



ASSAM UNIVERSITY, SILCHAR

MASTER OF LIBRARY AND
INFORMATION SCIENCE
(MLIS)

SYLLABUS STRUCTURE

2015

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
ASSAM UNIVERSITY, SILCHAR-788011(INDIA)



DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
(Swami Vivekananda School of Library Sciences)
Assam University, Silchar, Assam

FINAL DRAFT SYLLABUS RELATING TO
MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc.)
WITH EFFECT FROM THE ACADEMIC SESSION 2015-2016

1. The Department of Library and Information Science, Assam University shall provide instructions leading to the award of 'Master of Library and Information Science (MLIS)'. This is a Post Graduate full time day course with two years consisting of four semesters.
2. A candidate who has passed the Bachelor degree with 45% marks in any discipline from Assam University or any other recognized university will be eligible to apply for admission in to Master of Library and Information Science (MLIS) course in Assam University, Silchar.
3. The Schedule of both theoretical and practical papers, distribution of credits and detailed syllabus for the said four semesters is given below in the course structure.
4. Each Theoretical and Practical papers & Project work will carry "**CREDIT.**"
5. Each theoretical and practical paper shall be of 100 marks, comprising 15 marks for class Test based on best two out of three Class Tests (CT) 10 marks for Teacher's Assessment (TA comprising of Assignment, Field Work and Presentations), 5 Marks for Attendance and 70 marks in Semester Examination. Class Test, Assignments/ Field Work / Seminar Presentations and Attendance put together will form the sessional component of the marks.
6. Teacher's assessment will be divided ordinarily in to three components – Class Tests (15 Marks) , Assignments / Field Work and Seminar Presentation (10 marks) and Attendance (5 marks). Marks of each class test will be awarded by conducting three Class Tests. Marks for attendance will be divided as :

75%	0
>75%<80%	1
>80%<85%	2
>85%<90%	3
>90%<95%	4
>95%<100%	5

7. Instructions for the Paper-Setters / Examiners

The Paper carries 70 (Semester Examination) marks. Duration of examination of each paper is 3 hours for full papers and 2 hours for half papers. The candidate will be asked to attempt 5 questions in all. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be only from the syllabus. The question paper should be according to the instructions mentioned above.

Main Objectives

To orient the students in the basics of humanistic and professional skills and information knowledge management, so that they better serve the society through an institution of library and information centre.

To achieve the above objectives of the course programme, it needs to realize the following:

1. To familiarize the students with the basic concepts of library, information and its communication in society.
2. To learn the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques.
3. To acquaint the students with the activities and services of different Information systems and introduce the repackaging and consolidation techniques.
4. To introduce the different methods and techniques of research.
5. To identify and learn the major issues in the development of new technology in the libraries.
6. To develop skills in using computer and communication technology.
7. To introduce modern management techniques to students to manage effectively the libraries and information centres.

Semester - I

First Semester : 25 Credits

Sr. No.	Course Code	Name of Course	Types of Course	Evaluation (70+30) Marks					Credit Distribution			Total Credits	Remarks
				Semester Exam	Class Test	A/SP/FW	Attendance	Total Marks	L	T	P		
1.	LIS101	Library, Information , Communication and Society	CC	70	15	10	5	100	5	1	0	6	
2.	LIS102	Knowledge Organisation –I Library Classification Theory Library Cataloguing Theory	CC	70	15	10	5	100	5	1	0	6	
3.	LIS103	Information Communication Technology (ICT) Theory	CC	70	15	10	5	100	5	1	0	6	
4.	LIS104	Knowledge Organisation –I: Library Classification Practice (DDC & CC)	CC	70	15	10	5	100	0	0	12	6	
5.	LIS105	Knowledge Organisation –I: Library Cataloguing Practice (AACR-II)	CC	70	15	10	5	100	0	0	12	6	
Sub-Total								500	15	3	24	30	

Semester - II

First Semester : 25 Credits

Sr. No.	Course Code	Name of Course	Types of Course	Evaluation (70+30) Marks					Credit Distribution			Total Credits	Remarks
				Semester Exam	Class Test	A/SP/FW	Attendance	Total Marks	L	T	P		
1.	LIS201	Management of Library & Information Centres-I	CC	70	15	10	5	100	5	1	0	6	
2.	LIS202	Knowledge Organisation –II: Advanced Library Classification Practice Advanced Library Cataloguing Practice	CC	70	15	10	5	100	0	0	12	6	
3.	LIS203	Information Literacy (Open)	CC	70	15	10	5	100	5	1	0	6	
4.	LIS204	Reference, Information Sources and Services (Open)	CC	70	15	10	5	100	5	1	0	6	
5.	LIS205	Information Communication Technology (ICT) Practice & Bibliographical Project	CC	70	15	10	5	100	0	0	12	6	
Sub-Total								500	15	3	24	30	

Semester - III

First Semester : 25 Credits

Sr. No.	Course Code	Name of Course	Types of Course	Evaluation (70+30) Marks					Credit Distribution			Total Credits	Remarks
				Semester Exam	Class Test	A/SP/FW	Attendance	Total Marks	L	T	P		
1.	LIS301	Management of Library & Information Centres-II	CC	70	15	10	5	100	5	1	0	6	
2.	LIS302	Research Methodology	CC	70	15	10	5	100	5	1	0	6	
3.	LIS303	Library Automation (Theory)	CC	70	15	10	5	100	5	1	0	6	
4.	LIS304	Library Automation (Practice)	CC	70	15	10	5	100	0	0	12	6	
5.	LIS305	Practical Librarianship and Library Visit / Library Internship	CC	70	15	10	5	100	0	0	12	5	
Sub-Total								500	15	3	24	30	

