Ranganathan. S R (1989). Five laws of library science. Ed 2. Bangalore: SRELS
Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.
Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
Sharma. P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.
Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS
Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.

ML-1.2: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

Unit 1: Management: Concept. Definition and Scope; Management theories, styles, schools of thought and approaches; Functions and Principles of scientific management

Unit 2: Library House Keeping Operations: Different sections of a library and information center and their functions: Collection Development and Management: Policies and Procedures: Technical processing; Serials control; Circulation; Maintenance: Stock verification; Evaluation and Weeding; Reporting: Types of records. Annual report – compilation, Contents and style; Library statistics

Unit 3: Management of Human and Financial Sources: HRM: Meaning, Definition, Need and Importance: Organizational structure, Delegation, Communication and participation; Job description, job analysis, job evaluation, Recruitment process; Interpersonal relations, Motivation, Training and development and Performance appraisal; Financial management: Resource mobilization, Budgeting techniques and methods – PPBS, ZBBS etc, Budgetary control, Cost effectiveness and Cost benefit analysis; Outsourcing

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

Unit 5: Planning: Concept, Definition. need and purpose: Types; Policies and procedures. MBO; Building and space management; Furniture and Equipment; Risk and Contingency Management: Standards for Libraries

Unit 6: TQM: Definition. concept. elements: Quality audit. LIS related standards; Technology management; Concept of change; Changes in procedures: Methods, tools and techniques; Problems of incorporating change; Techniques of managing change

References

Branin, J J (1994). Collection management for the 1990s. Chicago: ALA
Brophy, Peter and Courling Kote (1997). Quality Management for Information and Library Managers. Bombay: Jaico
Bryson, J (1990). Effective library and information management. Aldershot: Gower
Cowley, J (1982). Personnel management in libraries. London: Clive-Bingley
Evans, Edward G. Ed (1986). Management Information Systems. New Delhi: S. Chand & Co.
Harvey R (1993). Preservation in libraries: Principles. strategies and practices for librarians. New York: Bowker-Saur
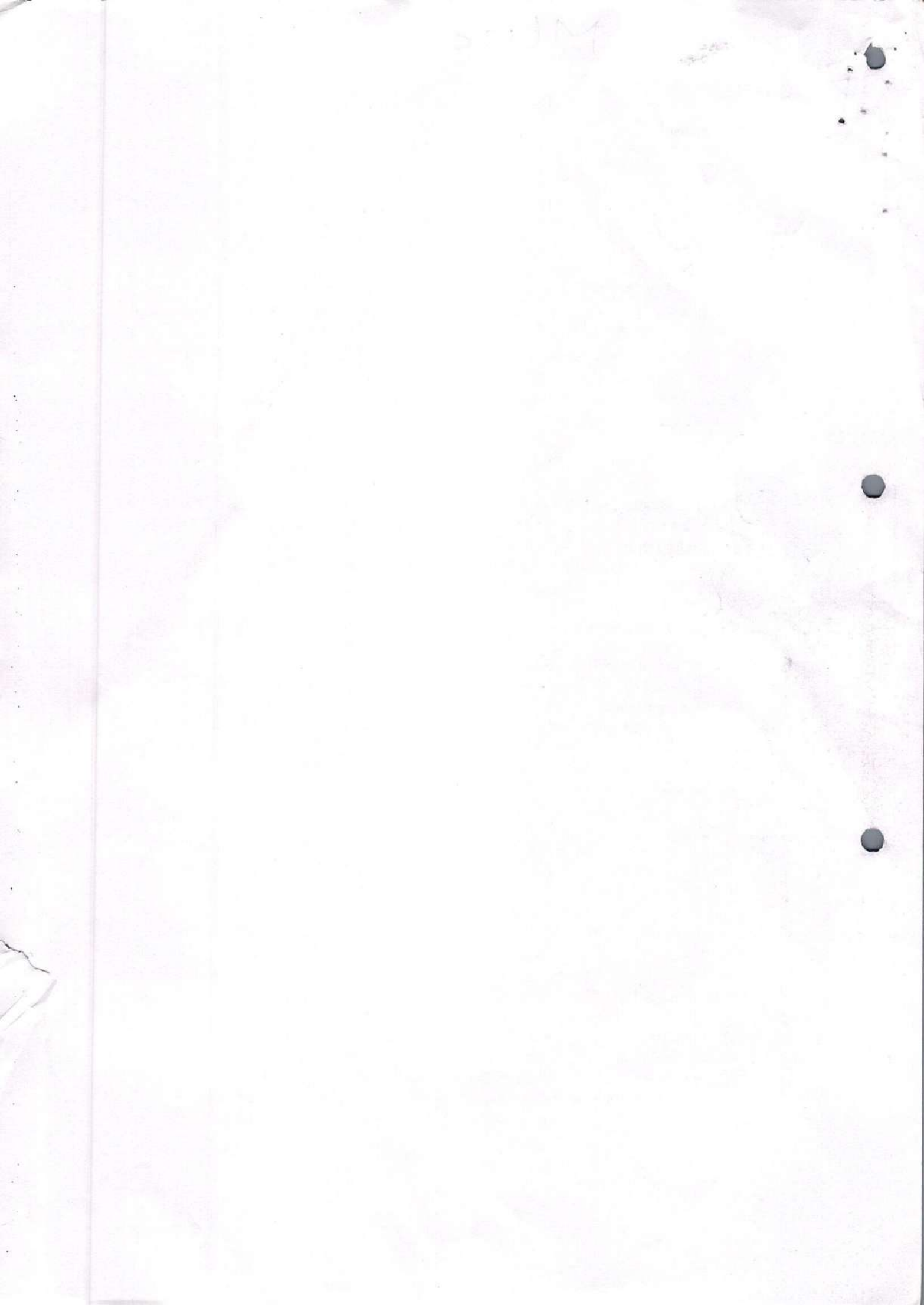
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MLisc

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

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

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

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

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

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

Paranjpe, Vivek (1997). Strategic Human Resource Management. New Delhi: Allied

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

Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree.

Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-1.3: LIBRARY CATALOGUING (THEORY)

Unit 1: Library catalogue: Meaning, Objectives, Purpose and functions; Types and Forms of library catalogue; Format and kinds of entries, Data elements in different types of entries; Filing of entries

Unit 2: Library Catalogue Codes: History and development of library catalogue codes; Normative principles: Laws, Canons and Principles; Study of AACR2R/RDA

Unit 3: Subject Headings and Limited cataloguing: Subject headings: Origin and development, Study of Chain procedure, Sears List of Subject Headings, LCSH, MeSH, SHE; Selective and simplified cataloguing; Centralized, Cooperative and shared cataloguing; Union catalogues- designing and compilation – Manual and automated

Unit 4: Bibliographic Description and Trends in Cataloguing: ISBD- ISBN, ISSN, CODEN; MARC, CCF, ISO 2709, RDA; Cataloguing of e-resources; Metadata: Basic features, metadata standards, Study of Dublin Core, TEI, RDF

References:

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

Barbara M Westby, Ed (1977). Sears List of Subject Headings, New York, HW Wilson.

Byrne, Deborah J. MARC manual: Understanding and using MARC Record (1998). Engelwood: Libraries Unlimited

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

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

Krishankumar (1989). Theory of cataloguing. Rev Ed 5. New Delhi: Vikas

Ranganathan , SR (1955). Headings and Canons. Madras, S Vishwanathan.

Ranganathan, SR (1988). Classified Catalogue Code. Madras, UBSPD

Ranganathan, SR (1950). Library Catalogue: Fundamentals and Procedures, Madras, LA.

51

Tripathi. S M (1978). Modern Cataloguing: Theory and practice. Ed 2 New Delhi: Shiralal Agarwal

ML-1.4: FUNDAMENTALS OF COMPUTERS (THEORY)

Unit 1: Computers and Computer Architecture: Definition. Components. Characteristics and applications: Historical developments. Generations and Classification of computer: Internal and external storage devices

Unit 2: Data representation and File organization: Data Representation: Concept, structure, Binary number system, bit, byte; Computer codes – ASCII, ISCII, UNICODE; File Organization: Concept, functions, merits and demerits and methods

Unit 3: Computer Software and Computer languages: System software: Purpose. Operating systems: MSDOS, MS-Windows, Linux, UNIX; Application Softwares: Word processors, Spreadsheets, Internet browsers, Software suites, Database programs, Anti-virus programs. Sharewares, Web design tools, HTML editors; Programming languages; Algorithms and Flowcharts

Unit 4: Software packages: Study and acquaintance with MS-Office- Word, Excel and Power Point and Linux Basics

References:
Basandra S K (2002). Computers today. New Delhi: Golgotia
Forester, W H and Rowlands J L (2002). The online searchers companion. London: LA
Hunter and Shelly (2002). Computers and Common sense. New Delhi: Prentice-Hall
Kashyap M M (2003). Database systems. New Delhi: Vikas
Rajaraman, V (1981). Fundamentals of computers. New Delhi: Prentice-Hall of India
Rowley J (1993). Computers for libraries. Ed 3. London: LA
Sinha P K (1992). Computer fundamentals: Concept, systems and applications. Ed 2. New Delhi: BPB
Sunders, R (2000): Computers Today Ed.2, John Wiley
Taxali Ravikant. (2006) PC software made easy, New Delhi

ML-1.5: LIBRARY CATALOGUING (PRACTICALS)

Unit 1: Cataloguing of simple, compound and complex books (According to AACR2R)

Unit 2: Cataloguing of non-book materials (According to AACR2R)

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

ML-1.6: FUNDAMENTALS OF COMPUTERS (PRACTICALS)

Unit 1: MS-Windows: Hands on experience and work assignments

Unit 2: MS – WORD, MS-EXCEL and MS-POWER POINT: Hands on experience and work assignments

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

OPT: Credit Transfer paper

Students are required to study one Credit Transfer paper as prescribed by the University from time to time in the semester. The list of credit transfer papers available for students of the Department of Library and Information Science during this semester shall be announced by the University and it can be revised/updated by the University from time to time.
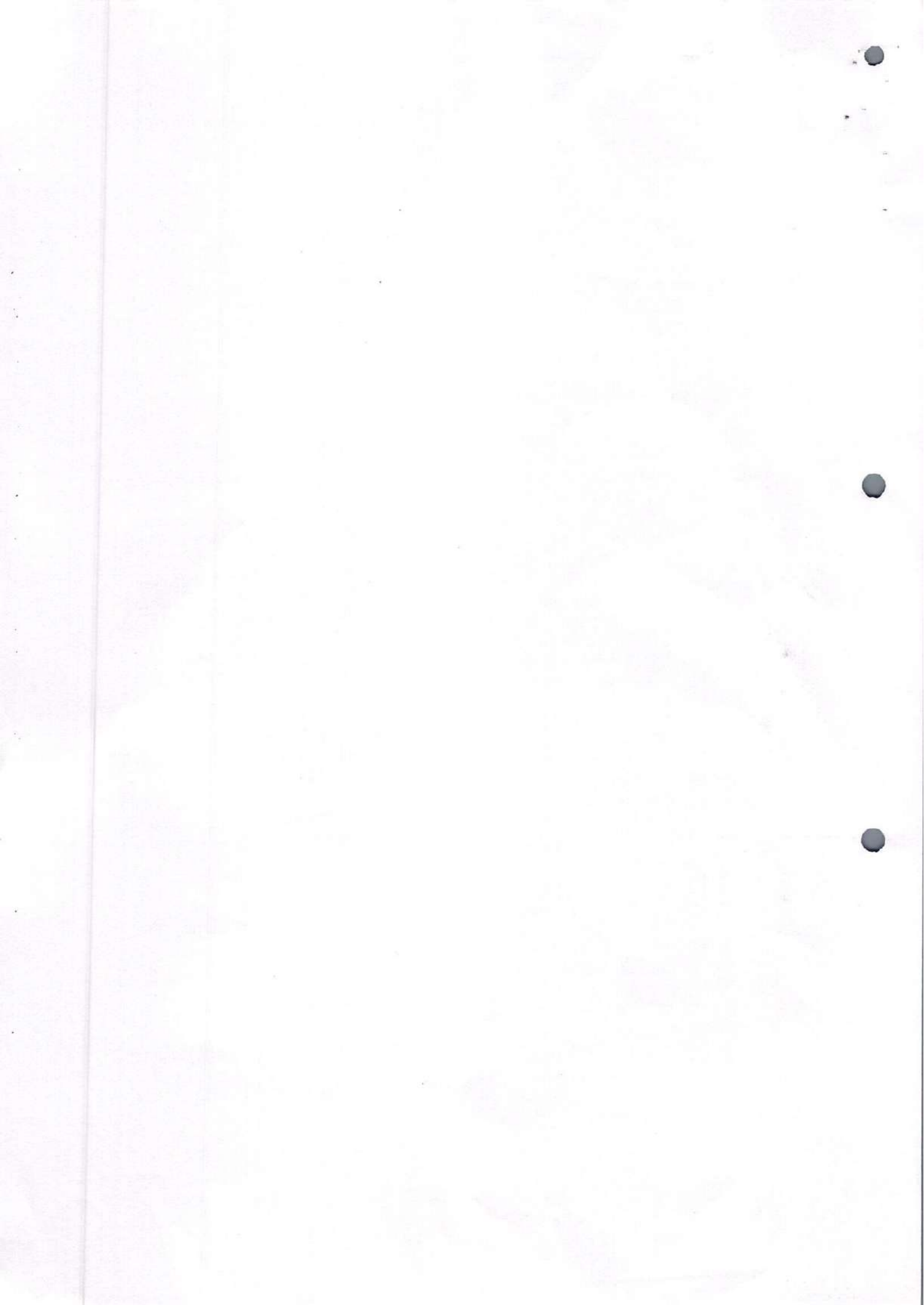
SECOND SEMESTER

ML-2.1: INFORMATION SOURCES

Unit 1: Information Sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions; Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2: Primary sources (Print and Electronic): Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3: Secondary sources (Print and Electronic): Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4: Tertiary Sources (Print and Electronic): Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Unit 5: Non – documentary sourcesHuman sources: Technological gatekeepers, invisible colleges, Consultants, resource persons; Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6: Electronic sources

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

References:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

www.libraryspot.com

www.refdesk.com

www.infolibrarian.com

ML-2.2: INFORMATION SERVICES AND SYSTEMS

Unit 1: Libraries, Documentation and Information Centres, Data Banks, Information Analysis Centres. Referral centers, Clearing Houses: Functions, Objectives, Activities, Services

Unit 2: Information Service: Concept. Definition. and trends; Need. Techniques and Criteria for evaluation: Study of various services: Reference service. Alerting (CAS and SDI) services, Bibliographical, Referral, Document Delivery, Translation, Abstracting. Indexing, Web enabled service etc

Unit 3: National documentation and information centers: NISCAIR, DESIDOC, NASSDOC, SENDOC, INFLIBNET, UGC information centers

Unit 4: Information Systems: Concepts, Types, Characteristics and components; International Information Systems and Services: UNESCO – PGI, AGRIS, INIS, INSPEC, DEVSIS, MEDLARS, SPINES, ICSU.ERIC, BIOSIS

Unit 5: Institutional Repositories, Open Archives, Virtual Reference Desk. VRD-Management, technology and resources. The evolution of VRD. Major VRD projects. Virtual Libraries. Developing portals and virtual Libraries. Data mining for Information.

