ASSAM UNIVERSITY, SILCHAR

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc)

SYLLABUS STRUCTURE

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

ASSAM UNIVERSITY
SILCHAR–788011
(INDIA)

2021

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 2020-21

1. The Department of Library and Information Science, Assam University shall provide instructions leading to the award of "Master of Library and Information Science (M.Lib.I.Sc)". 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 (M.Lib.I.Sc) 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.

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POST GRADUATE PROGRAMME OUTCOMES

Students of the PG Degree Programme at the time of graduation will be able to

PO: 01- Critically Think: Take informed actions after identifying the assumptions that frame thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO: 02- Effectively Communicate: Speak, read, write and listen clearly in person and through electronic media in Bengali, Assamese, Hindi and English, and make meaning of the world by connecting people, ideas, books, media and technology.

PO: 03 - Socially Interact: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO: 04 - Demonstrate Effective Citizenship: Demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO: 05 - Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO: 06 - Ethics: Recognize different value systems including one's own, understand the moral dimensions of one's decisions.

PO: 07 - Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of information and technological changes.

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PROGRAMME SPECIFIC ATTRIBUTES IN LIBRARY AND INFORMATION SCIENCE

The post graduates in Library and Information Science at the time of graduation will have the following attributes:

PSA: 01 - Disciplinary knowledge: Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study, including broader interdisciplinary subfields such as management, economics, information and communication technologies, etc.

PSA: 02 - Professional and managerial skills: Ability to manage technical staff who shall classify simple, compound and complex documents using standard classification schemes; shall have capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to manage professionals who shall carry out housekeeping operations and provide library and information services by using information and communication technologies, ability to guide information search from OPAC, Internet and electronic databases.

PSA: 03 - Skilled communicator: Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.

PSA: 04 - Critical thinker: Capability to critically analyse subjects of documents to help and guide technical staff to classify them properly and guide them to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centres at local, national, regional and global level.

PSA: 05 - Problem solver: Apply problem solving skills while providing reference and other services and for formulating search strategies for searching information from Internet and databases.

PSA: 06 - Team leader and player: Capable of leading and working effectively in diverse teams at top and middle levels of management in parent institution and in Libraries and Information Centres.

PSA: 07 - Digitally literate: Capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

PSA: 08 - Ethical awareness/reasoning: Capable of demonstrating the ability to identify ethical issues related with LIS Profession, Intellectual Property Rights, and Copyright etc. while providing library services.

PSA: 09 - Lifelong learners: Capable of self-paced and self-directed learning aimed at personal development; for improving knowledge and skills and for re-skilling through continuing educational opportunities.

PROGRAMME SPECIFIC OUTCOMES OF MASTER DEGREE IN LIBRARY AND INFORMATION SCIENCE

The programme specific learning outcomes of Master degree in Library and Information Science include the following. The Master level post graduates in Library and Information Science at the time of graduation will be able to:

PSO: 01 Demonstrate in depth knowledge of the basic as well as advanced concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.

PSO: 02 Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and
Communication Technologies in Libraries and Information Centres; (iii) providing library and information services and managing other library routine activities.

PSO: 03 Apply skills in managing and carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection (iv) educate users

PSO: 04 Demonstrate managerial skills in provision of various library services such as document circulation, reference and information services, Internet and database searching.

PSO: 05 Demonstrate knowledge, understanding and managerial skills that offer job opportunities as librarians in different types of college libraries, as assistant librarian/ senior technical professional in university libraries and other libraries of higher education institutes, as librarians in public libraries and school libraries; as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

PSO: 06 Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.

PSO: 07 Demonstrate core values by honouring diversity and insuring inclusion by treating all patrons, students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying professional and ethical integrity which involves honest behaviour.

Semester - I (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	LISCC 101	Library, Information , Communication and Society	CC	70	15	10	5	100	4	1	0	5	
2	LISCC 102	Knowledge Organisation –I Library Classification Theory Library Cataloguing Theory	CC	70	15	10	5	100	4	1	0	5	
3	LISCC 103	Information Communication Technology (ICT) Theory	CC	70	15	10	5	100	4	1	0	5	
4	LISCC 104	Knowledge Organisation –I: Library Classification Practice (DDC & CC)	CC	70	15	10	5	100	0	0	5	5	
5	LISCC 105	Knowledge Organisation –I: Library Cataloguing Practice (AACR-II)	CC	70	15	10	5	100	0	0	5	5	
Sub-Total				**350**	**75**	**50**	**25**	**500**	**12**	**3**	**10**	**25**	

