



## Course Outline and Syllabus for Master of Library and Information Science (MLISc) under CBCS and CAGP

Semester	Code	Title of the Course	L	T	P	Credit Values
		<b>Hard Core</b>				
<b>First</b>	<b>HC1.1</b>	<b>Foundations of Library and Information Science</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC1.2</b>	<b>Management of Library and Information Centers</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC1.3</b>	<b>Knowledge Organization: Library Classification</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC1.4</b>	<b>Knowledge Organization: Library Classification</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
	<b>HC1.5</b>	<b>Fundamentals of Computers</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>
		<b>Soft Core (Any One)</b>				
	<b>SC1.1</b>	<b>Public Libraries</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>SC1.2</b>	<b>Academic Libraries</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>SC1.3</b>	<b>Special Libraries</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
		<b>Total Credits for First Semester</b>				<b>24</b>
<b>Second</b>		<b>Hard Core</b>				
	<b>HC2.1</b>	<b>Information Science</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC2.2</b>	<b>Library Automation</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>
	<b>HC2.3</b>	<b>Information Retrieval: Library Cataloguing</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC2.4</b>	<b>Information Retrieval: Library Cataloguing</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		<b>Soft Core (Any One)</b>				
	<b>SC2.1</b>	<b>Information Literacy</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>SC2.2</b>	<b>Information Use Studies and User Education</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
		<b>Open Elective</b>				
	<b>OE 2.1</b>	<b>Soft Skills</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
		<b>Total Credits for Second Semester</b>				<b>24</b>



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Semester	Code	Title of the Course	L	T	P	Credit Values
		<b>Hard Core</b>				
<b>Third</b>	<b>HC3.1</b>	<b>Research Methods and Statistical Techniques</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC3.2</b>	<b>Information Sources</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC3.3</b>	<b>Technologies for Information Management</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC3.4</b>	<b>Technologies for Information Management</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		<b>Soft Core (Any One)</b>				
	<b>SC3.1</b>	<b>Infometrics, Scientometrics and Webometrics</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>SC3.2</b>	<b>Networks, Networking and Library Consortia</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
		<b>Open Elective</b>				
	<b>OE3.1</b>	<b>Information Literacy: Essential Skills for the Information Age</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>
		<b>Education Tour* after Third Semester and Before the Commencement of Fourth Semester</b>				
		<b>Total Credits for Third Semester</b>				<b>24</b>
<b>Fourth</b>		<b>Hard Core</b>				
	<b>HC4.1</b>	<b>Digital Libraries</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>4</b>
	<b>HC4.2</b>	<b>Information Analysis, Consolidation, Repackaging and Dissemination</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC4.3</b>	<b>Technical Writing and Communication</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC4.4</b>	<b>Internet and Electronic Publishing</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
	<b>HC4.5</b>	<b>Internet and Electronic Publishing</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		<b>Soft Core (Any One)</b>				
	<b>SC4.1</b>	<b>Web 2.0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>
	<b>SC4.2</b>	<b>Project</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>
		<b>Internship** of One Month after the Completion of Fourth Semester Theory and Practical Exams</b>				
		<b>Total Credits for Fourth Semester</b>				<b>24</b>
		<b>Total Credits of First to Fourth Semester</b>				<b>96</b>

\* Education Tour is Compulsory and the students shall submit Education Tour Observation Report.

\*\* Internship is compulsory and the students have to submit the completion certificate from the head of the Library and Information Centers.

L = Lecture, T = Tutorial, P = Practical



## FIRST SEMESTER:

### HARD CORE:

#### HC 1.1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Library as a Social Institution - Concept of library; Social and historical foundations of Library; Classification of libraries, functions and their distinguishing features; Five Laws of Library Science and their implications; History of Library Movement; Growth and Development of Libraries in India

**Unit-2:** Information and Society - Concept of information, Genesis, characteristics and implications of Information to Society; Role of Library and Information Centers in formal and informal education; Library Legislation - Need and Purpose; Factors and Principles; KPL Act 1965; Copy Right Act of 1857 and Its Amendments; Delivery of Books and Newspapers Act

**Unit-3:** Documentation Centers and Information Systems: National Documentation Centers – NISCAIR, DESIDOC, NASSDOC; International Information Systems – INIS, AGRIS, MEDLARS, ERIC and IFIS

**Unit-4:** Library and Information Profession: Librarianship as a profession; Professional Ethics, Professional Associations and their role in the development of the profession; Study of Selected National and International Associations and Organizations - ILA, IASLIC, CILIP, ALA; IFLA, UNESCO and FID.

#### References:

- Benge R C. Libraries and Cultural Change. London, Clive-Bingley, 1970
- Dordick H S and Wang G. The Information Society: A Retrospective View. Newbury, California, Sage, 1993
- Girijakumar. Library Development in India. New Delhi, Vikas, 1986
- Guha B. Documentation and Information Services: Techniques and Systems. Rev.Ed.2, Calcutta, World, 1983
- Kawatra P S. Fundamentals of Documentation. New Delhi, Sterling, 1983
- Khanna, J K. Library and society. Kurukshetra, Research Production, 1987
- Krishankumar. Library Organization Ed 1 (Reprint). Delhi: Vikas, 1989
- Lancaster F W. Ethics and the Librarian. Urbana-Champaign, Illinois University, 1991
- Meadows, A J. Knowledge and communication. London: Library Association, 1991
- Ranganathan S R. Five Laws of Library Science. Ed.2, Bangalore, SRELS, 1989
- Ranganathan S R. Library legislation. Handbook of Madras Library Act, Madras: MLA, 1958
- Rubin Richard. Foundations of Library and Information Science, Neal Schuman, 2010. Pp468



Shuman B A. Foundations and Issues in Library and Information Science.  
Englewood, Colorado Libraries, 1992

UNESCO. National libraries: The Problems and Prospects. Paris: UNESCO, 1960

White Carl M. Ed., Bases of Modern Librarianship. New York, Pergmon, 1964

## **HC 1.2: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS**

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Management - Concept, Definition and Scope; Schools of thought, Styles and Approaches; Functions and Principles of Scientific Management; Planning Organization Structure

**Unit-2** Library House Keeping Functions - Different Sections and Their Functions; Collection Development and Management - Policies and Procedures; Acquisition – Books, Serials, Non-book materials; Technical Processing; Serials Management and Control; Circulation Control, Maintenance; Evaluation and Weeding.

**Unit-3:** Human Resource Management – Manpower Planning, Job analysis, Job description, Selection, Recruitment, Motivation, Training development, Staff Manual, Leadership and Performance Evaluation; Financial Management - Resource Generation, Budgeting Techniques and Methods – PPBS, Zero Based Budgeting; Cost Effectiveness and Cost Benefit Analysis; Library Buildings, Furniture and Equipment.

