



**MIZORAM UNIVERSITY**  
**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS)**

**SYLLABUS**  
**Choice Based Credit System (CBCS)**  
**2021**

**BoS Approved : 30.04.2021**  
**School Board Approved : 07.05.2021**  
**Academic Council Approved : 29.06.2021**

## COURSE STRUCTURE FOR MLIS UNDER CBCS - 2021

No	Course Code	Course Name	Credit Distribution				Marks (Scaled)
			L	T	P	Total	
FIRST SEMESTER (Foundation Course=4; Core Courses=18; Total: 22 Credits)							
1	LIS/1/FC/01	Foundation of Librarianship	2	0	0	2	100
2	LIS/1/FC/02	Foundation of Information Science	2	0	0	2	100
3	LIS/1/CC/03	Personality Development & Communication Skill	4	0	0	4	100
4	LIS/1/CC/04	Organization of Knowledge – Classification Theory	4	0	0	4	100
5	LIS/1/CC/05	Organization of Knowledge – Classification Practice	0	0	3	3	100
6	LIS/1/CC/06	Basics of Information & Communication Technology	4	0	0	4	100
7	LIS/1/CC/07	ICT Practical	0	0	3	3	100
		Total	16	0	6	22	700
SECOND SEMESTER (Foundation Course=4; Core Courses=16; Open Electives=2; Total: 22 Credits)							
8	LIS/2/FC/08	Introduction to Information Sources	2	0	0	2	100
9	LIS/2/FC/09	Introduction to Information Services	2	0	0	2	100
10	LIS/2/CC/10	Management of Library & Information Centres	4	1	0	5	100
11	LIS/2/CC/11	Organization of Knowledge – Cataloguing Theory	4	0	0	4	100
12	LIS/2/CC/12	Organization of Knowledge – Cataloguing Practice	0	0	3	3	100
13	LIS/2/CC/13	Information Sources & Services – Practice	0	0	4	4	100
14	LIS/2/OE/14	Community Information Service	2	0	0	2	100
		Total	14	1	7	22	700
THIRD SEMESTER (Core Courses=12; Specialization Courses=8; Open Electives=2. Total=22 Credits)							
15	LIS/3/CC/15	Information Retrieval	4	0	0	4	100
16	LIS/3/CC/16	ICT Applications in Libraries – Theory	3	0	0	3	100
17	LIS/3/CC/17	ICT Applications in Libraries – Practice	0	0	3	3	100
18	LIS/3/CC/18	Job Diary (Library Practical Work)	0	0	2	2	100
19	LIS/3/SC/19A	Academic Library System	4	0	0	4	100
	LIS/3/SC/19B	Public Library System					
20	LIS/3/SC/20A	Preservation & Conservation of Library Materials	4	0	0	4	100
	LIS/3/SC/20B	Information Resource Development					
	LIS/3/SC/20C	Internet & Its Applications					
21	LIS/3/OE/21	E-Resources	2	0	0	2	100
		Total	17	0	5	22	700
FOURTH SEMESTER (Core Courses=18; Specialization Courses=4. Total=22 Credits)							
22	LIS/4/CC/22	Information Systems & Networks	3	0	0	3	100
23	LIS/4/CC/23	Research Methodology	3	0	0	3	100
24	LIS/4/CC/24	Content Management & Digital Library- Theory	2	0	0	2	100
25	LIS/4/CC/25	Content Management & Digital Library- Practice	0	0	2	2	100
26	LIS/4/CC/26	Curriculum Stipulated Study Tour(CSST)	0	2	0	2	100
27	LIS/4/CC/27	Project Work/Dissertation	0	6	0	6	100
28	LIS/4/SC/28A	Intellectual Property Rights & Copyright	4	0	0	4	100
	LIS/4/SC/28B	Knowledge Management					
	LIS/4/SC/28C	Information Literacy					
		Total	12	8	2	22	700
GRAND TOTAL			59	9	20	88	2800

**Note:** Foundation Courses should be of 2 credits each. Core Courses (Basic) should be within 2-5 credits each. Soft Courses should be within 3-5 credits each. Open Electives should be of 2 credits each. Core & Soft Courses may be unitized into 4–6 units as per convenience of the Department. Project work/Seminar/Field work/ Internship/Training shall be treated as Core Course.

FC= 8 Credits; CC=64 Credits; SC=12 Credits, OE=4 Credits; Total 88 Credits.

# FIRST SEMESTER

**Paper Code:** LIS/1/FC/01

**Paper Name:** FOUNDATION OF LIBRARIANSHIP

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objectives:** To acquaint the students with the basic concept and philosophy of Librarianship.

**Outcome:** After completion of the course, students will be able to develop their interest in the subject, understand the basic concept and philosophies of the subject and identify the professional associations and their role in the field.

## Unit 1: Libraries- Concepts, Types, their Role and Development

- Types of Libraries: Features and Functions, Five Laws of Library Science
- Growth & Development of Libraries in UK, USA and India
- Library Extension Services
- Library Legislation, Press and Registration of Books Act, Delivery of Books and Newspapers Act

## Unit 2: Professional Associations and Organizations

- Professional Ethics in Librarianship
- Professional Associations: IFLA, ILA, IASLIC, SLA
- Information and Documentation Organizations: UNESCO, NISCAIR, DESIDOC, NASSDOC

## RECOMMENDED BOOKS

American Library Association (2003). Information policies: A compilation of position statements, Principles Statutes and other pertinent statements. ALA: Chicago Press.

Amudhavalli, A. & Singh, Jasmer(2000). Challenges and Changes in Librarianship, New Delhi: B. R. Publishing Corporation.

Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publishing.

Khan, Riyazuddi.(2006). Introduction to Library Science. New Delhi: S.B.S. Publication.

Khanna, J. K. (2003). Library and Society. New Delhi: EssEss Publications.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.

Kumar, S. & Sah, Leena. (2000). Public Library Act in India, New Delhi: Ess Ess Publications.

M. Esperanza A. C. (2004). Perspective of Library Movement in India. New Delhi: B R Publishing Corporation.

Ngurtinkhuma, R. K. (2011). Public Library in India. New Delhi: Today and Tomorrow.

Ranganathan, S. R.(1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman Publishers.

**Paper Code:** LIS/1/FC/02  
**Paper Name:** FOUNDATION OF INFORMATION SCIENCE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objectives:** *To acquaint the students with the basic concept of information and communication and how to deal with.*

**Outcome:** *After completion of the course, students will be able to understand the concept of data, information and knowledge, philosophies of the information and the different models and their application in information science.*

### **Unit 1: Information and Communication**

- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Information Society and National Information Policy

### **Unit 2: Library and Information Users'**

- Information Users': Types and Characteristics
- Information Needs, Information Seeking Behaviour Models
- User Education & User Study
- Electronic/Digital Literacy

## **RECOMMENDED BOOKS**

Feather, John. (2004). The Information Society: A study of continuity and changes. Landon: Facet Publishing.

Kumar, P.S.G. (1999). Fundamental of Information Science. New Delhi: S. Chand and Co.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.

McBride, P. K. (2001). Career Award Information and Communications Technology: Foundation Level. Cambridge University Press.

Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions Press.

Rai, A. N. (2000). Communication in Digital Age. New Delhi: Author Press.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman Publishers.

Sharma, C. R. & Singh, U. N. (2003). Information Technology. New Delhi: Shree Publishers and Distributers.

**Paper Code:** LIS/1/CC/03

**Paper Name:** PERSONALITY DEVELOPMENT & COMMUNICATION SKILLS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective:** To make the students familiarize personality and communication skills.

**Outcome:** After completion of the course, students will be able to develop their personality, communication and marketing skills effectively.

