amongst the list of Open Electives

FOURTH SEMESTER

ML-H- 4.1: NETWORKS, NETWORKING, CONSORTIA AND INTERNET TECHNOLOGY (3-0-1)

Unit 1:

- Networks:Concept, definition, need, uses
- Network topologies and types of networks – LAN, WAN and MAN
- Network architecture, Comparison of different network architectures
- Network protocols – TCP/IP, OSI, Net Bul, IPv4, IPv6, IPX; Network protection and security
- Network Media and Hardware: UTP, Thick and Thin ethernet, Optical fiber, Wireless; Networks Interface cards, Hubs/Switches

Unit 2:

- Study of INFLIBNET, DELNET, and ADINET
- Consortia: Concept, Definition, Need, uses, and types of consortia; Criteria for selection of consortia: Content, Added values, Functionality, Technical considerations, Licensing agreements, and service impact; Consortia Initiatives in India: INDEST, CSIR e-journals consortia, UGC-Infonet, FORSA consortia, IIM's consortium

Unit 3:

- Internet Technology; tools and protocols: Search Engines**:** Concept of search engines; Parts of a search engines; Study of Google, Yahoo etc; Meta search engines; Search tools; Web search strategies.

Unit 4:

- Internet services:E-mail; File Transfer Protocol (FTP); Remote Login, WWW; web 2.0; Social Netwroks- Facebook, Twitter, YouTube etc; Teleconferences, Videoconferencing; Bulletin Board Services and Document Delivery Service

Unit 5:

- Cyber laws: Electronic Document; Digital signatures, Digital certificates, Electronic contracts; Regulations of cyber laws
- IT act 2000 and its amendments

Unit 6:

- Acquaintance with search engines, search options and search techniques
- Acquaintance with the use of Internet resources and services

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Bose, Kaushik (1994). Information networks in India: Problems and prospects. New Delhi: EssEss

Bradely, Phil (2002). The advanced Internet searcher's Handbook. Ed 2. London: LA

Dawson, Andy (1995). The Internet for Library and Information service professionals. London: Aslib

DRTC (1993). Library Networks in India: Seminar papers

Gopinath M A (1996). and Rama Reddy E (eds). Information access through networks. Hyderabad: Book links,

Kaul, H K (1992). Library networks: An Indian experience. New Delhi: Virgo

Lancaster, F W (1990). Electronic publishing and their implications for libraries and beyond. London: Clive Bingley

Parekh, Harsha (1999). Internet in the scholarly communication process. Mumbai: Knowledge ware

Poulten, Allen and Others (1999. The library and Information professionals guide to the world wide web. London: LA

Tanenmbanum, Andrew S (1998). Computer networks. Ed 3. New Delhi: Prentice-Hall of India

UGC (India) (1989). INFLIBNET report. New Delhi: UGC

Zen, B P (1992). The art of the Internet: A beginner's guide. New Delhi: Prentice-Hall

ML-H-4.2: DIGITAL LIBRARIES (2-0-2)

Unit 1:

- Digital Libraries:Meaning and Definitions, Nature, Objectives, Characteristics, Digital library collections
- Architecture, Interoperability, Compatibility, Protocols, standards, Metadata, Searching and Harvesting, and User Interfaces, Usability and use studies, Cross language retrieval, semantic web, multi-lingual and multi scripts issues
- Institution repositories: Purpose and definition. Steps in creation of institutional repositories. Institutional repositories in India.

Unit 2:

- Digital Resource Management: Identification, DOI/Persistent URL, Accessing, Processing, Storage and retrieval/usage of digital resources
- Study of Greenstone, Dspace and e-Prints: Objectives, Design, Platform, Features.

Unit 3:

- Multimedia: Meaning and Definition, Nature, Historical development, Branches of Multimedia
- Web designing, Animation; Formats: Visual-Image Formats, Audio-Image Formats, Internet-Related Formats
- Multimedia Authoring tools: Graphics and drawing packages, Image editing and animation software's; Digital representation and compression
- Designing a multimedia product for Web or Optical disk; Overview of multimedia software's: Ominipage, Flash, Photoshop, etc.

