SYLLABUS

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY*

UNIT – I: Role of Libraries

Library as a Social Institution
Development of Libraries in India
Role of Library and Information Centres in Modern Society
Five Laws of Library Science

UNIT– II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services
Public Libraries, Academic Libraries and Special Libraries
Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA National and International
Organizations: RRRLF, UNESCO and IFLA
Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act
Library Legislation in India: Structure and Salient Features
Press and Registration Act
Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Communication channels, models and barriers
National Knowledge Commission and Information Policy
Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies
Professional Ethic

Role of Library and Information Professionals in Digital Era

*This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.

Recommended Books
1.   **BHATT (R K):** History &Development of Libraries in India (1995), Mittal Publications, NewDelhi.

2. **CHAPMAN (EA) and LYNDEN (FC)**: Advances in Librarianship (2000), Academic Press, SanDiego.
3. **CHOWDHURY (GG), BURTON (PF) and McMENEMY(D):**Librarianship: the completeintroduction (2008), Neal-Schuman Publishers, New York.
4. **FEATHER (J):** The Information Society: a study of continuity and change (Ed. 5. 2008), FacetPublishing, London.
5. **KHANNA (JK):** Library and Society (1955), Research Publication, Kurukshetra.
6. **KRISHAN KUMAR:** Library Organisation (1993),Vikas, New Delhi.
7. **MARTIN (W J):** The information Society (1988) Aslib, London.
8. **PRASHER (R G):** Information and its Communication(1991), Medallion Press, New Delhi.
9. **RANGANATHAN (S R):** Five laws of Library Science (Ed. 2,1989), Sarada RanganathanEndowment for Library Science, Bangalore.
10. **SINGH (S P):** Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi.
11. **VENKTAPPAIAH (V) and MADHUSUDHAN (M):** Public Library Legislation in the newMillennium (2006), Bookwell, New Delhi.

Paper: B-102   LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

Concepts, Terminology
Need, Purpose and Functions
Species of Classification Schemes

UNIT - II: Theory and Development

Historical Development

General Theory: Normative Principles

Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet Sequence
Phase Relation and Common Isolates
Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities
Call Number: Class Number, Book Number and
Collection NumberConstruction of Class Numbers

UNIT – V: General and Special
Classification Schemes

Dewey Decimal Classification
Universal Decimal Classification
Colon Classification
Current Trends in Library Classification

Recommended Books
1.   **KRISHAN KUMAR:** Theory of Classification (1993),Vikas, New Delhi.
2.   **MANN (Margaret):** Introduction to Cataloguing and the Classification of Books
       (Ed. 2, 1943)ALA, Chicago.
3.   **RANGANATHAN (SR):** Descriptive account of the Colon Classification
(1990)Sarada RanganathanEndowment for Library Science, Bangalore.
4.   **RANGANATHAN (SR):** Prolegomena to Library Classification (Ed 3,
       1989),Sarada RanganathanEndowment for Library Science, Bangalore.
5.   **SAYERS (WCB):** Manual of Classification for Librarians (Rev. by Arthur Malt
       by Ed. 5, 1975),Andre Deutsch, London.
6.   **SAYERS (WCB):** Introduction to Library Classification (Rev. by Arthur Malt
       by Ed. 9, 1958),Grafton, London.
7.   **WYNAR (Bohdan S):** Introduction to Cataloguing and Classification (Ed 7, 1985)
       LibrariesUnlimited, New York.

Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents with Basic Subjects
Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation

Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and
Devices
Classification of Documents with Compound and
Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)
Classification of Documents using Tables 1 to 7

Recommended Books
1.   **DEWEY (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin,
       USA.
2.   **KAULA (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New
       Delhi.
3.   **RANGANATHAN (SR):** Elements of Library Classification (1989),Sarada
RanganathanEndowmentfor Library Science, Bangalore.
4.   **RANGANATHAN (SR):** Colon Classification (Ed.6, 1960),Sarada Ranganathan
       Endowment forLibrary Science, Bangalore.
5.   **SATIJA (M P):** Manual for Practical Colon Classification (Rev. Ed.3, 1995),
       Sterling Publishers,New Delhi.

