

MLIS - (Master of Library and Information Science) - (2017 - 2018)

S. No	SEM	Category	Paper Code	Title of the paper	Maximum Marks			Minimum Marks for Ass			Hours Week	Credits
					CIA	E.E	Total	CIA	E.E	Total		
1	I	Core	17P1LSC1	Library Information, Communication and Society	25	75	100	10	30	50	6	5
2		Core	17P1LSC2	Planning & Management Of Library and Information Systems	25	75	100	10	30	50	6	5
3		Core	17P1LSC3	Information Sources & Services	25	75	100	10	30	50	6	4
4		Core	17P1LSC4	Information and Communication Technology Application in LIS	25	75	100	10	30	50	6	4
5		Major Elective-I	17P1LSEL1A	Knowledge Organization and Information Processing (Theory)	25	75	100	10	30	50	6	4
			17P1LSEL1B	Information Processing and Retrieval System								
6	II	Core	17P2LSC5	Library Automation	25	75	100	10	30	50	5	5
7		Core	17P2LSC6	Research Methods and Statistical Techniques	25	75	100	10	30	50	5	4
8		Core	17P2LSC7	Database Management System	25	75	100	10	30	50	5	4
9		Core	17P2LSC8	Knowledge Management	25	75	100	10	30	50	5	4
10		Core	17P2LSC9	Preservation and Conservation of Information Materials	25	75	100	10	30	50	5	4
11		Major Elective-II	17P2LSEL2A	Knowledge Organization and Information Processing (Practice)	25	75	100	10	30	50	5	4
			17P2LSEL2B	Documentation of Research Reporting								
12	III	Core	17P3LSC10	Library Organization and Routines	25	75	100	10	30	50	5	4
13		Core	17P3LSC11	Library and Users	25	75	100	10	30	50	5	4
14		Core	17P3LSC12	Information Technology	25	75	100	10	30	50	5	4
15		Core	17P3LSC13	Bibliometrics	25	75	100	10	30	50	5	5
16		Core	17P3LSC14	E-Publishing	25	75	100	10	30	50	5	4
17		EDC	17P3LSEDC	Extra Disciplinary Courses	25	75	100	10	30	50	4	-
-		-	Communicative Skill and Personality development			-	-	-	-	-	-	1
18	IV	Core	17P4LSC15	Information System and Centers	25	75	100	10	30	50	6	4
19		Core	17P4LSC16	Electronic Library	25	75	100	10	30	50	6	4
20		Practical	17P4LSP17	Information Technology (Practical)	40	60	100	16	24	50	6	4
21		Major Elective-III	17P4LSEL3A	Information Marketing	25	75	100	10	30	50	5	4
			17P4LSEL3B	Web Technology								
22		CN	17P4LSCN	Comprehension	-	-	100	-	-	50	5	2
23		Project	17P4LSPR	Project/ Internship/ Field Visit	40	60	100	16	24	50	1	4
-			Communicative Skill and Personality development			-	-	-	-	-	-	1
Total Mark							2300				120	90

MLIS - (Master of Library and Information Science) - (2017 - 2018)

Paper Code	Total No. Of Papers	Total Marks	Total Credits	Classification
Core	17	1700	72	✓
Elective	3	300	12	✓
E.D.C	1	100	---	✓
Project	1	100	4	x
Comprehension	1	100	2	✓
Soft skill using Language lab	--	--	---	X
Total	23	2300	90	

**A.VEERIYA VANDAYAR MEMORIAL SRI PUSHPAM COLLEGE
(AUTONOMOUS),
POONDI, THANJAVUR DIST.**

**Question Pattern for PG Programmes for students to be admitted during
2017 – 2018 and afterwards.**

Total Marks: 75

QUESTION PATTERN

**SECTION – A
(Question 1 to 10)**

10 x 2 = 20 Marks

1. Short Answer Questions.
2. Two Questions from each units (All are answerable)

**SECTION – B
(Question 11 to 15)**

5 x 5 = 25 Marks

1. 5 Paragraph type questions with "either / or" type choice.
2. One question from each unit of the Syllabus.
3. Answer all the questions.

**SECTION – C
(Question 16 to 20)**

3 x 10 = 30 Marks

1. 5 Essay type questions – any three are answerable.
2. One questions from each unit of the Syllabus.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I	17P1LSC1	Library Information, Communication and Society	6	5

Objectives

- To enable the students to understand the concept of information science as a discipline.
- To enable the students to understand the different levels of library in the society and their functions

Unit I

Information and Information Science. Meaning, definitions and scope of Information, Data and Knowledge - Generation, Collection and dissemination.