Unit 4:

- Web Technology:Project planning, Technical brief of the website, contents outline and content delivery plan, templates-HTML, HTML5 (Responsive web design), XML, Front page, Appearance of text, adding images, creating links, creating tables, adding sounds and hosting the web page, Subject gateways.

Unit 5:

- Working with Greenstone/DSpace/E-Prints. Building digital collections; Creating Metadata. Searching, Indexing. Modifying user interface.

Unit 6:

- Working with multi-media software: Ominipage/Flash/Photoshop.

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Arms, Williams (2000). Digital libraries. Cambridge: MIT press

Carpenter, Leona., Shaw, Simon and Prescott, Andrew (1998). Towards the Digital Library. London: LA

Chowdhury, G G (2003). Introduction to Digital Libraries. London: Facet Publishing

Cooper. Michael D (1996). Design of Library Automation System: File Structure, Data Structures and Tools. New York: John Wiley

Deegan, Marylin and Tanner, Simon (2002). Digital futures: Strategies for information age. Chennai: Allied

Dspace: Open source digital library system http://www.dspace.org

Greenstone. http://www.greenstone.org/english/home.html

Lesk, M (1997). Digital libraries: Books, Bytes and Bucks. San Franscisco, Morgan Coffman

Pedley, Paul (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib

Stem, D (1999). Digital libraries: Philosophies, technical design consideration and example Scenarios. New York: Haworth

TERI. ICDL 2004 (2004) International conference on digital libraries: Conference papers. 2V. New Delhi: TERI
Xavier, C (2000). World Wide Web Design with HTML. New Delhi : TMH

ML-H-4.3Personality Development & Communication Skills (2-0-0)

Unit 1:
- Personality Development: Basics, Developing personality, factors influencing personality, Stages of Personality development
- Personality types – Four temperaments and personality. Personality traits
- Analyzing strengths and weaknesses.
- Emotional Intelligence and competence.
- Personality and career choice and personal growth

Unit 2:
- Communication skills and barriers to communication
- Reading skills,
- Listening skills,
- Speaking skills,
- Writing skills
- Notes making skills

Unit 3:
- Leadership: Basics, styles, group dynamics, team building, interpersonal relationships
- Stress management. Time management. Participatory management, conflict management, disaster management, crisis management, change management
- Building a positive social image, Projecting a professional image,

Unit 4
- Mapping employer's expectations, capabilities of job analysis and job description
- Preparation of Bio-data, Resume, Curriculum – vitae, Bio-profile
- SWOC analysis of self, Getting ready for interview and facing interview, group discussion

References

Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.
Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.
Karten, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.
Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.
McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

ML-H- 4.4: STUDY TOUR AND INTERNSHIP (0-0-2)
- **Study Tour:** There shall be an educational study tour to an identified place in the beginning of the fourth semester for a period not exceeding one week. The

students have to visit different types of libraries and submit an Educational Tour Observation Report to be evaluated by the Tour Leader () for a maximum of 10 Marks.

- **Internship:**There shall be an Internshipfor a period of one month immediately after the completion of fourth semester examination. Each student shall undergo internship in any one of the reputed library and information centers attached to institutions of higher learning, R& D institutions, industries approved by BOS in Library and Information Science (PG). On completion of Internship the students have to submit a report which will be valued for 40 marks.Internship completion certificate in this respect from the concerned Head of the Library/Information Center shall be produced by the candidate.

SOFTCORE

Students have the option to choose any one of the following soft core courses namely:

ML-S-4.5: Dissertation
ML-S-4.6: Development of Information Product
ML-S-4.7: Development of a KOS Tool

ML- S- 4.4: Dissertation (0-0-4)

- Each student has to work on a research topic under the supervision of a supervisor and submit the report in the form of a dissertationfifteen days before the start of the IV semester examination. Submission of plagiarism check report issued by the Librarian is mandatory.

ML-S-4.5:Development of Information Product (0-0-4)

- Each student has to compile or develop an information product under the supervision of a supervisor and submit the report fifteen days before the start of the start of the IV semester examination.