**Unit-4:** System Study – Analysis, Evaluation and Design; Performance Evaluation of Libraries/Information Centers and Services; Marketing of information Products and Services; Total Quality Management; Library Records and Reports; Library Statistics, Library Standards

### **References:**

Branin, J J. Collection Management for the 1990s. Chicago: ALA, 1994

Bryson, J. Effective Library and Information Management. Aldershot: Gower, 1990

Cowley J. Personnel Management in Libraries. London, Clive-Bingley, 1982

Cronin, Blaise. Information Management: From Strategies to Action. London: Aslib, Electronic Formats. New York: Haworth, 1991

Evans G Edward. Zarnosky Margret R and Saponare Margret Zanosky. Developing Library and Information Centers Collections, Libraries Unlimited, 2000, pp595

Evans S E. Management techniques for Librarians. Ed.2, New York, Academic, 1978 Grafton, 1982

Harvey, R. Preservation in libraries: Principles, Strategies and Practices for Librarians. New York: Bowker-Saur, 1993

ISI. Elements of Design of Library Building. Delhi: ISI, 1961



- Johanson Peggy. Fundamentals of Collection Development and Management, ALA Edition, 2009. Pp407.
- Jones N and Jordan P. Staff Management in Library and Information Work. Grower: Jurow S and Barnard S B. Integrating Total Quality Management in a Library Setting. New York, Haworth, 1993
- Katz, W A. Collection Development: Selection of Materials for Libraries. New York: Lee, S H (Ed). Budgets for Acquisitions: Strategies for Serials, Monographs and Lock, R N. Library Administration. Ed 3. New York: Philosophical Library, 1973 McGraw-Hill, 1965
- Metcalf K D. Planning of Academic and Research Library Buildings. New York, Mittal, R L. Library Administration: Theory and Practice. Ed 4. Delhi: Metropolitan, Ranganathan, S R. Library Administration. Ed 2. (Reprint). Bangalore: Sarada Ranganathan Endowment in Library Science, 1989
- Rowley, Jennifer. Implementing TQM for Library Services: The Issues. Aslib Stueart Robert D. Library and Information Center Management, 7<sup>th</sup> ed., Libraries Unlimited, 2007, pp492
- Sullivan, M. Developing Library Staff for the 21<sup>st</sup> century. New York: 1992
- Wholey, J S. Zero-base Budgeting and program Evaluation. 1979

## **HC 1.3: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION**

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Universe of Knowledge - Structure and Attributes; Modes of Formation of Subjects; Different Types of Subjects; Library Classification - Basic Terminology and Historical Perspective, Need and Purpose of Library Classification
- Unit-2:** Theory of Library Classification: General Theory of Library Classification, Planes of Work, Normative Principles of Classification and their Applications – Laws, Canons, Principles, Postulates.
- Unit-3:** Postulation Approach to Library Classification; Fundamental Categories, Facet Analysis and Facet Sequence; Zone Analysis, Phase Analysis; Systems and Specials; Notation; Mnemonics; Phase Relation and Common Isolates; Devices in Library Classification; Book Number and Collection Number
- Unit-4:** Schemes of Library Classification: Introduction, Features and Application – DDC, UDC and CC; Design of Depth Schedules - Planning, Methodology, Structure and Procedure; Trends in Classification Research

### **References:**

- Bliss, H E. Organization of Knowledge in libraries and Subject Approach to Books. Ed 2. New York: Wilson, 1929



- British Standard Institution. BS100 M: 1985 Universal Decimal Classification.  
London: BSI, 1985
- Dewey, Melvil. Dewey Decimal Classification
- Gopinath, M A. Construction of Colon Classification. New Delhi: Wiley Eastern, 1986
- Krishankumar. Theory of Classification. Ed 2. New Delhi: Vikas, 1980
- Ranganathan S R. Depth Classification. Delhi: ILA, 1953
- Ranganathan S R. Prolegomena to Library Classification. Ed 3 (Reprint). Bangalore: Ranganathan, S R. Colon Classification 6<sup>th</sup> Ed (Reprint). Bangalore: Sarada Ranganathan Endowment for Library Science, 1985
- Ranganathan, S R. Descriptive Account of the Colon Classification. Bombay: Asia, 1963
- Rowley, J E. Organizing Knowledge: An Introduction to Information Retrieval. Ashgate, 1992
- Sarada Ranganathan Endowment in Library Science, 1995
- Sayers, W C Berwick. Introduction to Library Classification. London: Andre Deutch, Sharma C K and Sharma A K. Library Classification, New Delhi, Atlantic, 2007, pp257.
- Surhone, Lambert M., Tennoe, Mariam T and Hensonow, Susan F. Library Classification, VDM Verlag, 2010, pp88
- Williamson N J and Hundra M. Classification Research for Knowledge Representation and Organization. Proceedings of the International Study Conference on Classification Research. Amsterdam: Elsevier, 1992

## HC 1.4: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION

(Hours of Teaching: L: T: P = 0:0:4)  
(Practicals = 4 x 16 = 64 x 2 = 128 hrs)

Classification of Simple, Compound and Complex Documents using Dewey Decimal Classification and Colon Classification (6<sup>th</sup> Ed.) Schemes.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

## HC 1.5: FUNDAMENTALS OF COMPUTERS

(Hours of Teaching: L: T: P = 2:0:2)  
(Lectures = 2 x 16 = 32 hrs)  
(Practicals = 2 x 16 = 32 x 2 = 64 hrs)

**Unit-1:** Computer: What and Why; Parts of a Computer; Classification and types of Computers; Limitations of Computers; Brief History and Development of Computers including Generations of Computers,

**Unit-2:** Components of a Computer; Memory – Internal Storage: ROM and RAM, External Storage Devices: Magnetic devices- Hard Disk and Floppy Disk; Optical Devices – CD-ROM, DVD; Input/ Output Devices – Keyboard, Mouse, Scanners, Printers etc., Software: Systems Software – Compilers and Interpreters; Operating Systems – MSDOS, MS-WINDOWS.



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**Unit-3:** Study and Acquaintance with Software Packages: MS Office – Word, Excel and PowerPoint

**Unit-4:** Data Representation; File Organization – Concept, Types and their Advantages and Disadvantages; Concept of Programming: Algorithms, Flow- Charting; Acquaintance with basic programming languages; Criteria for Selection of Computers for Libraries

## **PRACTICALS:**

Acquaintance with Computer and its components  
Hands on experience and work assignments with MS-DOS; MS –WINDOWS, MS-OFFICE - Word, Excel and PowerPoint.  
(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

## **References:**

- Anita, Goel. Computer Fundamentals, Pearson Education India, 2010, pp500.  
Cooper, M J. What Computers can do?. London: Maseclaner. 1970  
Davies, G B. Introduction to Computers. New York: McGraw-Hill, 1977  
Delhi: BPB, 1992  
Hunt R and Shelly J. Computer and Commonsense. New Delhi: Prentice, 1980  
Rajaraman. Fundamentals of Computers, Prentice Hall of India, 2003,  
Rowley, J. Computers for libraries. Ed 3. London: LA, 1993  
Sinha P K. Computer Fundamentals: Concept, Systems and Applications Ed 2. New Wells, Dolores J. Computer Concepts Basics, Cengage Learning, 2008, pp459

## **SOFT CORE: (ANY ONE)**

### **SC 1.1: PUBLIC LIBRARIES**

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Public libraries: Meaning and Definition, Aims and Objectives, Functions, Characteristics and their role in literacy and continuing education; Brief History and Development of Public Libraries in India; ; Public Library Legislation in India with special reference to KPLA.

**Unit-2:** Information Resources Development and Management: Steps in Information Resources Development and Management, Selection and Acquisition of different types of documents including non-book and electronic sources, Weeding, Preservation, Storage and Evaluation

**Unit-3:** Organization of Information Resources including non-book and electronic publications; Planning and Organization of Information Services to meet the differential requirement of different categories of users including disadvantaged. Extension and Publicity activities and services



**Unit-4:** Library and Information Personnel: Nature, Size, Selection and Recruitment, Qualifications, Duties and responsibilities, Training and Education, Service Conditions, Motivation and Control; Financial Resource Mobilization and Sources of Finance, Budgeting Techniques, Budgetary Control; Planning and Designing of Modern Public Library Building; Furniture and Equipment; Issues, Problems and Prospects of Resource Sharing and Networking of Public Libraries;