6. **SATIJA (MP):** The Theory and Practice of the Dewey Decimal Classification System(2007),Chandos Publishing, Oxford.

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer
Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows
NT, Linux, etc.Word Processing, Spreadsheets,
PowerPoint Presentation
Graphics Software: Basic Functions
and Potential Uses
Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial
Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata Dublin Core
Library Software Packages: Overview and House
Keeping Operations
Case Studies: WINISIS, Alice for Windows and
SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components
Database Structures, File Organization and
Physical Design
Database Management System: Basic Functions,
Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet
Information ServerWeb Interface Software: GENISIS

UNIT – V: Introduction to Internet

Basics of Internet
Search Engines and Meta
Search Engines
Internet Search
Techniques
E-resources and Online Databases

Recommended Books
1. **DEEPALI (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka LibraryAssociation, Colombo.
2. **HARAVU (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, NewDelhi.
3. **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad
4. **NEELAMEGHAN (A) and LALITHA (S K):** Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
6. **RAJARAMAN (V):** Introduction to Information Technology (2007), Prentice-Hall of India, NewDelhi.
7. **SIMPSON (Alan):** Windows XP Bible.(2004) John Wiley, New York.
8. **SIMPSON (Alan) and JONES (Bradley L):** Windows Vista Bible.(2007), John Wiley, New York.
9. **UNESCO**: CDS/ISIS for windows: reference manual (vo1.5, 2004) UNESCO, Paris.
10. **WALKENBACH (John):** et al. Office 2007 Bible.(2007) John Wiley, New York.

Paper-B-105 BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)

UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, LinuxSetting of Desktop, Library Server and its Maintenance
Creating Presentations
with PowerPoint Editing
and Formatting Word
Documents

UNIT – II: Database Creation and Library Software
Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT – III: Database Web
Interface GENISIS: Installation,
Configuration and FunctionsWeb
Interface to WINISIS using
GENISIS23 24

UNIT – IV: Online and Offline Searching
Web Searching
Advanced Internet Searching
Search through Meta
Search Engines
Offline Databases
Internet and E-mail

Recommended Books
1. **CHOWDHURY (GG) and CHOWDHURY (Sudatta):** Searching CD-ROM and OnlineInformation Sources (2000) Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information -

from the shelf tothe web (2007), Facet Publishing, London.
3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structuresand Tools (1996), John Wiley, New York.
4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor + : A Learning and Teaching Package on Hypertext Link Commands in WINISIS(2001),Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher):** Linux Bible.(2005), John Wiley, New York.
7. **SIMPSON (Alan):** Windows XP Bible.(2004), John Wiley, New York.
8. **UNESCO.** CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.
9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), LibraryAssociation, London.

11. **Paper- B-106 PROJECT WORK: LITERATURE AND FIELD SURVEY**

Objectives:
i) to train the students in literature searching using print and online sources on the assigned area ofstudy;
ii) to train the students in preparing bibliography and documentation list on the assigned area of study;
iii) to expose the students with the real working environment of a library by assigning them a topicrelated with the library operations, and
iv) to train them in preparing the state-of-the-art report on the assigned area of study.

Note: The work for this paper shall start in the beginning of the semester rfor which each student will beallotted a topic for Literature and Field Survey by the concerned teacher.

SECOND SEMESTER

Paper: B-107   MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

UNIT – I: Principles of Library Management

Management Vs Administration

General Principles and their Application
Library Organisation Structure and Library Governance
Library Planning: Need, Objectives and Procedures
Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance

Library Budget,

Budgeting and Accounting
Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management

Library Building

Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library

Circulation Work
Maintenance Shelving and Stock Verification
Preservation
Library Services
Reference and Information Service

UNIT – V: Library Records and Statistics
Staff Manual
Library Statistics
Annual Report