ML-S-4.5: Development of Knowledge Organization System (0-0-4)

- Each student has to compile any KOS tool on an approved topic like thesaurus, Ontologies, Taxonomies, Folksonomies, Clustering, Categories,etc based on the principles of KOS under the supervision of a supervisor and submit the report fifteen days before the start of the IV semester examination.

OPEN ELECTIVES TO BE OFFERED BY THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

THIRD SEMESTER:

ML-O-3.7: INFORMATION SOURCES (3-1-0)

Unit 1:

- Information Sources**:** Meaning, Definition, Nature, Evolution, Characteristics, Functions
- Types of information sources and their Importance
- Criteria for evaluation of information sources

Unit 2:

- Primary sources (Print and Electronic):Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:

- Secondary sources (Print and Electronic):Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4:

- Tertiary Sources (Print and Electronic)**:** Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Unit 5:

- Non – documentary sourcesHuman sources: Technological gatekeepers, invisible colleges, Consultants, resource persons; Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6:

- Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways. Online databases, Open sources

Note: Course teacher may adopt participatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Chenny F N and Williams W J (1980). Fundamental reference sources. Ed 2. Chicago: ALA

Chowdhury, G G and Chowdhury, Sudatta (2001). Searching CDROM and online information sources. London: Facet

Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet
Gopinath, M.A (1984). Information Sources and Communication Media. DRTC Annual Seminar, Bangalore
Grogan D J (1982). Science and technology: An introduction to the literature Ed 4. London: Clive-Bingley
Katz, W A (1992). Introduction to reference work. New York: McGraw Hill
Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas
Kumar PSG. (Ed) (2001). Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co.
Poulter, Alan., Tseng, Gwyneth and Sargent, Goff (1999). The library and information, Professional's guide to the World Wide Web. London: Facet
Rao, I.K.R (2001). Electronic Sources of Information, DRTC Annual Seminar
Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest
Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: EssEss
Shores, Louis (1959). Basic reference sources. Chicago: ALA,
Subramanayam, K (2001). Scientific and Technical Information Resources, New Delhi: Anmol
Teague, S John (1985). Microforms, Video and Electronic media Librarianship, London, Butterwoths
Walford, A.J (1990): Guide to Reference Materials, London, Library Association, 3V.
www.libraryspot.com
www.refdesk.com
www.infolibrarian.com

FOURTH SEMESTER

ML-O- 4.7: KNOWLEDGE SOCIETY (3-1-0)

Unit 1:

- Meaning, Definition, Pattern of Development of Knowledge
- The Design of Knowledge Society, Characteristics of Knowledge Society
- Impact of Scientific knowledge on social relation; Pattern of social stratification in a knowledge society

Unit 2:

- Dimensions and Components of Knowledge Society: Historical Dimensions; Economic Dimension; Political Dimension; Cultural dimensions
- Intellectual property Components: Societal Transformation & Wealth Generation

Unit 3:

- Impact of Knowledge Society:Social, Economic, Political, Legal, Cultural and Technological implications

Unit 4:

- Knowledge Industry:Generators, providers and intermediaries
- Changing role of Library and Information Centres in Knowledge Society

Unit 5:

- Free access to information, OAI, Role of Association and Organizations in the knowledge society, Knowledge Commission.

Unit 6:

- Cyber laws:Electronic Document; Digital signatures, Digital certificates, Electronic contracts; Regulations of cyber laws
- IT act 1999 and its amendments;

Note: Course teacher may adoptparticipatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions etc., are part of tutorial.

References:

Barry, Smith Ed. (2007). Liberal education in a knowledge society, New York: Cambridge University Press.

Choo, W.C. et al. (2000). Web work: Information seeking and knowledge work on the World Wide Web. London: Kluwer.

Kuhethau, C.C. (1993). Seeking meaning: A process approach of library and information services. New Jersey: Ablex.

Marquis de Condorcet (1796). Outlines of an human view of the progress of human mind. Dublin: John Chamlers.