### References:

- American Library Association. Minimum Standards for Public Library. Chicago: ALA, 1966
- Augustine C A and Devarajan G. Public Library System in India. Varanasi: IBC, ?  
Draft Library Bill. Delhi: Delhi University, 1950
- Esadille A. National Libraries of the World. Ed 2. London: LA, 1957
- Guruswamy Naidu. Public Library Finances. Varanasi: IBC, ?
- International Federation of Library Associations and Institutions. Public Libraries, Philip Gill, Unesco. The Public Library Service: IFLA/UNESCO Guidelines for Development, Vol 1. K.G. Saur, 2001, pp116.
- Kaula P N. National Library of India: Critical Study. Bombay: Somya, 1970
- Kesavan B S. National Library of India. Calcutta: National Library, 1961
- Koontz, Christie and Gubbin, Barbara. IFLA Public Library Service Guidelines, 2<sup>nd</sup> Completely Revised Edition., Walter de Gruyter, 2010, pp 149.  
LA, 1971
- Luckham N. Library in Society: Study of Public Library in an Urban setting. London: McClovan L R. Public Library Extension. Paris: UNESCO, 1951
- Mittal R L. Public Library Law. Delhi: Metropolitan, 1971
- Ranganathan S R and Neelameghan A (Ed). Public Library System. Bangalore: Sarada Ranganathan Endowment in Library Science, 1972
- Ranganathan S R. Library Development Plan: A Thirty Year Program for India with Shera Jesse H. Foundations of the Public Library: Origins of the Public Library Movement from 1629-1855. Chicago: University of Chicago, 1949
- UNESCO. National Libraries, their Problems and Prospects. Paris: UNESCO, 1960
- White Carl M (Ed). Bases of Modern Librarianship. New York: Pergman, 1964

### SC1.2: ACADEMIC LIBRARIES

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Academic Libraries: Meaning and Definition, Aims and Objectives, Functions, Characteristics and their role in an academic environment; Brief History and Development of Academic Libraries in India; Role of UGC in growth and development of academic libraries in India.

**Unit-2:** Information Resources Development and Management: Steps in Information Resources Development and Management, Selection and Acquisition of books, periodicals, technical reports, patents, standard, learned society





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publications, government documents, non-book materials including electronic publications; Weeding, Preservation, Storage and Evaluation

**Unit-3:** Organization of Information Resources including non-book and electronic publications; Planning and Organization of Library and Information Services – Conventional, Computer based including Internet Resources and Services

**Unit-4** Library and Information Personnel: Nature, Size, Selection and Recruitment, Qualifications, Duties and Responsibilities, Service Conditions, Training and Education; Motivation and Control; Financial Resource Mobilization and Sources of Finance, Budgeting Techniques, Budgetary Control; Space Planning and Furniture: Planning and Designing of Modern Academic Library Building; Furniture and Equipment; Issues, Problems and Prospects of Resource Sharing and Networking of Academic Libraries in India and the role of INFLIBNET.

### References:

- Baker David and Hutchins John. Resource management in Academic Libraries. London: LA, 1995
- Biddle S F. Planning the University Library. Westport: Greenwood Press, 1992
- Bryan Harrison. University Libraries in Britain. London: Clive-Bingley, 1968
- Datta Narendra. Academic status for University and College Librarians in India. Delhi: IBB, 1986
- Deshapande K S. University Library System in India. Varanasi: IBC, 1985
- Durrey Peter. Staff Management in University and College Libraries. Oxford: Pergoman, 1976
- Fleming Hugh. User Education in Academic Libraries. London: LA, 1990
- Fussler H H (Ed). Functions of the Library in Modern College. Chicago: University of Chicago, 1967
- Gelfand M A. University Libraries for Developing Countries. Paris: UNESCO, 1968
- Jenkins C and Morley C. Collection Management in Academic Libraries. Gower, 1991
- Mayer R M. Strategic Management for Academic Libraries: A Handbook. Greenwood 1993
- Line M B. Academic Library Management. London: LA, 1990
- Lyle G R. College Library Publicity. New Delhi: Reliance, 1986
- Rajwant singh University Library Buildings in India. Delhi: Academic, 1984
- Ranganathan S R. School and College Libraries. Madras: MLA, 1942
- UGC: Great Britain. Library Committee. 1963. Report. London: HMSO, 1967
- UGC (India). Library Committee Report (1957) University and College Libraries. New Delhi: UGC, 1967
- Viswanathan C G. University Libraries of India (1857-1970). New Delhi: Author, 1972
- White Carl M. Survey of the Delhi University Library. Delhi: University of Delhi, 1965



## SC1.3: SPECIAL LIBRARIES

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Special Libraries: Meaning and Definition, Aims, Objectives and Functions, Types of Special Libraries; Characteristics and their role in R & D Environment, Industries and Decision Making; History and Development of Special Libraries in India
- Unit-2:** Information Resources Development and Management: Steps in Information Resources Development and Management, Selection and Acquisition of books, periodicals, technical reports, patents, standard, learned society publications, government documents, non-book materials including electronic publications: Weeding, Preservation, Storage and Evaluation; Organization of Information Resources including non-book and electronic publications; Planning and Organization of Library and Information Services – Conventional, Computer based including Internet resources and services
- Unit-3:** Library and Information Personnel: Nature, Size, Selection and Recruitment, Qualifications, Duties and Responsibilities, Service Conditions, Training and Education; Motivation and Control
- Unit-4:** Finance and budgeting: Resource Mobilization and Sources of Finance, budgeting Techniques, Budgetary Control; Space Planning and Furniture: Planning and Designing of Modern Special Library Building; Furniture and Equipment; Issues, Problems and Prospects of Resource Sharing and Networking of Special Libraries in India;

### References:

- Ashworth W (Ed). Handbook of Special Librarianship and information work. Rev Ed 5. London: Aslib, 1982
- Ashworth W. Special Librarianship. London: Clive-Bingley, 1985
- Bakewell K G B. Industrial Libraries Throughout the World. Oxford: Pergoman, 1965
- Griffith J M and King D W. Special Libraries: Increasing the Information Edge. Washington D C: SLA, 1993
- Grogan Dennis, Science and Technology: An Introduction to the Literature. Ed 4. London: Clive-Bingley, 1982
- Houghton B. Technical Information Sources Ed 2. London, N Y: Scarecrow, 1985
- Jackson F B. Special Librarianship: A New Reader. New York: New York: Scarecrow, 1985
- Jones N and Jordon P. Staff Management in Library and Information Work. Gower: Grafton Book, 1982
- Pruett Nancy Jones. Scientific and Technical Libraries. London: Academic, 1986 2 Vols
- Rowley J E and Turner C M D. Dissemination of Information. London: Andre Deutsch, 1978



- Saha J. Special Libraries and Information Services in India and USA. New York: Scarecrow, 1969
- Silva Mania. Special Libraries. London: Grafton, 1970
- Sridhar M S. Problems of Collection Development in Special Libraries. New Delhi: Concept, 1992
- Strauss L J. Scientific and Technical Libraries. Ed 2. New York: Becker and Hayes, 1972
- Subramanyam K. Scientific and Technical Information Resources. New York: Marcel Dekker, 1981

## SECOND SEMESTER:

### HARD CORE:

#### HC 2.1 INFORMATION SCIENCE

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Information: Meaning, Definition, Nature and Properties; Conceptual differences between Data, Information and Knowledge; Role of Information in Planning, Policy and Decision Making, R & D and Industries; Information Science - Evolution, Definition, Scope and Current State; Influence of other Scientific Disciplines on Information Science, and Information Science as a Discipline
- Unit-2:** Information Generation, Dissemination and Utilization: Scientific Method of Enquiry, Transfer and Communication of Information through Various Channels; Role of Scientific Communication; Formal and Informal Communication; Invisible Colleges; Informal Exchange Groups; Social Networks; Barriers to Information Communication;
- Unit-3:** Information as a resource/commodity; Economics of Information – Principles, Costing, Pricing and Cost Benefit Analysis; Distribution and Marketing of Information – Strategies, Techniques and Products
- Unit-4:** Library and Information Policy: Need, Importance and Issues to be considered in the framing of National Information Policy; Intellectual Property Rights –Concept, Copyright, Censorship – Print, Non-Print including Web resources.