Semester - IV

First Semester : 25 Credits

Sr. No.	Course Code	Name of Course	Types of Course	Evaluation (70+30) Marks					Credit Distribution			Total Credits	Remarks
				Semester Exam	Class Test	A/SP/FW	Attendance	Total Marks	L	T	P		
1.	LIS401	Digital Library and Web Technology (Theory)	CC	70	15	10	5	100	5	1	0	6	
2.	LIS402	Digital Library and Web Technology (Practice)	CC	70	15	10	5	100	0	0	12	6	
3.	LIS403	Information Retrieval Systems	CC	70	15	10	5	100	5	1	0	6	
4.	LIS404	Dissertation	CC	70	15	10	5	100	0	0	12	6	
5.	LIS405	Elective: Two /Three elective papers will be offered in a session subject to availability of teachers and adequate information, Student need to select on among offered papers.											
	LIS405.E-1	Academic Library Systems and Services	EC	70	15	10	5	100	5	1	0	6	
	LIS405.E-2	Public Library Systems and Services	EC	70	15	10	5	100	5	1	0	6	
	LIS405.E-3	Preservation and Conservation of Library and Archival Materials	EC	70	15	10	5	100	5	1	0	6	

	LIS405.E-4	Management of E Resources and E-Publishing	EC	70	15	10	5	100	5	1	0	6	
	LIS405.E-5	Metrics Studies (Bibliometrics, Informetrics, Scientometrics , Webometrics)	EC	70	15	10	5	100	5	1	0	6	
	LIS405.E-6	Agriculture Library and Information Systems and Services	EC	70	15	10	5	100	5	1	0	6	
Sub-Total								500	15	3	24	30	
Grand Total								2000	60	12	96	120	

Semester – I (Credits = 25; Total Marks = 500)

Paper: LIS 101 Library, Information, Communication and Society

Credit: 6
Marks: 70 + 30 = 100

Unit – 1 Library as a Social Institution

- Library - Definition, Need and Scope
- Library as a Social Institution
- Types of Libraries: Public, Academic, Special and National- objectives, functions, services
- Five laws of Library Science - their Relevance in Present Environment

Unit – 2 Library Movements, Legislation and Role of Library Associations

- UNESCO Public Library Manifesto.
- Library Movement in India with special reference to North East India
- Contribution of Ranganathan in LIS Education
- Library Legislation: Need & Purpose
- Library Acts in India - Features
- Library Associations in India: their Role; ILA, IASLIC & IATLIS, Assam Library Association
- International Associations: ALA, CILIP & IFLA

Unit -3 Information, Communication and Society

- Data, Information and Knowledge: Types, Nature, Properties and Scope
- Information as economic resource / Commodity
- Information Communication: Channels, Process, Models and Barriers
- Information Society
- Knowledge Society: Definition, Need and Purpose
- Information Science: Definition, Scope and objectives

Unit – 4 Community Information Services

- User Communities: Characteristics, User Study, User Education
- Adult Education, Post Literacy and Library Services
- Library Extension Programmes
- Resource sharing: concept, need, purpose & areas; Impact of IT on Resource Sharing
- Consultancy & Outreach Activities

Unit -5 Information Acts & Policies

- Intellectual Property Right (IPR)
- Concept of Freedom, Censorship, Copy Right(Print and Electronic Resources) and Fair Use
- Delivery of Books Act ; Press & Registration Act
- Right to Information (RTI) Act
- Information Policies : National , International
- National Knowledge Commission : Recommendations and Implication in LIS

Recommended Books

1. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. Bhattacharjee, Sudip, Bhattacharjee, Sucheta and Sinha, Manoj Kumar. Information Seeking Behaviour: Concept , Models and Case Study, LAP: Lambert Academic Publishing, 2013, 90 Pp.
3. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
4. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
5. Feather (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
6. Khanna (J K). Library and society. 1955. Research Publication, Kurukshetra.
7. Kumar, Krishan. Library organisation. 1993. Vikas, New Delhi.
8. Martin (W J). The information society. 1988. Aslib, London.
9. Prasher (R G). Information and its communication. 1991. Medallion Press, New Delhi.
10. Ranganathan (S R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
12. Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

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Paper: LIS102
Knowledge Organisation –I Library Classification Theory
Library Cataloguing Theory

Credit: 6
Marks: 70 + 30 = 100

Part A: Library Classification Theory (Marks: 35 + 15 = 50)

Unit – 1 Concept of Library Classification:

- Library classification: meaning, need and purpose
- General theory of library classification (Bliss, Sayers and Ranganathan)
- Knowledge classification and document classification
- Role of major organizations: DRTC, CRG and ISKO

Unit – 2 Methods of Knowledge Organisation

- Concept of Call Number: class number, book number and collection number.
- Notation and notational system: definition, need, types and qualities
- Five fundamental categories (PMEST) and Isolates: common isolates and special isolates
- Phase relation, mnemonics and devices

Unit – 3 Modes of Formation of Subjects

- Development of subjects, structure, attributes and modes of formation of subjects
- Normative principles: basic laws, five laws of library science and their implications
- Species of library classification, standard schemes of library classification and their features (CC, DDC and UDC)
- Facet analysis and Methodology of designing classification schemes

Recommended Books

1. Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
2. Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
5. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
6. Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.
7. Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
8. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.
9. Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
10. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
11. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.

Part B: Library Cataloguing Theory (Marks: 35 + 15 = 50)

Unit – 1 Basics of Cataloguing

- Library Catalogue: Definition, Objectives and Need
- Bibliographic Tools : Bibliographies, Publisher's catalogue, Accession list and Shelf list
- Physical forms of Catalogue- Sheaf, Card, Register and Book
- Inner Forms of Catalogue - Dictionary Catalogue, Classified Catalogue, Alphabetic-classed Catalogue and Alphabetic Subject Catalogue
- Simplified, Centralized, Cooperative Cataloguing, Union Catalogues and Cataloguing in Publication(CIP)
- ISBN and ISSN

Unit – 2 Cataloguing Principles

- Normative Principles
- Laws of Library Cataloguing
- Canons and Principles of Cataloguing
- Filing and arrangement of Catalogue entries : Classified and Alphabetical

Unit- 3 Catalogue Entries, Filing and Subject Cataloguing

- Catalogue Entries: Kinds of Entries and their functions
- Subject Cataloguing: Meaning , Purpose, Objectives, Approaches
- Chain Procedure and Sear's list of Subject Headings
- Salient features in AACR II, RDA and CCC