National Knowledge Commission (2007). Libraries, Gateways to Knowledge: A roadmap for Revitalization. http://knowledgecomission.gov.in

Stephens, D.W. and Krebs, J.R. (1986). Foraging theory. New Jersey: PUP.

Van Doren, Charles A. (1991). A history of knowledge: The pivotal events, people, and achievements of world history, New York: Ballantine Books.

Venkatasubramanian, K. (2003). Transformation of India as a Knowledge Superpower: Strategy for action. New Delhi: Vikas.

(Annexure – II)

COMPONENTS OF VALUE ADDED CERTIFICATE/PROFIENCY COURSES TO BE OFFERED BY THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE (UNDER CBCS & CAGP SCHEME)

Semester	Paper No	Title of the paper	L	T	P
	(Value added Certificate course)				
	L-VC-1	Knowledge Management and Content Management			
I			2	0	0
II			2	0	0
III			2	0	0
IV			0	0	2
	(Value Added Certificate/Proficiency Course)				
	L-VCP-1	Technical Writing			
I			2	0	0
II			1	0	1
III			1	0	1
IV			2	0	0
	(Value added Certificate/ Proficiency Course)				
	L-VCP-2	Information Literacy			
III			3	1	0
IV			3	1	0

VALUE ADDED CERTIFICATE COURSE ON

L-VC-1: KNOWLEDGE MANAGEMENT AND CONTENT MANAGEMENT

A student who has registered for value added Certificate course on Knowledge Management and Content Management has to study this course in all the four semesters for two credits each

First Semester (2-0-0)

Unit 1:

- Concept, Definition and Purpose of KM; Need and Scope, Historical Development
- Role of KM, Impact on Society
- Knowledge Management Vs Document Management
- Knowledge Management Approaches:Mechanistic approach, cultural / behaviouristic approach, systematic approach

Unit 2:

- Knowledge Engineering, Knowledge Networking
- Role of Information Professionals in Knowledge Management
- Knowledge workers: their legal and ethical issues

Second Semester (2-0-0)

Unit 3:

- Knowledge Classification, Knowledge Creation concept, knowledge creation process. Nonaka's Model, Knowledge Architecture: People Core and Technical Core.

Unit 4:

- Knowledge Transfer and Sharing:Definition, need & purpose
  - Knowledge vision and focus; Mentors and social networks; prerequisites for transfer; transfer strategies; transfer protocols
  - Knowledge in e-world**;** Knowledge Management Systems: Decision Support System and Expert System -Artificial Intelligence

Third Semester (2-0-0)

Unit 5:

- Roots and Branches of CMS
- CMS elements, issues, and challenges; Functionality and Interaction issues
- Studying Information Architecture, Content tagging and Metatoringand Interaction.

Unit 6:

- Study of CMS software packages and platforms - Joomla, Drupal, Wordpress and Moodle

Fourth Semester (0-0-2)

Unit 7:

- Practical experience with Joomla and Drupal

Unit 8:

- Practical experience with Wordpress and Moodle

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References

Aarts, E.; Harwig, R. and Schuurmans, M. (2002). Ambient Intelligence. In P.J. Denning (Ed.), the invisible future. New York: McGraw Hill.

Arthur, M.H. (2006). Expanding a digital content management system: for the growing digital media enterprise. Boston: Elsevier Focal Press.

Barrie, M. N. (2009). Joomla! 1.5: a user's guide: building a successful Joomla! Powered website. Upper Saddle River, NJ: Prentice Hall.

Beckman, T.A. (1997) A methodology for knowledge management. International Association of Science and Technology for Development (IASTED). International Conference on AI and Sort computing. Canada.

Bradford L. E. (2008). Content management systems in libraries: case studies. Lanham, Md. :Scarecrow Press.

Hal Stern, Brad Williams, David Damstra (2010). Professional WordPress : design and development. Indianapolis, IN: Wiley Pub., Inc.