### **Unit 1: Personality and its Characteristics**

- Personality Types, Traits and Characteristics
- Social, Soft and Influencing Skill Development
- Attitude, Appearance, Time and Stress Management Skill

### **Unit 2: Communication Skill**

- Professional Communication Skills (Verbal, Non-Verbal & Written)
- Communication –Understanding the Audience, Presentation, Body Language, Interpersonal Skills and ability to listening Skill
- Technical Communication Skills and Editorial Tools

### **Unit 3: Marketing Skills & Public Relations**

- Marketing Planning and Strategy
- Publicity and Promotion
- Public Relations and Liasoning with Library Authority and Patrons

### **Unit 4: Leadership and Vision**

- Organizational Ability, Team Leadership and Problem Solving
- Project Management, Annual Plan, Five-Year & Perspective Plan, Disaster Management, Conflict and Crisis Management
- Visionary and Futuristic Approach, Preparation of Vision Document
- Negotiation Skills & Strategies

## RECOMMENDED BOOKS

Aitchison, J. (1988). Teach Yourself Linguistics. Hodder and Stoughton.

Booth, P. F. (1991). Report Writing. 2<sup>nd</sup> ed. Kings Ripton: Huntington.

Chandler, B. E. (1983). Technical Writer's Handbook. Ohio: American Society for Metals.

Chandra, A. and Saxena, T. P. (1979). Style Manual. New Delhi: Metropolitan Books.

Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.

Gerson, S. J. and Gerson, S. M. (1992). Technical Writing, Process and Product. Englewood Cliff's: Prentice Hall.

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

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

Harrison, C. (1980). Readability in the Classroom. Cambridge: Cambridge University Press.

Huckin, T. N. and Olsen, L. A. (1991). Technical Writing and Professional Communication for Non-Native Speakers of English. 2<sup>nd</sup> ed. New York: McGraw-Hill.

James, G. Gray. (1986). Strategies and Skills of Technical Presentations. Westfort: Greenwood Press.

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

Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Cengage Learning.

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

Sherman, T. A. and Johnson, S. S. (1990). Modern Technical Writing. 5<sup>th</sup> ed. Englewood Cliff's: Prentice Hall.

Swain, D. V. and Swain, J. R. (1991). The Issue of Audience. *In* Scripting for the New Audio-Visual Technologies. 2<sup>nd</sup> ed. Chapter 4. Boston: Focal Press.

Van Alstyne J. S. (1986). Professional and Technical Writing Strategies. Englewood Cliffs, New Jersey: Prentice-Hall Inc.

Weisman, H. M. (1980). Basic Technical Writing. Columbus: Charles Orenill Publishing.



**Paper Code:** LIS/1/CC/04

**Paper Name:** ORGANISATION OF KNOWLEDGE – CLASSIFICATION THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objectives:** *To apprise the students with the organization of knowledge with different basic concepts and philosophies of library classification.*

**Outcome:** *After completion of the course, students will understand the basic concept and philosophies of library classification, functions of different classification schemes available; and recent trends and developments in the subject.*

### **Unit 1: Knowledge Organization**

- Universe of Knowledge/Subjects: Nature and Attributes
- Modes of Formation of Subjects
- Knowledge Classification and Library Classification; Static & Dynamic Theories of Classification

### **Unit 2: Classification Schemes**

- Species of Library Classification Schemes
- Salient Features of DDC, UDC, and CC
- Mapping of Subjects in DDC, UDC and CC

### **Unit 3: Library Classification Theory**

- Definition, Need and Purpose of Classification
- Planes, Canons, Principles, Fundamental Categories, Postulates, Facet Analysis and Facet Sequence
- Phase Relation, Common Isolates, Devices, Mnemonics

### **Unit 4: Notational Techniques and Recent Trends**

- Notation: Definition, Types, Functions, Qualities and Techniques
- Design and Development of Classification Schedules
- Recent Trends in Library Classification

## **RECOMMENDED BOOKS**

Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.

Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.

Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.

Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.

Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.

Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.

Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.

Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.

Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.

Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.

Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10<sup>th</sup>ed.). New Delhi: Atlantic.

**Paper Code:** LIS/1/CC/05

**Paper Name:** ORGANISATION OF KNOWLEDGE – CLASSIFICATION PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

**Objectives:** *To familiarize the students with the practical experience of library classification.*

**Outcome:** *After completion of the course, students will be able to classify library resources by using DDC scheme.*

- (A) Assigning Class Numbers representing Simple, Compound, Complex Subjects according to DDC (Latest available edition)
- (B) Viva Voce

**Note:** In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva- voce (10 marks)] = 60 marks.

## RECOMMENDED BOOKS

Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23<sup>rd</sup> edition. Ohio: OCLC.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi :Ess Ess.

Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications

**Paper Code:** LIS/1/CC/06

**Paper Name:** BASICS OF INFORMATION AND COMMUNICATION TECHNOLOGY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objectives:** *To familiarize the students with the basics structure of Information and Communication Technology.*

**Outcome:** *After completion of the course, students will be able to understand the development of computers and ICT, the different software and hardware components, devices, operating systems and programming languages etc.*

#### **Unit 1: Basics of IT**

- IT: Definition, Scope & Components (Hardware & Software)
- Generations of Computers
- Storage Devices, Input & Output Devices, Memory

#### **Unit 2: Operating Systems & Programming Languages**

- Operating Systems: Types and Functions
- Study of MS-DOS, LINUX and Windows Operating Systems
- Introduction to Programming Languages

#### **Unit 3: Communication Technology**

- Tele-communication: Transmission Media, ISDN, Multiplexing, Switching Technique
- Networking: Topology and Types of Network, Standards & Protocols
- Network Models (OSI), Networking Devices

#### **Unit 4: Database Management System**

- Definition, Objectives & Functions
- Types and Elements of DBMS
- Database Structure and Architecture

## RECOMMENDED BOOKS

Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi : Excel Books.

Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.

Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.

Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,

Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi : BPB Publication.

Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.

Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai : Vijan Nicole.

Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley India.

Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press.

Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi : B. R. Publishing.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.

Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.

**Paper Code:** LIS/2/CC/07  
**Paper Name:** ICT PRACTICAL

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

**Objective:** To provide hands on practice on computer operating systems.

**Outcome:** After completion of the course, students will be able to work on Windows and Linux platform for various office works.

### Unit 1: Hands on experience of Windows Operating System

### Unit 2: Hands on experience of Linux Operating System

### Unit 3: Hands on experience of Application Software

- MS-Word
- MS-Excel
- MS-Power Point

**Note:** In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva- voce (10 marks)] = 60 marks.

### RECOMMENDED BOOKS

[Courter, G. and Marquis](#), A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.

Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.

Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB Publishers.

Norton, Peter et al. (1999). Peter Norton's complete guide to Microsoft Office 2000. New Delhi: Techmedia.

Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB Publishers.

Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley Publishers.

Winston, Wayne L. (2007). Microsoft Office Excel 2007: data analysis and business modeling. New Delhi: Prentice-Hall

# SECOND SEMESTER

**Paper Code:** LIS/2/FC/08

**Paper Name:** INTRODUCTION TO INFORMATION SOURCES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objective:** To make the students aware different types of information sources with their specific features and characteristics.

**Outcome:** After completion of the course, students will be able to use different type of information sources.

## Unit 1: Information Sources

- Documentary and Non-Documentary Sources (Human & Institutional)
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources: Print and Electronic

## Unit 2: Electronic Sources of Information

- e-Documents, OPAC, Web-OPAC
- Subject Gateways/Portals, Bibliographical Sources, Full text Databases, Bulletin Boards, Discussion Groups/Forums
- Open Access Resources, List Serves, Social Networking Sites

## RECOMMENDED BOOKS

Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: McGraw Hill.

Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneswar: SIS Chapter.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneswar: Gangotri Devi.

Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols.). London: Library Association.

**Paper Code:** LIS/2/FC/09

**Paper Name:** INTRODUCTION TO INFORMATION SERVICES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objective:** To make the students understand different types of information services with their specific features and characteristics.

**Outcome:** After completion of the course, students will be acquainted to provide different type of information services in library & information centers.

### Unit 1: Information Services

- Information Services: Definition, Scope, Need and Functions
- Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Services, Reprographic Service
- CAS/Alerting Service, SDI, DDS

### Unit 2: Internet based Information Services

- Library 2.0: Concepts, Characteristics & Components
- Synchronous Communication & Content Delivery: Instant Messaging, RSS Feeds, Streaming Media, Podcasts, Vodcasts, SMS Enquiry Service
- Collaborative Publishing Tools: Blogs & Wikis
- Collaborative Service Platforms: Social Networks, Tagging, Social Bookmarking

### RECOMMENDED BOOKS

Guha, B. (1999). Documentation and Information Services (2<sup>nd</sup>ed.). Calcutta: World Press.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

Gupta, Sangita. (2012). Innovative Challenges in Information Services. New Delhi: Kutub Publications.



**Paper Code:** LIS/2/CC/10

**Paper Name:** MANAGEMENT OF LIBRARY & INFORMATION CENTRES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	1	0	05	20	20	60	100

**Objective:** *To make the students understand the management techniques in organization of library & information centers.*

**Outcome:** *After completion of the course, students will be able to manage the library & information centers effectively.*

### **Unit 1: Management: Concept and Principles**

- Principles of Scientific Management in Libraries and Information Centers
- Elements of Management Process (POSDCORB)
- Total Quality Management, Change Management, Disaster Management, Crisis Management, Marketing of Library & Information Services
- Project Management- PERT/CPM, SWOT Analysis, MIS, DSS
- Library Committee- Types and Functions

### **Unit 2: Physical Resource Management and Library Operations**

- Library Building: Site, Selection, Planning
- Furniture, Fittings and Equipments: Standards and Specifications
- System Analysis and Design in Library Operations
- Collection Development and Management – Acquisition, Maintenance, Stock Verification, Weeding out Policy and Procedures
- Preservation and Conservation

### **Unit 3: Human Resource Management**

- Organizational Structure
- Job Description and Analysis: Job – Evaluation
- Inter – Personal Relations
- Recruitment Procedures
- Motivation: Group Dynamics
- Training and Development
- Performance Appraisal

### **Unit 4: Financial Resource Management**

- Resource Mobilization and Outsourcing
- Budgeting, Accounting and Auditing
- Budgetary Control

## RECOMMENDED BOOKS

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

**Paper Code:** LIS/2/CC/11

**Paper Name:** ORGANISATION OF KNOWLEDGE – CATALOGUING THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objectives:** *To accustom the students with the organization of knowledge with different basic concepts and philosophies of library cataloguing.*

**Outcome:** *After completion of the course, students will understand the basic concept and philosophies of library cataloguing, rules of filing entries and subject headings in cataloguing and different bibliographic standards*

### **Unit 1: Cataloguing Principles**

- Catalogue: Definition, Objectives, Functions
- Types of Catalogue and Physical Forms of Catalogue
- Principles of Cataloguing: Ranganathan's Cannon, Paris Principles
- Introduction to Catalogue Codes: CCC, AACR-IIR

### **Unit 2: Entry Elements, Filing Rules & Subject Headings**

- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)
- Rules for Choice and Rendering of Headings in AACR –IIR
- Subject Heading Lists: Sears List & LCSH

### **Unit 3: Standards of Bibliographic Description**

- ISBD, FRAD (Functional Requirements for Authorized Description), GARR (Guidelines for Authority Records and References), RDA (Resource Description and Access)
- Standards for Bibliographic Information Interchange and Communication- ISO 2709, Z39.50, Z39.71
- ISBN & ISSN

### **Unit 4: Bibliographic Record Formats & Other Aspects**

- Bibliographic Records Format- MARC 21, UNIMARC, CCF
- Cataloguing of E-Resources- Metadata Standards (Dublin Core)
- Derivatives of Cataloguing (Copy Cataloguing)

## RECOMMENDED BOOKS

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

**Paper Code:** LIS/2/CC/12

**Paper Name:** ORGANISATION OF KNOWLEDGE – CATALOGUING PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

**Objectives:** *To acquaint the students with the cataloguing practical of various types of library resources.*

**Outcome:** *After completion of the course, students will be able to catalogue library resources by using AACR IIR and use of subject headings.*

(A) Preparation of Main and Added Entries of Documents according to AACR – IIR (Latest edition) having the following items

- Single Responsibility and Shared Responsibility, Mixed Responsibility
- Corporate Author, Continuing Resources (Serials), Pseudonyms and Anonymous works
- Classics, Non-Book Materials (Cartographic Materials & e-resources)
- Assigning Subject Heading to Documents according to Sears List of Subject Heading (Latest edition)

(B) Viva Voce

**Note:** In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva- voce (10 marks)] = 60 marks.

## RECOMMENDED BOOKS

American Library Association.(1978). Anglo-American Cataloguing Rules. 2<sup>nd</sup> Ed, 2002 revision, 2005 update. Chicago: American Library Association.

Khan, M. T. M. (2005). Anglo-American Cataloguing Rules. New Delhi: Shree Publishers.

Krishan Kumar. (1986). An introduction to cataloguing practice. 3<sup>rd</sup> Rev. Ed. New Delhi: Vikas Publishing.

Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: SaradaRanganathan Endowment for Library Science.

Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings.

Sears, M. E. (2010). Sears List of Subject Headings. 20<sup>th</sup> Ed. New York: H. W. Wilson.

Singh, S. N. & Prasad, H. N.(1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

**Paper Code:** LIS/2/CC/13  
**Paper Name:** INFORMATION SOURCES & SERVICES – PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	4	04	20	20	60	100

**Objective:** To provide hands on practice on different types of information sources and services.

**Outcome:** After completion of the course, students will be able to provide different types of information services to the users in library & information centers.

### Unit 1: Practical Records

The Candidates are required to submit a report on:

- Evaluation of Reference Sources: Print and Electronic
- OPAC/Web OPAC Search Strategy
- Indexing & Abstracting Records
- Current Awareness List
- Bibliography Compilation

### Unit 2: Viva-Voce

**Note:** In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva- voce (10 marks)] = 60 marks.

### RECOMMENDED BOOKS

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

Guha, B. (1999). Documentation and Information Services (2<sup>nd</sup>ed.). Calcutta: World Press.

Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

# OPEN ELECTIVE

**Paper Code:** LIS/2/OE/14

**Paper Name:** COMMUNITY INFORMATION SERVICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objective-** To acquaint students with need and purpose of community information services.

**Outcome-** After completion of the course, students will be aware of developing community information center for providing services to the community.

## Unit 1: Basics of Community Information

- Community Information: Definition, Origin and Scope
- Need for and Sources of Community Information
- Role of Libraries in Dissemination of Community Information

## Unit 2: Community Information Services

- Community Information Services : Meaning, Types and Target Users
- Community Information Centres: Planning and Role of Information Services
- Community Information Services to Specific Communities
  - a) Rural, Urban and Metropolitan Communities
  - b) Industrial, Business Communities
  - c) Academic, Research, Institutional and R & D Communities
  - d) Physically/Mentally Disadvantaged Communities
  - e) Children, Women and Senior Citizens
- Community Information Services in India, UK and USA

## RECOMMENDED BOOKS

Babu, B. Ramesh and Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development/edited by Delhi, B.R. Publishing.

Bunch, A. (1982) Community Information Services : Their Origin, Scope and Development. London, Clive Bingley.