#### References:

- Becker, Jose. The First Book on Information Science. Washington: USAEC, Office of Information Services, 1973
- Cawkell, A E (Ed). Evolution of an Information Society. London: Aslib, 1987
- Cronin, B. The marketing of Library and Information Services. London: Aslib, 1992
- Days B (Ed): Information Science: Search for Identity. 1974
- Flynn R R. An introduction to Information Science, 1987



- Hanson C W. Introduction to Science Information Work. London: Aslib, 1973
- IASLIC. Marketing of Library and Information Services. 13<sup>th</sup> IASLIC Seminar. Calcutta: IASLIC, 1988
- Kemp, A. Information and the Nature of Knowledge. London: Clive-Bingley, 1976
- Kochen M (Ed). Information for Action: From Knowledge to Wisdom, 1975
- Lancaster, F W. Towards Paperless Information System. New York: Academic, 1978
- McGarry, K. The Changing Context of Information: An Introductory Analysis. London: LA, 1993
- McGarry, K. Communication, Knowledge and the libraries. London: Clive-Bingley, 1975
- Meadows A J. Communication in Science. London: Butterworths, 1974
- Menon, M. Measuring the impact of Information on Development. Ottawa: International Development Research Center, 1993
- Price, Dereck J De Solla: Little Science, Big Science. New York: Columbia University, 1963
- Saez, E (Ed). Marketing Concepts for Libraries and Information Services. London: LA, 1993
- Smith L C and Dalrymple P. designing Information: New Roles for Librarians. Illinois University of Illinois, 1993
- Walters S. Marketing: A How-to-do Manual for Librarians. New York: Neal-Schuman, 1992
- Wolpert S A and Wolpert J F. Economics of information 1986

## **HC2.2: LIBRARY AUTOMATION**

(Hours of Teaching: L: T: P = 3:0:1)

(Lectures = 3 x 16 = 48 hrs)

(Practicals = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Library Automation: Concept, Need and Areas for Library Automation; Brief History of Library Automation; Planning Infrastructure - Manpower, Financial, Hardware, Software and Furniture and Equipment; Library Automation Feasibility Study,
- Unit-2:** Integrated Library Automated System: Subsystems - Acquisition, Cataloguing, Circulation, and Serials Control Systems.
- Unit-3:** Library Software Packages: Salient features of SOUL, EasyLib, LIBSYS, Koha and NewGenLib; Criteria for Evaluation of Library Software Packages
- Unit-4:** Computerized Library and Information Services; Library Automation in India: Situation, Issues and Problems

### **PRACTICALS:**

Hands on Experience and Acquaintance with different modules of any one of the following Library Software Packages: SOUL, EasyLib, LIBSYS, Koha and NewGenLib.



(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

## References:

- Cohn J M., Kelsey A L and Feils K M. Planning for Automation. New York: Neal-Saumann, 1992
- Duval B K and Main L. Automated Library Systems: A Librarian's Guide and Teaching Manual. Westport: Meckler, 1993
- Kimbler R T. Automation in Libraries Ed 2. Oxford: Pergoman, 1974
- Lovecy Ian. Automating Library Procedures: A Survivors Handbook. London: Library Association, 1984
- Madras Library Association. Library Automation. Madras: MLA, 1986
- Ravichandra Rao I K. Library Automation. New Delhi: New Age International, 1992
- Reynolds Dennis. Library Automation: Issues and Applications. New York: Bowker, 1985
- Rowley J. Computers for Libraries. Ed 3. London: LA, 1993
- Satyanarayan N R. A Manual of computerization of Libraries. New Delhi: Viswa Prakashan, 1995
- Tedd L A. An Introduction to Computer Based Library Systems Ed 9. London: Heyden, 1977

## HC 2.3: INFORMATION RETRIEVAL: LIBRARY CATALOGUING

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Library Catalogue: Meaning, Objectives, Purpose and Functions;; Physical Forms of Library Catalogue and Types of Catalogue; Format of Catalogue Entries: Kinds of Entries; Data Elements in Different Types of Entries; Filing of Entries
- Unit-2:** History and Development of Library Catalogue Codes; Study of AACR-2 and CCC - Introduction, Choice and Rendering of Personal and Corporate Names; Conflict of Authorship; Complexities of Periodical Publications; Cataloguing of Print and Non-Print Media including Electronic Publications
- Unit-3:** Normative Principles: Laws, Canons and Principles; Subject Headings: Origin and Development, Chain Procedure; Bibliographic Description and Control: Overview, Standards for Bibliographic Record; Format – ISBD, ISBN, ISSN, CODEN, MARC, CCF, ISO 2709
- Unit-4:** Centralized and Cooperative Cataloguing; Union Catalogue; Metadata – basic features, metadata standards, Study of Dublin Core, TEI, RDF; Trends in Cataloguing Research.



## References:

- American Library Association. Anglo-American Cataloguing Rules. Ed 2 Chicago: ALA, 1978
- Needham, C D. Organizing Knowledge in Libraries: An Introduction to Information Retrieval. Ed 2. London: Andre Deutch, 1971
- Ranganathan S R. Library Catalogue: Fundamentals and Procedures. Madras: Madras Ranganathan S R. Theory of Library Catalogue. Madras Library Association, 1938
- Ranganathan S R. Classified Catalogue Code with additional Rules for Dictionary Catalogue. Ed 5(Reprint) Bangalore: Sarada Ranganathan Endowment in Library Science, 1990
- Viswanathan C G. Cataloguing Theory and Practice. Ed 5. Lucknow: Print House, 1983
- Krishankumar. Theory of Cataloguing Rev Ed 5. New Delhi: Vikas, 1989
- Library Association, 1950
- Quinn, John Henry. Library Cataloguing, Reprint, Nabu, 2010, pp266

## HC 2.4: INFORMATION RETRIEVAL: LIBRARY CATALOGUING

(Hours of Teaching: L: T: P = 0:0:4)

(Practicals = 4 x 16 = 64 x 2 = 128 hrs)

Cataloguing of Simple, Compound, Complex documents (Print, Non-print and Electronic Resources) according to AACR-2.

(Each Student shall compulsorily maintain practical journal and submit the same at the time of practical examination)

### SOFT CORE (Any One):

#### SC2.1: INFORMATION LITERACY

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit -1:** Fundamentals of Information Literacy: Concept, Need and Objectives, Areas of Information Literacy, Standards in Information Literacy, Role of Institution in Information Literacy

**Unit -2:** Information Literacy Programs: Scope of Information Literacy Programme; National Programs in Information Literacy, International Programs in Information Literacy

**Unit -3:** Methodology Of Information Literacy: Information Literacy Products: Library Brochure, Database Brochure, Web-based, Access Instructions, Information Bulletin, Designing of Information Literacy Programme, Implementation of Information Literacy Programs



**Unit -4:** Application of Information Literacy in Library and Information Centre:  
Information Literacy for Users; Information Literacy for Professionals,  
Information Literacy for Research and Development, Trends in Information  
Literacy

## References:

- American Association Of School Librarians And Associations For Educational Communications And Technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.
- American Library Association. Information Literacy: a position paper on information problem solving (2000). available at :[www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html) (accessed 21 July 2003)
- Association Of College And Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians.(2001). ACRL, available at : [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html) (accessed 21 July 2003).
- Baldwin V A. Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln. [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11)
- Delcourt M and Higgins C A. Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education. (1993). 27; 31-7.
- Eisenberg M B et al. Information Literacy: Essential Skills for the InformationAge. 2nd ed. (2004), Libraries Unlimited ,Westport.
- Grassian E S. Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
- Grassin E S and Kaplowitz J R. Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
- Smith S. Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.