Janet Majure (2010). Teach yourself visually WordPress. Indianapolis, IN : Wiley Pub., Inc.
Jason, C. (2005). Using Moodle: teaching with the popular open source course management system. Sebastopol, CA : O'Reilly Community Press.
Jason, C. &Helen F. (2008). Using Moodle. Sebastopol, CA: O'Reilly Community Press.
Jen K.P. & Sarah E. (2010). Joomla! Start to finish. Indianapolis, IN: Wiley Pub., Inc.
Jennifer Marriott, Elin Waring(2011). The official Joomla! Book. Upper Saddle River, NJ: Addison-Wesley.
Manuel, R.S.S. (2001). A new concept of knowledge. Medford, NJ: Information Today.
Mauthe, A. & Thomas, P. (2004). Professional Content Management Systems: HandlingDigitalMedia Assets. John Wiley & Sons.
Onge, H.S. (1999). Cultivating Corporate Culture towards Knowledge Environment: European Business Information Conference. Dublin.
Ric S. & Brice D. (2011). Drupal 7 bible. Indianapolis, IN: Wiley.
Ron S. &Kenneth C. (2010). Using Joomla. Beijing; Cambridge [Mass.]: O'Reilly.
Sullivan, P. (2000). Value Driven Intellectual Capital: How to convert intangible assets into Market value. Wiley.
Tris H. (2011). Using WordPress. Indianapolis, Ind, : Que.
Wig, K.M. (1995). Knowledge Management Methods: practical approach to managing knowledge. Chema Pres.

VALUE ADDED CERTIFICATE/ PROFICIENCY COURSE ON

L-VCP-1:TECHNICAL WRITING

A student who registers for value added Certificate/ Proficiency course on Technical Writing has to study this course in all the four semesters for two credits each

FIRST SEMESTER (2-0-0)

Unit 1:

- Technical writing:Basics, Definition, Overview, Purpose, Types, Characteristics, Functions
- Target groups and their requirements
- Technical Writing Process: Planning, drafting editing, finishing and producing the document; Use of editorial tools viz., Dictionaries, Style Manuals, Standards and specifications

Unit 2:

- Structure and format of journal articles, seminar/ conference papers, review articles, technical reports, informal and formal reports, recommendation and feasibility reports, research proposals, monographs, dissertations/theses

SECOND SEMESTER (1-0-1)

Unit 3:

- Language and technical skills, styles, Semantics, Syntax, Diction, Sentence structure, Readability and aberrations
- Technical Writing Techniques: Information searching and gathering skills; Summarizing; Designing pages: Elements of page design, basic design guidelines, developing a style sheet; Using Visual aids: Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations; Defining, Describing, and providing set of instructions including footnotes and end notes

Unit 4:

- Work assignments on technical writing basics; technical writing process, techniques and style

THIRD SEMESTER (1-0-1)

Unit 5:

- Use of PageMaker and Microsoft-Office for the preparation, production and presentation of scientific and technical communications

Unit 6:

- Acquaintance, hands on experience and work assignment with software Packages

FOURTH SEMESTER (2-0-0)

Unit 7:

- Trends in technical writing: Marketing Communication – company white papers, reference manuals, user manuals, on-line help files, application notes, data sheet, errata, newsletters; Documentation support to software products; Business tools to technical writers – Robo help, on-line help, Adobe Frame work and its allied products

Unit 8:

- Implications on LIS – Growth opportunities, diversity of field, marketing, quality coordination

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Anderson, Paul V and Brockamn, R John and Miller, Carolyn (ed) (1997). New essays in technical and scientific communication: Research, theory and Practice. Farmingdale: NY, Baywood

Day, Robert A (1989). Writing scientific papers in English Ed 2. Philadelphia: ISI

Joshi, Yateendra (2003). Commnicating in style. New Delhi: TERI

Riodarn, Daniel G and Pauley, Steven E (2004). Technical report writing today. Ed 8. New Deli: Biztantra

Society for Technical Communication. Code for communicators (1998). Washington D C. STC

Staples, Catherine and Ornatowski, Cezar (Ed) (1997). Foundations for teaching technical Communications: Theory, Practice and Program Design. Greenwitch, CT: Ablex