Chandrasekhara Rao.(1996) V. Library Services for Tribal Community. Delhi : Delta Publishing House.

Durnance, J.C. (1984). Armed for action : Library Response to Citizen Information needs. New York : Neal- Schuman.

Kahn, A.J et al. (1996). Neighborhood Information Centers: A study and Some Proposals. New York : Columbia University School of Social Works.

Vashishth, C.P. (ed.) (1995). Libraries as Rural Community Resource Centers. New Delhi, B.R. Publishing Corporation.

Warner, E. S., Murray, A. D. and Palmor, V. E. (1973).Information Needs of Urban Residents. Baltimore: MD, Regional Planing Council, 1973.

# THIRD SEMESTER

**Paper Code:** LIS/3/CC/15

**Paper Name:** INFORMATION RETRIEVAL SYSTEMS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students aware of the indexing & vocabulary control techniques and searching of resources both through print and electronic medium.*

**Outcome:** *After completion of the course, students will be aware of using the indexing techniques to retrieve the useful resources for learning and research.*

## Unit 1: Basics of Information Retrieval Systems

- Definition, Components and Types of ISAR Systems
- Elements of File Organisation
- Artificial Intelligence and Expert System
- Information Retrieval Models

## Unit 2: Subject Representation and Indexing Languages

- Alphabetical Subject Representation
- Contributions of Cutter, Kaiser, Ranganathan, Farradane and Coates
- Characteristics of Indexing Languages
- Vocabulary Control-List of Subject Headings, Thesaurus and Thesauro facet, Classaurus

## Unit 3: Indexing Systems and Techniques

- Assigned Indexing vs Derived Indexing
- Assigned Indexing Systems: Pre-Coordinate (PRECIS, POPSI and Chain Indexing) and Post-Coordinate Indexing System (Uniterm Index System)
- Derived Indexing Systems: Title based (KWIC, KWOC and KWAC), Citation based (SCI, SSCI, etc.) and Full-Text (STAIRS, LEXIS-NEXIS, etc.)
- Automatic Indexing: COMPass

## Unit 4: Information Searching and Evaluation

- Search Methods and Search Strategy, Boolean Search
- Information Searching in different Media: Print and Electronic
- Need and Parameters of Evaluation
- Retrieval Performance: Recall and Precision



## RECOMMENDED BOOKS

Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4<sup>th</sup> Ed. ASLIB.

Becker, Joseph and Robert M Hayes.(1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.

Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993

Convey, John.(1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4<sup>th</sup> ed. London.

Elis, David (1996). Progress and Problems in Information Retrieval. London: Library Association.

Fosket, A.C. (1992) Subject Approach to Information. London: Clive Bingley.

Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.

Grolier, Eric de.(1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.

Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.

Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.

Meadow, Charles T. (2000). Text Information retrieval system.Academic Press.

Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.

Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.

Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.

**Paper Code:** LIS/3/CC/16  
**Paper Name:** ICT APPLICATION IN LIBRARIES - THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

**Objective-** *To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources*

**Outcome-** *After completion of the course, students will be skilled enough to work in an automated library environment.*

### **Unit 1: Library Automation**

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Open Source Library Software: Koha, Greenstone & D-Space
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control

### **Unit 2: Automated Services**

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Library 2.0

### **Unit 3: Library Networks and Consortia**

- Objectives, scope and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: UGC Infonet, INDEST-AICTE, National Knowledge Resource Consortium

### **Unit 4: Library Security Technology**

- Barcode
- RFID
- CCTV, Biometrics, Smartcard

## RECOMMENDED BOOKS

Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata: Meteor.

Forney, Mathew. (2003). Digital Reference Services. New Delhi : Dominant Publishing.

Gopal, Krishan.(2005). Modern Library Automation. New Delhi : Authors Press.

Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.

LaxmanRao, N.; Vishwa Mohan, V.; SudarshanRao, S. & Yadagiri Reddy, J. (2004). Library Consortia: Papers - National Seminar on Library Consortia, 22-23 March, 2004, Hyderabad. Indian Association of Teachers of Library & Information Science.

Pandey, S. K. (2000). Organisation of Library Automation. New Delhi :Anmol Publications.

Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi :Ess Ess.

Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. [Delhi](#) : Sanjay.

Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi :Ess Ess.

Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi :Ess Ess.

**Paper Code:** LIS/3/CC/17

**Paper Name:** ICT APPLICATION IN LIBRARIES – PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

**Objective-** *To provide hands on experience of library automation software and website designing tools.*

**Outcome:** *After completion of the course, students will be skilled enough to automate the library as well as design a library website.*

**Unit 1: Hands-on experience on Library Automation Software**

- Integrated Library Software: Koha / SOUL

**Unit 2: Hands-on experience on Website Designing**

- HTML / Dreamweaver

**Unit 3: Viva Voce**

**Note:** In Practical Paper Total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva - voce (10 marks)] = 60 marks.

**Paper Code:** LIS/3/CC/18

**Paper Name:** JOB DIARY (LIBRARY PRACTICAL WORK)

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	20	20	60	100

**Objective-** *To give the students hands on training on various kinds of jobs performed in the library.*

**Outcome-** *After completion of the course, the students will be in a position to aware of different types of library functions and activities.*

**(1) Job diary (40 Marks)**

*Candidates are required to prepare job diary by working in the University Library or any other library specified by the department to have hands on experiences in every possible unit/section of the library at the regular basis. The Job diary is to be submitted by each candidate at the end of the semester. The diary is to be evaluated jointly by both the external and internal examiners.*

**(2) Viva Voce ( 20 Marks )**

**Paper Code:** LIS/3/SC/19A  
**Paper Name:** ACADEMIC LIBRARY SYSTEM

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students conversant with organization, functions, building, user oriented collections and services in academic library as well as role of library in continuing education program.*

**Outcome:** *After completion of the course, students will be in a position to manage the academic library system and services.*

#### **Unit 1: Academic Library: Functions and Services**

- Role of Academic Library in Higher Education
- Academic Library Services
- Academic Library Management
- Role of UGC for Academic Library Development

#### **Unit 2: Resource Management**

- Physical Resources including ICT Infrastructure
- Human Resource Development
- Financial Resource Management

#### **Unit 3: Collection Development**

- Collection Development Policy, Weeding out Policy
- Problems in Collection Development
- Role of Library Committee in Collection Development

#### **Unit 4: Staff Development and Continuing Education**

- Staffing Norms and Standards
- Continuing Education Program for Academic Libraries
- Personnel Management

## RECOMMENDED BOOKS

- Box, Kausik. (1991). Information Networks in India: Problems and Prospects. New Delhi: EssEss.
- Cowley, John. (1982). Personal Management in Libraries. London: Clive Bingley.
- Evans, G E.(1983). Management Techniques for Librarians. New York: Academic Press.
- Gelfand, M A. (1974).University Libraries for Developing Countries. Delhi: University Book and Stationery.
- Girja Kumar. (1987). Library Development in India. New Delhi: Vikas.
- Hingwe, K S. (1982). Management of University Libraries in India. Culcutta: The World Press.
- IFLA. (1985). Continuing Education: Issues and Challenges. New York: KG Saur
- Isaac Dorothy, Raju AAN, Ramaiah, LS. (1993). Eds. Academic Libraries: Role in the National Development. T R Publications.
- Kent,A and Galvin, TJ. (1979). The Structure and Governance of Library Networks. New York: Marcel Dekker.
- Ketz, William A. (1980). Collection Development: The Selection of Materials for Libraries. New York: Holt.
- Krishan Kumar. (1987). Library Administration and Management. New Delhi: Vikas.
- McDonald, Joseph, Micikon, Basney. (1994). Academic Libraries: The Dimensions of their Effectiveness. Greenwood: Greenwood Press.
- McKee, Bob. (1989). Planning Library Service. London: Clive Bingley.
- Mittal, R L. (1993). Library Administration: Theory and Practice. New Delhi: Metropolitan
- Poole, Herbert. (Ed). (1977). Academic Library by the Year 2000. New York: Bowker.
- Prashar, R G. (1991). Managing University Libraries. New Delhi: Today & Tomorrow.
- Ranganathan, S R. (1989).Library Book Selection. Bangalore: Sarada Rangnathan Endowment for Library Science.
- University Grants Commission.(1993). Report of the curriculum Development Committee in Library and Information Science. New Delhi: UGC.