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Semester - II (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	LISCC 201	Management of Library & Information Centres-I	CC	70	15	10	5	100	4	1	0	5	
2	LISCC 202	Knowledge Organisation –II: Advanced Library Classification Practice & Advanced Library Cataloguing Practice	CC	70	15	10	5	100	0	0	5	5	
3	LISOC 203	Information Literacy (Open)	OC	70	15	10	5	100	4	1	0	5	Outside Student
4	LISOC 204	Reference, Information Sources and Services (Open)	OC	70	15	10	5	100	4	1	0	5	Dept. Student
5	LISCC 205	Information Communication Technology (ICT) Practice & Bibliographical Project	CC	70	15	10	5	100	0	0	5	5	
Sub-Total				**350**	**75**	**50**	**25**	**500**	**12**	**3**	**10**	**25**	

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Semester - III (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	LISCC 301	Management of Library & Information Centres-II	CC	70	15	10	5	100	4	1	0	5	
2	LISCC 302	Research Methodology	CC	70	15	10	5	100	4	1	0	5	
3	LISCC 303	Library Automation (Theory)	CC	70	15	10	5	100	4	1	0	5	
4	LISCC 304	Library Automation (Practice)	CC	70	15	10	5	100	0	0	5	5	
5	LISCC 305	Practical Librarianship and Library Visit / Library Internship	CC	70	15	10	5	100	0	0	5	5	
Sub-Total				**350**	**75**	**50**	**25**	**500**	**12**	**3**	**10**	**25**	

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Semester - IV (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	LISCC 401	Digital Library and Web Technology (Theory)	CC	70	15	10	5	100	4	1	0	5	
2	LISCC 402	Digital Library and Web Technology (Practice)	CC	70	15	10	5	100	0	0	5	5	
3	LISCC 403	Information Retrieval Systems	CC	70	15	10	5	100	4	1	0	5	
4	LISCC 404	Dissertation	CC	70	15	10	5	100	0	0	5	5	
5	LISCC 405	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.											
	LIS405EC.E-1	Academic Library Systems and Services	EC	70	15	10	5	100	4	1	0	5	
	LIS405EC.E-2	Public Library Systems and Services	EC	70	15	10	5	100	4	1	0	5	
	LIS405EC.E-3	Preservation and Conservation of Library and Archival Materials	EC	70	15	10	5	100	4	1	0	5	
	LIS405EC.E-4	Management of E Resources and E-Publishing	EC	70	15	10	5	100	4	1	0	5	
	LIS405EC.E-5	Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)	EC	70	15	10	5	100	4	1	0	5	
	LIS405EC.E-6	Agriculture Library and Information Systems and Services	EC	70	15	10	5	100	4	1	0	5	
Sub-Total				**350**	**75**	**50**	**25**	**500**	**12**	**3**	**10**	**25**	
Grand Total				**1400**	**300**	**200**	**100**	**2000**	**48**	**12**	**40**	**100**	

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

Paper LISCC 101:
Library, Information, Communication and Society

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To acquaint the students with the role of information in society,
2. To understand information needed for the different kinds of activities
3. To know about the economics & management of information and knowledge
4. To get familiarize with the characteristics of the information resources in society

Learning Outcomes:

After studying this course, students shall be able to:

1. Comprehend the concepts of Data, Information, Knowledge and fair use of information.
2. Understand the role of information in society and communication channels.
3. Know about Information Science as a discipline.
4. Elaborate the concepts of Information Society and Knowledge Society
5. Figure out the changing role of libraries and information centres in society
6. Understand various law, act, policies, commission, and mission relating to information.
7. Know about the economics & management of Information and Knowledge
8. Understand various types of library systems

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. (1995). *History and development of libraries in India*. Mittal Publications.
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. (2013). *The information society: A study of continuity and change*. Facet publishing.
6. Khanna (J K). Library and society. 1955. Research Publication, Kurukshetra.
7. Kumar, K. (1997). *Library organization*. Vikas Publishing house.
8. Martin, W. J. (1988). *The information society*. Information Today Incorporated.
9. Prasher, R. G. (1991). *Information and its communication*. Medallion Press.
10. Ranganathan, S. R. (1931). *The five laws of library science*. Madras Library Association (Madras, India) and Edward Goldston (London, UK).
11. Singh, S. P., & Kumar, K. (2005). *Special libraries in the electronic environment*. Bookwell.
12. Venkatappaiah, V., & M. Madhusudhan M. (2006). *Public Library Legislation in the New Millennium: New Model Public Library Acts for the Union, States and Union Territories*. Bookwell.