Unit II

Communication- Concept, Definition, Models, Barriers, Library/Information centers as communication agencies.

Unit III

Information and Society: information and Social Change: Information as a resource commodity. Laws of Library Science

Unit IV

Library movement and legislation in India: definition and functions of library legislation- of Books and Newspaper Act 1954, Indian copyright Act. IPR Act

Unit V

Types of Libraries-Public, Academic, Special, National & their functions: Library extension services-Resource sharing Professional Associations in India, UK and USA-Role and structure of UNESCO, CILIP, IFLA, ILA and IASLIC.

Reference:

1. Crews Kenneth, D, Copyright Law for Libraries and Educators: Creative Strategies and Practical... : Indiana Publishing House, New Delhi, 2012.
2. Gurdev, Singh, Academic Library System and Services: Ess Ess Publications, New Delhi, 2015.
3. Souza John, D, Laws of Library Science: Cyber Tech. Publications, New Delhi, 2011.
4. Shiv Ram Varma Academic Library System, New Delhi, Shree Publications, 2005.
5. Mohanraj, VM , School Library ; an Educational Tool, Ess Ess Publications, New Delhi, 2011.

Course Outcome:

- To enable the students to understand the concept of information science as a discipline.
- To enable the students to understand the different levels of library in the society and their functions.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I	17P1LSC2	Management Of Library and Information System	6	4

Objectives

- To know the concept definition of management
- To understand the various operations of Library and Information Centers

Unit I

Management-concept, definition & scope, Schools of management. Principles and function of Scientific Management-System analysis and design-system.

Unit II

Human resource management-Organization and structure, recruitment selection-induction, orientation-employment training-control-leadership.

Unit III

Financial management-Budgeting-Techniques of methods PPBS, ZBB-cost benefit-cost effective analysis

Unit IV

Planning- Concept, designing, different types and steps in planning – planning technique establishing and formulating objectives, National Information system and policy.

Unit V

Performance Evaluation, TQM, MIS, MBO, Library Budget; Library buildings and equipment.

Reference:

1. Balloffet Nelly, Preservation and Conservation for Libraries and Archives: Ess Ess Publications, New Delhi, 2011.
2. Bhagwatiben Govindbai Prajapati, Preservation of Library Collection: Discovery, New Delhi, 2012.
3. Dabas, KC, IT Applications doe TQM and Library Marketing: Ess Ess Publications, New Delhi, 2009.
4. Devendra Reddy, K, Job satisfaction Among Library Professionals: Common wealth, New Delhi, 2014.
5. Elguindi Anne, Electronic Resource Management: Chanakya, New Delhi, 2012.

Course Outcome:

- To know the concept definition of management
- To understand the various operations of Library and Information Centers

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I	17P1LSC3	Information Sources and Services	6	4

Objectives

- To introduce the various information sources
- To enable the students to acquaint themselves with the various sources

Unit I

Information Sources – Concept, Definition, Need and Purpose. Documentary sources of information: Print, non-print including electronic: Primary, secondary and tertiary, Ready reference sources and their evaluation

Unit II

Reference service: Concept, definition, need purpose, ready reference and long range reference services, referral service.

Unit III

Internet as sources of Information, E-Books, E-Journals, E-theses and E-report.

Unit IV

Search strategy-manual and online search. Methods of dissemination of information-CAS, SDI documentation services-Including Indexing, Abstracting, Translation and Reprographic.

Unit V

Bibliography-concept, definition, need and Purpose, types, planning and steps for compilation of bibliography. Planning and steps.

Reference:

1. Jadhav, US, Library and Information: Sources and Services: Regency, London, 2011.
2. Ranganathan SR, Reference Service: Sarada Ranganathan, Endowment for Lib. Sci., Bangalore, 2006.
3. Pankaj Kumar, Glossary of Library and information science,. DPH Publications, 2014
4. Purushotham Tiwari, Information technology and libraries, APH Publications, 2014
5. Chowdry G & Chowdry Sunitha, Electronic Information Sources, London: Fact, 2001

Course Outcome:

- To introduce the various information sources
- To enable the students to acquaint themselves with the various sources

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I	17P1LSC4	Information and Communication Technology Application in LIS	6	4

Objectives

- To know the basic concepts of Information and communication Technology
- To train the students in applying Information technology in libraries and information centers and concepts of networking and web technology

UNIT – I:

Information Communication and technology (ICT) – Concept, Definition, Need, Purpose; Component of ICT.