**Paper Code:** LIS/3/SC/19B  
**Paper Name:** PUBLIC LIBRARY SYSTEM

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students conversant with organization, functions, building, user oriented collections and services in public library.*

**Outcome:** *After completion of the course, students will be in a position to manage the system and services of public library and literate the society by providing library services.*

### **Unit 1: Public Library Development**

- Public Library: Societal and National Development
- UNESCO Contribution for Public Library Development
- Administration of Public Libraries
- National Agencies for Public Library Development
- Library Legislation

### **Unit 2: Public Library Services**

- Library Services: Types
- Public Library as Knowledge Centers
- Changing Dimensions of Public Library Services
- Evaluation of Public Library Services

### **Unit 3: Public Library: Resource Development**

- Resource Mobilization in Public Library
- Public Library Finance
- Information Resource Development for Public Libraries
- Human Resource Development in Public Libraries

### **Unit 4: Public Libraries: Trends and Development**

- ICT Application in Public Libraries
- Resource Sharing and Networking
- Changing Scenario of Public Libraries in India, UK & USA
- Web based Public Library Services



## RECOMMENDED BOOKS

American Library Association.(1967). Minimum Standards for Public Library Systems. Chicago: ALA.

Barua, B P. (1992). National Policy on Library and Information Systems and Services for India: Perspectives and Projections. Bombay: Popular.

Batt, Chris. (1998). Information Technology in Public Libraries. London: Library Association.

Corbett, E V. (1978). Fundamentals of Library organization and Administration. New York: Oxford IBH.

Gardner, F M. (1971). Public Library Legislation: A Comparative Study. Paris: UNESCO.

Gates, J K. (1990). Introduction to Librarianship. New York: Neal-Svhuman.

IFLA.(2000). IFLA Guidelines for Public Libraries. The Hague: IFLA

IFLA. (2001). The Public Library Service: IFLA/UNESCO Guidelines for development. Munchen, KG Saur.

Iyenger, Sreenidhi. *ed* .(1996). Library Standards. New Delhi: Anmol

Khanna, J K (1987).Library and Society. Kurukshetra: Research Publications.

Kalia, D R. (1990). Guidelines for Public Library Services and Systems. Culcutta: RRRLF

Martin, Lowell A.(2003). Enrichment: A history of the Public Library in the United States in the Twentieth Century. Lanham, Scarecrow.

Murison, W J. (1988). The Public Library: Its origin, purpose and significance. London: Clive Bingley.

Patel, Jashu and Kumar, Krishan (2004). Libraries and Librarianship in India. Westport: Greenwood

Ranganathan, S R. (1959). Library Administration. Bangalore: SRELS.

Shera, Jesse H. (1965). Foundations of the Public Library: The Origins of the Public Library Movements in New England (1629-1855). Metuchen, NJ: Shoestring Press.

Venkatappaiah, V. (1990).Indian Library Legislation.Vol.I & II: Union Library Bills and Acts. Delhi: Daya Publishing House.

White, Horbert S. (1985). Library Personnel Management. New York: Knowledge Industry Publications.

**Paper Code:** LIS/3/SC/20A

**Paper Name:** PRESERVATION & CONSERVATION OF LIBRARY MATERIALS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To appraise need and techniques of preservation and conservation of library materials.*

**Outcome-** *After completion of the course, students will be able to understand various preservation and conservation techniques of library materials.*

#### **Unit 1: Basics of Preservation and Conservation: Overview**

- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets
- Digital Preservation

#### **Unit 2: Preservation of Non-Print Materials**

- Palm Leaves
- Manuscripts
- Films
- Floppies and Disks

#### **Unit 3: Hazards and Control Measures to Library Materials**

- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc)
- Chemical Factors
- Biological Factors

#### **Unit 4: Binding**

- Types of Binding of Library Materials
- Binding Material and their Varieties
- Binding Process
- Standards for Library Binding

## **RECOMMENDED BOOKS**

Casey, J. P. (1982). Paper making. New York : Interscience Publishers

Corduroy, John. (1978). Book binding for beginners. London : Thomas and Hudson

Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library

Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague : IFLA

Gabriel, M. & Ladd, D. (1980). The microfilm revolution in libraries. Greenwich : JAI Press

Harvey, Poss. (1993). Preservation in libraries: a reader. London : R R Bowker

Hans, K. J. (1958). Sign, symbol and script. London : George Allen & Unwin

Sharma, R. G. (1979). Pandulipisampadankala. Delhi : Prabhat Prakashan

Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi

**Paper Code:** LIS/3/SC/20B  
**Paper Name:** INFORMATION RESOURCE DEVELOPMENT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To acquaint students with various information resource development principles and selection tools.*

**Outcome-** *After completion of the course, students will be confident enough to equip the library by using various information resource selection tools and principles.*

### **Unit 1: Types of Information Resources**

- Documentary (Primary, Secondary & Tertiary)
- Non-Documentary
- E-Resources

### **Unit 2: Book Selection Principles**

- Drury's Principle
- Dewey's Principle
- McColvin's Principle
- Ranganathan's Principle

### **Unit 3: Selection Tools**

- Current List
- Bibliographies
- Library Catalogue
- Books in Print
- Publishers' Catalogue
- Directories
- WebOPAC (WorldCat)
- Websites

### **Unit 4: Categories of Documents**

- By Physical Characteristics
- By Information Characteristics
- Books and Periodicals
- Theses and Dissertations
- Govt. Publications
- Grey Literature

## RECOMMENDED BOOKS

- Keith R. McCloy. (1995). Resource management information systems: process and practice. Bristol, P A : Taylor & Francis. London.
- Kenneth C. Laudon, Jane Price Laudon. (2002). Management information systems: managing the digital firm. Prentice-Hall. New Jersey, USA
- Margaret C. Harrell ... [et al.]. (2011). Information systems technician rating stakeholders : implications for effective performance. Santa Monica, CA : RAND National Defense Research Institute
- Mcnurlin. (2003). Information Systems Management In Practice. Pearson Education India. Delhi.
- Okon.E. Ani & Blessing Ahiauzu. (2008). Towards effective development of electronic information resources in Nigerian university libraries. Emerald Group Publishing Ltd.
- Pitschmann, Louis. (2001). A Building sustainable collections of free third-party Web resources. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.
- Smith, Allen N. & Donald B. Medley.(1987). Information resource management. outh-Western Pub. Co. Cincinnati.
- Smith, Abby. (2001). Strategies for building digitized collections. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources
- Tariq Ashraf and Puja Anand Gulati. (2012). Design, Development, and Management of Resources for Digital Library Services. Amazon.co.uk
- Timothy D. Jewell et al. (2005). Electronic Resource management: report of the DLF resource management initiative. Digital Library Federation. Washington D C
- Turban. (2008). Information Technology for Management: Transforming Organizations In The Digital Economy, 4<sup>th</sup> ed. Jon Wiley & Son. USA
- William G. Smith & Associates.(1991). Information resource management policies. Database Research Group. Boston

**Paper Code:** LIS/3/SC/20C  
**Paper Name:** INTERNET AND ITS APPLICATIONS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** To make the students aware of Internet and its related technologies in daily use.