Paper: LISCC 102
Knowledge Organisation –I Library Classification Theory & Library Cataloguing Theory

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. Understand concept of classification and its terminology
2. Know purpose and functions of classification in libraries
3. Explore types and format of classification systems
4. Study rules and standards of classification systems

Learning Outcomes:

After studying this paper, students shall be able to:

1. Explain the nature and attributes of universe of knowledge
2. Elaborate meaning and types of subjects and modes of subject formation
3. Illustrate knowledge as mapped in different classification schemes
4. Express the meaning, purpose, functions, theories and canons of library classification
5. Elucidate various facets of notation and call number
6. Discuss the characteristics, merits and demerits of different species of library classification schemes
7. Highlight salient features of major classification schemes
8. Review current trends in library classification

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, V. (2015). *Essential classification*. Facet Publishing.
2. Dhiman, A. K., & Rani, Y. (2005). Learn Library Classification.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, M. E. (Ed.). (2008). *Knowledge management: concepts, methodologies, tools, and applications*. IGI Global.
5. Carter, R. C., & Kao, M. L. (2020). *Cataloging and Classification for Library Technicians*. Routledge.
6. Kumar, P. S. G. (2003). *Knowledge Organization, Information Processing and Retrieval Practice:(paper III of UGC Model Curriculum)*. BR Publishing Corporation.
7. Pathak, L. P. (2000). *Sociological Terminology and Classification Schemes*. Mittal Publications.
8. Ranganathan, S. R. (1989). *Philosophy of library classification*. Sarada Ranganathan Endowment for Library Science (Bangalore, India).
9. Singh, S. (1998). *Universe of Knowledge: Structure & Development*. Raj Publishing House.
10. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
11. Joudrey, D. N., Taylor, A. G., & Miller, D. P. (2015). *Introduction to cataloging and classification*. ABC-CLIO.

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

Objectives of the Course:

1. Understand concept of cataloguing and its terminologies
2. Know steps and formats of cataloguing
3. Explore principles, laws and canons of cataloguing
4. Learn the salient features of cataloguing rues like AACR 2R, CCC etc.

Learning Outcomes:

After studying this paper, students shall be able to:

1. Understand the concept of library catalogue
2. Comprehend various inner and outer forms of library catalogue
3. Understand the main and added entries of library catalogue
4. Understand various approaches of deriving subject headings
5. Know about the normative principles of cataloguing
6. Understand the concept of co-operative and centralized cataloguing
7. Explain the current trends in library cataloguing
8. Know the standards for bibliographic interchange and communication

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, Alphabetico-classed Catalogue and Alphabetico 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: LISCC103
Information Communication Technology (ICT) Theory

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To generate awareness about ICT and its applications in libraries.
2. To provide the students basic knowledge electronic information.
3. To help them understand basics of digital libraries
4. To introduce communication tools and techniques
5. To understand the Internet and concerns about data security

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept of ICT and its application in libraries.
2. Comprehend the role of electronic information
3. Understand communication tools and techniques.
4. Know how Internet based communication works and provide data security
5. Understand the structure of computer and functions of its various units
6. Identify and state the features of telecommunication channels, modes, media, modulation, standards and protocols
7. Highlight the nature and components of computer networks and their protocols and standards
8. Discuss of Internet, search engines and network security

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.

Paper: LISCC104
Knowledge Organisation –I: Library Classification Practice (DDC & CC)
Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. Learn outline structure of classification schemes DDC and CC
2. Understand division structure and constructing class numbers and call numbers
3. Learn synthesis of call numbers for given heading (simple, compound and complex)
4. Learn indexing system and usage

Learning Outcomes:

After studying this paper, students shall be able to:

1. Construct class numbers for documents with simple, compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

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

Unit-1 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)
(Marks: 35 + 15 = 50)

Unit-1 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.