Recommended Books

1. Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
2. Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
3. Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
4. Dhiman, Anil K. (2004). Cataloguing of Non-book Materials. New Delhi: Ess Ess.
5. Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
6. Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
7. Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
8. J. S. C. ed. (2002). Anglo-American Cataloguing Rules. London: Canadian Library Association.
9. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
10. Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
11. Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
12. Roe, Sandra K (2002). The Audio Visual Cataloguing. New York: Haworth Press.
13. Sharma, Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
14. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
15. Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
16. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.
17. Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

Paper: LIS103
Information Communication Technology (ICT) Theory

Credit: 6
Marks: 70 + 30 = 100

Unit-1 Overview of IT

- Meaning of Information Technology: Components, scope and objectives
- Computer technology: Evolution and generation of Computers
- Basic components of Computer: CPU, Input-Output devices, computer ports
- Classification of computers: Laptop, desktop/micro, mini, mainframe and Supercomputer

Unit- 2 Hardware and Software Components

- Storage Devices: Types – Primary; Secondary - Floppy Discs, Tape Cartridge, Hard discs, CDs, DVDs and Pen drives
- Peripheral devices and their functions and operations – mouse, printers, scanners
- Software: Meaning, need, functions and types, Algorithm, Flow Chart
- Systems software : Operating systems: DOS, WINDOWS, and LINUX - their basic features

Unit -3 Application Software

- Application Software: Concept and Types; Concept of Computer Programming
- Packages: Definition and functions; Word Processing, Spread Sheet, Power point
- Desktop Publishing
- Library Management Software Packages.

Unit- 4 Telecommunication and Networking

- Communication Technology – Fundamentals and applications
- Computer Networking: Concept and Types, Network Topologies, Network Devices, Concept of Ethernet and Subnet
- Communication Media: Twisted pair and Coaxial Cable, Optical Fiber Cable, Wireless and Satellite Communication, Microwave and VSAT,
- Data Transmission Techniques, Transmission Modes, Concepts of bandwidth and multiplexing;
- Concepts of OSI Reference and TCP/IP Model.

Unit-5 Database Management System

- Concept of Data Base and Data Base Management Systems and its Types, Standard DBMS Packages.
- Data Models and Architecture: Hierarchical and Relational;
- Concepts of Data Definition Language, Data Manipulation Language;
- Concepts of Entities, Attributes and Relations; Entity Relationship Model; E – R Diagram
- Structured Query Language (SQL)

Recommended Books

1. Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi : Excel Books.
2. Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.
3. Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.
4. Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,
5. Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi : BPB Publication.
6. Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.
7. Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai : Vijan Nicole.
8. Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley India.
9. Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press.
10. Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi : B. R. Publishing.
11. Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
12. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
13. Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.

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Paper: LIS104
Knowledge Organisation –I: Library Classification Practice (DDC & CC)

Credit: 6
Marks: 70 + 30 = 100

Part A: Classification of Documents (DDC) (35+15=50 marks)

- By Dewey Decimal Classification (22nd / 23rd Edition)
 - Simple Subjects and
 - Compound subjects

Recommended Books

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi : Ess Ess.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications

Part B: Classification of Documents (CC) (35+15=50 marks)

- By Colon Classification (6th revised edition)
 - Simple Subjects ;
 - compound Subjects ; and
 - Complex subjects

Recommended Books

1. KAULA (P N). A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
2. RANGANATHAN (S R). Elements of library classification.1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
3. RANGANATHAN (S R). Colon classification. Ed.6. 1960.Sarada Ranganathan Endowment for Library Science, Bangalore.
4. SATIJA (M P). Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.

Semester – I
TOP

Paper: LIS105
Knowledge Organization –I: Library Cataloguing Practice (AACR-II)

Credit: 5
Marks: 70 + 30 = 100

Part A: Cataloguing of Books and Monographs

- by AACR - II (Revised) along with Sears List of Subject Headings (Single Personal Author, Joint Personal Author, Pseudonym, Corporate Author and Editorial Publications)

Recommended Books

1. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
2. Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.
3. Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
4. Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings.
6. Sears, M. E. (2010). Sears List of Subject Headings. 20th Ed. New York: H. W. Wilson.
7. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

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Semester – II (Credits = 25; Total Marks = 500)

Paper: LIS201
Management of Library and Information Centres –I

Credit: 6
Marks: 70 + 30 = 100

Unit – 1 Principles of Library Management

- Management: Concept, definition, need and scope
- Management schools of thought
- Scientific management: functions and principles; POSDCORB
- Principles of management and their applications in Library and Information Centres

Unit – 2 Collection Developments

- Book selection: concept, need, methods, principles and tools
- Acquisition: Policies and Programmes, Good Offices Committees (GOC)
- Acquisition of Books, Periodicals and Non-book materials
- Recent trends in Acquisition: Web based / online acquisition of reading materials

Unit – 3 Library House Keeping Operations

- Technical Processing, Serial Control, Circulation Methods
- Shelving, Maintenance, Stock Verification & Shelf Rectification Methods
- Preservation, Conservation and Restoration of reading materials
- Archiving - Concept

Unit – 4 Library Reports and Statistics

- Reporting: Types of reports, Annual report
- Library Statistics: Concept, need and purpose
- Fittings and furniture, Space Management
- Library Committee: Concept, Importance, Function, Types of committees, rules and regulations

Unit – 5 Human Resource Management

- HRM: concept, need and purpose, Planning, Policies & Issues
- Staffing: Recruitment methods, Staff training and Development, Staff formula and Manual
- Supervision, Motivation and control, Leadership, Interpersonal relations
- Job Analysis, Job Description, Job Evaluation & Performance appraisal

Recommended Books

1. Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House
3. Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.
4. Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.
5. Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Professionals, Second Edition. Londn: Libraries Unlimited.
6. Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA
7. Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
8. Mittal (R L). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
9. Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.
10. Paton, Robert A. (2000). Change Management. New York: Response Books.
11. Ranganathan (S R). Library administration. 2006. Ess Ess, New Delhi.
12. Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.
13. Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). Records Management. 7th ed. South-western, Division of Thomson Learning.
14. Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.
15. Stueart, Robert D and Moran (Barbara B. Moran). (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.