**Outcome-** After completion of the course, students will be aware of well use of Internet technology for learning.

### Unit 1: Internet: An Overview

- Internet: Introduction, Historical Development and Scope of Internet
- Internet Architecture: H/W & S/W Components, Client/Server Principle, Routers, Connection Types, ISP, Protocols, Uniform Resource Locator, IP Address
- Domain Name System

### Unit 2: Web Languages & Web Browsers

- Web: Introduction, History and Functions
- Web Languages: HTML, XML, CSS, ASP, JavaScript, PHP
- Web Browsers: Internet Explorer, Mozilla Firefox, Google Chrome

### Unit 3: Intranet & Internet Security

- Intranet: Components, Prerequisites and Services
- Extranet: Components, Prerequisites and Services
- Internet Security: Types of Security, Firewalls, Anti-Virus, Anti-Spyware

### Unit 4: Internet Tools & Services

- Communication Tools: Email, Telnet, Discussion Groups
- Search Tools: Gopher, Veronica, Jughead, Archie, Search Engines
- Content Enriching Services: Blogs, Wikis, Social Community Websites

## RECOMMENDED BOOKS

Bates, Chris. (2006). Web Programming: Building Internet Applications. 3<sup>rd</sup>ed. New Delhi: Wiley-India.

Crumlish, Christian. (2007). The ABCs of the Internet. New Delhi : BPB Publications.

Hartl, Michael and Prochazka, Aurelius. (2007). Rails Space: Building a Social Networking Website with Ruby on Rails. Addison-Wesley Professional.

Kalbach, James. (2007). Designing Web Navigation: Optimizing the User Experience. Sebastopol: O'Reilly Media.

Miller, Joseph B. (2008). Internet Technologies and Information Services (Library and Information Science Text Series).Libraries Unlimited.

Morville, Peter and Rosenfeld, Louis. (2006). Information Architecture for the World Wide Web: Designing Large-Scale Web Sites. 3<sup>rd</sup> ed. Sebastopol: O'Reilly Media.

Nair, R. Raman. (2002). Internet for Information Services. New Delhi :Ess Ess Publications.

Robbins, Jennifer Niederst. (2012). Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics. 4<sup>th</sup> ed. Sebastopol: O'Reilly Media.

Sehgal, R. L. (2000). Internet and Internet for Librarians. New Delhi :Ess Ess Publications.

Russell, Jesse and Cohn, Ronald (eds.). (2012). Web Browser. Book on Demand Ltd.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.

Weinberg, Tamar. (2009). The New Community Rules: Marketing on the Social Web. Sebastopol: O'Reilly Media.

# OPEN ELECTIVE

**Paper Code:** LIS/3/OE/21  
**Paper Name:** E-RESOURCES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objective:** To make the students aware of different types of e-resources and their use.

**Outcome:** After completion of the course, students will be able to differentiate and utilize e-resources for their learning and research activities.

## Unit 1: Types of e- Resources

- E-books, E-journals, E-reports, ETD
- Access to E-Resources through Library Consortia (UGC-INFONET Digital Library Consortium, INDEST-AICTE, National Knowledge Resource Consortium)
- Open Educational Resources

## Unit 2: Web Resources

- Science & Technology
- Humanities
- Social Sciences
- Evaluation of Web Resources

## RECOMMENDED BOOKS

Frank Rennie & Robin Mason. (2011). e-Learning and Social Networking Handbook: Resources for Higher Education. Amazon.com

James E. Bobick and G. L. Berard (2011). Science and Technology Resources: A Guide for Information Professionals and Researchers (Library and Information Science Text Series). Amazon.com

Karin Wikoff. (2011). Electronic Resources Management in the Academic Library: A Professional Guide. Amazon.com

Peter Clayton and G. E. Gorman. (2001). Managing Information Resources in Libraries: Collection Management in Theory and Practice. Amazon.com

Ruth C. Clark & Richard E. Mayer. (2011). e-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning (Essential Knowledge Resource). Amazon.com



# FOURTH SEMESTER

**Paper Code:** LIS/4/CC/22

**Paper Name:** INFORMATION SYSTEMS AND NETWORKS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

**Objective-** *To make the students aware of the information systems and networks available at national and global level used for data and information exchange.*

**Outcome-** *After completion of course, students will be aware of different information systems and networks functioning for information exchange.*

## Unit 1: Information Systems

- Definition, Types and Characteristics
- Information Organizations and Systems
- Planning and Designing of Information System
- Evaluation of Information System

## Unit 2: National Information Systems

- ENVIS
- BIS
- PIS

## Unit 3: Global Information Systems

- AGRIS
- INIS
- INSPEC
- MEDLARS

## Unit 4: Networks

- Resource Sharing and Networking – Objectives and Scope
- Features and Characteristics of Library Networks
- Data Networks – NICNET, ERNET, NKN

## **RECOMMENDED BOOKS**

Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.

Lihitkar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.

Lucy A. Tedd and Andrew Large. (2004). Digital Libraries : Principles and Practice in a Global Environment. Munchen : G.G. Saur.

Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.

Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.

Shuman, Bruce A. (2004). Issues for Libraries and Information Science in the Internet Age. Englewood. Libraries Unlimited Inc.

**Paper Code:** LIS/4/CC/23  
**Paper Name:** RESEARCH METHODOLOGY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

**Objective-** *To make the students aware of the research methodology concepts, definitions, and various techniques used for data analysis in research.*

**Outcome-** *After completion of course, students will be aware of implications of research and confident to take up research work.*

### **Unit 1: Research and Research Design**

- Concept, Meaning, Need and Process of Research
- Types of Research: Fundamental and Applied
- Research Design, Types of Research Design
- Designing Research Proposal
- Literature Search – Print, Non-Print and Electronic Sources
- Literature Review

### **Unit 2: Research Methods**

- Scientific Method
- Historical Method
- Survey and Case Study Method
- Experimental Method

### **Unit 3: Data Analysis and Interpretation**

- Data Collection Techniques: Questionnaire, Interview, Observation, Sampling and Delphi
- Presentation of Data-Tables, Charts and Graphs
- Interpretation of Data: Frequency Distribution, Measures of Central Tendency, Analysis of Time Series, Co-relation Studies and Analysis of Variance
- Use of Statistical Packages

### **Unit 4: Bibliometric Methods and Report Writing**

- Bibliometric Studies: Meaning, Scope and Parameters
- Bibliometric Laws and their Applications
- Informetrics, Scientometrics and Webometrics
- Guidelines for and Preparation of Writing Research Report (Thesis and Dissertation)

## RECOMMENDED BOOKS

- Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). *The Craft of Research*. University of Chicago Press.
- Brady, John. (1997). *The Craft of Interviewing*. New York: Vintage.
- Gillham, Bill. (2000). *The Research Interview*. London: Continuum Press.
- Kish, Leslie. (1995). *Survey Sampling*. New York: Wiley.
- Marshall, Catherine and Rossman, Gretchen B (2006). *Designing Qualitative Research*. Sage USA.
- Nielsen, Jakob. (2000). *Designing Web Usability*. New Riders, USA.
- Payne, Stanley. (1951). *The Art of Asking Questions*. Princeton University Press.
- Raju, Nemani Govinda. (2009). *Bibliometric Applications: Study Of Literature Use Patterns*
- Rea, Louis M and Parker, Richard A. (2005). *Designing and Conducting Survey Research*, San Francisco: Jossey-Bass.
- Reinard, John C. (2006). *Communication Research Statistics*. Sage, USA.
- Rowntree, Derek. (2003). *Statistics without Tears: A Primer for Non-Mathematicians*. London: Penguin.
- Rubin, Herbert and Irene. (2004). *Qualitative Interviewing: The Art of Hearing Data*. Sage, USA.
- Sudman, Seymour (1976). *Applied Sampling*. New York: Academic Press.
- Wadsworth, Yoland. (1998). *Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project*. Australia: Allen and Unwin.
- Williams, Frederick and Monge, Peter. (2001). *Reasoning with Statistics*. Harcourt, USA.
- Willis, Gordon B. (2004). *Cognitive Interviewing: A Tool for Improving Questionnaire Design*. Sage USA.