Paper: LISCC105
Knowledge Organization –I: Library Cataloguing Practice (AACR-II)

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. Learn cataloguing codes and standards AACR-2R and CCC
2. Compile catalogues cards (for single, joint, pseudonym, corporate authored and editorial publications)
3. Assign keywords for tracing added entries (subject, joint author, title, other contributors along with see and see also reference)

Learning Outcomes:

After studying this paper, students shall be able to:

1. Use the catalogue codes and standards
2. Prepare catalogue entries for various types of information sources
3. Derive subject headings using various methods and tools

Unit-1 Cataloguing of Books and Monographs

- Introduction to AACR - II (Revised)
- Introduction to Sears List of Subject Headings, and Library of Congress Subject Headings (LCSH)
- Cataloguing for Single Personal Author,
- Cataloguing for Joint Personal Author,
- Cataloguing for Pseudonym named Author,
- Cataloguing for Corporate Author and
- Cataloguing for 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.

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

Paper: LISCC 201
Management of Library and Information Centres –I

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To introduce modern management techniques and its applicability to libraries
2. To provide basics of effective management of libraries and information centres.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept, history of management and its modern techniques
2. Elaborate styles, approaches, schools of thought, principles and functions of management
3. Manage various operations of Library and Information Centres
4. Manage, preserve and provide access to various print and non-print information sources
5. Comprehend the concept of decision making, organising and quality management.
6. Comprehend the concept of human resource management and financial management

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

AUS, DLISc

- ❖ 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: LISCC 202
Knowledge Organisation –II:
Advanced Library Classification Practice & Advanced Library Cataloguing Practice

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. Learn constructing class numbers for compound and complex subject documents in DDC and UDC
2. Understand synthesis of call numbers using subdivisions/common isolates/auxiliary tables for DDC and UDC

Learning Outcomes:

After studying this paper, students shall be able to:

1. Construct class numbers for documents with compound and complex subjects
2. Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables
3. Compile book numbers and be able to use index of the classification scheme

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

Unit-1: Classification of Documents (DDC)

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

Unit-2: 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)

Objectives of the Course:

1. Understand and prepare catalogue cards for serial and multi-volume publications
2. Understand and compile catalogue cards for non-print materials like Cartographic material, Microforms. Sound recordings, motion pictures & video, and Electronic & Web-resources

Learning Outcomes:

After studying this paper, students shall be able to:

1. Use the catalogue codes and standards for non-book documents and serial publications
2. Prepare catalogue entries for various types of information sources electronic documents
3. Derive subject headings using various methods and tools

Unit-1: Cataloguing of Print Materials by AACR-II (Revised Ed, 2005)

- ❖ Serials, proceedings and
- ❖ Multi-volumes

Unit-2: 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.

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Paper: LISOC 203 (OPEN COURSE)
Information Literacy

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To literate non-subject students about functions and services of libraries
2. To introduce various information sources and services in all subjects (science, technologies, social science, humanities, law and management etc.)
3. Educate about reference styles and its importance in research
4. Help in understanding citation and impact factor

Learning Outcomes:

After studying this course students should be able to:

1. Understand role of libraries, its function and services and importance of lifelong learning.
2. Comprehend various sources of information and services available in market.
3. Learn the meaning and functions of reference styles and its usefulness in research.
4. Understand the role of citation and impact factor indicators in assessing the research contributions

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, Encyclopaedia, 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, Mandalay, 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, Resarchgate
- 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.

AUS, DLISC

Paper LISOC 204 (OPEN COURSE)
Reference, Information Sources and Services

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To understand the structure and development of the specific subject / discipline in Science, Social Sciences, Humanities, Management, Law, Technology.
2. To prepare specialised professional manpower in the specific subject / discipline in Science, Social Sciences, Humanities, Management, Law, and Technology.

Learning Outcomes:

After studying this course, students shall be able to:

1. Comprehend structure and development of Science, Social Sciences, Humanities, Management, Law, and Technology.
2. Explore various disciplines in the field of Science, Social Sciences, Humanities, Management, Law, and Technology.
3. Understand information sources, services and systems of Science, Social Sciences, Humanities, Management, Law, and Technology
4. Highlight the role of available databases in these fields.
5. Plan and design databases in Science, Social Sciences, Humanities, Management, Law, and Technology when required
6. Carry out professional services in the libraries of Science, Social Sciences, Humanities, Management, Law, and Technology institutions
7. Understand various traditional and modern information products and services.
8. Know and evaluate various information providers.
9. Manage and provide access to consortia based information products and services

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,
- Encyclopaedia, 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, Encyclopaedia, 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: LISCC 205
Information Communication Technology (ICT) Practice & Bibliographical Project
Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. Introduce to basics of computers and networking
2. Understanding working of word processor, spreadsheet, presentation using MS-Office package
3. To learn database and relational database creation and management