## SC 2.2: INFORMATION USE STUDIES AND USER EDUCATION

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Information Users: Concept, Types of Users and their Needs, Concept of Information Use, Need, Demand, Requirement; Information Seeking; Models of Information Seeking

**Unit-2:** User Studies: Concept and its Development, Need, Scope and Contents, Status of Information Use Studies: Methods and Techniques, Limitations; Modus Operandi of Conducting Information Use Studies

**Unit-3:** Review of Information Use Studies in Science & Technology, Social Sciences and Arts and Humanities in India



**Unit-4:** User Education: Concept, Meaning and Definition, Origin and Development, Need and Scope, Planning and Designing, Methods and Media: User Training in the Use of Computers, Audio-Visual Aids, Information Sources, Computerized Databases, Computerized Library Catalogs and CD-ROM databases and Internet

**References:**

- Fjallbrant N and Stevenson M. User Education in Libraries. London: Clive-Bingley, 1978
- Girjakumar and Krishankumar. Philosophy of User Education. 1983
- Lubans J (Ed). Educating the Library User. 1978
- Sridhar M S. User Research: A Review of Information Behavior Studies in Science and Technology. Bangalore: Biblio Info Service, 1990
- Sviniki Marialli D. Designing Instruction for Library Users: A Practical Guide. New York: Marcel Dekker, 1988

**OPEN ELECTIVE:**

**OE2.1: SOFT SKILLS:**

(Hours of Teaching: L: T: P = 4:0:0)

(Lectures = 4 x 16 = 64 hrs)

**Unit-1:** Soft Skills: Concept and Its Significance; Communication Skills: What, Why, How? Why communication fails? How to be an Effective Communicator? Mastering the Process of Communication, Oral Communication Skills, Body Language, Optimistic Approach, Managing Conflicts, Gaining Confidence, Methods of Communication: One Way and Two Way Communication; Verbal – Modes, Oral and Written, Nonverbal Communication – Categories and Features; Formal and Informal Communication; Visual Communication, Telecommunication and Internet.

**Unit-2:** Listening and Speaking Skills: What, Why? Why do we listen? Is Listening a Neglected Skill? Why we don't listen? How to develop our Listening Skills? Speaking - What is speaking? Accepting invitation to speak, Setting Objectives; Know your Audience, Research the Material, Planning and Writing, How to Improve your style, Use of Audiovisual aids, Delivering speech, Dealing with nerves, and on the day of speech.

**Unit-3:** Reading and Writing Skills: What is reading? Purpose of reading, Types of reading, Reading ways, Don'ts in reading, 4R Method and SQ3R Method; Writing – Written Communication, Stages in Effective Writing, Styles of Writing – Choice of Words and Phrases, Don'ts in writing, Sentence Structure and length, Paragraph Structure and Length, Principles of Paragraph, Characteristics of Good Writing and Basic tools of writing..

**Unit-4:** Time Management Skills: Understanding Time Management, Time Management Principles – Identifying Time Loss, Urgency and Importance,





Effective Decision Making, Setting your Goals, and Defining Your Objectives; Time Saving Techniques; Organizing your Work Space, and Communicating Effectively; Dealing with Stress – Understanding Overload, and Negotiating your Workload; Practical Time Planning – Planning your Day, Using Activity Network, Critical Path Analysis, Effective Resource Sharing and Preparing Planning Diagrams.

## References:

- Amer, Beverly. *Soft Skills at Work: Technology for Career Success*, Cengage Learning, 2008, pp90.
- Butterfield, Jeff. *Written Communication: Soft Skills for Digital Work Place*, Cengage Learning, 200, pp134.
- Klaus, Peggy. *The Hard Truth about Soft Skills: Work Place Lessons Smart People Wish They'd Learned Sooner*. Collins, 2008, pp208.
- Mitchell, Geana Watson. *Essential Soft Skills for Success in the Twenty First Century Workforce as perceived by Alabama Business/marketing Educators*. ProQuest, 2008, pp134.
- Rao, M.S. *Soft Skills Enhancing Employability: Connecting Campus with Corporate*. I. K. International Pvt Ltd, 2010, pp 256.

## THIRD SEMESTER:

### HARD CORE:

#### HC 3.1 RESEARCH METHODS AND STATISTICAL TECHNIQUES

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Research: Meaning and Definition, Need and Purpose; Steps in Research as a Process, Types of Research; Barriers to Research; Identification, selection and formulation of a research problem Hypothesis: Meaning and Definitions, Types, Formulation and Testing of hypothesis; Research Design: Definition, Types and their characteristics; Preparation of a research proposal.
- Unit-2:** Research Methods and Techniques/Tools: Scientific Method, Historical Method; Survey Method, Case Study Method, Experimental Method, Delphi Method, Content Analysis, Informetrics and Scientometrics: Questionnaire; Schedule; Interview; Observation; Scales and Checklist; Library Records and Reports.
- Unit-3:** Sampling Methods and Techniques: Concept of Study Population and Sampling, Need for Sampling, Types of sampling - Random and Non-random sampling techniques; Sample Size, Bias and Error; Data Analysis and Interpretation: Descriptive Analysis, Inferential Analysis and Computer Data Analysis; Interpretation of Data including Statistical Testing of Hypothesis



**Unit-4:** Research Reporting and Evaluation: Structure, Style and Contents; Guidelines for reporting; Style Manuals – Chicago, MLA, APA; Criteria for Evaluation of a research report; Problems and Prospects of LIS Research in India, Trends in LIS Research, Ethical Issues in LIS Research.

## References:

- Busha C H and harter S P. Research Methods in Librarianship. New York: Academic, Publishing House, 1993
- Fowler F J Jr. Survey Research Methods. New Delhi: Sage, 1993
- Glazer J D and Powell R R. Qualitative Research in Information Management. Englewood: Libraries Unlimited, 1992
- Goode Wj and Hatt P K. Methods in Social Science Research. Auckland: McGraw-Hill, 1981
- Kin Robert K. Case Study Research: Design and Methods. New Delhi: sage Publications, 1989
- Kraft D H and Royce B R. Operations Research for Libraries and Information Agencies. San Diego, CA: Academic Press, 1991
- Krishnaswamy O R. Methodology for Research in Social Sciences. Delhi: Himalayan
- Lancaster F W. If you want to evaluate Your Library. London: LA, 1993
- Line M B. Library surveys. London: Clive-Bingley, 1967
- McClure Charles R and Hernon Peter Eds. Library and Information Science Research: Perspectives and Strategies for improvement. NJ, Ablex, 1991
- Powell R R. Basic Research Methods for Librarians. Norwood., NJ: Ablex 1980
- Simpson I S. How to Interpret Statistical Data. London: LA, 1990
- Slater M. Research Methods in Library and Information Studies. London: LA, 1990
- Stevens R E (Ed). Research Methods in Librarianship. London: Clive-Bingley, 1971

## HC 3.2 INFORMATION SOURCES

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Information Sources: Concept, Origin, Types, Characteristics and Importance of Primary, Secondary and Tertiary Information Sources

**Unit-2:** Primary and Secondary Sources: Periodicals, Technical Reports, Conference Proceedings, Standards, Patents, Theses and Dissertations; Secondary Sources: Dictionaries, Encyclopedias, Biographies, Geographical Sources – Gazetteers, Maps and Atlases, Bibliographies, Yearbooks, Almanacs, Manuals and Handbooks, Abstracting and Indexing Periodicals, Directories, Union Catalogue and Annual Reviews

**Unit-3:** Tertiary Sources and Non-Documentary Sources: Guides to Subject Literature, Bibliography of bibliographies; Non-Documentary - Human and Institutional Sources of Information



**Unit-4:** Electronic Information Sources: Origin, Growth and Development including Internet as a source of Information; Evaluation of Print, Non-Print, and Electronic Information Sources;