**Paper Code:** LIS/4/CC/24

**Paper Name:** CONTENT MANAGEMENT AND DIGITAL LIBRARY – THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

**Objective-** *To make the students aware with content management concepts, content developing strategies and digitization in library.*

**Outcome-** *After completion of the course, students will be in a position to understand the content management, content developing strategies and digitization of information resources.*

### **Unit 1: Content Management & Digitization**

- Content Development: Concept; Content Creation & Organization
- E-Content Development Strategies
- Virtual Learning Environment
- Digitization Process, Tools and File Formats

### **Unit 2: Digital Library Concepts**

- Digital Library & Institutional Repository: Concepts; Digital Library Initiatives (National & International)
- Digital Library Software(s)
- Digital Library Creation using D-Space

### **RECOMMENDED BOOKS**

Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.

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

Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.

Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.

Judith, Andrews & Derek, Law.(2004). Digital Libraries. Hants : Ashgate.

Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.

Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi :Isha Books.

Shinde, G. Z. et al. (2015). Emerging Technologies and Future of Libraries; Issues and Challenges. New Delhi: Daya Publishing House.

**Paper Code:** LIS/4/CC/25

**Paper Name:** CONTENT MANAGEMENT AND DIGITAL LIBRARY – PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	20	20	60	100

**Objective-** *To give the students hands on training on content management tools and digital library installation and management.*

**Outcome-** *After completion of the course, students will be in a position to manage web content development and digital library/institutional repository.*

### **Unit 1: Content Management & Digitization Practice**

- Hands on practice of Content Management Software using Joomla
- Hands on practice of Scanner, Digital Camera & OCR

### **Unit 2: Digital Library Practice**

- Hands on practice of Digital Library creation using D-Space / Greenstone
- Creation of Communities & Collection, Submission Process

### **Unit 3: Viva-Voce**

**Note:** In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva - voce (10 marks)] = 60 marks.

**Paper Code:** LIS/4/CC/26  
**Paper Name:** CSST – TOUR REPORT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	NA	NA	100	100

**Objectives:**

- to acquaint the organization and management of established libraries and information centers at national level;
- to expose themselves to automated and networked libraries on-site;
- to understand the services provided by these libraries and information centers;
- to make a comparative and critical study among these libraries visited; and
- to get an overview of latest trends and development on library and information services provided.

**Outcome-** After completion of the course, students will be exposed to the lively situation prevailing in advanced libraries of the country.

**Note:** Students are required to prepare a report on working systems and management of visited libraries and information centers of the place outside the state preferably of a Metropolitan city. In the course, Total marks will be consist as under:

- |                      |            |
|----------------------|------------|
| <b>(1) Reports</b>   | (70 marks) |
| <b>(2) Viva Voce</b> | (30 marks) |

**Paper Code:** LIS/4/CC/27  
**Paper Name:** Project Work/Dissertation

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	6	0	06	20	20	60	100

**Objective-** To develop an analytical and assimilative ability among the students for developing research capability

**Outcome-** After completing the course, the students shall be able to understand the tools and techniques of research methodology, comprehend the tools of data collection, use of graphical tools in the presentation of research data and preparation of research report.

Every student shall have to choose a topic for the dissertation consisting of areas such as- annotated subject bibliography, bibliometric/scientometrics/webometrics study, case study, survey study, users' study, trend report and other LIS related areas under the guidance of the department teacher. The final prepared dissertation to be submitted to the department before the commencement of the 4<sup>th</sup> semester examination for evaluation. The project report will be jointly evaluated by the external and internal examiners appointed by the competent authority followed by a Viva-Voce.

**(1) Reports**

(70 marks)

**( 2) Viva Voce**

(30 marks)



**Paper Code:** LIS/4/SC/28A  
**Paper Name:** INTELLECTUAL PROPERTY RIGHTS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students aware of the intellectual property & copyright concepts and other issues related to patents.*

**Outcome-** *After completion of the course, students will be aware of IPR & copyright, copyright violation and infringement.*

### **Unit 1: Intellectual Property and Rights**

- IP: Concept, Genesis and Development
- Categories of IP
- Enforcement of Intellectual Property Rights& Role of WIPO
- IPR Acts and its Application in Electronic Environment
- Emerging Issues in Intellectual Property

### **Unit 2: Copyright**

- Copyright: Meaning and Scope
- Rights to Copyright Owner
- Licensing of Copyright
- Copyright of Electronic Resources
- Copyright Laws and Related Issues

### **Unit 3: Patents**

- Concept and Scope
- Patent Laws in India & Abroad
- Protection of Inventions

### **Unit 4: Copyright& Patent Violation and Infringement**

- India
- USA
- UK

## RECOMMENDED BOOKS

Ajit Parulekar and Sarita D' Souza, Indian Patents Law – Legal & Business Implications; Macmillan India Ltd, 2006.

Andrew Murra. (2010). Information Technology Law: The law and society. Amazon.com

B. L. Wadhera; Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications; University Law Publishing Pvt. Ltd., India, 2000

Bourgagaize, Jewell and Buiser, Biotechnology: Demystfying the Concepts, Wesley Longman, USA, 2000

Carlos M. Correa and Abdulqawi A. Yusuf. (2008). Intellectual Property and International Trade: The TRIPS Agreement (Second Edition. Amazon.com

D. Balasubramaniam, C.F.A. Bryce, K. Dharmalingam, J. Green and K. Jayaraman, Concepts in Biotechnology, University Press (Orient Longman Ltd.), 2002

Deborah E. Bouchoux. (2012). Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade Secrets .Amazon.com.

Federico Munari and Raffaele Oriani. (2011). The Economic Valuation of Patents: Methods and Applications (New Horizons in Intellectual Property Series) . Amazon.com

Fishman, Stephen. (2008). The copyright handbook: what every writer needs to know. Berkeley, CA: Nolo.

Freeman, Lee & Peace, A. Graham. (2005). Information ethics : privacy and intellectual property. Hershey, PA : Information Science Pub.

Jessica Litman. (2001). Digital Copyright: Protecting Intellectual Property on the Internet. Amazon.com

John Grant, Charlie Ashworth and Henri J. A. Charmasson. (2008). Patents, Registered Designs, Trade Marks and Copyright For Dummies. Amazon.com

Jude C. Umeh. (2008). The World beyond Digital Rights Management . Amazon.com

P.Narayanan; Law of Copyright and Industrial Designs; Eastern Law House, Delhi, 2010

P.N. Cheremisinoff, R.P. Ouellette and R M Bartholomew, Biotechnology Applications and Research, Technomic Publishing Co., Inc. USA, 1985

T.M. Murray and M.J. Mehiaman, Encyclopedia of Ethical, Legal and Policy issues in Biotechnology, John Wiley & Sons 2000

YiJunTian and Jane Winn. (2008). Re-thinking Intellectual Property: The Political Economy of Copyright Protection in the Digital Era (Routledge Research in Intellectual Property). Amazon.com

**Paper Code:** LIS/4/SC/28B  
**Paper Name:** KNOWLEDGE MANAGEMENT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students aware of need and concepts of knowledge management in library.*

**Outcome-** *After completion of the course, students will be aware of the application of knowledge management in libraries & information centers.*