Recommended Books:
1. **BRYSON (Jo):** Effective library and information centre management (1990) Gower, Hants.
2. **CLAYTON (PR) and GORMAN (GE):** Managing Information Resources in Libraries: CollectionManagement in Theory and Practice (2006), Facet Publishing, London.
3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed.5, 2005) Libraries Unlimited, London.
4. **KATZ (WA):** Collection Development- the Selection of Materials for Libraries (1980), Holt,Rinehart and Winston, New York.
5. **KRISHAN KUMAR:** Library Management in Electronic Environment (2007), Har-AnandPublications, New Delhi.
6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), LibrariesUnlimited, London.
7. **MITTAL (R):** Library Administration- theory and practice (2007), EssEss, New Delhi.
8. **RANGANATHAN (SR):** Library Administration (2006),EssEss,New Delhi.
9. **SEETHARAMA (S):** Guidelines for Planning of Libraries and Information Centres (1990),IASLIC, Calcutta.
10. **STUEART (R D) and MORAN (B B):** Library and Information Centre Management (2007),Libraries Unlimited, London.

Paper: B-108   INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature
and Characteristics
Printed and Electronic Information Sources
Types of Information
Sources and Services
Criteria for Evaluation of
Reference Sources

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/Dissertations, Trade Literature etc.)

Secondary Information Sources: Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies,Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals

Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, UnionCatalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs
Theory and Functions of Reference and
Information Service
Enquiry Techniques
Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services
Alerting Services, CAS, SDI, Reprographic Service,
Translation Service,Document Delivery and Referral
Service

UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users
Users and their Information needs: Categories of users, Ascertaining users
Information needsInformation Literacy Products

Recommended Books

1. **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA,Chicago.
2. **CRAWFORD (John)**: Evaluation of Library and Information Services (2000) ASLIB, London.
3. **FARMER (LSJ)** (E d.2007): The Human Side of Reference and Information Services in AcademicLibraries: Adding Value in the Digital World, Chandos Publishing, Oxford.
4. **FOSKETT (DJ)**: Information Service in Libraries (Ed.2. 1967) Archon Book Hamden, Connecticut.
5. **FOURIE (D) and DOWELL (D)**: Libraries in the information age (2002), Libraries Unlimited, NewYork.
6. **KATZ (William A)**: Introduction to reference work: Reference Service and Reference Process (v.2,Ed. 5, 1987) McGraw-Hill, New York
7. **KRISHAN KUMAR:** Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**: Reference Service (Ed 2, 1989) Ranganthan Endowment for LibraryScience, Bangalore.
9. **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.
10. **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning,learning and contracting out information services (1993) Gower, London.

Paper: B-109   LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives,
Purposes and Functions

History and Development of Library Catalogue
Codes
Physical Forms of CataloguesTypes of Catalogues

UNIT – II: Types of Catalogue Entries

Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western
and Indic Names
Corporate Authors
Pseudonymous, Anonymous Works
and Uniform TitlesNon-Print
Resources

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept,

Purpose and ProblemsChain

Indexing
Subject Headings Lists: LCSH, SLSH

<u>UNIT –V: Trends in Library Cataloguing</u>

Centralized and Cooperative Cataloguing Bibliographic Standards: ISBD, MARC, CCF, etc.
ISBN and ISSN

Recommended Books
1.   **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.
2.   **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.
3.   **HUNTER (EJ) and BAKEWELL (K G B)**: Advanced cataloguing (1989) Clive Bingley, London.
4.   **KUMAR (G) and KUMAR (K)**: Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.
5.   **MILLER (J)**, Ed. Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.
6.   **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989)Sarada Ranganathan Endowment for Library Science, Bangalore.
7.   **READ (J)**: Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.
8.   **TAYLOR (AG) and MILLER (David P)**: Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

Paper: B-110   LIBRARY CATALOGUING (Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and
AACR - II alongwith Sears List of Subject Headings (Latest edition)

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship
Works of Mixed Responsibilities
Editorial Publications
Series Publications
Multi- volumed Works & Pseudonymous

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship
Works of Shared Responsibilities
Editorial Publications
Multivolume and Pseudonymous