Xerox Publishing standards: A manual of style and design (1988). New York: Xerox press

VALUE ADDED CERTIFICATE/PROFICIENCY COURSE ON

L-VCP-2:INFORMATION LITERACY

A student who registers for value added Certificate/Proficiency course on Information Literacy has to study this course in third and fourth semesters for four credits each

Third Semester (3-1-0)

Unit1:

- Libraries:Meaning, Aims, Functions, Types
- Role of libraries in modern society – social, educational and cultural

Unit 2:

- Classification of books
- Organization of library resources
- Catalogues, OPAC, Web OPAC, Union Catalogues, Kardex
- Circulation of books
- Reading room facilities, Photocopying facility, Bookbanks

Unit 3:

- Categories of users: Academic community, Scientists and Technologists, R & D Personnel, Other Professionals, Planners, Policy makers, Ethnic groups etc.
- Information needs and Information seeking behaviors of various users;
- Role of users in collection development

Fourth Semester (3-1-0)

Unit 1:

- Information Literacy: Definition, Need and Scope. History and evolution – Library/ Bibliographic instruction, library tour, initiation to freshman, library orientation and user education
- Selective study of Information Literacy missions, forums and task forces, National and International standards, guidelines and policies

Unit 2:

- IL Skills and competencies: B-6 skills with theoretical and practical orientation

Unit 3:

- Referencing: Internal and External Referencing; Footnotes, Endnotes, References, Preparation of bibliography; Style manuals

Note: Course teacher may adoptparticipatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

ACRL (2000). Information literacy competency standards for higher education: ACR: Chicago

American Library Association. Final Report of Presidential Committee on Information Literacy. www.ala.org/at/nill/litt1sthtml

Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.

Benge R C (1970). Libraries and cultural change. London: Clive Bingley

Bawden, D. (2001). Information and digital literacies: a review of concepts. http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf.

Bruce C (1997), The seven facets of information literacy. Auslib press: Adelaide

Buschman J (1993). Critical approaches to information technology in librarianship: Foundation and applications London: Greenwood press

Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet

Dordick H S and Wang G (1993). The information society: A retrospective view. Newbury: California: Sage

Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L. (2004). Information Literacy: Essential Skills for information age. London: Libraries unlimited.

Galhotra, Mohan Kumar (2008). Information technology in Library and information services, New Delhi: EssEss Publications

Garg, Suchi (2006). Information and Communication Technology. New Delhi: Alfa Publications

Guha, B (1983). Documentation and Information services: Techniques and systems. Rev ed 2. Calcutta: World

Kawatra P S (1983). Fundamentals of documentation. New Delhi: Sterling

Khanna J K (1987). Library and society. Kurukshetra: Research production

Meadows, A J (1991). Knowledge and communication. London: LA.

(Annexure – 3)

COMPONENTS OF CERTIFICATE COURSE IN LIBRARY SCIENCE

Semester	Paper No	Title of the paper	L	T	P
I	CL- 1.1	Foundations of Library Science	3	1	0
	CL- 1.2	Management of Libraries	3	1	0
	CL- 1.3	Library Cataloguing and Library Classification (Theory)	3	1	0
	CL - 1.4	Library Cataloguing and Library Classification (Practicals)	0	0	4
	CL - 1.5	Information Sources	3	1	0
	CL - 1.6	Information Technology	2	0	2

SYLLABUS FOR CERTIFICATE COURSE IN LIBRARY SCIENCE

CL-1.1: FOUNDATIONS OF LIBRARY SCIENCE (3-1-0)

Unit 1:
- Library: Concept, Social and historical foundations
- Classification of Libraries: Their functions and features
- Role of libraries in the development of a society
- Implications on libraries and information centers

Unit 2:
- History of library movement: Growth and development of libraries in India

Unit 3:
- Five laws of library science and their implications on libraries

Unit 4:
- Library legislation:KPL Act 1965, Copy Right Act 1957, Delivery of Books and Newspapers Act 1954, Press and Registration Act: Overview