Learning Outcomes:

After studying this paper, students shall be able to:

4. Create, edit and manage files using Word Processing, Spread Sheet and Power
5. Presenting using MS Power Point software
6. Carry out library housekeeping operations using library management software
7. Generate different types of report using library management software
8. Search information from internet and databases adopting suitable search strategies
9. Find bibliographic information from WebOPAC, World Cat, Ind Cat

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

Unit-1: Operating System

- Use of Operating System
- Word Processors and Presentation tools (using any one software)

Unit-2: 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
(Marks 35+15=50)

Objectives of the Course:

1. Learn the process of compiling bibliography
2. Understand reference styles and its formatting
3. Learn RMS (Reference Management System) using Mandalay and Zotero

Learning Outcomes:

1. Understanding of bibliographic elements of documents.
2. Compiling bibliographic reports like subject bibliographic, author bibliographic, chronological bibliographic.
3. Learning knowledge of various reference style sheets like APA, MLA, and Chicago etc.
4. Students who already possess significant/professional theoretical experience in libraries or information science may elect to do a bibliographic compilation project as an independent study or readings and research of interest.

Unit-1 Bibliographical Structure and Style

- Compilation of Bibliography (Students will be required to submit “compiled bibliography” based on the works done on selected area or subject)

AUS DLISc

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

Paper: LISCC 301
Management of Library and Information Centres –II

Credit: 5 Marks: 70 + 30= 100

Objectives of the Course:

1. To introduce advanced management techniques and its applicability to libraries
2. To understand advanced techniques of effective management of libraries and information centres.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the advanced management concept and its modern techniques
2. Comprehend the concept of Budgeting methods, cost-benefit analysis and total quality management.
3. Comprehend the concept of human resource management and system study like MIS, PERT/CPM, SWOT
4. Introduce the concept of marketing management
5. To enable creation and marketing of information products and services

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

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- 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: LISCC 302
Research Methodology

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To generate awareness about research along with its types and designs.
2. To provide the students basic knowledge of the Research Methods.
3. To help them understand data analysis and interpretation
4. To develop familiarity with various statistical techniques.
5. To understand basics of research reporting.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand basics of research its methods, types and design.
2. Comprehend various data collection, analysis and interpretation techniques.
3. Familiarize with various statistical techniques.
4. Understand basics of research reporting and prepare a research report.

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

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- ❖ 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.

AUS LIBSC

Paper: LISCC 303
Library Automation Theory

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To understand various aspects of library automation.
2. To develop skills in using computer and communication technology.
3. To acquaint the students with the basic concept of computer networks
4. To develop familiarity with use of Internet in libraries
5. To acquaint the students with basics of AI and web designing
6. To develop familiarity with some library management software.

Learning Outcomes:

After studying this course, students shall be able to:

1. Comprehend various aspects of library automation.
2. Elaborate library Automation planning and Procedures
3. Assess various integrated library management software.
4. Carry out various automated in-house library operations.
5. Understand basic concept of computer networks and use of Internet in libraries.
6. Explore use of AI, expert systems, robotics, Cloud computing and web applications

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, Estern 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.

Paper: LISCC 304
Library Automation Practice

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To develop skills in using computer and communication technology.
2. To develop familiarity with features of Library Management Software's
3. To acquaint the students with Open sources library application
4. To develop familiarity with some auto-identification technologies like barcode.

Learning Outcomes:

After studying this course, students shall be able to:

1. Hands on experience on library automation planning and procedures
2. Assess and practice of various integrated library management software.
3. Carry out various automated in-house library operations using real LMS software.

Unit-1: CDS/ISIS or WINISIS

- ❖ Database Creation
- ❖ Search and Retrieval of information

Unit-2: Installation and use: SOUL

- ❖ Administration
- ❖ Acquisition
- ❖ Technical Processing
- ❖ Circulation
- ❖ Serial Control

Unit-3: Installation and use: KOHA

- ❖ Administration and Setup
- ❖ Acquisition
- ❖ Technical Processing
- ❖ Circulation
- ❖ Serial Control
- ❖ Report Generation

Unit-4: 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. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
4. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
5. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
6. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
7. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.
8. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.

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9. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
10. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.
11. UNESCO. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.