Unit 6: Information product: Concept, meaning and utility; Types – Alerting products, Newsletters. Discussion forums, (CAS and SDI), Bibliographic, Reference. Referral, Document Delivery. Reprographic and Translation

References:

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

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

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

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

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

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

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

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

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

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

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

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

ML-2.3: LIBRARY CLASSIFICATION (THEORY)

Unit 1: Library classification: Definitions. Need, Purpose and Functions; Historical perspectives; Theory of Library Classification; Types of Classification schemes; Knowledge Classification vs. Library Classification.

Unit 2: Study of Schemes of library classification: Colon Classification: Features, structure, and applications; Dewey Decimal Classification: Features, structure, and applications; Universal Decimal Classification: Features, structure, and applications

Unit 3: Normative Principles of Classification: Universe of subjects – Concept, Definitions, Structure and Attributes of subjects, Modes of Formation of Subjects; Planes of work. Canons, Principles and Postulates; Fundamental categories; Devices; Mnemonics; Facet analysis and facet sequence, Phase relations. Common Isolates; Notational system: Meaning, need, functions and types, Mnemonics: Call number and its structure:

Unit 4: Trends in library classification: Role of library classification in Internet Resource Description and Discovery: Web design and faceted classification: Case studies- Epicurious, lawforwa, CMS Review etc; Knowledge organization systems (KOS), Concept maps of KOS in the Internet world; Ontologies, Taxonomies, Folksonomies, Clustering, Categories; Automatic classification: Basics, Automatic classification research at OCLC; Case studies: GERHARD,SCORPIO. DESIRE, CORA, OASIS etc

References:

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

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

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

Dhyani. Pushpa (1998). Library Classification: Theory and Practice. New Delhi:
Vishwa Prakashan

Krishankumar (1986). Theory of Classification. Ed 2. New Delhi: Wiley Eastern
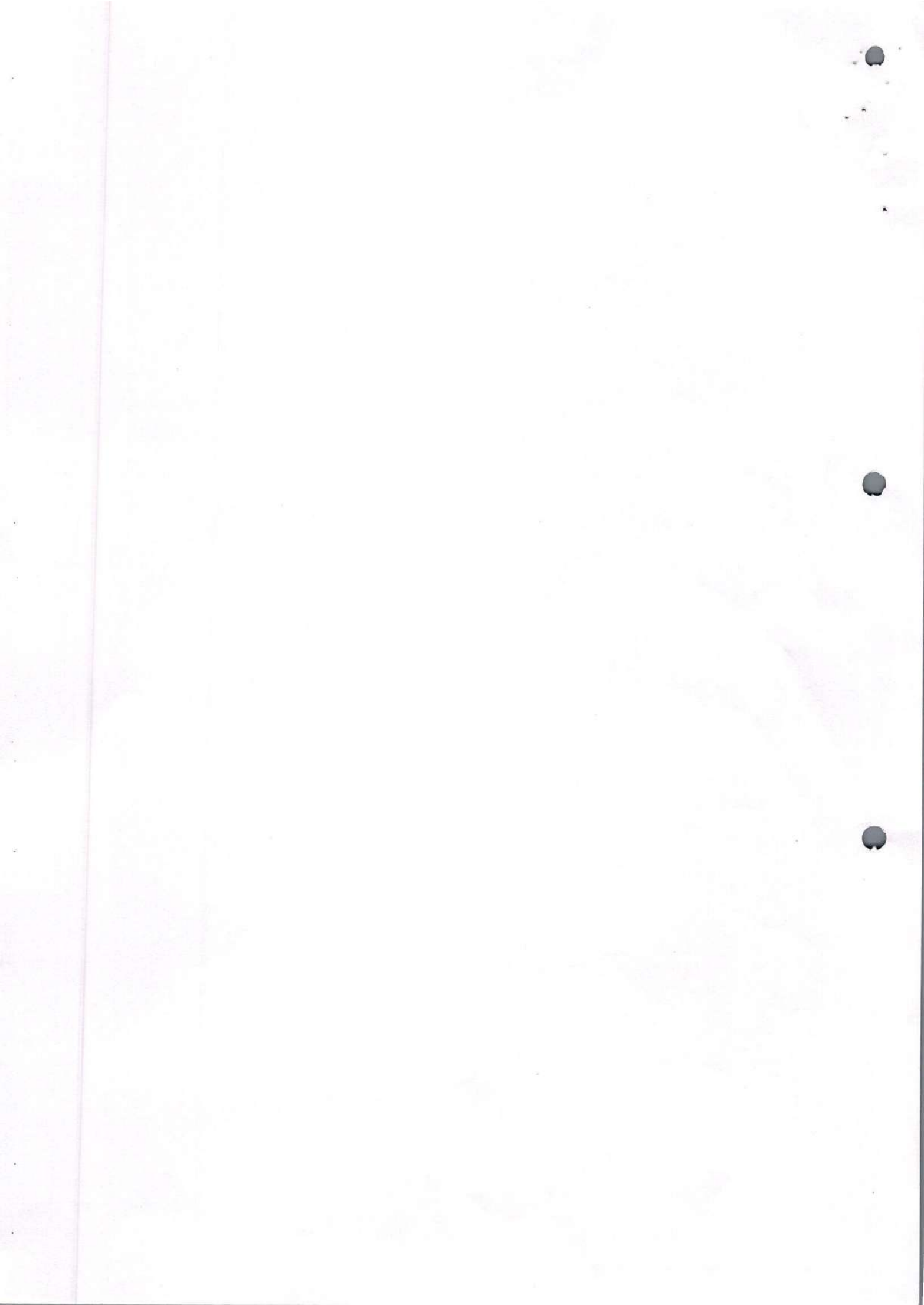
Kumar PSG (2003). Knowledge Organization. Information Processing and Retrieval Theory. Delhi: BR.

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

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

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

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

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

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

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

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

ML-2.4: LIBRARY AUTOMATION (THEORY)

Unit 1: Library automation: Genesis, history, need, rationale, types and areas of library automation; Infrastructure requirements: Manpower, Financial, Hardware, Software, Furniture and equipment, Library automation feasibility study; Planning and preparation; Library automation subsystems: Acquisition, Cataloguing, Circulation, Serials control systems

Unit 2: DBMS: Concept of database, and DBMS; Types, design, Structure, Organization and Development of databases; Data security; MS-Access and WINISIS: Overview, System installation, Database construction, Techniques, Menus, Tools and Creation of databases; Data conversion techniques – ISISASCII, ISISMARC and MARC Edit

Unit 3: Library Software packages: SOUL, EASYLIB, NIC-E-Granthalaya, Koha, NewGenLib: Evaluation of Library automation systems. Criteria for evaluation: Evaluation techniques: Study of standards relevant to Library automation.

Unit 4: Application of Barcode and RFID and Artificial Intelligence and QRCODE Technology for Library Functions

References:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ML-2.5: LIBRARY CLASSIFICATION (PRACTICALS)

Unit 1: Classification of simple, compound and complex documents using Dewey Decimal Classification

Unit 2: Classification of simple, compound and complex documents using Universal Decimal Classification

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

ML-2.6: LIBRARY AUTOMATION (PRACTICALS)

Unit 1: Acquaintance, hands on experience and work assignment with any two of the library software packages: SOUL, EASYLIB, LIBSYS, NewGenLib, Koha, NIC- E-Granthalaya

Unit 2: Acquaintance, hands on experience and work assignment with MS-Access and WINISIS

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

OPT: Credit Transfer paper

Students are required to study one Credit Transfer paper as prescribed by the University from time to time in the semester. The list of credit transfer papers available for students of the Department of Library and Information Science during this semester shall be announced by the University and it can be revised/updated by the University from time to time.

THIRD SEMESTER

ML-3.1: RESEARCH METHODOLOGY

Unit 1: Research: Meaning, Definition, Significancee, Need and Purpose; Types of

research: Barriers to research: Identification. selection and formulation of a research problem

Unit 2: Hypothesis and Research Design: Hypothesis: Meaning. Definitions, Types. Formulation: Research design: Definition. Need, Types and their characteristics: Preparation of a research proposal

Unit 3: Research Methods and Tools for data collection: Research Methods: Scientific method. Historical method. Descriptive method. Survey method, Case Study method. Experimental method. Delphi method. Content analysis and Informetrics and Scientometrics: Data collection tools: Questionnaire. Schedules. Interview. Observation. Scales and Checklists. Library records and reports

Unit 4: Sampling methods and Techniques: Concept of study population and Sampling, Need for sampling, Types of sampling – Random and Non-random sampling techniques, Sample Bias and error

Unit 5: Data Analysis, Interpretation, Reporting and Evaluation: Descriptive analysis, inferential analysis, Data processing and analysis using SPSS; Interpretation of data including statistical testing of hypothesis; Research reporting: Structure, Style and Contents, Guidelines for reporting; Style manuals – Chicago, MLA, APA and ACS; Criteria for evaluation of research report

Unit 6: LIS research: LIS Research worldwide and in India: Overview, Trends, Issues

References:

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

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

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

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

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

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

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

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

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

Swanur, S K (2008). Research methodology for information sciences. Pune: Universal Prakashan

Simpson, I S (1990). How to interpret statistical data. London: LA

ML-3.2: INFORMATION LITERACY

Unit 1: Information Users and their information needs: Categories of information users: Academic community, Scientists and Technologists, R & D Personnel,Other Professionals, Planners, Policy makers, Ethnic groups etc; Information needs: definition and models; Information seeking behaviour: Models and procedures
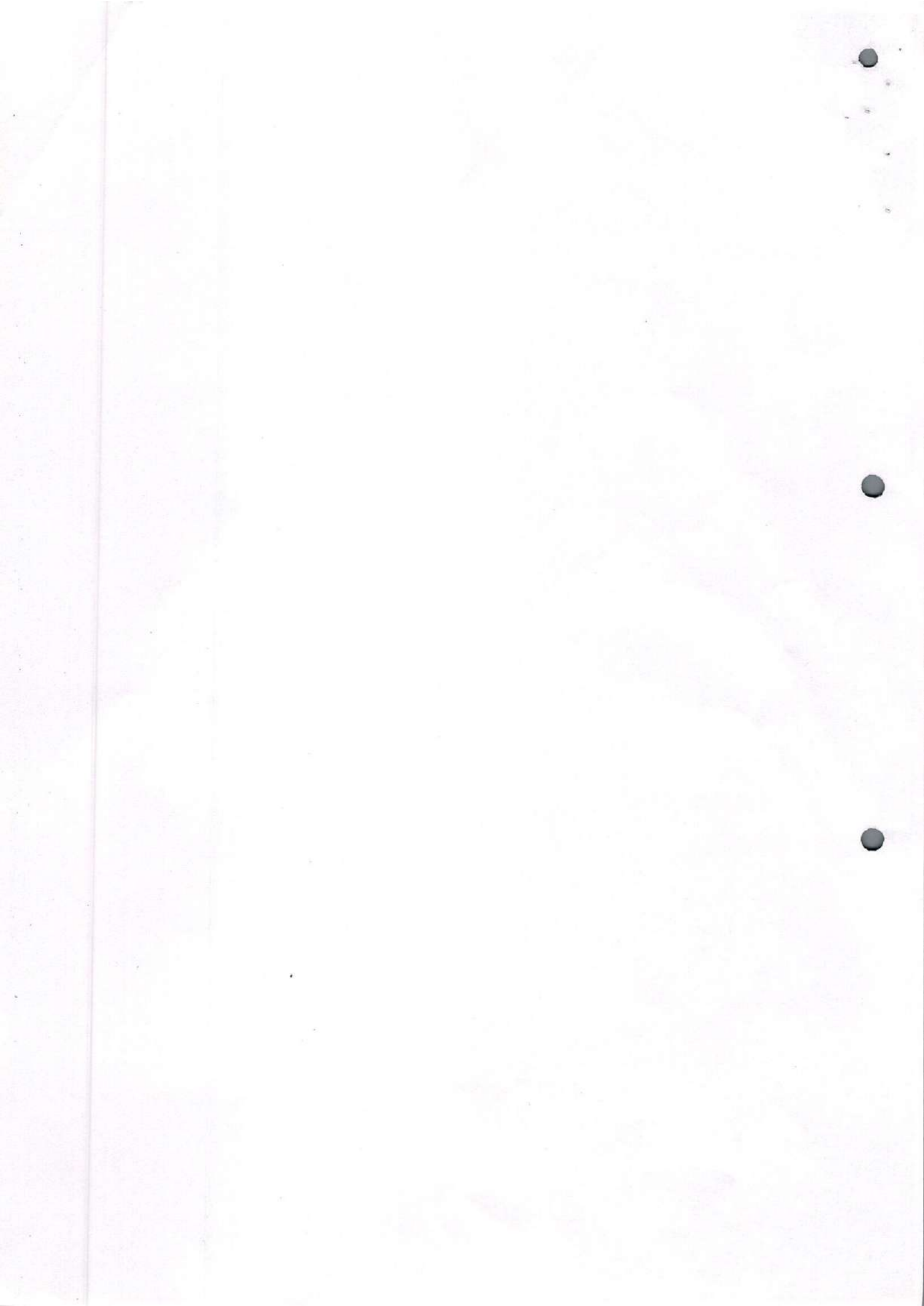
ML-3.3: INFORMATION RETRIEVAL, REPACKAGING AND PROCESSING

Unit 1: Information Retrieval System: Concept. Meaning. Definition. Objectives. Characteristics. Components and Functions; Evaluation experiments: ASLIB. The Cranefields, MEDLARS etc; Trends in IRS; IR standards and Protocols

Unit 2: Abstracts and Abstracting: Definition. Uses, Types and their qualities. guidelines for abstracting: Automatic abstracting: Concept. Text summation system, automatic extraction – Concept selection. Abstractor's workbench

Unit 3: Indexing: Basic concepts. Indexing languages: Types and characteristics: Pre-Coordinate and Post Coordinate indexing: Computer based indexing (auto indexing); Vocabulary control. Thesaurus: Structure. Function and Design: Citation indexing

Unit 4: Information Search process and Retrieval Models: Common features of search process. Steps in creation of a search file: Search features. Query search and steps in query formulation: Search process – strategies and techniques, search software, search engines, multiple database searching; Basic retrieval models – manual and automated; Boolean logic, Cognitive, Fuzzy and Probabilistic

References:

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

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

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

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

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

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

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

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

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

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

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

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

ML-3.4: INTERNET TECHNOLOGY (THEORY)

Unit 1: Internet: Basic features, origin, development and definition: Internet Technology; tools and protocols: TCP / IP and others: Internet connectivity, Dial up, leased line etc.; Intranet. Extranet and Internet;

Unit 2: Search Engines: Concept of search engines; Parts of a search engines; Meta search engines: Search tools; Web search strategies.