Unit 5:
- Documentation Centers: NISCAIR, DESIDOC, NASSDOC

Unit 6:
- Library and Information Profession: Librarianship as a profession: Women librarianship; Professional ethics
- Professional Associations: ILA, IASLIC and UNESCO

Note: Course teacher has to take the students to different types of local libraries and students have to submit a report of libraries visited

References:

Girjakumar (1986). Library development in India New Delhi: Vikas
Guha B (1983). Documentation and Information services: Techniques and Systems. Rev ed 2. Calcutta: World
Kawatra P S (1983). Fundamentals of documentation. New Delhi: Sterling
Khanna .J. K (1987). Library and Society. Kurukshetra: Research production
Krishankumar (1989). Library organization Ed 1(Reprint). Delhi: Vikas
Ranganathan, S. R (1989). Five laws of library science. Ed 2. Bangalore: SRELS
Unesco (1960). National Libraries: The Problem and Prospects. Paris: Unesco

CL-1.2: MANAGEMENT OF LIBRARIES (3-1-0)

Unit 1:
- Management:Concept, Definition and Scope; Functions and Principles of Scientific Management

Unit 2:

- Management of Library Personnel:Library Staff: Nature, Duties and Responsibilities; Interpersonal relations, Motivation, Training and Development and Performance Appraisal

Unit 3:

- Financial Management: Financial Resource mobilization: Budgeting techniques and methods

Unit 4:

- Different Sections of Library
- Library housekeeping operations
- Book selection, Acquisition, Technical Processing, Serials Control, Circulation, Maintenance, Stock Verification, Book Binding, Evaluation and Weeding

Unit 5:

- Library building and Space Management
- Library Furniture and Equipment

Unit 6:

- Reports:Types of records, Annual report, Library statistics.

References:

Bryson, J (1990). Effective library and information management. Aldershot: Gower

Cronin, Blasé (1985). Information management: From strategies to action. London: Aslib

Evans S E (1978). Management techniques of librarians. Ed. 2 New York, Academic

Harvey R (1993). Preservation in libraries: Principles, Strategies and practices of librarians. New York: Bowker-Saur

Mittal, R. L (1983). Library administration: Theory and Practice, Ed 5.

Ranganathan, S. R (1989). Library Administration. Bangalore: SRELS

Note: Course teacher has to take the students to University library and show different sections of libraries and acquaint them with library housekeeping operations. The students have to submit a report

CL-1.3: LIBRARY CATALOGUINGAND LIBRARY CLASSIFICATION (THEORY) (3-1-0)

Unit 1:

- Library Catalogue: Basics:Library catalogue: Meaning, Objectives, Purpose and functions
- Types and Forms of library catalogue – Conventional and Non-conventional forms

Unit 2:

- Catalogue Entries: Format of catalogue entries
- Kinds of entries
- Data elements in different types of entries

- Filing of entries

Unit 3:
- History and development of library catalogue codes
- Normative principles: Laws, Canons and Principles of cataloguing
- Introduction to RDA

Unit 4:
- Library Classification : Basics:Definition, Need, Purpose, Historical Perspective

Unit 5:
- Normative principles of classification and their applications

Unit 6:
- Study of Dewey DecimalClassification: Features, Structure and applications

Note: Course teacher may adoptparticipatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Anglo American Cataloguing Rules 2nd Revised Ed (1998). New Delhi: Oxford

Brne, Deborah J. MARC Manual: Understanding and Using MARC Record (1998). Engelwood: Libraries Unlimited

Dewey Decimal Classification Ed 22

Fritz, Devorah A. Cataloguing with AACR2 and US MARC records (1998). Chicago: ALA

Girijakumar and Krishan Kumar (1983). Theory of Library Cataloguing. New Delhi: Lokar

Krishankumar. Theory of Cataloguing. Rev. Ed5 (1989). New Delhi: Vikas

Krishankumar (1989). Theory of Library Classification. New Delhi: Vikas

Maxwell, Robert and Maxwell, Margaret F (1997). Maxwell's handbook of AACR2R, Chicago: ACA

Ranganathan, S. R (1938). Theory of Library Catalogue. Madras Library Association, 1938