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship
Works of Conflict of Authorship
Periodical Publications
Ordinary and Artificial Composite Books

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate BodiesSerial Publications
Works of Editorial Direction

Recommended Books
1. **AMERICAN LIBRARY ASSOCIATION**: Anglo-American Cataloguing rules (Rev Ed. 2, 1998) Library Association, London.
2. **MILLER (Joseph)**, Ed. Sears list of subject headings (Ed 15, 1994) Wilson, New York.
3. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989)Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper: B-111   INTERNSHIP PROGRAMME

UNIT- I: Internship Programme

A. Report on Internship Programme
B. Viva-Voce

Objectives:
    i)   to train the students in practical librarianship in the working environment of the library bydeputing them in different types of libraries for a period of one month; and
    ii)   to train them in preparing the Internship Report in a prescribed format based on their practicaltraining and learning.

Note: Each student shall have to undergo an Internship Programme at a library, selected by the Departmentfor a period of one month, immediately after the Second Semester Examination.

MASTER OF LIBRARY AND INFORMTATION SCIENCE

FIRST SEMESTER

COMPULSORY COURSES

Paper: M-101 INFORMATION SYSTEMS

ANDPROGRAMMES*

UNIT – I: Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System
Kinds of Information System: Libraries, Documentation Centres and Information Centres
Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses
Archives and Translation Pools: Functions and Services

UNIT – II: National Information System and Policy

Planning and Design of National Information System
National Information Policy
National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC,NDCMC, ENVIS, etc.

UNIT – III: Global Information Systems

Programmes and Activities of UNESCO, UNISIST & IFLA, INIS, AGRIS, INSPEC & MEDLARS, etc.

UNIT – IV: Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET
CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V: Information Services and Information Products

Information ServicesLiterature Search
Documentation Services, Translation Services
CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services
Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

* This is only a broad outline, the coverage of topics in each Paper will be elaborated by the concerned teacher.

Recommended Books
1.   **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.
2.   **BAMAN (P)**: Studies on information systems, services and programs in India and abroad (1993)Ajanta, Delhi.
3.   **BARUA (B P)**: National policy on library and information systems and services for India:perspectives and projections. 1992. Popular Prakashan, New Delhi.
4.   **BURCH (J G) and GRUDNITSKI (G)**: Information systems: theory and practice (1986) Wiley,Singapore.
5.   **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974)

6. **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from libraryautomation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
7. **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services inIndia (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.
8. **ROWLEY (J)**: The basics of information system (Ed 2, 1996) Library Association, London.
9. **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

PAPER: M-102   ADVANCED KNOWLEDGEORGANISATION: CLASSIFICATION
(Practical)

UNIT- I: Fundamentals of UDC

Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and OrganisationClassification of Simple and Compound Subject Documents

UNIT- II: Advance Applications of UDC

Introduction to Common Auxiliaries and Special
Auxiliaries Application of Common Auxiliaries, Special
Auxiliaries, Devices, etc.Classification of Complex
Subject Documents

Recommended Books
1. **FOSKET (A C):** Universal Decimal Classification (1973) Clive Bingley, London.
2. **McLLWAINE (I C):** The Universal Decimal Classification: a guide to its use (2007) UDCConsortium, The Hague, Netherlands.
3. **UNIVERSAL DECIMAL CLASSIFICATION:** (Latest Edition) British standards institution,London.

Paper: M-103   ADVANCED KNOWLEDGE ORGANISATION:CATALOGUING
(Practical)

Cataloguing of Non Book Material and Electronic Resources According to AACR (Latest Edition)

UNIT–I: Non-Book Materials

Complexities of Periodicals
Manuscripts
Cartographic
Materials
Microforms
Graphic Materials

UNIT–II: Electronic Resources

Sound Recordings
Motion Pictures
Video Recordings

Computer Files

Web Resources

Recommended Books
1. **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing Rules (Latest Edition)Library Association, London.
2. **LIBRARY OF CONGRESS SUBJECT HEADINGS:** (Latest Edition) Library of Congress,Washington.
3. **WILKIE (Chris):** Managing film and video collections (1999) ASLIB, London.