Unit 3: Internet services: E-mail; File Transfer Protocol (FTP); Remote Login.
WWW; web 2.0; Teleconferences. Videoconferencing: Bulletin Board
Services and Document Delivery Service

Unit 4: Cyber laws: Electronic Document; Digital signatures. Digital certificates.
Electronic contracts; Regulations of cyber laws: IT act 2000 and its
amendments

Unit 5: Acquaintance with search engines and search options and search techniques

Unit 6: Acquaintance with the use of Internet resources and services

References:

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

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

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

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

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

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

ML-3.5: INFORMATION RETRIEVAL, REPACKAGING AND PROCESSING (PRACTICALS)

Unit 1: Preparation of abstracts for micro-documents following guidelines of
abstracting and preparation of index entries and creation of indexes – PRECIS

Unit 2: Preparation and compilation of various information products

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

## ML-3.6: INTERNET TECHNOLOGY (PRACTICALS)

Unit 1: Acquaintance with search engines and search options and search
techniques

Unit 2: Acquaintance with the use of Internet resources and services

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

OPT: Credit Transfer paper

Students are required to study one Credit Transfer paper as prescribed by the
University from time to time in the semester. The list of credit transfer papers
available for students of the Department of Library and Information Science during
this semester shall be announced by the University and it can be revised/updated by
the University from time to time.
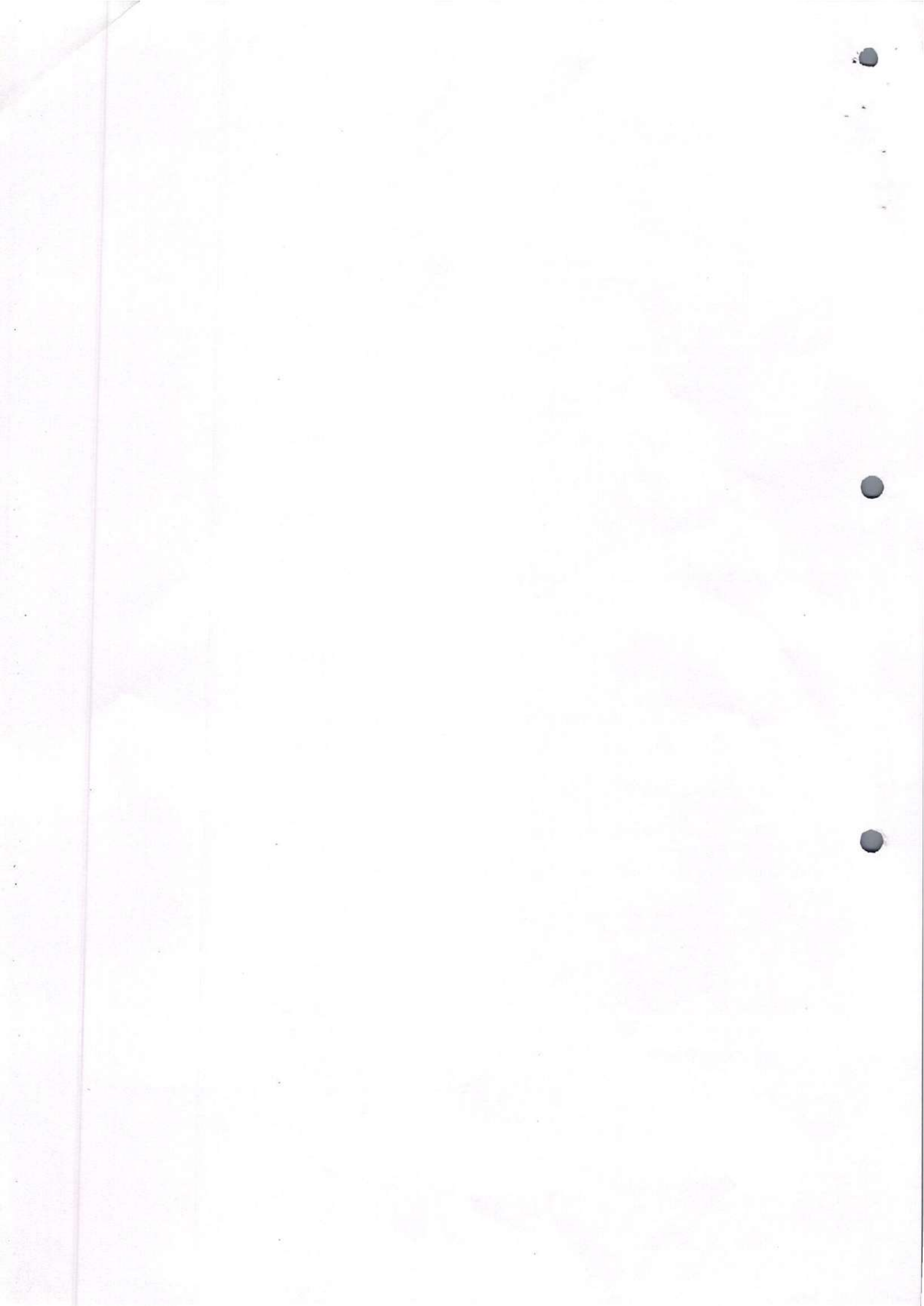
ML-4.1: NETWORKS, NETWORKING AND CONSORTIA

Unit 1: Networks: Concept, Definition. Need, uses, Network topologies and types of networks – LAN, WAN and MAN: Network architecture, Comparison of different network architectures; Network protocols – TCP/IP, OSI, Net Bul, IPv4, IPv6, IPX; Network protection and security

Unit 2: Network Media and Hardware: UTP, Thick and Thin ethernet, Optical fiber, Wireless; Networks Interface cards, Hubs/Switches

Unit 3: Communication Networks: NICNET, I-NET, BSNL, ERNET

Unit 4: Library Networks: INFLIBNET, CALIBNET, DELNET, ADINET

Unit 5: Consortia: Concept, Definition. Need, uses, and types of consortia; Criteria for selection of consortia: Content, Added values, Functionality, Technical considerations, Licensing agreements, and service impact

Unit 6: Consortia Initiatives in India: INDEST, CSIR e-journals consortia, UGC-Infonet, FORSA consortia, IIM's consortium

References:

Bose, Kaushik. Information networks in India: Problems and prospects. New Delhi: Ess Ess, 1994

DRTC. Library Networks in India: Seminar papers, 1993

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

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

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

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

ML- 4.2: Optional: A candidate has to study one of the following papers

ML-4.2 (A): PUBLIC LIBRARY SYSTEM

Unit 1: Public Libraries: Meaning and Definition, Origin, Objectives, Functions and characteristics; UNESCO Public Library Manifesto: 1972 and 1994; Role of public libraries in knowledge society; History and Development of Public Libraries in USA, UK and India; Rural Libraries; Need and importance; Library users in rural areas. Library services to rural public.

Unit 2: Collection Development, Organization and Management: Steps in collection development process, selection and acquisition of different types of documents including non-book materials; Organisation of Information Resources; Planning and Organisation of various types of information services to the different categories of users including the disadvantaged- physically and mentally challenged persons and special groups: women and children.

Unit 3: Management of Resources: Library and Information Personnel: Nature, Size, Selection and Recruitment. Qualifications, Training and Education, Duties and Responsibilities, service conditions, motivation and control. Financial resources mobilization and estimation of Public Library Finance. Administration of Budget: Buildings and Furniture and equipment.
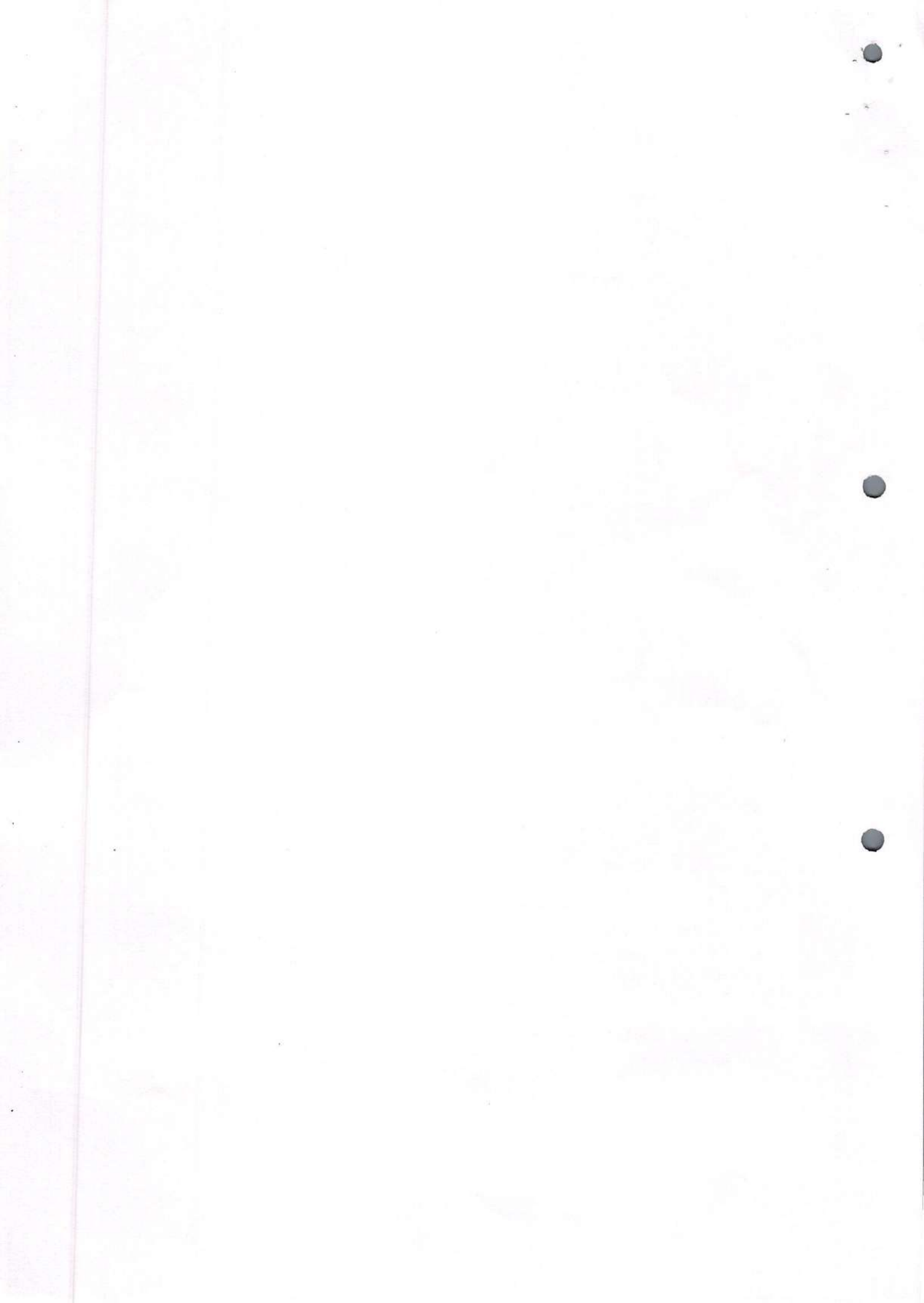
gislation: Library Legislation: UK, USA and India: ...oraries Act. 1965 and its features; Comparative and ...olic Library Acts in India.

...romotion: Role of national and international associations ...ns in the promotion of public Libraries. Raja Ram Mohan ...Foundation. UNESCO. IFLA etc. Internet Public Library ...ipl.org).

...elations and Extension Activities: Concept, Definition and Scope ...publicity, exhibition. seminar. book talks. A.V. programs; Mobile ...ry Services; user awareness programmes. Outreach activities Library ...n Finders (Guides)

...ences:

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Atman, E. Ed (1980). Local Library Administration in Association with International City Management Association. Ed. 2. Chicago: ALA

Esdails, A (1957). National Libraries of the World. London: Library Association

Great Britain, Ministry of Education. Standards of Public Library Services in England and Wales (1959). Report. London: HMSO.

Kesavan, B.S (1961). National Library of India. Calcutta. National Library

McCloven, L.R (1951). Public Library Extension. Paris. UNESCO

McCloven, L.R (1942). Public Library System of Great Britain: Report on its present conditions with proposals for reorganization. London: Library Association

Mittal, R.L (1971). Public Library Law, Delhi: Metropolitan

Penna, C.A. et.al (1977). National Library and Information Services, Handbook for planners. London: Butterworths.

Ranganathan, S.R (1950). Library Development Plan: A 30 year Programme for India with Draft Library Bill, Delhi: Delhi University.