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Paper: LIS202
Knowledge Organisation –II:
Advanced Library Classification Practice
Advanced Library Cataloguing Practice

Credit: 6
Marks: 70 + 30 = 100

Part A: Advanced Library Classification Practice (Marks: 35 + 15 = 50)

Part I: Classification of Documents (DDC)

- By Dewey Decimal Classification (22nd / 23rd Edition)
 - Complex subjects

Part II: Classification of Documents (UDC)

- By Universal Decimal Classification (Standard edition)
 - Simple,
 - compound and
 - complex subjects

Recommended Books

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi : Ess Ess.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications
6. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

Part B: Advanced Library Cataloguing Practice (Marks: 35 + 15 = 50)

Part-I: Cataloguing of Print Materials by AACR-II (Revised Ed, 2005)
(Serials, proceedings and multi-volumes)

Part-II: Cataloguing of Non Print Materials by AACR-II (Revised Ed, 2005)
Cartographic material
Microforms
Sound recordings, motion pictures & video
Electronic & Web-resources

Recommended Books

1. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
2. Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.
3. Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
4. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

Paper: LIS203 (OPEN COURSE)
Information Literacy

Credit: 6
Marks: 70 + 30 = 100

Unit-1: Basic of Library and Information Science

- Library - Definition, Need and Scope
- Types of Libraries: Public, Academic, Special and National- objectives, functions, services
- Traditional Library Services, Modern Library Services, Role of Librarians
- Library Websites, Library Portals, Library Gateways, Digital Library Services, Institutional Repository
- Virtual Reference and Information Services, Internet based document delivery, Weblogs and RSS

Unit-2: Sources of Information

- Information sources: definition and characteristics
- Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
- Print sources of information, Digital Sources of Information: Paid and Open Access Resources
- Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Handbooks, Manuals
- Current information sources: Yearbooks, Almanacs, News summaries

Unit-3: Bibliography and Reference Management Techniques

- Bibliography and Reference Management: Concept and definition
- Referencing Styles: APA, Chicago and MLA
- End Note, Foot Note
- Reference Management Tools: MS-WORD, Mendeley, EndNote

Unit-4: Citation analysis, Impact Factor, Online citation index and Plagiarism

- Concept of citation analysis, formulas for measuring Citation: H-index, I-index, G-index
- Impact factor concept, need, formulas for measuring impact factor
- Citation Databases: Web of Knowledge, Scopus, Google Scholar, Researchgate
- Plagiarism: Concept and Definition, Types of Plagiarism, Plagiarism Detection Tools

Unit-5: Information Searching and Retrieval Techniques

- Information Searching and Retrieval Techniques: Concept and definition
- Role of Search Engines in Information Retrieval
- Information Searching Skills and Competencies
- Searching Techniques: Free Text Search, Boolean Search, Truncated Search, Wild card Search, Federated Search

Recommended Books

1. American Association of School Librarians and Associations for Educational Communications and Technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. American Library Association. Information Literacy: a position paper on information problem solving (2000). Available at: www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003).
3. 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 (accessed 21 July 2003).
4. 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.
5. 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.
6. Eisenberg (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited, Westport.
7. Grassian (E S). Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
8. Grassin (E S) and Kaplowitz (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
9. Smith (S). Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
10. Tight (M).Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies. Vol. 46; 3 September 1998; 251-263.

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Paper LIS204 (OPEN COURSE)
Reference, Information Sources and Services

Credit: 6
Marks: 70 + 30 = 100

Unit 1 Sources of Information

- Reference & information sources: definition, and characteristics
- Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
- Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary, Encyclopedia, Directory, Biographical Sources, Geographical Sources, Handbooks, Manuals and e-reference sources(Wikipedia and Google earth)
- Current information sources: Yearbooks, Almanacs, News summaries.

Unit 2 Reference and Information Service

- Reference and Information Service - Definition, and characteristics
- Types of Reference Services: Long range service and ready reference service
- Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)
- Bibliographic service, document delivery service, reprographic service, translation service, newspaper clipping service and
- Recent trends in information services (RS 2.0)

Unit 3 Bibliographic Control and Indexing and Abstracting Services

- Bibliographic control: Meaning, needs and importance
- Indexing and Abstracting (I & A) Services: meaning and usefulness
- User education: Meaning and types, literature search (Off-line/On-line), and Computerized information search techniques
- Guidelines for evaluation of different types of sources

Unit 4 Evaluations of Reference Sources

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Dictionary, Encyclopedia, Directories, Yearbooks and Almanacs

Unit 5 Evaluations of Reference Sources

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria –Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals.

Recommended Books

1. Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
2. Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
3. Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.
4. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.
5. Higgens, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.
6. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.
7. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
8. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapter.
9. Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.
10. Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.
11. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
12. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
13. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
14. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

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Paper: LIS205
**Information Communication Technology (ICT) Practice &
Bibliographical Project**

Credit: 6
Marks: 70 + 30 = 100

Part A Information Communication Technology (ICT) Practice (35+15=50 marks)

Part –I Operating System

Use of Operating System

Word Processors and Presentation tools (using any one software)

Part- II DBMS (Database Management System)

Creation of Database using any DBMS Package

Internet Search

Searching of Internet Resource using different search engines

Recommended Books

1. Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.
2. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.
3. Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.
4. Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi: Tata McGraw-Hill.
5. Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB Publishers.
6. Norton, Peter et al. (1999). Peter Norton`s complete guide to Microsoft Office 2000. New Delhi: Techmedia.
7. Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB Publishers.
8. Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley Publishers.
9. NEELAMEGHAN (A) and LALITHA (S K). Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. NEGUS (Christopher). Linux bible. 2005. John Wiley, New York.
11. UNESCO. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
12. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet.2000. Library Association, London.

Part B Bibliographical Project (35+15=50 marks)

- 1. Bibliographical Structure and Style**
- 2. Compilation of Bibliography**

Students will be required to submit “compiled bibliography” based on the works done on selected area or subject.