Paper: M-104   INFORMATION AND COMMUNICATIONTECHNOLOGYAPPLICATIONS IN LIS (Theory)

UNIT–I: Web Technologies in Libraries

Implication of WWW on Library Websites,
Web OPACsWeb 2.0 and Web 3.0: Features
and Functions
Web Directories, Subject Gateways, Library Portals, etc.
Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT-II: Integrated Library Automation and Networking Software

Open Source Library Software and
ApplicationsWeb based Library
Management Software Library
Software Securities Parameters
Virtual Library

UNIT–III: Multimedia and Institutional Repositories

Multimedia Applications in Libraries
Image Creation using Photoshop and Corel Draw etc.
Institutional Repositories: Greenstone Digital Library, D space, and E-prints etc.

UNIT–IV: Introduction of Networks

Types of Networks: Network Components, Categories, LAN Standards and
Inter-NetworkWireless Networking and Emerging Networking Technologies
Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL),
Asynchronous Transfer Mode (ATM), etc. Network Software: Network Operating Systems,
Domain Name System and Network Management Systems, etc.
OSI Network Model and TCP/IP Reference Model

UNIT–V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries
Library Security Technology: RFID, Barcode, Smart Card
and CCTV, etc.Video Conferencing and Audio Conferencing
Functional Requirements for Bibliographic
Records (FRBR)Digital Content Management
System

Federated Search and Multimedia
Databases Search Protocols: Z39.50
Standard for Retrieval and OAI-PMH
Artificial Intelligence and Libraries
Expert Systems in Libraries

Recommended Books
1. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
2. **CLYDE (Laurel)**: Weblogs and libraries (2004) Chandos Publishing,Oxford.
3. **EVANS (Woody):** Building library 3.0: issues in creating a culture of participation (2010) ChandosPublishing, Oxford.
4. **GRIFFITHS (Peter):** Managing your internet and intranet services:the information professional'sguide to strategy (Ed.2, 2004) Facet Publishing, London.
5. **JANCZEWSKI (Lech)**: Internet and intranet security management: risks and solutions (2000) Idea,Hershey.
6. **KROSKI (Ellyssa):** Web 2.0 for librarians and information professionals (2008) Neal SchumanPublishers, New York.
7. **LIU (Jia):** Metadata and its applications in the digital library: approaches and practices (2007)Libraries Unlimited, Westport.
8. **PRIMARY RESEARCH GROUP STAFF:** Academic library websites benchmarks (2008)Primary Research Group, New York.
9. **VINCE (J):** Introduction to virtual reality (2004) Springer, London.
10. **WISE (Richard):** Multimedia: a critical introduction (2000) Routledge, London.

Paper: M-105   RESEARCH METHODOLOGY

UNIT–I: Introduction to Research

Research: Concept, Need
and Purpose Research
Problem and Research
DesignLiterature Review
Hypothesis: Definition, Types, Sources and Functions

UNIT–II: Types of Research Methods

Historical, Survey and
ExperimentalCase
Study
Scientific Research and Statistical Research etc.

UNIT–III: Research Techniques

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and
Check-list, etc.Library Records and Reports

UNIT–IV: Statistics and its Applications

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear
regression, Chi-Square test, t-test, z-test, f-test.51 52
Presentation of Data: Tabular, Graphic, Bar Diagram and
Pie Chart, etc.Report Writing
Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT–V: Metric Studies and Style Manuals