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

ML-4.2 (B): ACADEMIC LIBRARY SYSTEM

Unit 1; Academic Libraries: Meaning, Definition. Importance. Functions, Services and Types of Academic Libraries. Role of libraries in higher education; Role of UGC in development of Academic Libraries

Unit 2: Collection Development, organization and Management in Academic Libraries: Types and character of Academic Library collection: Acquisition of Documents: Selection. Policy and procedures, Maintenance; User participation in collection development. Information Technology Impact. Problems of Collection development; Organization and management techniques

Unit 3: Library and Information Services in Academic Libraries: Reference Service/Referral; Library Use and Information Literacy; Documentation and Information Service; Current Awareness and SDI Service; Abstracting and Indexing Services; Information Product Development Services; Document Delivery Services; Virtual Reference service

Unit 4: Use and User Studies: Users of Academic Libraries: Types of users and their needs; User study: Need, importance and techniques. User Education
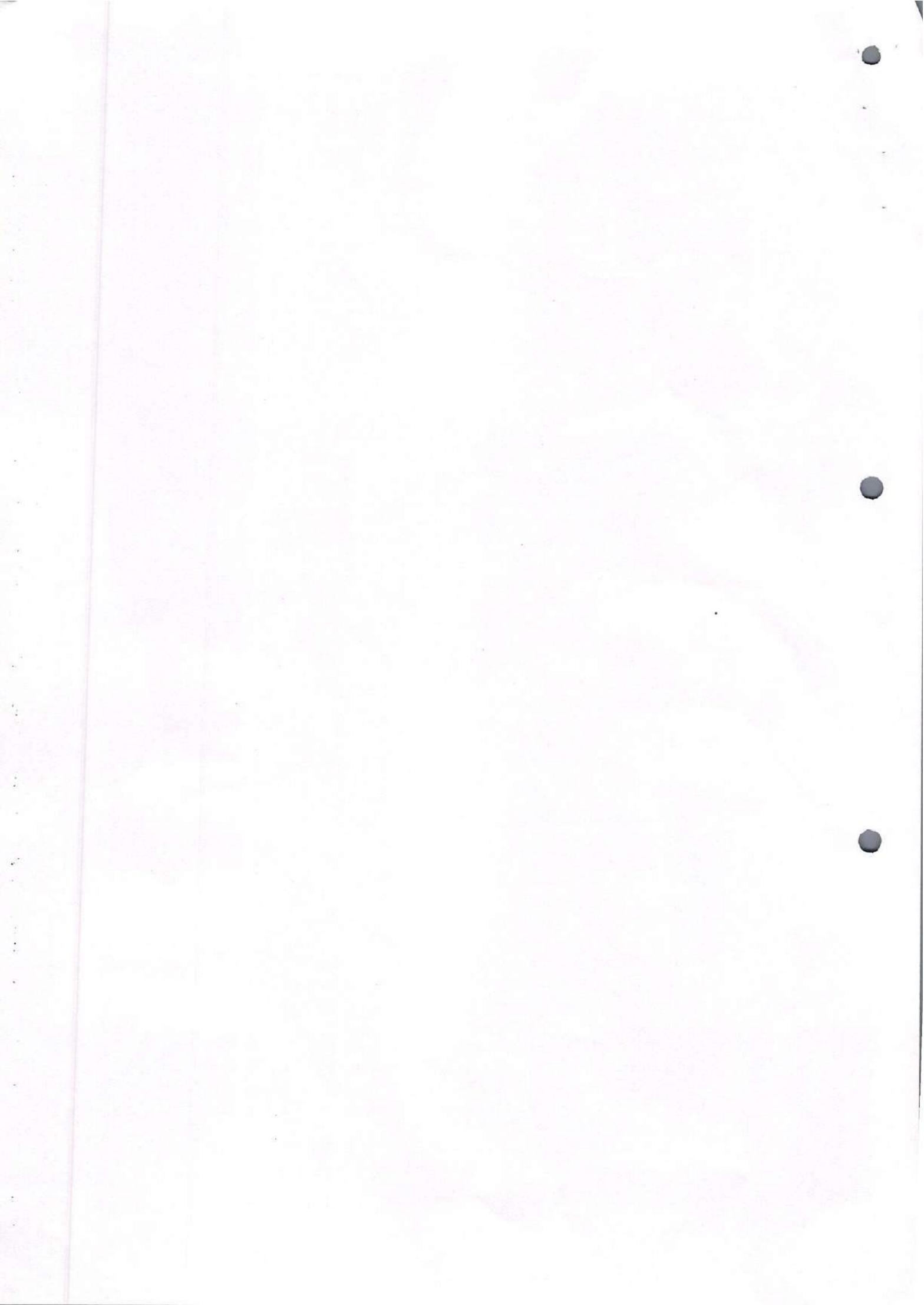
Unit 5: Management of Resources: Academic Library Finance and Budgeting: Human Resource Management; Library Buildings and Equipments.

Unit 6: Academic Library networks: Library co-operations; Resource sharing. networks and consortia. International and National scenario. Academic networks: INFLIBNET and its services and activities. OCLC - Its activates and functions; Institutional repositories; Meaning. definitions. need. and benefits. Overview of IR projects. IR software.

References:

Cowley, John (1982). Personnel management in libraries

Gelford, M.A (1974). University libraries for developing countries

Henry, Mike and Morgan,Steve (2002). Practical strategies for modern academic library. London, Aslib-IM.

Isaac, D. and others (1993). Academic libraries: Role in the national development.

Jenkins C. and Mary Morely (1996). Collection development in academic libraries.

Mathu, M.V and Arora. R.K. Indian University Library System revitalization.

Sewa Singh and Arora. M (. Handbook of college libraries: Problems, finance and related aspects.

Srivastava S.N. and Verma S.C (1980). University libraries in India. New Delhi, Vikas, 1980.

Trehan, G.L (1985). College library development

ML-4.2 (C): SPECIAL LIBRARY SYSTEM

Unit 1: Special library system: Meaning, Definition, Aims, Objectives, and Functions, Types of special libraries; Characteristics and their role in R&D environment, industries and decision making; History and development of special libraries in India

Unit 2: Information Resource Development and Management: Books, Periodicals, Technical reports, Standards, Learned society publications, Government documents, Non-book materials, Electronic publications; Organization of Information Resources: Classification, Cataloguing, Indexing, Shelving: Modes and methods

Unit 3: Planning and Organization of Conventional and Web enabled services: Abstracting Service. Indexing Service. Current Awareness Service, Selective Dissemination of Information. Newspaper Clipping Services, Digest Service, Reference and Referral Service, Literature Searching and Bibliographic Service, Micrographic Service

Unit 4: Management of Resources: Human Resoucres: Nature, Size. Selection and Recruitment. Qualifications. Duties. and Responsibilities. Service Conditions. Training and Education. Motivation and Control: Resource mobilization, and sources of finance, Budgeting techniques. Budgetary control; Building, Furniture and Equipment: Planning and Designing

Unit 5: Resource sharing, networking and Consortia: Study of existing practices

Unit 6: Use and User Studies: Users of Academic Libraries: Types of users and their needs; User study: Need, importance and techniques. User Education

References:
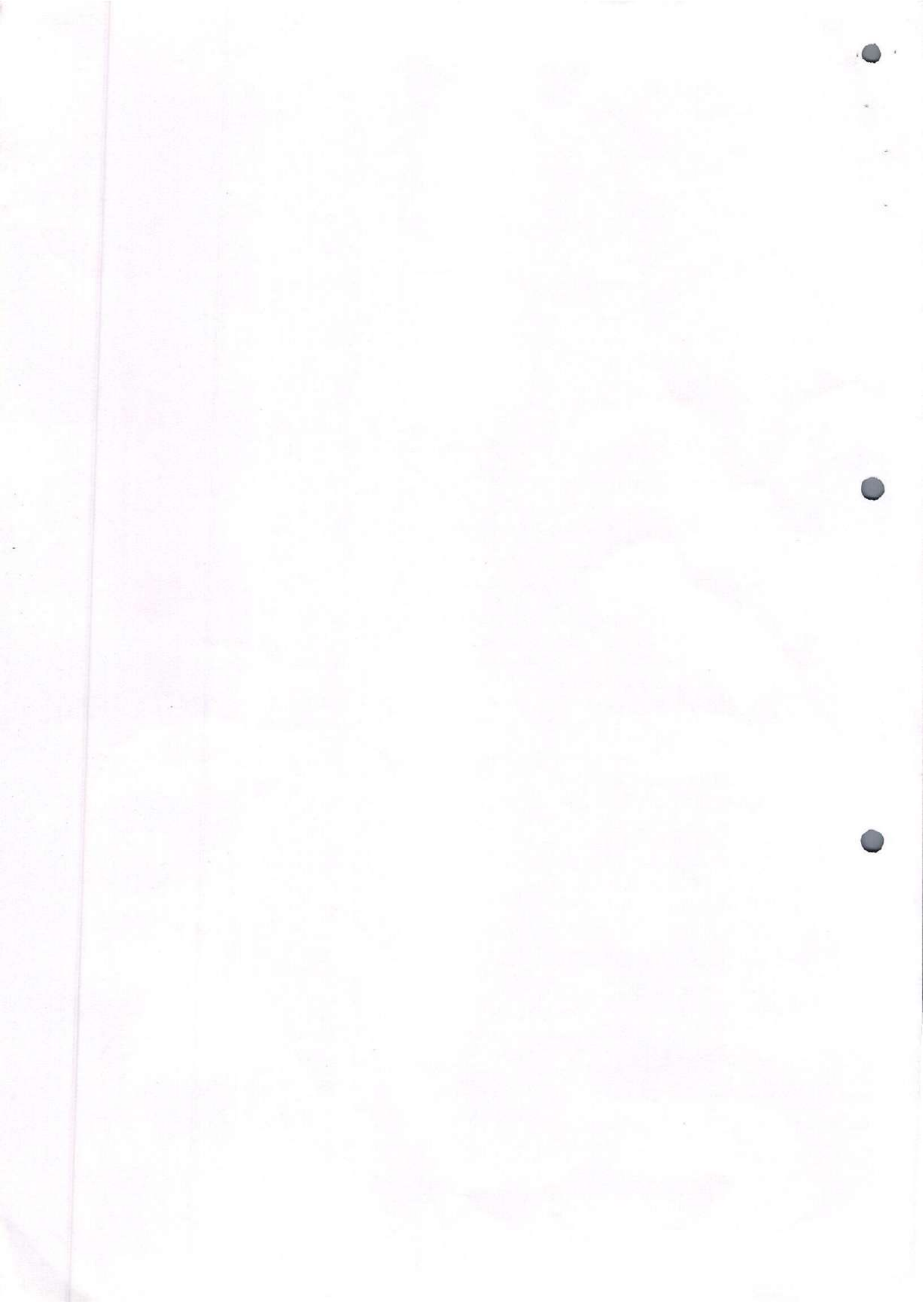
Ashworth W (Ed) (1982). Handbook of special librarianship and information work. Rev Ed 5. London: Aslib

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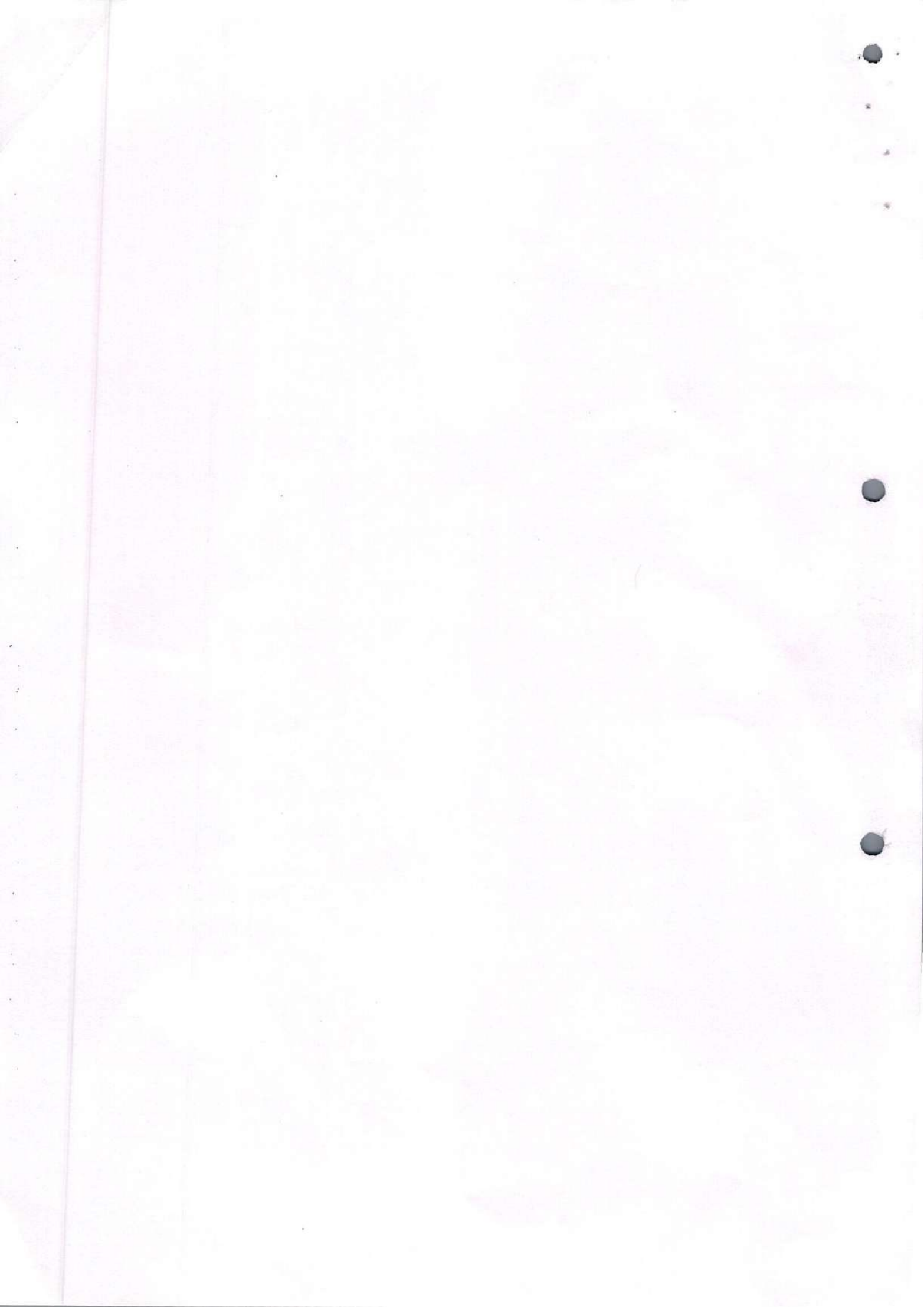
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Griffith, J M and King D W (1993). Special libraries: Increasing the information edge. Washington D C: SLA

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Houghton, B (1985). Technical information sources Ed 2. London. New York: Scarecrow

Jacksob, F B (1985). Special librarianship: A new reader. New York: Scarecrow

Jones, N and Jordon, P (1982). Staff management in library and information work. Gower: Grafton Book

Pruett, Nancy Jones (1986). Scientific and technical libraries. London: Academic, 2V

Rowley, J E and Turner, C M D (1978). Dissemination of information. London: Andre Deutsch

Saha, J (1969). Special libraries and information services in India and USA. New York: Scarecrow

Silva, Mania (1970). Special libraries. London: Grafton

Sridhar, M S (1992). Problems of collection development in special libraries. New Delhi: Concept

Strauss, L J (1972). Scientific and technical libraries. Ed 2. New York: Becker and Hayes

Subramanyam, K (1981). Scientific and technical information resources. New york: Marcel Dekker

ML-4.3: CONSERVATION AND PRESERVATION OF INFORMATION RESOURCES

Unit 1: Introduction to concepts: Archiving, Preservation and Conservation; Need and significance of Archiving, Preservation and Conservation of Information Resources; Records management; Information Resource Management; Electronic Resource Management

Unit 2: Different types of Library materials: Their preservation and maintenance: Evolution of writing materials; Paper Based materials -Book and Non Book materials, Library Binding, Binding Standards. Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc;

Unit 3: Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials. Disaster prevention and recovery

Unit 4: Preservation program: Techniques and strategies; Core activities; principles of preservation assessment, planning and budgeting; Copyright framework and its applications on preservation: Disaster preparedness planning, risk management, security issues; Establishment of preservation unit; Code of Ethics

Unit 5: Digital Preservation: Overview; Digitization – Introduction, selection of material for digitization, digital technologies – hardware and software, project management and costs of digitization; Digital reformatting – Text, photos,

audio, video and other formats. Open formats v/s Proprietary formats Digital preservation strategies

Unit 6: Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives. Public archives of Canada. National Library of India etc. for Archivists: Trends in preservation

References:

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

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

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

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

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

ML-4.4: DIGITAL LIBRARIES

Unit 1: **Digital Libraries:** Meaning and Definitions, Nature, Objectives, Characteristics, Digital library collections; Architecture, Interoperability, Compatibility, Protocols, standards, Metadata, Searching and Harvesting, and User Interfaces, Usability and use studies, Cross language retrieval, semantic web, multi-lingual and multi scripts issues; Digital library technology.