Ranganathan, S. R (1989). Prolegomena to Library classification. Bangalore: SRELS

Ranganathan, S. R (1989). Colon Classification Ed. 6 (amended). Bangalore: SRELS

CL-1.4:LIBRARY CATALOGUING AND LIBRARY CLASSIFICATION(PRACTICALS) (0-0-4)

Unit 1:
- Cataloguing of simple and compound titles according to RDA

Unit 2:
- Classification of simple and compound titles according to DDC

Each student shall compulsorily maintain practical workbook and submit the same at the time of examination

References:

Anglo American Cataloguing Rules 2nd Revised Ed (1998). New Delhi: Oxford
Dewey Decimal Classification Ed 22

CL-1.5: INFORMATION SOURCES (3-1-0)

Unit 1:

- Information Sources:Meaning, Definition, Nature, Evolution, Characteristics, Functions
- Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2:

- Primary sources:Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:

- Secondary sources:Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4:

- Tertiary Sources:Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Note: Course teacher may adoptparticipatory discussion / self study / desk work / seminar presentation by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the lecture classes. Seminars, case study, discussion sessions, etc., are part of tutorial.

References:

Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas

Kumar PSG. (Ed) (2001). Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co.

Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest

Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: EssEss

CL-1.6: INFORMATION TECHNOLOGY (2-0-2)

Unit 1:

- Computers: History and Development, Generation of Computers, Types of Computers, Applications of computers
- Components of a Computer: CPU, Input and Output devices, Internal and External storage devices – ROM, RAM, Magnetic Devices, Optical Devices; Computer Software

Unit 2:

- Library Automation:Genesis, History, Ned, Rationale, Types and areas of Library automation; Study of Library Software Packages – SOUL, NIC E-Granthalaya

Unit 3:

- **Internet:** Origin, History and Evaluation; Resource and Facilities; Internet Tools; Applications to Libraries

Unit 4: Acquaintance with computer; Hands on experience with MS-Word, MS-Excel; MS-PowerPoint; MS-Access

Unit 5: Hands on experience with SOUL/NIC E-Granthalaya

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

References:

Basandra S K (202). Computers Today, New Delhi: Gogotia

Benfold J (1993). Welcome to CD – ROM, New York: MIS Press

Haravu, L. J (2004). Library Automation: Design, Principle and Practice, New Delhi, Allied

Rajaraman, V (1981). Fundamentals of Computers. New Delhi: Prentice-Hall of India

Sinha P. K (1992). Computer Fundamentals: Concepts, Systems and Applications Ed. 2 New Delhi: BPB

(Annexure – IV)

MLISc _____ Semester Examination, _____
(Under CBCS and CAGP Scheme)
Library and Information Science
Course No: Course title

Time: 3 Hours **Max. Marks: 70**

Instructions: Answer the following as instructed below

PART A
Answer any five of the following **5 X 10 = 50**
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

PART B
Write short notes to any four of the following **4 X 5 = 20**
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

All P G _____ Semester Examination, _____
(Under CBCS and CAGP Scheme)
Value Added Certificate and Proficiency Courses in Library and Information Science
Course No: Course title

Time: 3 Hours **Max. Marks: 70**

Instructions: Answer the following as instructed below

PART A
Answer any five of the following **5 X 10 = 50**
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

PART B
Write short notes to any four of the following **4 X 5 = 20**
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

All PG _____ Semester Examination, _____
(Under CBCS and CAGP Scheme)
Open Elective: Library and Information Science
Course No: Course title

Time: 3 Hours **Max. Marks: 70**

Instructions: Answer the following as instructed below

PART A
Answer any five of the following **5 X 10 = 50**
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

PART B
Write short notes to any four of the following **4 X 5 = 20**
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

CLIBSCI Examination, _____
Library and Information Science
Course No: Course title

Time: 3 Hours **Max. Marks: 70**

Instructions: Answer the following as instructed below

PART A
Answer any five of the following **5 X 10 = 50**
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

PART B
Write short notes to any four of the following **4 X 5 = 20**
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____