UNIT – II:

Integrated Library Automation and Networking Software, Open Sources library software and Commercial software- Security parameters.

UNIT – III:

Network – introduction of network, concept, definition. Topology of Network. Data Networks. Integrated services – DSL, ATM.

UNIT – IV:

Emerging Technology – CCF, RSS Feeds. Library Security Technology.

UNIT – V:

Multimedia Applications in Libraries- Initiative in India and International. Institutional Repository – Green Stone, GSDL, Dspace, e-print,

Reference:

1. GRIFFITHS (Peter). Managing your internet and intranet service: the information professional's guide to strategy. Ed.2. 2004. Facet Publishing, London.
2. JANCZEWSK (Lech). Internet and intranet security management: risks and solutions. 2000. Idea, Hershey.
3. Bose Sanjay K. Hardware and Software of Personal Computers, New Delhi: Wiley Eastern, 1991
4. Chowdry G&Chowdry Sunitha, Electronic Information Sources, London: Fact, 2001.
5. Dilli, KT, Library and Information Science in a Digital Era, Atlantic , New Delhi, 2011.

Course Outcome:

- To know the basic concepts of Information and communication Technology
- To train the students in applying Information technology in libraries and information centers and concepts of networking and web technology

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
I	17P1LSEL1A	Major Elective – I Knowledge Organization and Information Processing (Theory)	6	4

Objectives

- To know the basic concepts and terminologies in IPR
- To understand the relevance of various IPR systems and techniques

Unit I

Classification – Concept, Definition, Need and Purpose. Universe of subject: Modes of formation of subjects.

Unit II

Schemes for classification-CC, DDC, UDC and LC.

Unit III

Normative principles of classification and application, canons and principles-principles of facet sequence-Canons of classification (Ideal Plan) Principles of helpful sequence.

Unit IV

Library catalogue-Concept, definition, purpose, objectives and functions-physical forms centralized and cooperative catalogue. Union catalogue, UBC Standardization-ISBD(G) – MARC format.

Unit V

Current trends and development in catalogue and classification-ISBN-ISSN etc.

Reference:

1. Lancaster, F. W. (2003). Indexing and abstracting in theory and practice. Library Association, London
2. Dhawan, KS, Principles of Information Retrieval: Common Wealth, New Delhi, 1997.
3. Kumbhar, R. (2011). Library classification trends in the 21st century. Burlington: Elsevier Science.
4. Husain, Sabahat. (2004). Library classification: facets and analysis. Delhi: B. R. Publishing.
5. Ranganatham, S.R.: Classified catalogue Code: Theory and practice. Agra: Shivalal Agarwala and Company, 1978.

Course Outcome:

- To know the basic concepts and terminologies in IPR
- To understand the relevance of various IPR systems and techniques

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I	17P1LSEL1B	Major Elective – I Information Processing and Retrieval System	6	4

Objectives

- To know Information content of information resources collected
- To Understand the Utility of information resources

Unit I

Indexing – Concept, Definition, Type of Indexing System – Chain Indexing PRECIS, POPSI – Post Co-Ordinate Indexing Systems. Uniterm indexing. Optical coincidence system, Edge notched system – keyword indexing, KWIC KWOC, KWAC, Citation indexing.

Unit II

Vocabulary control devices – Thesaurus; Classaurus – Thesarofacet application; Design and Construction of LCSH and SLSH, WORD NET (Open thesaurus)

Unit III

Bibliographic description of print and Non-print media: MARC, AACR II and Common Communication Format (CCF) ISO: 2709, ISBD, DUBLIN Core metadata.

Unit IV

Automatic Indexing – computer based indexing systems and methods.

Unit V

Components of information retrieval system – Recall and Precision – Search strategy – Evaluation of indexing languages – Boolean operators. Trends in information retrieval models.

Reference:

1. Chatterjee, Amitabha (2013). Elements of information analysis, consolidation and repackaging (IACR). Kolkata: Prova Prakashani.
2. Gredly, Ellen and Hopkins, Allan, Exchange of bibliographic data: MARC and other International formats. Ottawa: Canadian Library Association, 1990.
3. Sarkhel, Juran Krishna (2001). Information analysis in theory and practice. Kolkata: Classique Books, 2001.
4. Chowdhury, G. G. (2010). Introduction to modern information retrieval. 3rd ed. London, Facet Publishing.
5. Rüger, Stefan M. (2010). Multimedia information retrieval. San Rafael, Calif.: Morgan & Claypool.