Unit 2: **Digital Resource Management:** Identification, DOI/Persistent URL, Accessing, Processing, Storage and retrieval/usage of digital resources; Study of Greenstone, Dspace and E Prints: Objectives, Design, Platform, Features.

Unit 3: **Multimedia and Multimedia Authoring Tools:** Multimedia: Meaning and Definition, Nature, Historical development, Branches of Multimedia: Web designing, Animation; Formats: Visual-Image Formats, Audio-Image Formats, Internet-Related Formats; Multimedia Authoring tools: Graphics and drawing packages, Image editing and animation software's; Digital representation and compression; Designing a multimedia product for Web or Optical disk; Overview of multimedia software's: Ominipage, Flash, Photoshop etc.

Unit 4: **Web Technology:** Project planning, Technical brief of the website, contents outline and content delivery plan, templets-HTML, HTML5 (Responsive web design), Xml, Front page, Appearance of text, adding images, creating links, creating tables, adding sounds and hosting the web page, Subject gateways.

Unit 5: **Hands on assignments:** Installation of Greenstone/DSpace/EPrints. Building digital collections: Creating Metadata, Searching, Indexing, Modifying user interface etc.

Unit 6: **Hands on assignments:** Use of multimedia software's: Ominipage, Flash, Photoshop.

References:

Arms, Williams (2000). Digital libraries. Cambridge: MIT press
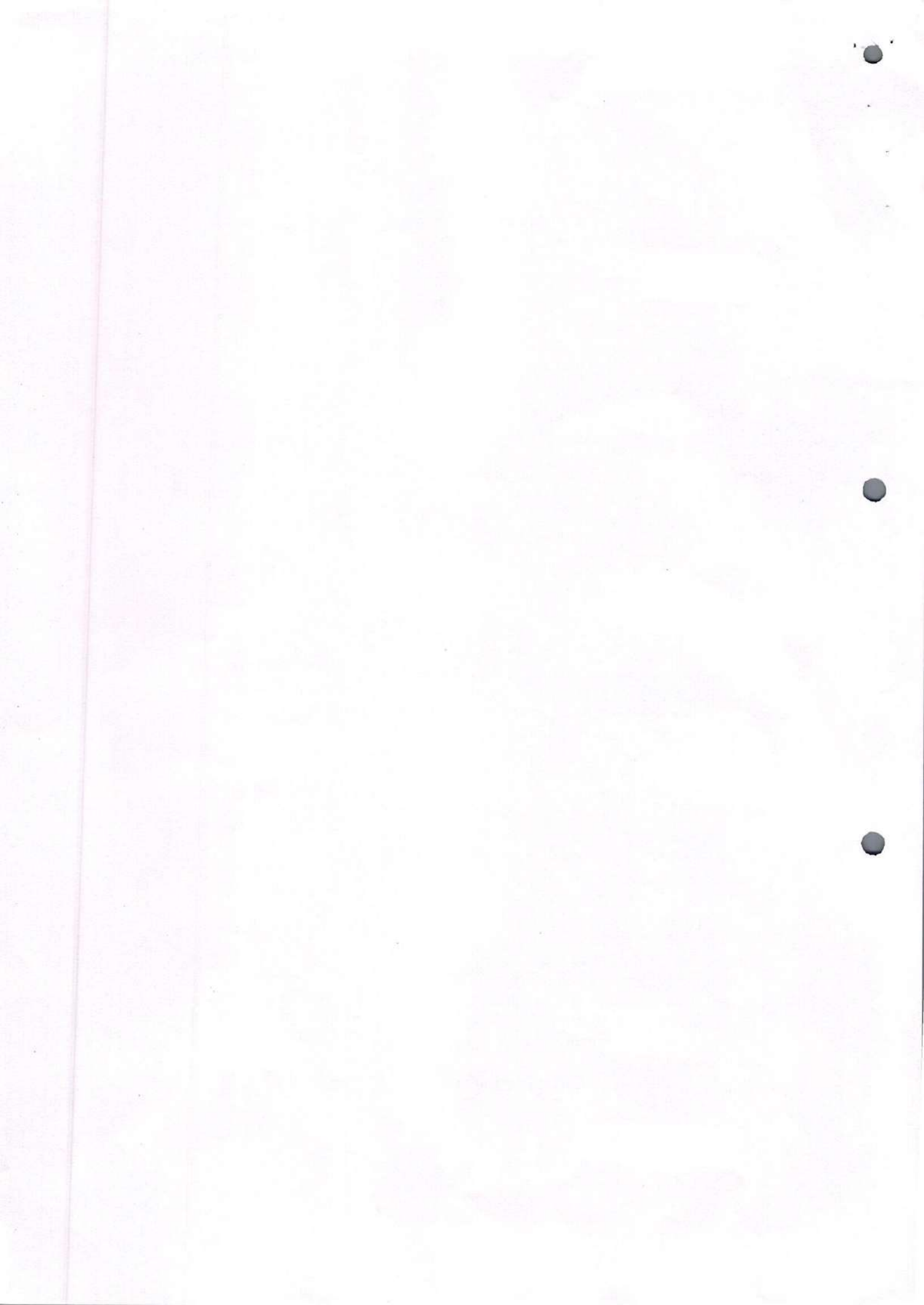
Carpenter. Leona.. Shaw. Simon and Prescott. Andrew (1998). Towards the Digital Library. London: LA

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

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

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

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

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

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

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

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

TERI. ICDL 2004 (2004) International conference on digital libraries: Conference papers. 2V. New Delhi: TERI

Xavier, C (2000). World Wide Web Design with HTML. New Delhi : TMH

ML-4.5: DIGITAL LIBRARIES (PRACTICALS)

Unit 1: Hands on assignments: Installation of Greenstone/DSpace/EPrints. Building digital collections; Creating Metadata. Searching, Indexing. Modifying user interface etc.

Unit 2: Hands on assignments: Use of multimedia software's: Ominipage, Flash, Photoshop.

ML- 4.6: STUDY TOUR, PROJECT AND VIVA-VOCE

ML-4.6 A: STUDY TOUR

There shall be a study tour after the third semester but before the commencement of fourth semester. Each student shall compulsorily attend the tour, prepare and submit a detailed "tour observation report". The teacher in charge of the study tour shall evaluate the tour report for twenty marks

ML-4.6 B: PROJECT: There shall be a project work in the form of an Internship for a period of one month immediately after the completion of fourth semester examination. Each student shall compulsorily undergo internship in any one of the reputed library and information centers attached to institutions of higher learning, R& D institutions, industries approved by BOS in Library and Information Science (PG). After completion of the internship each candidate has to submit an Internship Observation Record to the Chairman of the Department, which shall be evaluated by both external and internal examiners for fifty marks.

ML-4.6 C: VIVA-VOCE: There shall be a viva-voce to be conducted by the viva-voce board comprising of BOE Chairman. Chairman of the department and one external examiner. They shall assess the performance of the candidate based on the study tour report and internship observation record submitted and award 30 marks..
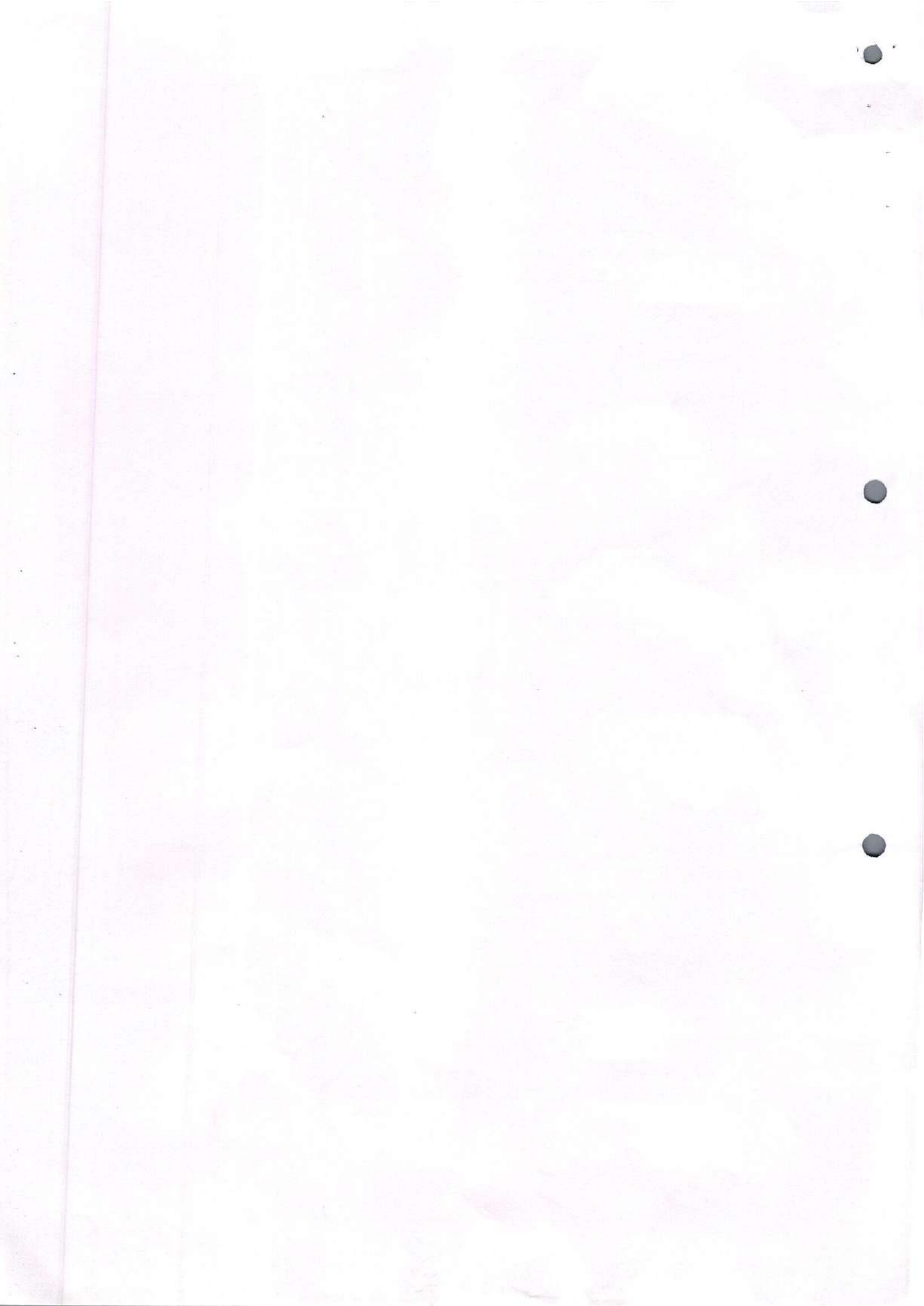
Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar. Lancaster F W (1978). Towards paperless information system. New York: Academic
McGarry, K (1993). The changing context of information: An introductory analysis. London: LA Meadows, A J (1991). Knowledge and communication. London: LA
Ranganathan, S R (1989). Five laws of library science. Ed 2. Bangalore: SRELS
Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.
Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.
Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union.
Bookwell.

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

OBJECTIVES

1. To provide an understanding of the concept of management, its theories and principles.
2. To understand principles of organizational structure.
3. To provide a birds eye view of the different sections of the library including the functions and activities.

Unit 1:

- Management: Concept, Definition and Scope
- Management theories, styles, Schools of thoughts and approaches
- Functions and Principles of scientific management

Unit 2:

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

Unit 3:

- Collection Development: Types of documents and information resources to be collected
- Selection and Acquisition, Collection Development Tools, Policies and Procedures
- Implications of GFR and KTTP Act, Problems in collection development
- Serials control

Unit 4:

- Technical processing and preparation of documents for use

- Shelving, Circulation work, Methods of book circulation – Charging and discharging systems.

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

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

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

References

Branin, J J (1994). Collection management for the 1990s. Chicago: ALA
Brophy, Peter and Courling Kote (1997). Quality Management for Information and Library Managers. Bombay: Jaico
Bryson, J (1990). Effective library and information management. Aldershot: Gower
Chatterjee AK. Introduction to Management: Its principles and techniques, Kolkota: World Press Gupta, Kalpana Da, Ed. Library practice for effective management, Delhi: ILA, 2001
Harvey R (1993). Preservation in libraries: Principles, strategies and practices for librarians. New York: Bowker-Saur Katz, W.A (1980). Collection Development Selection of Materials for Libraries. New York: HRW Krishna Kumar (1987). Library Administration and Management. Delhi: Viaks Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation,
Lahiri, Ramansu. Management of libraries: Concepts and practices, New Delhi: Ess Ess Publications, 1996 Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan
Nandi, S G. Library management: recent thoughts and development, Kaveri books, 2011
Paliwal, P.K (2000). Compendium of Library Administration. New Delhi: Ess Ess.
Pearson, R.J. Ed (1983). Management Process: Selection of Readings for Librarians. Chicago: ALA Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree. Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-H-1.3: LIBRARY CATALOGUING (Theory) (3-1-0)
OBJECTIVES
1. To understand the principles and practices of document description including Electronic documents.

2. To develop ability in applying methods and tools of content description.

3. To familiarise with current trends in resource description.

4. To develop skills in subject analysis and proficiency in using standard schemes of subject cataloguing.

5. To familiarise with current trends in resource description.

Unit-1

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

- Resource description standards: ISBD, AACR2R and FRBR.

Unit-2

- Physical forms and Inner forms of Catalogues.

- Kinds of entries (Card Catalogue to OPAC) their structure and uses. Filing rules and procedures.

- Subject Cataloguing: Design and construction, SLSH and LCSH.

Unit-3

- Normative principles of Cataloguing: Canons, Laws, Principles.

- Resource sharing of bibliographic data: Meaning and importance. Centralized Cataloguing, Cooperative Cataloguing, Cataloguing at Source, CIP, Union Catalogues,

Unit-4

- Current developments: WebOPACs, and Z39.50,

- Metadata: Meaning, Definition, Purpose, Use and types. Metadata standards: MARC-21 & Dublin Core. TEI (Text Encoding initiative), METS, TEI, EAD VRA Core etc.

- Consortia approach to metadata- OAI-PMH.

COURSE OUTCOMES

The student will be able to

1. Apply principles of subject cataloguing

2. Physically describe a document according to different codes of cataloguing.

3. Catalogue different types of documents by applying standard codes of cataloguing systems.

4. Use different metadata describing techniques.

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

Barbara M Westby, Ed (1977). Sears List of Subject Headings, New York, HW Wilson.