### **Unit 1: Basics of Knowledge Management**

- Concept of Knowledge
- Types of Knowledge
  - a) Explicit Knowledge
  - b) Implicit Knowledge
- Concept and Scope of Knowledge Management
- Knowledge Management Cycle

### **Unit 2: Knowledge Management: Creation & Tools**

- Knowledge Creation, Access, Transfer and Sharing
- Knowledge Tools
- Knowledge Networks
- Knowledge in Decision Making

### **Unit 3: Pre-requisites of Knowledge Management**

- Sharing of Expertise
- Knowledge Mapping
- Knowledge Worker

### **Unit 4: Trends and Challenges of Knowledge Management**

- KM Initiatives in Indian Organization
- Software for Knowledge Management
- Pioneers in Knowledge Management
- Advances in Knowledge Management

## RECOMMENDED BOOKS

Anderson, Paul. (2012). Web 2.0 and beyond : principles and technologies. Boca Raton : CRC Press

Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research

Carl Frappaolo. (2006). Knowledge Management. Amazon.com

ChristeeGabour Atwood.(2009). Knowledge Management Basics (ASTD Training Basics Series.Amazon.com

Donald Hislop. (2009). Knowledge Management in organization.Amazon.com

Elias M. Awad. (2010). Knowledge Management: Updated 2nd Edition (2010 Second Edition). Amazon.com.

Easterby-Smith, Mark & Lyles, Marjorie A. (2011).Handbook of organizational learning and knowledge managemen. Chichester, West Sussex : Wiley,

Guilin, Guangxi Zhuangzu Zizhiqu. (2006). Advances in knowledge acquisition and management; Pacific Rim Knowledge Acquisition Workshop, PKAW .New York : Springer,

Irma Becerra-Fernandez and Rajiv Sabherwal.(2010). Knowledge Management System and Processes.Amazon.com

J. Paul Peter and James H. Donnelly. (2010). Marketing Management: Knowledge and Skills, 10th Edition. Amazon.com

Jay Liebowitz. (2012). Knowledge Management Handbook: Collaboration and Social Networking, Second Edition .Amazon.com

Kimiz Dalkir and Jay Liebowitz. (2011). Knowledge Management Theory & Practice.Amazon.com

**Paper Code:** LIS/4/SC/28C  
**Paper Name:** INFORMATION LITERACY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

**Objective-** *To make the students aware of need and concepts of information literacy and its use in libraries.*

**Outcome-** *After completion of the course, students will be in a position to understand and use the information literacy for their academic work.*

### **Unit 1: Emergence of Information Literacy**

- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

### **Unit 2: ICT and Media Literacy**

- Computer Literacy and E-Literacy
- Digital Literacy
- Media Literacy
- Information Literacy and Bridging the Digital Divide

### **Unit 3: Information Literacy and Libraries**

- School, College and University Libraries
- Public Libraries
- Special Libraries
- Information Literacy and LIS Education

### **Unit 4: Policy and Advocacy**

- Information Literacy: Initiatives and Forms in USA, UK and Australia
- Policies, Guidelines and Standards: UNESCO, IFLA and ALA
- Information Literacy: Skills and Competencies
- Information Literacy: Best Practices

## RECOMMENDED BOOKS

Association of College and Research Libraries (ACRL).(2000). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association.  
<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

Australian Library and Information Association, Information Literacy Forum.(2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association.  
<http://www.alia.org.au/policies/information.literacy.html>

Bawden, David. (2001). Information and Digital Literacies: a review of concepts. *Journal of Documentation*, V57(2), pp. 218-259.

Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide: Auslib Press.

Council of Australian University Librarians.(2001). *Information Literacy Standards*. Canberra: Council of Australian University Librarians.

Presidential Committee on Information Literacy, American Library Association.(1989). *Final Report*. Chicago: American Library Association.  
<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>

Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. London: SCONUL.  
[http://www.sconul.ac.uk/activities/inf\\_lit/papers/Seven\\_pillars.html](http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html)

Torras, M. C. & Saetre, T. P. (2009). *Information Literacy Education*. Oxford: Chandos Publishing.

# ABBREVIATIONS AND ACRONYMS

AACR-IIR	Anglo-American Cataloguing Rules – IInd revised
AGRIS	International Information System for Agricultural Sciences and Technology
ASLIB/ AIM	Association for Special Libraries and Information Bureaux (Old)/ The Association for Information Management (New)
BIS	Biodiversity Information System
CAS	Current Awareness Service
CC	Colon Classification
CCC	Classified Catalogue Code
CCF	Common Communication Format
CCTV	Closed-circuit Television
COMPASS	Computer-Assisted Surveillance System/ Computer-Assisted Scheduling System
CPM	Critical Path Method
CSIR	Council of Scientific and Industrial Research
CSST	Curriculum Stipulated Study Tour
DDC	Dewey Decimal Classification
DDS	Document Delivery Service
DELNET	Developing Library Network (New), Delhi Library Network (Old)
DESIDOC	Defence Scientific Information and Documentation Centre
DOAJ	Directory of Open Access Journals
DOAR	Directory of Open Access Repositories
DSS	Decision Support System
ENVIS	Environmental Information System
ERNET	Education and Research Network
FRAD	Functional Requirements for Authorized Description
GARR	Guidelines for Authority Records and References
HTML	Hypertext Markup Language
IACR	Information Analysis Consolidation and Repackaging
IASLIC	Indian Association of Special Library and Information Centres
IATLIS	Indian Association of Teachers in Library and Information Science
ICT	Information and Communication Technology
IFLA	International Federation of Library Associations and Institutions
ILA	Indian Library Association
IME-ICC	IFLA Meeting of Experts on International Cataloguing Code
INDEST	Indian National Digital Library in Engineering Science and Technology
INFLIBNET	Information and Library Network
INIS	International Nuclear Information System
IPR	Intellectual Property Rights
IR	Information Retrieval
IR	Institutional Repository
ISAR	Information Storage And Retrieval
ISBD	International Standard Bibliographic Description
ISBN	International Standard Book Number
ISDN	Integrated Services Digital Network
ISO	International Organization for Standard
ISSN	International Standard Serial Number
KWAC	Key Word Augmented with Context

KWIC	Key Word In Context
KWOC	Key Word Out of Context
MARC	Machine Readable Catalogue
MEDLARS	Medical Literature Analysis and Retrieval System
MIS	Management Information System
MS-DOS	Microsoft Disk Operating System
NASSDOC	National Social Science Documentation Centre
NICNET	National Information Centre Network
NISCAIR	National Institute of Science Communication and Information Resources
NKN	National Knowledge Network
N-LIST	National Library and Information Services Infrastructure for Scholarly Content
OAI	Open Access Initiatives
OAI-PMH	Open Archives Initiative-Protocol for Metadata Harvesting
OCLC	Online Computer Library Centre
OCR	Optical Character Recognition
OJS	Open Journal System
OPAC	Online Public Access Catalogue
OSI	Open Systems Interconnection
PDF	Portable Document Format
PERT	Program Evaluation and Review Technique
PIS	Patent Information System
PKP	Public Knowledge Project
POPSI	Postulate Based Permuted Subject Indexing
POSDCORB	Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting
PRECIS	Preserved Context Index System
RDA	Resource Description and Access
RFID	Radio Frequency Identification
ROAR	Registry of Open Access Repositories
RRRLF	Raja Rammohun Roy Library Foundation
RTI	Right to Information Act
SCI	Science Citation Index
SDI	Selective Dissemination of Information
SSCI	Social Science Citation Index
SWOT	Strength, Weaknesses, Opportunities and Threat
UDC	Universal Decimal Classification
UGC	University Grants Commission
UK	United Kingdom
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIMARC	Universal Machine Readable Catalogue
USA	United States of America
XML	eXtensible Markup Language

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