Scientometrics, Infometrics and Webometrics
Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Books
1. **ALVESSON (M) and SKOLDBERG (K):** Reflexive methodology: new vistas in qualitativeresearch (Ed. 2 Rev. 2010) Sage Publication, London.
2. **BUSHA (CH):** Research methods in librarianship (1990) Academic Press, New York.
3. **GOODE (WJ) and HATT (PK):** Methods in social research (1982) McGraw-Hill, New York.
4. **GREENFIELD (T):** Research methods: guidance for postgraduates (1996) Hodder Arnold, London.
5. **KRISHAN KUMAR:** Research methods in library and information science (Rev. Ed. 1999)Har-Anand Publications, New Delhi.
6. **LANCASTER (F W) and POWELL (R R):** Basic research methods for librarians. 1985. Ablexpublishing, New Jersey.
7. **POWELL (RR) and SILIPIGNI (CL):** Basic research methods for Librarians (Ed. 4, 2004)Libraries Unlimited, Westport.
8. **SINGH (SP):** Research methods in social sciences: a manual forde signing questionnaires (2002)Kanishka, New Delhi.
9. **SLATER (M):** Ed. Research methods in library and information studies (1990) Library AssociationPublishing, London.
10. **YOUNG (PV):** Scientific social survey and research (Rev. Ed. 4, 1984) Prentice Hall, New Delhi.

Paper: M-106   MARKETING OF LIBRARY ANDINFORMATION PRODUCTS ANDSERVICES

UNIT–I: Fundamental Concepts

Needs, Objectives and Philosophy
Marketing Environment: Producer, Consumer –
Buyer BehaviourMarketing Information System
Market Segmentation Marketing Mix

UNIT–II: Strategies and Techniques

Strategic Planning
Marketing Research
Marketing Process

UNIT–III: Promotion of LIS Products and Services

LIS Products and Services as a Marketable
Commodity Pricing, Distribution Channels and
Communication StrategiesAdvertising, Sales
Promotion
Public
Relation
s
Electron
ic
Marketi

ng

UNIT–IV: Management Consultancy

Evolution, Need and Objectives
Voluntary versus Authenticated Consultancy
Impact of Management Consultancy on Librarianship
Role of Library Associations and LIS Schools

UNIT–V: Information Analysis, Consolidation and Re-Packaging

Information Analysis and Consolidation: Concept, Need and
Purpose Packaging and Re-Packaging: Concept, Need, Purpose
and Criteria Information Consolidation Products: Concept, Types,
Design and Development

Recommended Books
1. **BAKEWELL (K G):** Managing user-centred libraries and information services (Ed. 2, 1997)Maxwell, London.
2. **BUTCHER (Helen):** Meeting manager's information needs (1998) ASLIB, London.
3. **CARPENTER (J) and DAVIES (R):** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.
4. **COOTE (Helen) and BATCHELOR (Bridget):** How to market your library services effectively(Ed. 2, 1997) Aslib, London.
5. **GUPTA (D K):** et al. Marketing library and information services: international perspectives (2006)
K.G. Saur, Munich.
6. **HELINSKY (Z):** A short-cut to marketing the library (2008) Chandos Publishing, Oxford.
7. **JAIN (Abhinandan K)**: et al. Marketing information products and services: a primer for librariesand information professionals (1999) Tata McGraw-Hill, New Delhi.
8. **KOTLER (Philip):L** Marketing management (Ed.12, 2002) Prentice Hall, Delhi.
9. **KOTLER (Philip) and ARMSTRONG (Gary)**: Principle of marketing (Ed. 7, 1996) Prentice- Hallof India, New Delhi.
10. **ROWLEY (Jenifer):** Information marketing (2001) Ashgate London.

SECOND SEMESTER

Paper: M-107 INFORMATION AND COMMUNICATIONTECHNOLOGYAPPLICATIONS IN LIS (Practical)

UNIT–I: Website Designing and Navigational Tools

Designing Static and Dynamic
Library WebsitesDesigning Mobile
Websites
Developing Web Directories, Subject Gateway and Library
Portals Designing and Developing Library Blogs, RSS Feeds,
Wikis and Flickr etc.Image Creation using Photoshop, Corel
Draw etc.