**References:**

- Chenny F N and Williams W J. Fundamental Reference Sources. Ed 2. Chicago: ALA, 1980
- Fjallbrant N and Stevenson M. User Education in Libraries. London: Clive-Bingley, 1978
- Gale Group, Information Industry Association. Information Sources, The Association, 1998, pp300.
- Grogan D J. Science and Technology: An Introduction to the Literature. Ed 4. London: Clive-Bingley, 1982
- Katz, W A. Introduction to Reference Work. New York: McGraw-Hill, 1992
- Krishankumar. Reference service Rev Ed 3. New Delhi: Vikas, 1987
- Lambart J and Others. How to Find Information in Science and Technology. London: Library Association, 1991
- Rogers R. Teaching Information Skills: A Review of the Research and its Impact on Education. London: Bowker-Saur, 1993
- Sharma J S and Grower D Reference Service and Sources of Information. New Delhi: ESS, 1987
- Shores Louis. Basic Reference Sources. Chicago: ALA, 1959
- Subramanyam K. Scientific and Technical Information Resources. New York: Marcel Dekker, 1981

## HC 3.3 TECHNOLOGIES FOR INFORMATION MANAGEMENT

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Micrographic Technology: Microforms – Micro card, Microfilm, Microfiche and their Readers and Printers; Multimedia Technology: Concept, Scope and Development, Multimedia PCs, Audio, Video, Image Representation and Manipulation; Hypertext and Hypermedia; Optical Media: Origin, History and Development, Hardware and Software requirements,
- Unit-2:** Database Design, Development and Management: Concept of database and DBMS; Types, Design, Structure, Organization and Development of Databases; Data Security; Study of MS-Access and WINISIS: System Overview, System Installation, Database Construction, Techniques, Menus, Tools and Creation of databases
- Unit-3:** CD-ROM Technology: Origin, History, Development and Impact, Retrieval Software; CD-ROM Networking and Applications; CD-ROM Publishing; Study of Selected CD-ROM databases in Science & Technology, Social Sciences, Humanities and other fields



**Unit-4:** Communication Technology: Fundamentals of Telecommunication Technology; Media, Mode and Components; Telefacsimile, Teleconferencing; Information Technology: Conceptual and Theoretical Considerations, History and Development, Impact on Libraries and Information Services

### References:

- Benfold J. Welcome to CDROM. New York. MIS Press, 1993
- Bowers D S. From data to database Ed 2. London: Chapman and Hall, 1993
- Brown K R Challenge of Information Technology, 1983
- Buschman J. Critical Approaches to Information Technology in Librarianship: Foundation and Applications. Greenwood Press: 1993
- Daniels N C. Information Technology: The Management Challenge. Wildingham, Berks, Addison-Wesley, 1994
- Feldman T. Multimedia. London: Chapman and Hall, 1993
- Hanson T and Day T. CDROM in Libraries: Management Issues. London: Bowker-Sauer, 1994
- Jones V A. Handbook of Microfilm Technology and Procedures. Ed 4. Crestview, QP Publishing, 1993
- Lucas. Information Technology for Information Management, Tata McGraw-Hill Education, 2001, pp 719.
- Saffaday W. Optical Storage Technology 1992: A State of the Art Review. Westport, Meckler, 1992
- UNESCO. Micro CDS/ISIS Ver 3.07 Paris, UNESCO, 1988
- Williats J Database Design and Construction: An Open Learning Course for Students and Information Managers. London: LA, 1992

### HC 3.4 TECHNOLOGIES FOR INFORMATION MANAGEMENT

(Hours of Teaching: L: T: P = 0:0:4)

(Practicals = 4 x 16 = 64 x 2 = 128 hrs)

Hands on experience and work assignments in Design and Development of varieties of databases using MS – Access and WINSIS

Hands on experience and work assignments in searching and using Selected CD-ROM databases in Science & Technology, Social Sciences, Humanities and other fields

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)



## SOFT CORE (ANY ONE)

### SC3.1: INFORMETRICS, SCIENTOMETRICS AND WEBOMETRICS

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Informetrics: Origin, Meaning and definition, Terminologies, Evolution of Informetrics and Scientometrics: Informetric Data: Sources of Informetric Data, Planning and carrying out a Informetrics Study, Informetric Tools; Informetric Laws and Distributions: Bradford's Law of Scattering, Lotka's Law of Scientific Productivity, Zip's Law of Word Occurrences, Price's Square Root Law, 80/20 Rule
- Unit-2:** Describing Literature: Growth Models; Scattering and Seepage; Identification, Defining and describing of Subject Literature; Authorship and Collaboration: Concept of Authorship, Credits, Ethics and Problems of Authorship; Concept of Solo and Collaborative Research – Identification, Measurement and quantification
- Unit-3:** Citation Analysis: Concept, Reasons for Citations: Origin, History and Development of Citation Analysis; Normative Theory of Citing, Citation Behavior; Co-citation, Bibliographical Coupling; Obsolescence: Concept, Synchronous v/s Dichronous Studies; Methodology for study of Obsolescence of literature
- Unit-4:** Cybermetrics (Webometrics): Quantitative Analysis of Scholarly Scientific Communications, hypertext links and various phenomena on the Web

#### References:

- Bradford S C. Documentation. London: Crosby Lockwood, 1971
- Bruce, Harry. CoLIS 4: proceedings of the Fourth International Conference on Conceptions of Library and Information Science, Seattle, WA, USA, July 21-25, 2002 Libraries Unlimited, 2002, pp336
- Christiaan, Everard and Noyons, Marie. Bibliometrics Mapping as Science Policy and Research Mangement Tool. DSWO Press, 1999, pp220.
- Communication. London: Taylor Graham, 1984
- Cronin B. The Citation Process: The Role and Significance of Citations in Scientific
- Egghe L. Introduction to Informetrics. Amsterdam: Elseveir, 1990
- Leo Egghe, R. Rousseau. Introduction to Informetrics, Quantitative Methods in Library, Documentation and Information Science, Elsevier Science Publishers, 1990, pp450
- Meadows A J. Communication in Science. London: Butterworths, 1974
- Nicholas D and Ritchie M. Literature and Bibliometrics. London: Clive-Bingley, 1978
- Price Derek De Solla. Little Science Big Science. New York: Columbia University, 1963.



- Ravichandra Rao I K. Informetrics, 1991. Bangalore: Sarada Ranganathan Endowment in Library Science, 1992
- Thelwall, Michael. Introduction to Webometrics: Quantitative Web Research for the Social Sciences, Morgan & Claypool Publishers, 2009, pp115

## **SC3.2: NETWORKS, NETWORKING AND LIBRARY CONSORTIA**

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Networks: Concept, Definition, Need, Uses, Network Topologies, Types of Networks – LAN, WAN and MAN
- Unit-2:** Network Architecture: Comparison of Different Network Architectures; Network Protocols- TCP/IP, Net BuI, IPX; Network Protection and Security
- Unit-3:** Network Media and Hardware: UTP, Thick and Thin Ethernet, Optical Fiber, Wireless; Networks Interface Cards, Hubs/Switches; Communication Networks: NICNET, I-NET, BSNL, ERNET
- Unit-4:** Origin and History of Library Networks in India, INFLIBNET, CALIBNET and DELNET; Network based Services: Document Delivery Service, On-line Service, and Teleconferencing etc.: Consortia - Concept, Definition, Need, uses, and types of consortia; Criteria for selection of consortia; INDEST, CSIR e-journals consortia, UGC-Infonet, FORSA consortia, IIM's consortium

### **References:**

- Cauchi P and Denmison S. Steps for Implementing Local Area Networks: A Business Guide. Chichester: John—Wiley, 1993
- Kaul H K. Library Networks: An Indian Experience. New Delhi: Virgo, 1992
- Zuck G and Flanders B. Wide Area Networks in Libraries: Technology, Applications and Trends. Westport: Meakler, 1962
- UGC (India). INFLIBNET Report. New Delhi: UGC, 1989

### **Open Elective:**

#### **OE3.1: INFORMATION LITERACY: ESSENTIAL SKILLS FOR THE INFORMATION AGE**

(Hours of Teaching: L: T: P = 4:0:0)

(Lectures: 4 x 16 = 64 hrs)

- Unit-1:** Information Literacy: Definition, Visual, Media, Computer, Network Literacies; Elements of Information Literacy, Evolution of the Concept of Information Literacy, Nature and Scope, and the Value of information literacy.