Semester – III (Credits = 25; Total Marks = 500)

Paper: LIS301
Management of Library and Information Centres –II

Credit: 6
Marks: 70 + 30= 100

Unit-1: Financial Management

- Resource mobilization
- Budgeting methods – PPBS and ZBB,
- Cost effectiveness and cost benefit analysis
- Outsourcing

Unit-2: Systems Study

- Systems Study: Concept, Components analysis, evaluation and design. Library as a System, Subsystems of a Library
- Performance evaluation of Library and Information Centres
- System Analysis , PERT/CPM, Work studies, Flow chart and Gantt charts, SWOT Analysis: Concept and use
- Management Information System (MIS): Concept and Use
- Project management: Definition, objectives, scope, Organizational planning, Stages
- Management Consultancy: concept and evolution, Impact on librarianship and libraries

Unit-3: Quality Management

- Quality management: Quality concept, element and application to libraries and information centres,
- Total Quality Management: Definition, scope and purpose and application to Libraries and information centres
- TQM Tools and Techniques
- Quality Standards

Unit-4: Marketing of Library and Information Services

- Marketing: Concept and Definition
- Need of Marketing Library Services
- Marketing Mix
- Marketing Approach

Unit-5: Knowledge Management

- Knowledge Management - definition, concept, need, value, process and basic tools
- Knowledge mapping and information auditing, KM development roles
- Tools and Techniques of KM – Data mining, Text mining, Knowledge sharing concepts.
- Role of Information professionals in KM - Impact of professional information skills, powering information.

Recommended Books

1. Anderson, Paul. (2012). Web 2.0 and beyond: principles and technologies. Boca Raton : CRC Press
2. Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research
3. Carl Frappaolo. (2006). Knowledge Management. Amazon.com
4. Christee Gabour Atwood.(2009). Knowledge Management Basics (ASTD Training Basics Series. Amazon.com
5. Donald Hislop. (2009). Knowledge Management in organization. Amazon.com
6. Mittal (R L). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
7. Ranganathan (S R). Library administration. 2006. Ess Ess, New Delhi.
8. Seetharama (S). Guidelines for planning of libraries and information centers., 1990. IASLIC, Calcutta.
9. Stueart (R D) and Moran (B B). 2007. Library and information center, management. Libraries Unlimited, London.

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Paper: LIS302
Research Methodology

Credit: 6
Marks: 70 + 30 = 100

Unit – 1: Concept of Research

- Research: Concept, Meaning and Significance
- Types of Research: Qualitative and Quantitative Research
- Inter-disciplinary and Multi-disciplinary research
- Problem identification; Research design: formulation of hypothesis, Literature Search

Unit – 2: Research Methods, Techniques and Tools

- Methods: Historical Research, Survey Research and Experimental Research
- Case Study, Observation Method, Scientific Method, Delphi Method
- Sampling Techniques
- Data Collection tools :Questionnaire, Interview, Schedule, Observation, Scales and Check Lists , Historical / recorded,

Unit – 3: Data Analysis and Interpretations

- Graphical presentation of data,
- Measurement of Central Tendency, Mean, Mode, Median, Measurement of Variables
- Measures of Dispersion, Correlation Studies and Regression Analysis
- Chi Square test and Sociometry

Unit – 4: Research Reporting

- Research Report: Structure, Style, Characteristics, and Contents
- Guidelines for Citation / References: Standards, rules, manuals
- E-Citation and methods of Research Evaluation
- Modern trends of Research – LIS and other disciplines

Unit – 5: Scientometrics

- Bibliometrics Studies: Concept, Definition
- Bibliometric Laws, Citation Analysis
- Scientometrics, Informetrics and Webometrics
- Computerized data analysis: SPSS

Recommended Books

1. Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). The Craft of Research. University of Chicago Press.
2. Brady, John. (1997). The Craft of Interviewing. New York: Vintage.
3. Gillham, Bill. (2000). The Research Interview. London: Continuum Press.
4. Kish, Leslie. (1995). Survey Sampling. New York: Wiley.
5. Kumar, Krishan. Research methods in library and information science. Rev. Ed. 1999. Har-Anand Publications, New Delhi.
6. Lancaster (F W) and Powell (R R). Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. Marshall, Catherine and Rossman, Gretchen B (2006). Designing Qualitative Research. Sage USA.
8. Nielsen, Jakob. (2000). Designing Web Usability. New Riders, USA.
9. Payne, Stanley. (1951). The Art of Asking Questions. Princeton University Press.
10. Raju, Nemani Govinda. (2009). Bibliometric Applications: Study Of Literature Use Patterns
11. Rea , Louis M and Parker , Richard A. (2005). Designing and Conducting Survey Research, San Francisco: Jossey-Bass.
12. Reinard , John C. (2006). Communication Research Statistics. Sage, USA.
13. Rowntree , Derek. (2003). Statistics without Tears: A Primer for Non-Mathematicians. London: Penguin.
14. Rubin, Herbert and Irene (2004). Qualitative Interviewing: The Art of Hearing Data. Sage, USA.
15. Singh (S P). Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.
16. Sudman, Seymour (1976). Applied Sampling. New York: Academic Press.
17. Wadsworth, Yoland . (1998). Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project. Australia: Allen and Unwin.
18. Williams, Frederick and Monge, Peter. (2001). Reasoning with Statistics. Harcourt, USA.
19. Willis, Gordon B. (2004). Cognitive Interviewing: A Tool for Improving Questionnaire Design. Sage USA.

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Paper: LIS303
Library Automation Theory

Credit: 6
Marks: 70 + 30 = 100

Unit – 1: Basics of Library Automation

- Library Automation: Meaning, importance and purposes
- Advantages and Disadvantages in library Automation
- Manual Vs Automated Systems
- Online Catalogue- OPAC and Web OPAC
- Library automation scenario in India with special reference to NE India

Unit 2: Planning Library Automation

- Planning and Implementation
- Automatic Identification Methods: Barcode, RFID
- RFID technology- Meaning, needs and features, RFID Components
- Artificial Intelligence
- Library Management Software: SOUL and Open Source Software

Unit 3: Housekeeping operations and Retrospective Conversion

- Automated Acquisition Control
- Automated Circulation Control
- Automated Serials Control
- Library Administration and Report Generation
- Retrospective Conversion: Concept, Need, Purpose and Techniques
- Retrospective Conversion Outsourcing: Planning and Prospects
- Retrospective Conversion in Academic Libraries of India: INFLIBNET Initiative