UNIT–II: **Integrated Library Management Systems and Institutional Repositories**

Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System(Open Source)
Web based Library Management Software
Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes andMetadata Creation
Customization of Green stone Digital Library Software

UNIT–III: **Audio and Video Conferencing**

Audio
Confere
ncing
Video
Confere
ncing

UNIT–IV: **Advanced Searching and Metadata Creation**
Downloading MARC 21 Records using
Z39.50 ProtocolFederated Search
Creation of Metadata

Recommended Books
1.   **BATES (Chris):** XML in theory and practice (2003) John Wiley, Chichester.
2.   **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
3.   **COX, (Christopher N):** Federated search: solution or setback for online library services (2006) TheHaworth Press, Philadelphia.
4.   **DONNELLY (V):** Designing easy-to-use websites: a hands-on approach to structuring successfulwebsites (2000) Addison-Wesley, Boston.
5.   **LOWERY (Joseph W):** Dreamweaver MX bible. (2002) Wiley Publishing, Indian apolis.
6.   **LYNCH (P J) and HORTON (S)**: Web style guide: basic design principles for creating web sites.(Ed.3, 2010) Yale University Press, London.
7.   **McCLELLAND (Deke):** Photoshop 7 bible. (2003) Wiley Publishing, New York.
8.   **SIMMONS (Curt):** Microsoft office front page 2003 bible with CDROM (2003) Wiley Publishing,Indian apolis.
9.   **ULLMAN (Larry)**: Building a web site with ajax: visual quick pro guide (2007) Peachpit Press,Berkeley.
10.   **WITTEN (Ian H) , BODDIE (Stefan) and THOMPSON(John):** Greenstone digital library user'sguide (2006) New Zealand Digital Library Project, New Zealand.

Paper: M-108   **INFORMATION STORAGE AND RETRIEVALSYSTEM**

UNIT–I: **Fundamental Concepts**

Concept, Characteristics, Objectives, Types,
Operations and DesignCompatibility of ISAR System
Information Retrieval Process and
Search StrategyEvaluation of ISAR
System
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists
and ThesaurusNeed, Structure and Construction of Thesaurus

Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management

Introduction to Indexing
Systems Introduction to
Indexing in Corporate System
Introduction to Indexing in
Research System

UNIT–III: Bibliographic Description

Rules for Bibliographic
Description Standards for
Bibliographic Record Formats
Metadata Concept
Metadata Standards: Dublin Core, MARC 21, etc.

UNIT–IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System
Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.
Internet Searching and Meta Search Engines
Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

Recommended Books
1. **CHOWDHURY (GG):** Introduction to modern information retrieval (1999) Library Association,London.
2. **CLEVELAND (Donald B) and CLEVELAND (Ana D):** Introduction to indexing and abstracting(2001) Libraries Unlimited, Colorado.
3. **FOSKETT (AC):** Subject approach to information (Ed.5, 1996) Library Association, London.
4. **GOSH (S N) and SATPATHI (J N):** Subject indexing system: concepts, methods and techniques(1998) IASLIC, Calcutta.
5. **KORFHAGE (R R)**: Information storage and retrieval (1997) John Wiley, New York, USA.
6. **LANCASTER (F Wilfred):** Vocabulary control for information retrieval (Ed. 2, 1985) InformationResource Press, Arlington.
7. **LANCASTER (F Wilfred):** Indexing and abstracting in theory and practice (Ed. 3, 2003)University of Illinois, Urbana.
8. **ROWLEY (J):** The basics of information system (Ed. 2, 1996) Library Association, London.
9. **SOERGEL (D):** Indexing languages and thesauri: construction and maintenance (1974) John Wileyand Sons., New York.
10. **WALKER (G) and JANES (J)**: Online retrieval: a dialogue of theory and practice (1993) LibrariesUnlimited, Englewood, London.