**Unit-2:** Information: Data, Information and Knowledge - Definition, Importance and Characteristics of valuable information; Information Anxiety; Role of information in education, decision making, research and development and leisure and recreation; Recognition of Information needs and formulation of questions.

**Unit-3:** Understanding the Structure of Subject Literature: Primary, Secondary, Tertiary and Non-Documentary Sources including Print, Non-Print, Electronic and Web Resources with hands on experience and exposure.

**Unit -4:** Developing Search Strategies – Search Process and Strategies; Accessing Sources of Information; Organization, Synthesis and Integration of new information into existing body of knowledge; Evaluation of Information; Big6 Skills – Task Definition, Information Seeking Strategies, Location and Access, Use of Information, Synthesis, and Evaluation.

### References:

- American Association of School Librarians and Associations for Educational Communications and Technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.
- American Library Association. Information Literacy: a position paper on information problem solving (2000). Available at :[www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html) (accessed 21 July 2003)
- Association of College and Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians.(2001). ACRL, available at : [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html) (accessed 21 July 2003).
- Baldwin V A. Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln. [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11)
- Delcourt M and Higgins C A. Computer technologies in teacher education: the measurement of attitudes and self-efficacy. *Journal of Research and Development in Education*. (1993). 27; 31-7.
- Eisenberg M B et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited , Westport.
- Grassian E S. Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
- Grassin E S and Kaplowitz J R. Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
- Smith S. Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
- Tight M. Lifelong Learning: Opportunity or Compulsion?. *British Journal of Education Studies*. Vol. 46; 3 September 1998; 251-263.



## EDUCATION TOUR:

There shall be an education tour of one week after the Third Semester and before the commencement of Fourth Semester. Each Student shall compulsorily attend the tour, prepare and submit a detailed tour observation report.

## FOURTH SEMESTER:

### HARD CORE:

#### HC 4.1 DIGITAL LIBRARIES

(Hours of Teaching: L: T: P = 3:0:1)

(Lectures = 3 x 16 = 48 hrs)

(Practicals = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Digital Libraries: Definition and Characteristics, Impact of digital libraries, Digital Libraries types and their features, Digital Libraries Initiatives in different Countries including India.
- Unit-2:** Digital Library Design – Models, Issues, and Standards. Hardware and Software Requirements; Storage Media Formats; Input Devices – Scanners, Digital cameras; Conversion Technologies and Process; Digitization: Issues related to Digitization Project, Process, Technical Issues, File Formats, Post Processing, Access and Costs of Digitization;
- Unit-3:** Information Organization, Access User Interface and Retrieval: Problems of information Organization, Classification of digital information, Organization Pattern in selected digital libraries, Cataloguing and Metadata, Contents Marking and Manipulation; Information Users and their needs, framework for information search, Information Seeking and User Interfaces, User Interfaces and Visualization, Information Access; Information retrieval models, vocabulary control, basic information search techniques, Problems and Prospects.
- Unit-4:** Digital Archiving and Preservation: Digital Preservation, Issues, Strategy; Digital Library Services; Digital Library Applications – Education, Scholarly Communication and Preservation of Cultural heritage; Social, Economic and Legal Issues; Study of Digital Library Softwares: Greenstone and DSpace; Steps in design and development of digital libraries; Digital Library Evaluation.

## PRACTICALS:

Acquaintance and hands on experience in design and development of a digital library using any one of the digital library softwares viz., Green Stone, DSpace.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)





## References:

- Andrews, Judith and Law, Derek G. Digital Libraries: Policy, Planning and Practice. Ashgate Publishing, Ltd., 2004, pp 263.
- Arms Williams. Digital Libraries. Cambridge: MIT Press, 2000
- Christine I. Borgman from Gtenberg to the Global Information Infrastructure: Access to the Information in the Networked world. Cambridge: MIT Press, 2000
- Chowdhury G G and Chowdhury Sudatta. Introduction to Digital Libraries, London, Facet Publishing, 2003, PP359.
- Deegan Marilyn and Tanner Simon. Digital Futures: Strategies for the Information Age. Chennai, Allied, 2002
- Lesk M. Practical Digital Libraries: Books, Bytes, and Bucks. San Francisco: Morgan Coffman, 1997
- Lucas. Information Technology for Information Management, Tata McGraw-Hill Education, 2001, pp 719.
- Papy, Fabrice. Digital Libraries, John Wiley and Sons, 2008, pp303.
- Stern D. Digital Libraries: Philosophies, Technical Design Consideration and Example Scenarios. New York: Howarth, 1999
- Sugimoto, Shigeo. Digital libraries: achievements, challenges and opportunities : 9th International Conference on Asian Digital Libraries, ICADL 2006, Kyoto, Japan, November 27-30, 2006 : proceedings, Springer, 2006, pp571.
- Tedd, Lucy A and Large, J. A.. Digital Libraries: Principles and Practices in Global Environment. Walter de Gruyter, 2005, pp 280.

## HC4.2: INFORMATION ANALYSIS, CONSOLIDATION, REPACKAGING AND DISSEMINATION

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Concept of Information Analysis, Condensation, Consolidation, Compaction, Repackaging and Dissemination:
- 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:** Indexing: Concepts, Need and Purpose, Evolution of Indexing Systems; Pre-Coordinate and Post-Coordinate Indexing: Study and Acquaintance with Chain Indexing, PRECIS, SLIC and Uniterm Indexing; Automatic Indexing Systems: KWIC and its Variations, Citation Indexing, Relational: Indexing; Indexing Languages: Concept, Characteristics, Vocabulary Control, Classification Schemes, Subject Headings, Construction of Thesaurus
- Unit-4:** Content Analysis, Repackaging, formatting and consolidation; Information Services and Products: Concepts, Definition, Need and Trends; Planning;



Organization and Evaluation of Alerting Services (CAS, SDI), Bibliographic, Reference, Referral, Document Delivery Services; Compilation and Production of Current Awareness Bulletins, In-house Abstracting Bulletins.

## References:

- Austin D and Dykstra Mary. PRECIS: A Manual of Concept Analysis and Subject Heading. Ed 2. London: British Library, 1984
- Borko, Harold and Bernier, Charles L. Abstracting Concepts and Methods, Academic Press, 1975, pp250.
- Cleveland D B and Cleveland A D. Introduction to Indexing and Abstracting, 1983  
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- Keyser, Pierre De. Indexing: From Thesaurus to the Semantic Web, Neal Schuman, 2011, pp200.
- Koltay, Tibor. Abstracts and Abstracting: A General and Set of Skills for the twenty First Century. Chandos Pub., 2010, pp227
- Lancaster F W. Indexing and Abstracting in Theory and Practice. Champaign: University of Illinois, 1991
- Lancaster, Frederick Wilfred. Indexing and Abstracting in Theory and Practice, Facet, 2003, pp451.
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- Rowley J E. Abstracting and Indexing. 1988

## HC 4.3: TECHNICAL WRITING AND COMMUNICATION

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

- Unit-1:** Communication Process: Overview, Purposes, Types, Characteristics, Functions, Target Groups and their requirements, Information Searching and Gathering Skills: Language and Technical Skills: Styles, Semantics, Syntax, Diction, Sentence Structure, Readability and aberrations
- Unit-2:** Technical Communications: Structure and Format, Collection, Organization, and Presentation of data including footnotes for the preparation of Journal Articles, Seminar/Conference Papers, Review Articles, Technical Reports. Popular Articles, Monographs, Dissertations/Theses
- Unit-3:** Manuscript Preparation and Production: Manuscript Preparation, Editing and Production for different types of Technical Communications including editorial tools such as Dictionaries, Style Manual, Standards and Specifications: Software Packages: Use of PageMaker and MS-Office for



the preparation, production and presentation of scientific and technical communications.