Unit 4: Library Networks

- Library Network - Meaning and Scope
- Library Networking in Indian perspectives: INFLIBNET, DELNET
- Library consortia in Indian context UGC-INFONET, INDEST, CSIR & Others E-Resources Consortia
- Internet Based Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing)
- Bibliographic Utility Networks

Unit – 5: Standardization in Automated Cataloguing

- Standardization in Cataloguing – Need and Purpose
- Standards - ISBD, CCF, ISO-2709 and Z39.50
- Metadata- MARC and Dublin Core
- Trends in Library Cataloguing

Recommended Books

1. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.
2. Deepali (Talagala). Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
3. Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press.
4. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
5. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
6. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
7. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
8. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.
9. Sarmah, Mukut. (2013). IT application in college libraries, Eastern Book Publishing House, Guwahati, 2013.
10. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.
11. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
12. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.
13. UNESCO. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.

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Paper: LIS304
Library Automation Practice

Credit: 6
Marks: 70 + 30 = 100

Part-A

Database Creation using CDS/ISIS or WINISIS
Database Creation using SOUL

Part- B

Installation and use: KOHA
Barcode Generation

Recommended Books

1. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.
2. Deepali (Talagala). Web interface for CDS/ISIS: GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
3. Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press.
4. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
5. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
6. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
7. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
8. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.
9. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.
10. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
11. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.
12. UNESCO. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.

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Paper: LIS305
Practical Librarianship and Library Visit/Library Internship

Credit:6
Marks: 70 + 30 = 100

Part-A: Job Diary

Students will be required to submit “Job diary” based on the works done in a select library located in the city

Part- B: Library Visit / Library Internship Report

Students will prepare a report by visiting/working in libraries under Internship Programme of selected Libraries as suggested by the department (preferably of a metropolitan city) using modern technology and submit a report immediately after visiting/working in the libraries for evaluation.

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Semester – IV (Credits = 25; Total Marks = 500)

**Paper: LIS401
Web Technology and Digital Library (Theory)**

**Credit: 6
Marks: 70 + 30 = 100**

Unit- 1 Digitization

- Digitization: meaning, needs and purposes
- Digitization process: steps and tools
- File formats: types and conversion
- Capture devices, image editing software, OCR and UNICODE

Unit- 2 Developing Digital Library

- Digital library: meaning, purpose, planning, steps and implementation
- Digital Library Management Software (DLMS): Selection process and features (Greenstone, D-space and E-prints)
- Metadata: meaning and methods of metadata creation
- Digital Rights Management (DRM)

Unit 3: Institutional Repository

- Definition, objectives, purpose & scope
- Open Access Initiatives (OAI), Digital library initiatives in India
- Institutional Repositories Vs Digital Library
- Digital Preservation: needs, migration and replication

Unit 4: Overview of Web Technology

- Web technology: meaning and applications
- HTML: Basics, hypertext and hypermedia, HTML programming
- UURLs, WEB browsers, search engines, websites, directory, blogs and portals
- Internet protocols and Internet security

Unit 5: Internet and its Connectivity

- Internet Connectivity, Dial up, Leased line, ISDN and Wi-Fi
- Remote Login and OAI/PMH
- Web 2.0, Library 2.0, Semantic Web and Social Networks
- Web page design and evaluation of Websites

Recommended Books

1. Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.
2. Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London : Facet Publishing
3. Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.
4. Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.
5. Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants : Ashgate.
6. Krishan Gopal. (2005). Intellectual Freedom in Digital Libraries. Delhi : Authors Press.
7. Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.
8. Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi : Isha Books.
9. Rajagopalan, A. (2006). Library of the Digital Age: Issues and Challenges. Delhi : SBS Publishers.

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Paper: LIS402
Digital Library and Web Technology Practice

Credit: 6
Marks: 70 + 30 = 100

Part A: Digital Library Practice (35+15=50 marks)

Part-I - Creation of Digital Documents with Metadata

Part-II - Creation of Digital Library using any one Digital Library Software

Part B: Web Technology Practice (35+15=50 marks)

Part- I - Open Source Library Application Software: Installation, Database Creation and Use

Part- II- Web page design by using HTML and hyper linking. Application development for libraries

Recommended Books

1. Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.
2. Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London : Facet Publishing
3. Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.
4. Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.
5. Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants : Ashgate.
6. Krishan Gopal. (2005). Intellectual Freedom in Digital Libraries. Delhi : Authors Press.
7. Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.
8. Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi : Isha Books.
9. Rajagopalan, A. (2006). Library of the Digital Age: Issues and Challenges. Delhi : SBS Publishers.

Semester – IV
TOP

Paper: LIS403
Information Retrieval Systems

Credit: 6
Marks: 70 + 30 = 100

Unit – 1: Information Retrieval System

- IR Systems: Concept, definition, characteristics, components and functions
- Subject indexing: Concept, principles, methods and systems
- Problems in alphabetical subject indexing
- Pre co-ordinate and post co-ordinate indexing systems

Unit –2: Indexing Languages

- Indexing Languages – Concepts, types and characteristics
- Indexing Systems: Chain Procedure and Subject heading lists (Library of Congress List of Subject Heading and Seas List of Subject Heading)
- Citation indexing: Concept and utilities
- Computerized indexing and clustering technique

Unit – 3 Vocabulary Control and Online Information Retrieval

- Vocabulary control: definition and tools
- Thesaurus: Importance, Structure and Steps for Construction
- Intelligent information retrieval: Expert System
- On-line searching and retrieval: elements and search formulation

Unit – 4: Information Retrieval Models

- IR models: concept and purpose
- Search strategies: proximity search, truncated search, Boolean search, and federated search
- Software's for information retrieval
- Criteria for evaluation of IR systems

Unit –5: Content Development

- Content Development: guidelines, norms, markup languages for content development
- Content Management Systems (CMS): features and utilities
- Natural language processing: Meaning, prospects and interfaces
- Current trends in IR research