Paper: LISCC 305
Practical Librarianship and Library Visit/Library Internship

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To introduce various activities performed in the library.
2. Provide hands on experience in functioning and managing libraries

Learning Outcomes:

After completion of the course,

1. Students will be in a position to aware of different types of library functions and activities.
2. Perform function of various sections and manage libraries efficiently.

Unit-1: Job Diary

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

Unit-2: 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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Paper: LISCC 401
Web Technology and Digital Library (Theory)

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To help students in understanding digital libraries
2. To help learn the process of digitization
3. To introduce to some institutional repository application
4. To introduce basic of web designing like HTML and CMS
5. Develop skills in using computer and communication technology.
6. To develop familiarity with features of Library Management Software's
7. To acquaint the students with Open sources library application
8. To develop familiarity with some auto-identification technologies like barcode.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept of Digital Library and its process
2. Students should be able to differentiate between terms like Virtual library, digital library, hybrid library and traditional library
3. Students will understand various methods of digitating the documents and major file formats
4. Learn the key features of various digital library software's
5. Learn the basic of web-designing

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, Dspace 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

ADS, DLISC

- HTML: Basics, hypertext and hypermedia, HTML programming
- UIRLs, 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.

AUS, DLISc

Paper: LISCC 402
Digital Library and Web Technology Practice
Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To help learn the process of digitization
2. To provide hands on experience to some institutional repository application software's like DSPACE, EPRINTS, and GREENSTONE
3. To Develop skills of web designing using HTML-5
4. To develop familiarity with Content management software like Drupal, Joomla and WordPress
5. To acquaint the students with Open sources learning application like Moodle etc.
6. To hands on experience with some auto-identification technologies like barcode.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand digitization and its requirements
2. Students should be able install and create digital libraries using DSPACE
3. Design webpage using HTML5 coding
4. Install and create webpage using Drupal and Joomla CMS
5. Install and create learning platform for institution using Moodle

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

Unit-1 - Creation of Digital Documents with Metadata

Unit-2 - Creation of Digital Library using any one Digital Library Software

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

Unit-1 - Open Source Library Application Software: Installation, Database Creation and Use

Unit-2- 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.

Paper: LISCC 403
Information Retrieval Systems

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To learn the advanced information processing techniques.
2. To develop the capability in retrieving the information by applying different search techniques.
3. To introduce the information repackaging and consolidation techniques.
4. To develop familiarity with various bibliographic description standards

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept of IR and it tools
2. Comprehend the concept of information analysis, repackaging and consolidation
3. Elaborate and use various indexing techniques.
4. Acquaint with various bibliographic description standards.
5. Appreciate the role of Data and its management in the current era.
6. Use different search strategies, techniques and evaluate IR system.

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, mark-up 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.

Paper: LISCC 404
Dissertation

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To provide the students basic knowledge of research in the field of LIS
2. To help them chose an appropriate research problem for dissertation.
3. To help them apply data collection, analysis and interpretation techniques.
4. To develop familiarity with application of various statistical techniques.
5. To guide the students with basics of research reporting.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand practical application of research methods in the field if LIS
2. Know the use of data collection, analysis and interpretation techniques.
3. Carry out a useful research study and submit its report.

Unit-1: Identification and Selection of Topic

- Selecting broad area of research
- Collecting and study of related literature
- Selecting specific topic for research
- Preparing synopsis

Unit-2 Literature Review

- Constructing appropriate keywords (BT, NT, See and See also)
- Identifying sources and conducting search (Library catalogue, databases, IR's etc.)
- Write summaries and select appropriate publication for writing review
- Writing review of literature

Unit-3 Methodology and Data Analysis

- Identifying suitable method for data collection (questionnaire, interview schedule, observation, etc.)
- Selecting suitable method for data analysis and required tool for analysis (statistical measures, SPSS, Excel)
- Data collection and validation
- Conducting data analysis

Unit-4 Finings, Suggestion and Conclusion

- Data interpretation
- Identifying major findings
- Suggestions in relation to research problems/ objectives of study

- Conclusion write-up

Unit-5 Report Writing

- Introduction to dissertation layout
- Organising data and content as per layout
- Citations and references (use of online reference management system like (Zotero, Mendeley etc.)
- Plagiarism checking (using URKUND, and Grammarly)
- Binding and Submission

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 printout 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: LISEC 405.E-1
Academic Library and Information System

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To understand the structure and development of the higher education in India
2. To understand academic librarianship, its types, collection, HR and finance.
3. To prepare specialised professional manpower for academic libraries

Learning Outcomes:

After studying this course, students shall be able to:

1. Comprehend the structure and development of the higher education in India.
2. Assess the role of UGC in development of libraries in India.
3. Assess the role of library in higher education.
4. Understand academic librarianship, its types, collection, HR and finance
5. Professionally manage an academic library and provide access to its resources and services.