Paper: M-109 INFORMATION LITERACY APPLICATIONSINLIS

UNIT–I: Fundamental of Information Literacy

Concept, Need
and Objectives

Areas of
Information
Literacy
Standards and Models in
Information LiteracyRole of
Institution in Information
Literacy

UNIT-II: Information Literacy Programmes

Scope of Information Literacy
Programme National Programmes in
Information Literacy International
Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy

Information Literacy Products: Library Brochure, Database Brochure, Web based Access
Instructions,Information Bulletin
Designing of Information Literacy
Programme Implementation of
Information Literacy Programmes

UNIT-IV: Application of Information Literacy in Library and Information Centres

Information Literacy for
Users Information
Literacy for Professionals
Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy

Web based Information
Literacy SystemOPAC
Information Literacy
System Life Long Learning
System

Recommended Books
1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: a position paper on information problem solving (2000) availableat:www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)
3. **ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES:** Objectives for InformationLiteracy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).
4. **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech s(2005) University of Nebraska, Lincoln. Available at: http://digitalcommons.unl.edu/library_talks/11
5. **DELCOURT (M) and HIGGINS (CA)**: Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and

Development in Education (1993) 27; 31-7.
6. **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.
7. **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.
8. **GRASSIN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice(2001) Neal Schuman, New York.
9. **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association,Chicago.
10. **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies(Vol. 46; 3 September 1998); 251-263.

ELECTIVE COURSES

Paper: M-110 (b)   ACADEMIC LIBRARY AND INFORMATIONSYSTEM

UNIT–I: Academic Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special
Reference to IndiaRole of Libraries in Formal and Non-
Formal Education System
UGC and its Role in the Development of College and University Libraries

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government
PublicationsNon-Book Materials
Electronic Resources and Online Databases61 62

UNIT–III: Library Organization and Administration

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

UNIT–IV: Information Services

CAS, SDI, Abstracting and
Indexing Services Library
Bulletin, Newspaper Clipping
ServicesComputerized Services
Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library
Consortium, etc.Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance,
Sources of FinanceTypes of
Budget
Nature, Size, Selection, Recruitment, Qualification
and TrainingResponsibilities and Duties
Competency Development

Recommended Books
1. **BAKER (David),** Ed. Resource management in academic libraries (1997) Library Associations,London.
2. **BROPHY (Peter):** The academic library (2000) Library Association, London.
3. **BUDD (J M):** The academic library: the context, its purpose and its operation (1988) LibrariesUnlimited, London.
4. **CHAPMAN (Liz):** Managing acquisitions in library and information Services (2001) LibraryAssociation, London.
5. **DOWLER (L)**: Ed. Gateways to knowledge: the role of academic libraries in teaching, learning andresearch (1998) The MIT Press, London.
6. **JORDON (Peter):** The academic library and its users (1998) Gower Publishing Limited, London.
7. **LINE (Maurice B),** Ed. Academic library management (1990) Library Association, London.
8. **RANGANATHAN (S R):** School and college libraries (1942) Madras Library Association, Madras.
9. **WEBB (Sylvia P):** Personal development in information work (Ed2.1991) Aslib, London.
10. **WHITE (Carl M):** Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

ELECTIVE INTERDISCIPLINARY COURSES

Paper: M-111 (c)   PRINT, ELECTRONIC SOURCES& LITERATURE IN SOCIAL SCIENCES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Social Sciences: History, Political Science, Economics and Sociology

UNIT–II: User Studies and Information Seeking Behaviour

Information Needs
of Users
Information
Seeking Behaviour
User Studies: Importance,
Objectives and TypesPlanning User
Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation

Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services

Networked and
Distributed Databases
Consortia and Subject

Gateways Internet
Resources and Services

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of SocialSciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economicsand Sociology

Recommended Books
1. **DEUTCHER (C G):** et al. Guide to historical literature (1951) Macmillan, New York.
2. **HOSELITZ (Bert F):** Reader's guide to the social sciences (Rev. Ed.1972) Free Press, Glencoe.
3. **MAJUMDAR (R C):** Historiography in modern India (1970) Asia Publishing House, Bombay.
4. **MANN (Peter H):** Methods of sociological enquiry (1968) Schocken Books, New York.
5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966) Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N):** Ed. Sociology for India (1967) Prentice Hall, New Delhi.
7. **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973) Bedminster Press,Tolowa, N.J

Paper:M-112   PROJECT WORK
The Work for Paper shall start in the beginning of the second semester for which each student will be allotted atopic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.