Recommended Books

1. Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.
2. Becker, Joseph and Robert M Hayes. (1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.
3. Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993
4. Chowdhury (G G). Introduction to modern information retrieval. 1999. Library Association, London.
5. Cleveland (Donald B) and Cleveland (Ana D). Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.
6. Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.
7. Elis, David(1996). Progress and Problems in Information Retrieval. London: Library Association.
8. Fosket, A.C.(1992) Subject Approach to Information. London: Clive Bingley.
9. Foskett (A C). Subject approach to information. Ed.5. 1996. Library Association, London.
10. Fugman, Robert(1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.
11. Gosh (S N) and Satpathi (J N). Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.
12. Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.
13. Korfhage (R R). Information storage and retrieval. 1997. John Wiley, New York, USA.
14. Lancaster (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.
15. Lancaster (F Wilfred). Vocabulary control for information retrieval. Ed. 2. 1985. Information Resource Press, Arlington.
16. Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.
17. Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.
18. Meadow, Charles T. (2000). Text Information retrieval system. Academic Press.
19. Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.
20. Soergel (D). Indexing languages and thesauri: construction and maintenance. 1974. John Wiley and Sons., New York.
21. Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.
22. Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.
23. Walker (G) and Janes (J). Online retrieval: a dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

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**Paper: LIS404
Dissertation**

**Credit: 6
Marks = 70 + 30 = 100**

Each student has to prepare a dissertation on a given topic under the guidance of a faculty member of the department. This work should be in standard format in computer print out with a minimum of eighty pages. Dissertation should be submitted at the time of issuing admit card of the fourth semester examination. Dissertations will be evaluated by Supervisor and One External Examiners and Marks will be allotted average of Two Examiners. There will be open viva and all internal examiners and one external examiner will evaluate jointly.

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Paper: LIS405.E-1
Academic Library and Information System

Credit: 6
Marks: 70 + 30 = 100

Unit -1: Development of Academic Libraries

- Academic Libraries: Objectives and Functions
- Academic Library Services
- Role of UGC and other Bodies in Promoting Academic Libraries
- Monitoring/ Accreditation Agencies in Academic library (UGC, NAAC),

Unit -2: Collection Development

- Selection of Books
- Collection Development: - Nature, Types and Policies
- Problems in Collection Organization
- Collection Types

Unit -3: Staffing Pattern and Staff Development

- Human Resource Management in Academic Libraries
- Continuing Education Programmes Academic Libraries
- Staffing pattern in Academic Libraries
- Role and Status of the Library Staff

Unit -4: Resource Sharing Programme

- Resource Sharing: Need and Objectives
- Information and Library Network(INFLIBNET)
- Academic Library Networks
- E- Resource Consortia: Indian Initiatives

Unit – 5 Future of Academic Library

- Academic Library Administration
- Financial Management of Academic Libraries
- Recent Development in Academic Libraries in India
- Quality Indicators (Best Practices in Academic libraries)

Recommended Books

1. BAKER (David), Ed. Resource management in academic libraries.1997. Library Associations, London.
2. BROPHY (Peter). The academic library. 2000. Library Association, London.
3. BUDD (J M). The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. CHAPMAN (Liz). Managing acquisitions in library and information services 2001. Library Association, London.
5. DOWLER (L) Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research.1998. The MIT Press, London.
6. JORDON (Peter). The academic library and its users.1998. Gower Publishing Limited, London.
7. LINE (Maurice B), Ed. Academic library management. 1990. Library Association, London.
8. RANGANATHAN (S R). School and college libraries. 1942. Madras Library Association, Madras.
9. WEBB (Sylvia P). Personal development in information work. Ed 2. 1991. Aslib, London.
10. WHITE (Carl M). Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.

Semester – IV
TOP

Paper: LIS405.E-2
Public Library System

Credit: 6
Marks: 70 + 30 = 100

Unit 1 Public Libraries:

- Meaning, importance, functions.
- Role of Public Library in literacy and mass education.
- Public Library Movement in India
- Role of Raja Rammohun Roy Library Foundation (RRRLF) and National Library and Ministry of Culture, Govt. of India

Unit 2 Public Library Legislation in India:

- Study of salient features Southern States of India
- Study of salient features Northern States of India
- Study of salient features Eastern and Western States of India
- Study of salient features North-Eastern States of India

Unit 3 Organization of a Public Library:

- Manpower Development: Qualifications, recruitment, job description. Job analysis, staff manual.
- Public Library Finance: Sources, budgeting, accounting and auditing.
- Library Building: Planning, Concept of Modular Building. Library Furniture
- Collection Development : Print, Non Print (including Electronic documents)

Unit 4 Automation & Resource Sharing

- Networking, Integrated public library system.
- Library Automation: Automating the house-keeping services in various sections in the public libraries.
- Library services to special groups of people including Physically handicapped, mentally challenged, Visually impaired, Prisoners and Children.
- Role of National Mission for Manuscripts (NMM) on Digitization of manuscripts and rare documents.

Unit 5 Managing Public Library

- Public Library Administration
- Financial Management of Public Libraries
- Recent Development in Public Libraries in India
- Library & Information Policy : national and International

Recommended Books

1. BARUA (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. BATT (Chris). Information technology in public libraries. 1998. London Library Association Publishing, London.
3. BHATT (R K). Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. HIGGINS (S E). Youth services and public libraries. 2007. Chandos Publishing, Oxford.
5. IFLA. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. INDIA. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. JAGANAYAK (S S). Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. PATEL (Jashu) and KRISHAN KUMAR. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. THOMAS (V K). Public libraries in India: development and finance. 1997. Vikas. Publication, New Delhi.
10. WOODRUM (Pat), Ed. Managing public libraries in 21st century. 1989. The Hawork Press, New York.

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Paper: LIS405.E-3
Preservation and Conservation of Library and Archival Materials

Credit: 6
Marks: 70 + 30 = 100

Unit 1 Preservation and Conservation

- Definition, Need, Policy and planning
- History of preservation of documentary repositories. Evolution of writing materials
- Types of library materials- paper documents, physical elements of book, Non-book materials, digital object
- Enemies of Library materials: physical agents, chemical agents and biological agents.

Unit 2 Management of Preservation programme

- Organization and Planning of preservation Programmes
- Materials, structure, manufacturing technology and development of written media
- Technology and structure of records
- Main components of library records.