**Unit-4:** Technical Presentations: Preparation and use of multimedia facilities for presentation; Criteria for evaluation of Scientific and Technical Communications and Presentations; Trends in Technical Writing and Communications and their implications on LIS; Ethics in Technical Writing

### References:

- Chandler H E. Technical Writer's Handbook. 1983  
 Day Robert A. Writing scientific Papers in English. Ed 2 Philadelphia: ISI, 1989  
 Dodds R M. Writing for Technical and Business Writing 1969  
 Hays R. Principles of Technical Writing 1965  
 Hoover H. Essentials for the Technical Writer 1970  
 Houp K W and Pearsall T E. Reporting Technical Information, 1980  
 Jordan S Ed. Handbook of Technical Writing, 1971  
 Lee C P. Library Resources: How to Research and Write a Paper, 1971  
 Lester J D. Writing Research Papers: A Complete Guide, 1976  
 Pauley S E. Technical Writing Today, 1973  
 Peterson M S. Scientific Thinking and Writing, 1975  
 Rhodes F H. Technical Writing, 1961  
 Turner M T. Technical Writing: A Practical Approach, 1984  
 Ulman J M and Gould J R. Technical Reporting, 1972

### HC4.4: INTERNET AND ELECTRONIC PUBLISHING

(Hours of Teaching: L: T: P = 3:1:0)

(Lectures = 3 x 16 = 48 hrs)

(Tutorials = 1 x 16 = 16 x 2 = 32 hrs)

**Unit-1:** Internet: Origin, History and Evolution; Internet Resources and Facilities: Locating and Evaluation of resources on Net; Internet Tools: WWW, Usenet's (newsgroups), Internet Chat, BBS, Listserve; Exploring the Web: Web Browsers - Netscape Navigator, Internet Explorer, Search Engines – General and Meta Search Engines; Comparison of Different Search Engines; Electronic Communication: TCP/IP, File Transfer, Remote Login, TELNET and E-mail; Data Mining and Data Warehousing; E-Commerce

**Unit-2:** Internet for Library Applications: Collection Development, Technical Processing, Reading and Circulation, Library and Information Services, Reference Service, Document Delivery Service.

**Unit-3:** Electronic Publishing: Origin, History and Development, and Trends: Mark Up Languages: Concept and Evolution of Authoring Tools; Page Description Format (PDF); Multimedia Content Creation: Data Compression Techniques; Multimedia Files and Formats – JPEJ, MPEG, GIF, TIFF



**Unit-4:** Design and Development of WEB Sites: Concept of Web Page, Planning of Web Pages and Web Sites; Study of SGML, HTML, XML and UML; Digital Signatures, Digital Certificates, Electronic Contracts, Cyber Laws: Information Technology Bill 1999 (Govt. of India) and Its Amendments

**References:**

- Bradley, Phil. The advanced Internet Searcher's Handbook. Ed 2. London: LA, 2002  
 Parekh, Harsha. Internet in the Scholarly Communication Process. Mumbai, Knowledge ware, 1999  
 Dawson Andy. The Internet for Library and Information Service Professionals. London: Aslib, 1995  
 Poulter Allen and Others. The Library and Information Professionals' Guide to the World Wide Web. London: LA, 1999  
 Kehoe B P. Zen and the Art of the Internet: A Beginners Guide. Prentice Hall, 1992

**HC4.5: INTERNET AND ELECTRONIC PUBLISHING**

(Hours of Teaching: L: T: P = 0:0:4)  
 (Practicals = 4 x 16 = 64 x 2 = 128 hrs)

- Acquaintance and Hands on experience in using Internet – Hardware, Software – Internet Explorer, Text Editors, and Add-on-Sofwares and its Resources and Services including JCCC@UGC Infonet and Emerald Resources ([www.emeraldinsight.co](http://www.emeraldinsight.co)).
- Acquaintance and Hands on experience in using Search Engines – General, Meta and Specialized Search Engines – Features, Simple and Advances Search;
- Acquaintance and Hands on experience in Web Page Design and Development using HTML
- Acquaintance and Hands on experience in design and development of a website using Web Design Software: Dreamweaver.
- (Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

**SOFT CORE (ANY ONE)**

**SC 4.1: WEB 2.0**

(Hours of Teaching: L: T: P = 2:0:2)  
 (Lectures = 2 x 16 = 32 hrs)  
 (Practicals = 2 x 16 = 32 x 2 = 64 hrs)

- Unit-1:** Web 2.0 Overview: Definition, History, Characteristics, Technologies, Concepts and Usage and its Evolution
- Unit-2:** Web 2.0 Applications: Blogs, Folksonomy, RSS feeds, Tagging, Photosharing, Social Book Marking, and Social Networking.
- Unit-3:** Web 2.0 Applications: Podcasting, VODcast and Screencast. WIKIS, Mashups, Real Time Communications.



**Unit-4:** Case Studies of Web 2.0 in Libraries; Web 2.0 Challenges for libraries.  
Web 2.0 Based Library Services.

### **PRACTICALS:**

The course contents of Unit 2 – 4 shall form the basis for conduct of practicals.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

### **References:**

- Bounar, Jane Hosie and Waxer, Barbara M. Web 2.0: Making the Web Work for you. Course Technology, 2010, pp120.
- Casey Micheal E and Savastinuk Laura C. Library 2.0: A Guide to participatory libraries. Information Today, 2007.
- Governor, James., Nickull, Duane and Hinchcliffe, Dion. Web 2.0A architectures, O'Reilly Media, Inc., 2009, pp248.
- Krishna Shankar. Enterprise Web 2.0 Fundamentals, Pearson Education India, 2010, Cohen Laura B. Library 2.0 initiatives in academic libraries, Association of College and Research Libraries, 2007
- Kroshi Ellyssa. Web 2.0 for Librarians and Information Professionals, Neal-Schuman, 2008.
- Livingston Backky. Using Web 2.0 Technologies. American Society for Training and Development, 2010.
- Musser, John. Web 2.0: Principles and Best Practices, O'Reilly Media, 2006, pp101.
- Shelly Gary B and Frydenberg Mark. Web 2.0: Concepts and Applications, Cengage Learning, 2009.
- Shelly, Gary B. and Frydenberg, Mark. Web 2.0: Concepts and Applications, Cengage Learning, 2009, pp288.
- Stephens Michel T and TechSource ALA. ALA Tech Source, 2006.
- Web 2.0 Fundamentals, Jones and Bartlett Learning?

### **SC4.2: PROJECT**

(Hours of Teaching: L: T: P = 0:0:4)

(Guidance = 4 x 16 = 64 x 2 = 128 hrs)

Each student shall prepare a project on an approved topic in the field of Library and Information Science under the guidance and supervision of a faculty member.

### **INTERNSHIP (ONE MONTH):**

There shall be an internship for a period of one month after the completion of Fourth Semester theory and practical examinations. Each student has to compulsorily undergo internship program in any one of the reputed libraries attached to institutions of higher learning, R & D Institutions, Industries, approved by the BOS in Library & Information Science for the partial fulfillment of MLISc degree. Each student shall submit the Internship completion certificate from the concerned institutions immediately after the completion of training..