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

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- ❖ 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.

Paper: LISEC 405.E-2
Public Library System

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To understand about public library systems in India and around world
2. To learn role of public libraries in development of individual and society
3. To know about functions and services of public libraries
4. To manage public library and its finance

Learning Outcomes:

After completing this course students should be able to:

1. Comprehend public library system in India and world
2. Understand role of public libraries in enhancing learning and education
3. To manage public library (collection, building, functions, services and its finance)
4. To manage public library user and staffing

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.

Paper: LISEC 405.E -3
Preservation and Conservation of Library and Archival Materials

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To introduce to concept of conservation, preservation and archiving.
2. To able to differentiate between conservation, preservation and archiving concepts
3. To understand the process, activities, tools and techniques or conservation, preservation and archiving.
4. To get an understanding about various organisation of importance in India and world working on conservation, preservation and archiving.

Learning Outcomes:

After completion of this course, you will be able to:

1. Describe the objectives of preservation and conservation of library materials;
2. Identify the strategy, tool and techniques for the conservation, preservation and archiving of the various library materials; and
3. Plan and act on the steps required for conservation and preservation of various library materials.
4. Better understanding of national and international organisation and their role in conservation, preservation and archiving.

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

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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: LISEC 405.E-4
Management of E Resources

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To introduce concept and characteristics of e-resources
2. To comprehend the e-resource management in different library systems
3. To explain difference between various formats of e-resource
4. To provide understanding of e-resource consortium

Learning Outcomes:

After completion of this course, you will be able to:

1. Understand e-resources and its varieties
2. Gain knowledge on managing e-resource in various library system
3. Learn about e-resource consortium and databases

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 o 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 o National: AICTE-INDEST; UGC-INFONET; N-LIST; DeLCON and other consortia o 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

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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. Bhattcharjee, Sucheta, Bhattcharjee, 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: LISEC 405.E-5
Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)

Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To explore the origin and development of key terms (like Bibliometrics, Informetrics, Scientometrics, Webometrics)
2. To have an understanding on citation indexing, databases, impact factor and its variants.

Learning Outcomes:

After completion of this course, you will be able to:

1. Grasp the genesis, definition, scope, purpose and application of Bibliometrics and webometrics;
2. Explain the usability of citation index, impact factor and h-index; and its variants measures
3. Describe and use metrics for analysis research contributions

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

Recommended Books

1. Pritchard, A., & Wittig, G. R. (1981). *Bibliometrics*. Watford: AllM Books.
2. Todeschini, R., & Baccini, A. (2016). *Handbook of bibliometric indicators: Quantitative tools for studying and evaluating research*. John Wiley & Sons.
3. Donohue, J. C. (1973). Understanding Scientific Literatures: A Bibliometric Approach.
4. Lawani, S. M. (1981). Bibliometrics: its theoretical foundations, methods and applications. *Libri*, *31*, 294.
5. Ball, R. (2017). *An introduction to bibliometrics: New development and trends*. Chandos Publishing.
6. De Bellis, N. (2009). *Bibliometrics and citation analysis: from the science citation index to cybermetrics*. scarecrow press.
7. Ding, Y., Rousseau, R., & Wolfram, D. (2016). *Measuring scholarly impact*. Springer International Pu.
8. Daim, T. U., Chiavetta, D., Porter, A. L., & Saritas, O. (Eds.). (2016). *Anticipating future innovation pathways through large data analysis*. Springer International Publishing.

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Paper: LIS405.E-6
Agriculture Library and Information Systems and Services
Credit: 5 Marks: 70 + 30 = 100

Objectives of the Course:

1. To introduce to functions and services of agriculture libraries
2. To help understand about organisation and information centre specialized in agriculture information system.
3. To educate on management of agriculture libraries and their activities.
4. To inform about resource and databases of agriculture.

Learning Outcomes:

After completion of this course, you will be able to:

1. To understand various functions and services offered by agriculture libraries
2. Learn about management and administration of agriculture libraries
3. Learn about resource and database for providing specialized services in agriculture.

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

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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.

END

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