Unit 3 Restoration of Documents

- Cleaning, Removal of stains, fumigation, de-acidification, Lamination, encapsulation of documents including those of manuscripts, rare documents, paintings and maps
- Bindings of documents: Purpose, Kinds of bindings-Publishers casing, paperbacks, reinforced binding
- Binding Materials- Covering materials, sewing and pasting materials, ornamentation materials; Management of binding work.

Unit 4 Special Preservation Processing

- Machine Readable form – microfilming, databases, CD-ROM
- Environmental control
- Binding design, planning
- Furniture and fittings

Unit 5 Preservation of Digital Resources

- Concept, Purpose of Digital preservation
- Planning, Steps for Digital preservation
- Process of Digital preservation
- National and International Initiatives

Recommended Books

1. Casey, J. P. (1982). Paper making. New York : Interscience Publishers
2. Corduroy, John. (1978). Book binding for beginners. London : Thomas and Hudson
3. Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library
4. Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague : IFLA
5. Gabriel, M. & Ladd, D. (1980). The microfilm revolution in libraries. Greenwich : JAI Press
6. Hans, K. J. (1958). Sign, symbol and script. London : George Allen & Unwin
7. Harvey, Poss. (1993). Preservation in libraries: a reader. London : R R Bowker
8. Sharma, R. G. (1979). Pandulipi sampadan kala. Delhi : Prabhat Prakashan
9. Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi

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Paper: LIS405.E-4
Management of E Resources*

Credit: 6
Marks: 70 + 30 = 100

Unit 1 Concept of E resource

- Concept characteristics, advantages and disadvantages
- Format of E-resources: Off-line, Online, Databases
- E-journals, characteristics, advantages and disadvantages
- E-book, characteristics, advantages and disadvantages
- Online Databases, characteristics, advantages and disadvantages
- E-publishing: concept and process
- DOI

Unit 2 Acquisition of E-resources

- Collection Development of e-resources: policies, new guidelines
- Evaluation and Selection of e-resources
- Acquisition / Subscription of e-resources – Modes:
 - Direct
 - Consortia
 - Trail
- Publishers of e-resources: products and services
- Availability of e-resources
 - Open access
 - Paid resources

Unit 3 E-Resources Consortia for Resource Sharing

- Consortia and E-resources
 - National: AICTE-INDEST; UGC-INFONET; N-LIST; DeLCON and other consortia
 - International: OCLC and Other consortia
- Role of Consortia in resource sharing
- Paradigm shift of resource sharing in consortia based environment

Unit 4 Issues and Challenges for managing E- Resources

- Technological Changes
- Financial: pricing models; modes of access
- Digital right management, copyright issues for access and distribution
- Manpower training
- User awareness training

Unit 5 R-resource management system software

- ERMSS: concept, need, purposes,
- Life cycle of resources
- ERMSS: products and services
- Future of E- Resource Management
- ROI: return on investment; cost-effectiveness
- Statistical analysis; decision making
- Recent Trends in e-resource management

Recommended Books

1. Allan, Barbara. E-learning and teaching in library and information services, London: Facet Publishing, 2002.
2. Brindley, L. (1998). Ed. The electronic Campus. London, British Library Dearnley, James and Society, London: Facet publishing, 2001.
3. Feather, John. The information society: A study of continuity and change. 3rd ed. London: Concept Publishing, 2000
4. G.G. Chowdhury, Introduction to Digital Libraries, London: Facet Publishing, 2003
5. Rowley, J.E.: The Electronic Library. 4th Ed. Of Computers for Libraries. London: Facet Publishing, 1998.
6. Bhattacharjee, Sucheta, Bhattacharjee, Sudeep, Sinha, Manoj Kumar, Usage of E-resources under N-LIST Programme : Concept, Needs and Case study, LAP : Lambert Academic Publishing, 2015, 110p..

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Paper: LIS405.E-5

Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)

Credit: 6

Marks: 70 + 30 = 100

Unit-1 Bibliometrics

- Concept, definition, need
- Scope & Parameters
- Bibliometric Laws & their Applications

Unit-2: Informetrics

- Concept, definition, need
- Application in knowledge mapping
- Tools and techniques

Unit- 3 Scientometrics

- Concept, definition, need
- Application in knowledge mapping
- Tools and techniques

Unit-4 Webometrics

- Concept, definition, need
- Application in knowledge mapping
- Tools and techniques

Unit-4 Citation analysis, Impact Factor, Online citation index

- Concept of citation analysis, Formulas for measuring Citation
 - H-index
 - I-index
 - G-index
- Impact factor concept, need, Formulas for measuring impact factor
 -
- Citation Indexing Databases and Services
 - Scopes;
 - Web of Knowledge;
 - Google Scholar and
 - others

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Paper: LIS405.E-6

Agriculture Library and Information Systems and Services

Credit: 6

Marks: 70 + 30 = 100

UNIT – 1: Agricultural Science Libraries and their Development

- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India

UNIT – 2: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, etc.
- Non-Book Materials
- Electronic Resources and Online Databases

UNIT – 3: Library Organization and Administration

- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – 4: Information Services

- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services
- Computerized Services
- Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.
- Information Literacy Programmes

UNIT – 5: Financial and Human Resource Management

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

Recommended Books

1. BHATT (V S). Information resources in agricultural research in 40 years of agricultural research in India. 1989. ICAR, New Delhi.
2. CHOTEY LAL (C). Agricultural libraries and information systems: a handbook for users. 1998. R K Techno Science Agency, New Delhi.
3. DAYMATH (Y) and RUTTAN (V W). Agricultural development: an international perspective. 1979. John Hopkins, Baltimore.
4. DESHMUKH (P P). Standardization of library and information services with special reference to scientific and agricultural libraries. 1990. ABC, New Delhi.
5. KUMAR (P S G). Agricultural librarianship: MLISc elective paper. 2008. B.R. Publication, New Delhi.
6. SHARMA (R D). The agricultural information network for India. 1989. Society for Information Science, New Delhi.
7. SUBBAIHA (R). Agricultural librarianship in India: an overview. 1988. Metropolitan, New Delhi.