Byrne, Deborah J. MARC manual: Understanding and using MARC Record (1998). Engelwood: Libraries Unlimited

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

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

Krishankumar (1989). Theory of cataloguing. Rev Ed 5. New Delhi: Vikas

Ranganathan , SR (1955). Headings and Canons. Madras, S Vishwanathan.

Ranganathan, SR (1988). Classified Catalogue Code. Madras, UBSPD

Ranganathan, SR (1950). Library Catalogue: Fundamentals and Procedures, Madras, LA.

Tripathi, S M (1978). Modern Cataloguing: Theory and practice. Ed 2New Delhi: Shiralal Agarwal

ML-HP-1.4: LIBRARY CATALOGUING (Practical)   (0-1-3)
OBJECTIVE

1. To provide practical Knowledge of cataloguing simple documents using different catalog codes.

- Cataloguing of simple documents according to AACR2R, 2002/RDA and assign subject headings using at least one standard list of subject headings.

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

COURSE OUTCOME

1. Will be able to catalog the documents and learn the Skills of subject cataloguing.

SOFT CORE

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

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

ML-S-1.4: FUNDAMENTALS OF INFORMATION TECHNOLOGY (3-1-0)
OBJECTIVE:

1. To get acquaintance with basic concepts of computers
2. To learn the data representation techniques
3. To familiarize with computer softwares
4. To understand the basics of telecommunication and e-publishing

- Cataloguing of simple documents according to AACR2R, 2002/RDA and assign subject headings using at least one standard list of subject headings.

Unit 1

- Information Technology - Concepts, Definition, Components and applications
- Historical developments, Characteristics, Applications, Generations and Classification of computer

- Components of a computer: Central Processing Unit, Input and Output devices, Internal and external storage devices

Unit 2:
- Data representation in computers: Number systems, Binary numbers: Binary addition (1's and 2's complement methods), Subtraction, Multiplication and Division. Representation of Integers, Fractions. Character encoding standards – ASCII, EBCDIC, ISCII and UNICODE. Issues with respect to character collation and sorting

Unit 3
- Computer software: Types and categories - Programming concepts: system analysis, algorithms and flow charts, Open source and proprietary software.
- System software: Purpose, Operating systems; MS-DOS, Microsoft Windows, UNIX, Linux.
- Application software: Word processors, Spreadsheets, Presentation packages and Database Management Systems, Internet browsers, Software suites, Anti-virus programs, Sharewares, Web design tools, HTML Editors.
- File organization: Sequential, Indexed Sequential and Direct file.

Unit 4:
- Fundamentals of Telecommunication – Concepts, Data transmission, Signals, Media, Modes and Devices. Computer network: Types, and Topologies.
- Internet: Evolution, Importance and applications. WWW.
- Electronic publishing- Micro graphics, Videotext, Teletext and Visual data display Systems.
-

COURSE OUTCOMES
1. Understand and learn the basic skills of Information Technology and computer
2. Identify and understand the different useful application software and Learn system software
3. Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
4. Analyse the different programming languages (Machine, Assembly and High-Level Languages)
5. Understand fundamentals of Telecommunication and e-publishing

References:
Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.
Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.
Basandra , S.K(2002). Computers today, New Delhi: Golgotia.
Carter, R.(1987). The Information technology hand book, London : Heinemann.
Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ML-S-1.5: DATABASE MANAGEMENT SYSTEM (3-1-0)

OBJECTIVES

1. To familiarise with basics of Database Management Systems.
2. To understand the functioning relational models.
3. To have practical knowledge with RDBMS.

Unit 1:

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

Unit 2:

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

Unit 3:
- Integrity constraints: Domain constraints; referential integrity, assertions, triggers, functional dependencies, relational database design, decomposition, normalization using functional, multi valued, Joint dependencies;
- Domain; Key Normal form; alternative approaches.

Unit 4:
- Object Oriented data Model: Languages;
- Object Relational databases: Nested Relations, Complex types and object Orientation;
- Querying with complex types, creation of complex values and objects, comparison.

Unit 5:
- Database System Architectures: Centralized Systems, Client server systems, Distributed systems
- Parallel databases: introduction, inter query, intra query, intra-operation, interoperation parallelism
- Distributed databases, distributed data storage, network transparency
- Query processing; Transaction model, Commit protocols; coordinator selection; concurrency control; deadlock handling; multi database systems.

Unit 6:
- Study and work experience with RDBMS: Oracle

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

COURSE OUTCOMES
Students will be
1. Able to understand the functioning of Database Management system.
2. Acquire hands – on – experience in operating any RDBMS.

References:
Bipin C (1995) 6th ed. Desai, An Introduction to Database Systems, West Publications.
Date, C J (1995) 6th ed. An introduction to database systems, Addison Wesley publications, 6th edition
Hansen, Gary W and Hansen, James V (1996). Database Management and Design, Prentice Hall
Hoffer, Jeffrey A., Prescott, Mary B., Mcfadden, Fred R (2002). Modern Database Management 6th ed, Prentice Hall, 2002
Korth, Henry F and Silberschatz, Abraham and Sudarshan, S (1997). Database System Concepts, 3rd ed, McGraw-Hill
Norman, Ronald J (1996). Oriented Systems Analysis and Design, Prentice Hall.

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

OBJECTIVES

1. To Understand the concept of e-commerce
2. To get familiarized with the procen of e-commerce

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

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

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

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

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

Unit 6:
- E-Commerce Case studies

COURSE OUT COME

1. Should be able to understand the issues and technology involved in e-commerce.
2. Should be able to plan and implement e-commerce.

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

SECOND SEMESTER

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

OBJECTIVES

1. To introduce different categories of Reference and information sources.
2. To familiarise with Standard Reference and Information Sources in Print Nom- Print and Electronic Media, including human and institutional sources.

Unit 1:
- Information Sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions;
- Types of information sources and their Importance;
- Criteria for evaluation of information sources

Unit 2:
- Primary sources: Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:
- Secondary sources: Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4:
- Tertiary Sources: Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Unit 5:
- Non – documentary sources Human sources: Technological gatekeepers, invisible colleges, Consultants, resource persons; Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6:
- Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways. Online databases, Open sources

References:

Awad, Elias. M (2002). Electronic Commerce, Prentice - Hall of India

Kalakota, Ravi and Whinston, Andrew B (2000). Electronic Commerce - A Manager's guide, Addison - Wesley

Kalakota, Ravi and Whinston, Andrew B (2000). Frontiers of Electronic Commerce, Addition – Wesley

Strauss, Judy., El-Ansary, Adel and Frost, Raymond (2003). E-Marketing, 3rd Ed, Pearson Education

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

Mandatory Subject

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

ML-HP-1.5: FUNDAMENTALS OF INFORMATION TECHNOLOGY (Practical) (0-1-3)

OBJECTIVES

1. To develop skills in using application software word processor, spread sheets and Presentation tools

• Acquaintance with MS-Word, MS-Excel and MS – MS Power point

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

COURSE OUTCOME

1. Should be able to use application software like word processor, spread sheets and presentation tool.

COURSE OUTCOMES

1.Understand the characteristics of different sources of information
2.Gain the Knowledge of non-print and electronic sources of information.
3.Know the structure of different sources of information.
4.Understand the nature and characteristics of electronic resources.
5.Know about different Human and Institutional sources of information.

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

References:
Chenny F N and Williams W J (1980). Fundamental reference sources. Ed 2. Chicago: ALA
Chowdhury, G G and Chowdhury, Sudatta (2001). Searching CDROM and online information sources. London: Facet
Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet
Gopinath, M.A (1984). Information Sources and Communication Media. DRTC Annual Seminar, Bangalore
Grogan D J (1982). Science and technology: An introduction to the literature Ed 4. London: Clive-Bingley Katz, W A (1992). Introduction to reference work. New York: McGraw Hill
Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas Kumar PSG. (Ed) (2001). Indian Encyclopedia of Library & Information
Science. New Delhi: S. Chand & Co.Poulter, Alan., Tseng, Gwyneth and Sargent, Goff (1999). The library and information, Professional's
guide to the World Wide Web. London: Facet
Rao, I.K.R (2001). Electronic Sources of Information, DRTC Annual Seminar
Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: Ess Ess Shores, Louis (1959). Basic reference sources. Chicago: ALA, Subramanayam, K (2001). Scientific and Technical Information Resources, New Delhi: Anmol
Teague, S John (1985). Microforms, Video and Electronic media Librarianship, London, Butterwoths
Walford, A.J (1990): Guide to Reference Materials, London, Library Association, 3V.
www.libraryspot.com www.refdesk.com www.infolibrarian.com

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

OBJECTIVES

1. To provide the basic knowledge of information services.
2. To provide the outline of different kinds of information centers.
3. To know the existing information systems.
4. To understand the concepts of IR, OA, VRD.
5. To get familiarised with the concept of information product.

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Unit 5:

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

Unit 6:

- Information product: Concept, meaning and utility;
- Types – Alerting products, Newsletters, Discussion forums, (CAS and SDI), Bibliographic, Reference, Referral, Document Delivery, Reprographic and Translation

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

COURSE OUTCOMES

1. Understand the importance of information services.
2. Identify different kinds of Information Centers and their role in information dissemination.
3. Familiarize with different types of information systems at the National and International level.
4. Understand the significance of institutional repositorics, open and archives and VRD. understand the nature of information products.

References:

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

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

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

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

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

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

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

Ranganathan, S.R (1967). Reference Service. Bombay: Asia Vickery, B (1987). Information Systems. London: Butterworths.

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

ML-H-2.3: LIBRARY CLASSIFICATION (Theory) (3-1-0)

OBJECTIVES

1. To introduce to the students the structure and attributes of Universe of Knowledge.
2. To understand the theories and principles library classification.
3. To develop skills in subject analysis and proficiency in using standard schemes of classification.
4. Understand the role of classification in Interal Resource Description.'

Unit 1:
- Library classification: Need, Purpose and Functions; Historical perspectives;
- Theory of Library Classification
- Types of Classification schemes
- Knowledge Classification vs. Library Classification.
- Universe of subjects – Concept, Definitions, Structure and Attributes of subjects, Modes of Formation of Subjects
- General Normative Principles, Planes of work. Canons, Principles and Postulates

Unit 2:
- Study of Colon Classification: Features, structure, and applications
- Components of call number, focus and facet, fundamental categories
- Main Classes, Common isolates, space isolates, time isolates
- Notation, Devices, Mnemonics, classified index

Unit3:
- Overview of DDC: Conceptual framework, Principle of classifying, History, current use and development of DDC
- Classifying with DDC: Determining the subject and discipline of a work, table of last resort
- Study of Dewey Decimal Classification Ed 23: Key features, arrangement, structure, notation, entries, notes
- Organization of knowledge: Schedules and tables
- Number building, citation and preference order, relative index, glossary
- webDewey

Unit 4:
- Study of Universal Decimal Classification: Features, structure, and applications
- Overview, History, Characteristics, notation, structure- main classes, auxiliary tables, filing order, citation order, intercalation, alphabetical index
- Management of UDC, UDC consortium

Unit 5:
- Role of library classification in Internet Resource Description and Discovery; Web design and faceted classification
- Knowledge organization systems (KOS), Concept maps of KOS in the Internet world
- Ontologies, Taxonomies, Folksonomies, Clustering, Categories
- Automatic classification research at OCLC; Case studies: GERHARD, SCORPIO, DESIRE, CORA, OASIS

COURSE OUTCOMES

After completing this Paper, the students will be able to: Understand the native of Universe of Knowledge

1.Understand the the basics of classification, importance of Library Classification

2.Understand the logic of Knowledge Organization by learning different schemes of Library Classification

3.Familiarize with latest trends in Library Classification.

References:

Berwick Sayers, WC (1950). Introduction to Library Classification. London, Andra dautch British Standard Institution. BS100M: 1985 (1985). Universal Decimal Classification. London: BSI

Dewey Decimal Classification. (2003) Ed 22. edited by Joan S. Mitchell, Julianne Beall, Giles Martin, Winton E. Matthews, Jr., Gregory R.

New. Dublin, Ohio: OCLC Online Computer Library Center

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

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

Kumar PSG (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR. Maltby, A (1976). Classification in the 1970's London: Clive-Bingley,

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

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

Ranganathan S R (1995). Prolegomena to library classification. Ed 3 (Reprint). Bangalore: SRELS, 1995 Ranganathan, S R (1953). Depth classification. Delhi, ILA

Sinha, Suresh C and Dhiman, Anil K (2002). Prolegomena to Universe of Knowledge. New Delhi: Ess Ess Srivastava, AP (1993). Theory of Knowledge Classification in Libraries. New Delhi, Sage. Williamson, N J and Hundra M (1992). Classification research for knowledge representation and Organization. Proceedings of the

International study Conference on Classification Research. Amsterdam: Elsevier

ML-HP-2.4: INFORMATION SOURCES (0-0-2)

OBJECTIVES

1. To provide hands-on-experiences in the use of varioces information sources.

2. To develop capability in searching information in different types of information sources.

3. Identification of type of sources and evaluation of both print and e information -resources, information searching in verity of bibliographical and no bibliographical databases

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

COURSE OUTCOMES

1. Understand the nature and structure of information sources.

2. Able to effectively search different typs of information sources.

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ML-HP-2.5: LIBRARY CLASSIFICATION (0-1-3)

OBJECTIVES

1. To provide hands–on-experience to Classify different types of documents by applying standard classification schemes.

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

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

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

COURSE OUTCOMES

After completing this paper, the students will be able to:
1.Identify the Specific subject of the Document by analyzing the contents.
2.Devise all numbers of the documents by constructing class numbers and book numbers
3.Understand the logic of mapping of subjects.

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

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

OBJECTIVES

1. To learn the techniques of assessing user needs, and identifying information seeking
2. To identify the role of libraries in providing IL Programmes.
3. To understand the trends in information literacy.

Unit 1:
- Information Users and their information needs: Categories of information users: Academic community, Scientists and Technologists, R & D Personnel, Other Professionals, Planners, Policy makers, Ethnic groups etc;
- Information needs: definition and models;
- Information seeking behaviour: Models and procedures

Unit 2:
- User studies: Planning, and Organization in different environments; Methods, Techniques and strategies
- Use studies in different types of libraries: Different user groups and disciplines
- Quantitative and qualitative techniques, Information studies

Unit 3:
- Information Literacy: Meaning, Definition, Need, Evolution of the concept. Historical perspectives
- Types of Information Literacy: Technology literacy, media literacy, computer and digital literacy
- Levels of Information Literacy: Entry level, Mid level, High level, Advance level
- Partners of Information literacy; Lifelong learning and its components.

Unit 4:
- Models of Information literacy: SCONUL model and CAUL (Australian) model
- Guidelines and standards for Information literacy programs: ALA and ACRL
- Use of a-v aids, programmed instructions in specified disciplines, resource based instructions, etc
- Information Literacy missions, forums and task forces

Unit 5:
- IL Programmes: Information literacy programs
- Role of Libraries in Information literacy
- Information literacy instructions in different types of Library and Information centers
- Integration of information literacy in different levels of education

Unit 6:
- Current trends in Information literacy
- Study of Information literacy programs in the world
- Information Literacy Competencies; Challenges facing Information literacy.

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

COURSE OUTCOMES

Students will be able to:

1.Understand the different category of library users and their information needs and information seeking behavior

2.Conduct User Study by adopting different methods and techniques.

3.Understand the importance of information literacy in the life – long learning

4.Understand various information literacy models and to apply them in different settings.

References:

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

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

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

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

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Jukes, I., Dosaji, A and Macdonald. B F (2000). Net savvy: Building information literacy in the Classroom. Ed 2. Thousand Oaks: Crowin \press Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the Information chain. London: Library Association. Pantry, Sheila and Griffiths, Peter (2002). Creating a successful e-Information service. London: Facet. Prasher, R G, (Ed) (2003). Indian libraries in IT environment. Ludhiana: Medallion

Zorana Ercegovac (2008). Information literacy: search strategies, tools & resources for high school students and college freshmen. California: ABC-CLIO

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

OBJECTIVES

1. To acquaint the students with fundamentals of marketing.

2. To familiarize the students with the concept of information marketing and its philosophy.

3. To make aware the students regarding marketing techniques

Unit: 1

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

Unit: 2

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

Unit: 3

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

Unit: 4

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

Unit: 5

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

Unit 6:

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

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

COURSE OUTCOMES

1. Will be able to Market the information products based on marketing principles and techniques
2. Will be able to assess the implications of marketing on LI services and design the LI services.

References:

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

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

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

Eileen, E. D.S (2002). Marketing concepts for Libraries and Information services. 2nd Ed.London: Facet Publishing. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: IIM. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall. Kotler, P. and Armstrong, G (2004). Principles of Marketing, Ed.10. New Jersey: Pearson Education Lauterborn, R (1990). New Marketing Litany: 4P's Passe; C-Words Take Over, Advertising Age

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

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

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

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

OBJECTIVES

1. To prepare specialised man power for handling conservation and preservation of information resources.
2. To equip them with proper preservation techniques to enable them to practice.
3. To make aware about digital preservation techniques

Unit 1:

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

Unit 2:

- Different types of Library materials: Their preservation and maintenance
- Evolution of writing materials; Paper Based materials -Book and Non Book materials,
- Library Binding, Binding Standards. Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc.

Unit 3:
- Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials. Disaster prevention and recovery

Unit 4:
- Preservation program: Techniques and strategies
- Core activities; principles of preservation assessment, planning and budgeting
- Copyright framework and its applications on preservation
- Disaster preparedness planning, risk management, security issues
- Establishment of preservation unit; Code of Ethics

Unit 5:
- Digital Preservation: Overview
- Digitization – Introduction, selection of material for digitization, digital technologies – hardware and software, project management and costs of digitization
- Digital reformatting – Text, photos, audio, video and other formats. Open formats v/s Proprietary formats Digital preservation strategies

Unit 6:
- Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public archives of Canada, National Library of India, etc. for Archivists
- Trends in preservation

COURSE OUTCOMES
1. Will be able to understand the issues of preservation of information sources.
2. Will be able to preserve and conserve the information resources based on scientific preservation and conservation techniques.
3. Will be able to understand the practice of digital preservation.

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

References:
Balloffet, N., Hille, J., and Reed, J. A. (2005). Preservation and conservation for Libraries and archives. Chicago: American Library
Association. Belicove, M. E., and Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online.
Indianapolis, Ind.: Que.Henderson, K. L. (1983). Conserving and preserving Library materials. Urbana-Champaign, Ill.:University of

Illinois, Graduate School of Library and Information Science.Johnson, P. (2009).
Fundamentals of collection development and management,
2nd Ed. Chicago: American Library Association.
Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and Information Science
annual. Englewood, Colo.: Libraries Unlimited.

Mandatory Subject

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

THIRD SEMESTER

OBJECTIVES

1. To prepare the students to get the basic knowledge of library automation.
2. To impart knowledge skills in using different library automation softwares
3. To provide an overview of emerging technologies.
4. To familiarize them in the use of DBMS.

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

Unit 1:

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

Unit 2:

- Concept of database, and DBMS; Types, design, Structure, Organization and Development of databases; Data security
- MS-Access and WINISIS: Overview, System installation, Database construction, Techniques, Menus, Tools and Creation of databases
- Data conversion techniques – ISIS, ASCII, ISISMARC and MARC Edit

Unit 3:

- Study of SOUL, EASYLIB, NIC-E-Granthalaya, Koha, NewGenLib
- Evaluation of Library automation systems. Criteria for evaluation; Evaluation techniques
- Study of standards relevant to Library automation.

Unit 4:

- Application of Barcode and RFID and Artificial Intelligence and QRCODE Technology for Library Functions

Unit 5:

- Study of library software packages: SOUL, EASYLIB, LIBSYS, NewGenLib, Koha, NIC- E-Granthalaya

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

COURSE OUTCOMES
After completing this paper, the students will be able to:

1. Understand the basics of Library Automation.
2. Learn different Library Software Packages including Open-Source Software DBMS
3. Get acquainted with different kinds of CBMS and understand their structure and components.
4. Know about emerging technologies including Barcode, RFID, QR Code Smart card and Artificial Intelligence.

References:

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

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

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

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

Head, J.W.; and McCabe, G.B (1993). Insider's guide to library automation: essays of practical experience. New Directions in Information

Management. Westport, Connecticut, USA: Green-wood Publishing Group

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

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

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

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

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

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

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

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

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

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

OBJECTIVES

1. To provide an understanding of current trends and practices in management and various techniques and principles of Human financial Resource manage.
2. To equip them with various techniques of planning.
3. To introduce a variety of Leadership and Management styles.
4. To develop skills to library and information Centre performance.
5. Use of practical management techniques to achieve the organizational effectiveness and efficiency.

Unit 1:

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

Unit 2:

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

Unit 3:

- Financial Resources Management: Meaning, Definition, Need and Importance
- Sources of Finance, Resource mobilization
- Budgeting techniques and methods – PPBS, ZBBS, etc.
- Budgetary control, Cost effectiveness and Cost benefit analysis; Outsourcing

Unit 4:

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

Unit 5:

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

Unit 6:

- Marketing of Information Products and Services: Meaning, Definition, Need, Market segmentation, Positioning, Market mix, 4 P's – Product, Price, Promotion. Marketing Audit
- Role of Librarian in Marketing LI products and services; Public and Human relations in library management

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

COURSE OUTCOME

1. Should be able to draw up and apply the techniques of planning and implementation of policies and procedures.
2. Should comprehend the basic knowledge and skills of handling the library finances.
3. Should be capable of managing the human resources beneficially.
4. should be able to understand the principle of TQM.

References:

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

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

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

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MerDick, Robert G. et.al (1992). Information Systems for Modern Management. New Delhi: Prentice Hall. Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan

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

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

Paranjpe, Vivek (1997). Strategic Human Resource Management. New Delhi: Allied

Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree.

Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-II-3.3: INFORMATION RETRIEVAL, REPACKAGING AND PROCESSING (3-1-0)

OBJECTIVES
1. To familiarize the students with information retrieval, repackaging process.
2. To develop capability in Indexing abstracting Techniques.
3. To catch up with trends in vocabulary control.
4. To get acquainted with evaluation of information.

Unit 1:
- Information Retrieval System: Concept, Meaning, Definition, Objectives, Characteristics, Components and Functions
- Indexing: Basic concepts, Indexing languages: Types and characteristics
- Pre-Coordinate and Post Coordinate indexing
- Computer based indexing (auto indexing); Citation indexing

Unit 2:
- Abstracts and Abstracting: Definition, Uses, Types and their qualities, guidelines for abstracting
- Automatic abstracting: Concept, Text summation system, automatic extraction – Concept selection, Abstractor's workbench

Unit 3:
- Vocabulary control – Meaning and importance; Controlled Vs. Free text Indexing
- Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurofacet, Classarus. Thesaurus construction techniques
- Case Study of Controlled vocabularies/ Ontologies such, ERIC, MeSH, INSPEC, UNESCO-IB, AgroVac, UMLS

Unit 4:
- IR Models; Concept of ranking; Structural retrieval models – Manual and automated; Boolean logic, Cognitive, Fuzzy and Probabilistic
- Evaluation experiments: ASLIB, The Cranefields, MEDLARS, etc
- Trends in IRS; IR standards and Protocols

COURSE OUTCOME

At the end of the module the student will have acquired:
The student will be able to
1. Produce/generate manual and computerized indexes by applying different indexing techniques and methods.
2. Abstract documents using standard guidelines.
3. Design and construct an IR thesaurus.

COURSE OUTCOMES

1. The Student should be able to understand the basic theory and practice of research and be familiar with qualitative and quantitative methods.
2. Carry out a small research project under the guidance/supervision of a teacher.
3. Evaluate and use a wide range of research techniques and methods.
4. Analyse, present and interpret the qualitative and quantitative data.
5. Draw the appropriate findings and produce research report.

References:

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

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

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

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

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

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

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

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

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

Savanur, S K (2008). Research methodology for information sciences. Pune: Universal Prakashan

Simpson, I S (1990). How to interpret statistical data. London: LA

ML-S-3.6: TECHNICAL WRITING (3-0-1)

OBJECTIVES
1. To understand and articulate the role and importance of technique writing.
2. To introduce the different types of technique writing.
3. To familiarise in the use of software tools and techniques.
4. To develop technical writing skills.

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

Unit 2:

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

Unit 3:

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

Unit 4:

- Use of PageMaker and MS-Office for the preparation, production and presentation of scientific and technical communications
- Preparation and use of multimedia facilities for presentation

Unit 5:

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

Unit 6:

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

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

COURSE OUTCOME

Should be able to the student:
1. Understand the basic theory and practice of technical writing
2. Prepare technical document.
3. Distinguish between different typs of technical comments.
4. Use software tools to prepare technical comment.

References:

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

theory and Pracice. Farmingdale: NY, Baywood

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

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

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

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

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

Design. Greenwitch, CT: Ablex Xerox Publishing standards (1988). A manual of style and design. New York: Xerox press

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

OBJECTIVES
1. To introduce the concept of Scientometrics and infomatics.
2. To understand the theories and laws of bibliometics.
3. To develop skills and technique in conducting bibliometric / Scientometric studies.
4. To get familiarized with treads in Scientometrics.

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

- Concept of authorship, Credits, Ethics and Problem of Authorship; Concept of solo and collaborative research – Identification, Measurement and quantification

- Citation analysis: Concept, Reasons for citations, history and development of citation analysis, Normative theory of citing, Citation behaviour, Co-citation, Bibliographical coupling

Unit 5:
- Cybermetrics (Webometrics): Qualitative analysis of scholarly scientific communications, hypertext links and various phenomena on the web; Altmetrics

Unit 6:
- Acquaintance and hands on experience with various bibliometrics, scientometrics and webometrics techniques

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

COURSE OUTCOMES
The student should be able to
1. Conduct Scientometric studies.
2. Describe the literature Using various statistical testings.
3. Identify the latest trends in the area.

References:
Bradford, S C (1971). Documentation. London: Crosby Lockwood
Cronin, B (1984). The citation process. The Role and significance of citations in scientific Communications. London: Taylor Graham
Egghe, L (1990). Introduction to Informetrics. Amsterdam: Elsevier
Meadows, A J (1974). Communication in Science. London: Buttetworths
Nicholas D and Ritchie, M (1978). Literature and Bibliometrics. London: Clive-Bingley
Price, Derek De Solla (1963). Little science Big science. New York: Columbia University
Ravichandra Rao, I K (1992). Informetrics, Bangalore: SRELS

MLISP-3.4 Library Automation Practical (0.1.3)

OBJECTIVES
1. To develop skills in the use of library software's.
- Acquaintance, hands on experience and work assignment with any two of the library software packages: SOUL, EASYLIB, LIBSYS, New GenLib, Koha, NIC- E-Granthalaya

- Acquaintance, hands on experience and work assignment with MS-Access and WINISIS

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

COURSE OUT COMES

1. Should be able to understand technology and issues involved in using library automation software's.
2. To select appropriate library automation software and effectively use it.
3. To plan and design automated library system

ML-III-3.5: RESEARCH METHODOLOGY (0-1-3)

OBJECTIVES
1. To develop skills in the use of statistical package. Hands on experience with excel and SPSS software with different types of statisrical tools and reporting writing

COURSE OUT COMES

1. Should be able to analyse the data using statistic package.

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

FOURTH SEMESTER

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

OBJECTIVES
1. To familiarise with the standards connected with networking and consortia

2. To get acquainted with the functioning of library net work in India
3. To understand various aspects of Internet technology and Internet services.
4. To know cyber laws.
5. To develop skills in searching e-resources and services.

Unit 1:
- Networks: Concept, definition, need, uses
- Network topologies and types of networks – LAN, WAN and MAN
- Network architecture, Comparison of different network architectures
- Network protocols – TCP/IP, OSI, Net Bul, IPv4, IPv6, IPX; Network protection and security
- Network Media and Hardware: UTP, Thick and Thin ethernet, Optical fiber, Wireless; Networks Interface cards, Hubs/Switches

Unit 2

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

Unit 2:
- Internet Technology; tools and protocols: Search Engines: Concept of search engines; Parts of a search engines; Study of Google, Yahoo etc; Meta search engines; Search tools; Web search strategies.

Unit 3:
- Internet services: E-mail; File Transfer Protocol (FTP); Remote Login, WWW; web 2.0; Social Netwroks- Facebook, Twitter, YouTube etc; Teleconferences, Videoconferencing; Bulletin Board Services and Document Delivery Service

Unit 4:
- Cyber laws: Electronic Document; Digital signatures, Digital certificates, Electronic contracts: Regulations of cyber laws
- IT act 2000 and its amendments

Unit 5:
- Acquaintance with search engines and search options and search techniques
- Acquaintance with the use of Internet resources and services

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

COURSE OUT COMES

1. Aware of standards connected with networking and consortia.
2. Learn the activities of library network.
3. Able to search Internet resources and use Internet services.
4. Aware of the implications of cyber laws.

References:
Bose, Koushik (1994). Information networks in India: Problems and prospects. New Delhi: Ess Ess

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

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

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

Gopal, A (1996). and Rama Reddy E (eds). Information access through networks.

Hyderabad: Book links,

Kaul, H K (1992). Library networks: An Indian experience. New Delhi: Virgo
Lancaster, F W (1990). Electronic publishing and their implications for libraries and beyond. London: Clive Bingley
Parekh, Harsha (1999). Internet in the scholarly communication process. Mumbai: Knowledge ware
Poulter, Allen and Others (1999. The library and Information professionals guide to the world wide web. London: LA
Tanenbanum, Andrew S (1998). Computer networks. Ed 3. New Delhi: Prentice-Hall of India
UGC (India) (1989). INFLIBNET report. New Delhi: UGC
Zen, B P (1992). The art of the Internet: A beginner's guide. New Delhi: Prentice-Hall

MLib-II-1.2: DIGITAL LIBRARIES (3-1-0)

OBJECTIVES:
1. To introduce the concept of digital libraries, and Digital resource management.
2. To introduce the concept of multimedia.
3. To develop knowledge and skills in web designing.
4. To develop capability in the designing digital library multimedia products.

Unit 1:
- Digital Libraries: Meaning and Definitions, Nature, Objectives, Characteristics, Digital library collections
- Architecture, Interoperability, Compatibility, Protocols, standards, Metadata, Searching and Harvesting, and User Interfaces, Usability and use studies, Cross language retrieval, semantic web, multi-lingual and multi scripts issues
- Digital library technology.

Unit 2:
- Digital Resource Management: Identification, DOI/Persistent URL, Accessing, Processing, Storage and retrieval/usage of digital resources
- Study of Greenstone, Dspace and E Prints: Objectives, Design, Platform, Features.

Unit 3:
- Multimedia: Meaning and Definition, Nature, Historical development, Branches of Multimedia
- Web designing, Animation; Formats: Visual-Image Formats, Audio-Image Formats, Internet-Related Formats
- Multimedia Authoring tools: Graphics and drawing packages, Image editing and animation software's; Digital representation and compression
- Designing a multimedia product for Web or Optical disk; Overview of multimedia software's: Ominipage, Flash, Photoshop, etc.

Unit 4:

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

Unit 5:

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

Unit 6:

- Working with multi-media software's: Ominipage, Flash, Photoshop.

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

COURSE OUTCOMES

After completing this paper, the students will be able to:
1. Get Familiarized with cepluatization of digital library
2. Understand the design and organization of digital library for accessing information online.
3. Know the scripts and standards required for web design.
4. Identify computer hardware, software and other infrastructure required to develop digital library and Multimedia products.

References:

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

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

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

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

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

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

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

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

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

Stern (1999). Digital libraries: Philosophies, technical design consideration and example

Scenarios. New York: Haworth

TERI. ICDL 2004 (2004) International conference on digital libraries: Conference papers. 2V. New Delhi: TERI

Xavier, C (2000). World Wide Web Design with HTML. New Delhi : TMH

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

OBJECTIVES

1. To make the students aware of various aspects of personality development .
2. To inculcate communication skills, among them.
3. To develop leadership qualities, in them.
4. To able to analyse self.

Unit 1:

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

COURSE OUTCOMES

1.Understand the factors influencing personality.

2. Know the significance of communication skills.
3. Understand the basics of Leadership.
4. Able to prepare their biodata.
5. Able to understand the market needs.
6. Capability of self analysis.

References

Glad, D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.

Gupta, (2009). Personality development and communication skills. Jaipur, India: Book Enclave.

Karte, N. (2010). Presentation skills for technical professionals achieving excellence.. Ely: IT Governance Publications.

Mast, A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (ed.). Australia: South-Western Carnage Learning.

McM, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

ML-: STUDY TOUR AND INTERNSHIP (0-2-0)

OBJECTIVES

1. To know different types of libraries and the services.
2. To create professional internet in working with different libraries.
3. To develop public relationship with LIS Professionals.
4. To practical Knowledge of working in Libraries.
5. To aware of Practical the management of Libraries.

- Study Tour: There shall be an educational study tour to an identified place in the beginning of the fourth semester for a period not exceeding one week. The students have to visit different types of libraries and submit an Educational Tour Observation Report to be evaluated by the Tour Leader for a maximum of 10 Marks.

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

COURSE OUTCOMES

After completing this paper, the students will be able to:

1. Gain exposure to different kinds of libraries and their services.
2. Gain the practical knowledge of library housekeeping activities.
3. Understand the practical problems of library management.
4. Develop leadership qualities.

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

ML-S-4.5: Dissertation and Viva –voce (0.4.0)
ML-S-4.6: Compilation/Development of Information Product and viva-voce (0.4.0)
ML-S-4.7: Development of a KOS Tool and viva-voce (0.4.0)

OBJECTIVES

1.To prepare the budding LIS professionals to conduct research on a specific topic/to comple/ develop information product to design and develop a kastool.
2. To defend their work in viva. Voce.

ML- S- 4.4: Dissertation and Viva-voce (0-4-0)
- Each student has to work on a research topic under the supervision of a supervisor and submit the report in the form of a dissertation fifteen days before the start of the IV semester examination. Submission of plagiarism check report issued by the Librarian is mandatory.

ML-S-4.5: Compilation of Information Product (0-4-0)
- Each student has to compile or develop an information product under the supervision of a supervisor and submit the report fifteen days before the start of the start of the IV semester examination.

ML-S-4.5: Development of a KOS Tool (0-4-0)
- Each student has to compile any KOS tool on an approved topic like thesaurus, Ontologies, Taxonomies, Folksonomies, Clustering, Categories, etc based on the principles of KOS under the supervision of a supervisor and submit the report fifteen days before the start of the IV semester examination.

COURSE OUTCOMES

1. Subject the dissertation by conducting a research study or report of compiling an inf product/ Kos tool.
2. Face vive-voce confidently.

ML-HP-4.5 Digital Libraries (Practical) (0. 1. 3)

OBJECTIVES

1. To develop skills in working with different digital library collections.
2. To provide hands on experience with multi –media software.

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

- Working with multi-media software's: Ominipage, Flash, Photoshop.

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

COURSE OUTCOME

1. Able to work with DL Software's like Graeenstone /DSpace/Eprints
2. Able to use multi-media Software like Omnipage, Flash Photograph.

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

THIRD SEMESTER:

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

OBJECTIVES

1. To create awareness among non library science students about information sources and their uses.

Unit 1:
- Information Sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions
- Types of information sources and their Importance
- Criteria for evaluation of information sources

Unit 2:
- Primary sources (Print and Electronic): Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:
- Secondary sources (Print and Electronic): Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical

(Annexure – II)

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

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

VALUE ADDED CERTIFICATE COURSE ON

L-VC-1: KNOWLEDGE MANAGEMENT AND CONTENT MANAGEMENT

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

First Semester (2-0-0)

Unit 1:
- Concept, Definition and Purpose of KM; Need and Scope, Historical Development
- Role of KM, Impact on Society
- Knowledge Management Vs Document Management
- Knowledge Management Approaches:Mechanistic approach, cultural / behaviouristic approach, systematic approach

Unit 2:
- Knowledge Engineering, Knowledge Networking
- Role of Information Professionals in Knowledge Management
- Knowledge workers: their legal and ethical issues

Second Semester (2-0-0)

Unit 3:

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Unit 4:

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

Unit 5:

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

Unit 6:

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

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

References:

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

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

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

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

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

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

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

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

Janet Majure (2010). Teach yourself visually WordPress. Indianapolis, IN : Wiley Pub., Inc.

Jason, C.   (2005). Using Moodle: teaching with the popular open source course management system. Sebastopol, CA : O'Reilly Community Press.

Jason, C. &Helen F. (2008). Using Moodle. Sebastopol, CA: O'Reilly Community Press.

Jen K.P. & Sarah E. (2010). Joomla! Start to finish. Indianapolis, IN: Wiley Pub., Inc.

Jennifer Marriott, Elin Waring(2011). The official Joomla! Book. Upper Saddle River, NJ: Addison-Wesley.

Manuel, R.S.S. (2001). A new concept of knowledge. Medford, NJ: Information Today.

Mauthe, A. & Thomas, P. (2004). Professional Content Management Systems: HandlingDigitalMedia Assets. John Wiley & Sons.

Onge, H.S. (1999). Cultivating Corporate Culture towards Knowledge Environment: European Business Information Conference. Dublin.

Ric S. & Brice D. (2011). Drupal 7 bible. Indianapolis, IN: Wiley.

Ron S. &Kenneth C. (2010). Using Joomla. Beijing; Cambridge [Mass.]: O'Reilly.

Sullivan, P. (2000). Value Driven Intellectual Capital: How to convert intangible assets into Market value. Wiley.

Tris H. (2011). Using WordPress. Indianapolis, Ind, : Que.

Wig, K.M. (1995). Knowledge Management Methods: practical approach to managing knowledge. Chema Pres.

VALUE ADDED CERTIFICATE/ PROFICIENCY COURSE ON

L-VCP-1:TECHNICAL WRITING

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

FIRST SEMESTER (2-0-0)

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

Unit 2:
- Structure and format of journal articles, seminar/ conference papers, review articles, technical reports, informal and formal reports, recommendation and feasibility reports, research proposals, monographs, dissertations/theses

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

Unit 4:
- Knowledge Transfer and Sharing:Definition, need & purpose
  - Knowledge vision and focus; Mentors and social networks; prerequisites for transfer; transfer strategies; transfer protocols
  - Knowledge in e-world; Knowledge Management Systems: Decision Support System and Expert System -Artificial Intelligence

Third Semester (2-0-0)

Unit 5:
- Roots and Branches of CMS
- CMS elements, issues, and challenges; Functionality and Interaction issues
- Studying Information Architecture, Content tagging and Metatoringand Interaction.

Unit 6:
- Study of CMS software packages and platforms - Joomla, Drupal, Wordpress and Moodle

Fourth Semester (0-0-2)

Unit 7:
- Practical experience with Joomla and Drupal

Unit 8:
- Practical experience with Wordpress and Moodle

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

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

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

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

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

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

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

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

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

VALUE ADDED CERTIFICATE/PROFICIENCY COURSE ON

L-VCP-2:INFORMATION LITERACY

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

Third Semester (3-1-0)

Unit1:
- Libraries:Meaning, Aims, Functions, Types
- Role of libraries in modern society – social, educational and cultural

Unit 2:
- Classification of books
- Organization of library resources
- Catalogues, OPAC, Web OPAC, Union Catalogues, Kardex
- Circulation of books
- Reading room facilities, Photocopying facility, Bookbanks

Unit 3:
- Categories of users: Academic community, Scientists and Technologists, R & D Personnel, Other Professionals, Planners, Policy makers, Ethnic groups etc.
- Information needs and Information seeking behaviors of various users;
- Role of users in collection development

Fourth Semester (3-1-0)

Unit 1:
- Information Literacy: Definition, Need and Scope. History and evolution – Library/ Bibliographic instruction, library tour, initiation to freshman, library orientation and user education
- Selective study of Information Literacy missions, forums and task forces, National and International standards, guidelines and policies

Unit 2:
- IL Skills and competencies: B-6 skills with theoretical and practical orientation

Unit 3:
- Referencing: Internal and External Referencing; Footnotes, Endnotes, References, Preparation of bibliography; Style manuals

SECOND SEMESTER (1-0-1)

Unit 3:
- Language and technical skills, styles, Semantics, Syntax, Diction, Sentence structure, Readability and aberrations
- Technical Writing Techniques: Information searching and gathering skills; Summarizing; Designing pages: Elements of page design, basic design guidelines, developing a style sheet; Using Visual aids: Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations; Defining, Describing, and providing set of instructions including footnotes and end notes

Unit 4:
- Work assignments on technical writing basics; technical writing process, techniques and style

THIRD SEMESTER (1-0-1)

Unit 5:
- Use of PageMaker and Microsoft-Office for the preparation, production and presentation of scientific and technical communications

Unit 6:
- Acquaintance, hands on experience and work assignment with software Packages

FOURTH SEMESTER (2-0-0)

Unit 7:
- Trends in technical writing: Marketing Communication – company white papers, reference manuals, user manuals, on-line help files, application notes, data sheet, errata, newsletters; Documentation support to software products; Business tools to technical writers – Robo help, on-line help, Adobe Frame work and its allied products

Unit 8:
- Implications on LIS – Growth opportunities, diversity of field, marketing, quality coordination

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

References:
Anderson, Paul V and Brockamn, R John and Miller, Carolyn (ed) (1997). New essays in technical and scientific communication: Research, theory and Practice. Farmingdale: NY, Baywood
Day, Robert A (1989). Writing scientific papers in English Ed 2. Philadelphia: ISI
Joshi, Yateendra (2003). Commnicating in style. New Delhi: TERI
Riodarn, Daniel G and Pauley, Steven E (2004). Technical report writing today. Ed 8. New Deli: Biztantra
Society for Technical Communication. Code for communicators (1998). Washington D C. STC

SYLLABUS FOR CERTIFICATE COURSE IN LIBRARY SCIENCE

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

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

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

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

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

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

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

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

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

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

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

Unit 2:

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

Unit 3:

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

Unit 4:

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

Unit 5:

- Library building and Space Management
- Library Furniture and Equipment

Unit 6:

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

References:

Bryson, J (1990). Effective library and information management. Aldershot: Gower
Cronin, Blasé (1985). Information management: From strategies to action. London: Aslib
Evans S E (1978). Management techniques of librarians. Ed. 2 New York, Academic
Harvey R (1993). Preservation in libraries: Principles, Strategies and practices of librarians. New York: Bowker-Saur
Mittal, R. L (1983). Library administration: Theory and Practice, Ed 5.
Ranganathan, S. R (1989). Library Administration. Bangalore: SRELS

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

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

Unit 1:

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

Unit 2:

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

- Filing of entries

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

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

Unit 5:
- Normative principles of classification and their applications

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

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

References:

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

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

Dewey Decimal Classification Ed 22

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Unit 1:
- Information Sources:Meaning, Definition, Nature, Evolution, Characteristics, Functions
- Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2:
- Primary sources:Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3:
- Secondary sources:Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4:
- Tertiary Sources:Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

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

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

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

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

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

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

Unit 1:
- Computers: History and Development, Generation of Computers, Types of Computers, Applications of computers
- Components of a Computer: CPU, Input and Output devices, Internal and External storage devices – ROM, RAM, Magnetic Devices, Optical Devices; Computer Software

Unit 2:
- Library Automation:Genesis, History, Ned, Rationale, Types and areas of Library automation; Study of Library Software Packages – SOUL, NIC E-Granthalaya

Unit 3:
- **Internet:** Origin, History and Evaluation; Resource and Facilities; Internet Tools; Applications to Libraries

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

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

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

References:
Basandra S K (202). Computers Today, New Delhi: Gogotia
Benfold J (1993). Welcome to CD – ROM, New York: MIS Press
Haravu, L. J (2004). Library Automation: Design, Principle and Practice, New Delhi, Allied
Rajaraman, V (1981). Fundamentals of Computers. New Delhi: Prentice-Hall of India
Sinha P. K (1992). Computer Fundamentals: Concepts, Systems and Applications Ed. 2 New Delhi: BPB

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

Time: 3 Hours   Max. Marks: 70

Instructions: Answer the following as instructed below

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

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