Course Outcome:

- To know Information content of information resources collected
- To Understand the Utility of information resources

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
II	17P2LSC5	Library Automation	5	5

Objectives

- To know the various in house operations of Libraries and Information Centers
- To apply and learn the computerized in house operations

UNIT I

Library Automation- Definition, Scope, Need and purpose of planning and implementation of Library Automation.

Unit II

Automation of In - house operations- Acquisitions, cataloguing, Circulation, serial control, OPAC and Library Statistics.

Unit - III

Automation in Libraries – Problems and prospects.

Unit – IV

Library Automation in preservation, Preservation Policies and Management of Modern Libraries

Unit – V

Library Automation Software – SOUL, LIBSYS.

References:

1. Anita Rosen, E-Learning 2.0: Proven Practices and Emerging Technologies: Reference Press, New Delhi, 2011.
2. Balakrishnan. S, Paliwal. P.K. Serials Automation, New Delhi, 2001.
3. Rajiv Adhikari, Library Preservation and Automation, New Delhi, 2002.
4. Sampath Kumar. GK, Digital Library Automation, Akam, Chennai, 2011.
5. Dilli, KT, Library and Information Science in a Digital Era, Atlantic , New Delhi, 2011.

Course Outcome:

- To know the various in house operations of Libraries and Information Centers
- To apply and learn the computerized in house operations

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
II	17P2LSC6	Research Methods and Statistical Techniques.	5	4

Objectives

- To understand to concept research and its type
- To plan research design, interpret and present research report

Unit I

Research – concept, meaning, need and process of research: types of Research – Basic, Applied and Interdisciplinary.

Unit II

Research Design: Hypotheses, Identification and Formulation of Problem- sampling types. Literature search – Print, non print and electronic sources.

Unit III

Methods of Research: Scientific methods, historical, Descriptive, Case study, Survey, Comparative and Experimental.

Unit IV

Data Collection Techniques and tools – questionnaire – Interview and observation, Research Methods in Library and Information service.

Unit V

Data Analysis – Analysis and classification of data, measures of central tendency – Mean: Mode & Median, Correlation and Chi-square test. Writing research report, Structure of report An Overview of SPSS Package.

Reference:

1. Panda (B.D.) research Methodology for Library Science. New Delhi Anmol publications, 1997.
2. Connaway, Lynn Silipigni & Powell, Ronald R. (2010). Basic research methods for librarians. 5th ed. Santa Barbara, CA: Libraries Unlimited
3. Lawal, I. O. (2009). Library and information science research in the 21st century: a guide for practicing librarians and students. Oxford, UK: Chandos Pub.
4. Das, N.G. (2009). Statistical methods. Calcutta: Tata McGraw-Hill.
5. Khan, M. A. (2002). Research methods in library and information science. New Delhi: Cosmo Publications.

Course Outcome:

- To understand to concept research and its type
- To plan research design, interpret and present research report

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
II	17P2LSC7	Database Management System	5	4

Objectives

- To understand the structure and components of database management systems
- To know query languages and the theory of relational data base systems.

Unit I

Database System – Concept, Definition Need and Purpose. View of data – data models – database languages – Transaction and storage management – DBA – user – overall system structure.

Unit II

Relational model: structure of Relational database – SQL basic structures – set operations – Aggregate function – Null value – Nested sub queries – Derived relations – Views.

Unit III

Storage and file structure – overview of physical storage media – magnetic disks – RAID – tertiary – storage Access – File organization – organization of record in Files.

Unit IV

Distributed Database – data storage Network Transparency – Active databases – Decision support systems – data Analysis – data mining – data warehousing – Geo informatics – Spatial Geographic databases.

Unit V

Multimedia databases – Mobile databases – Information Retrieval systems – Distributed Information Systems – Bio Informatics – Biological databases.

Reference:

1. Database System concepts Abraham Silberschatz. Henry F. Korth S.Sudarshan the T.M.H. Companies. 1997.
2. Date, C.J. An Introduction to Database System, ed.7, Delhi: Pearson Education (Singapore), 2002
3. Desai, Bipin C. An Introduction to Database System, New Delhi, Galgetia, 2001
4. Karts Henry F, DBS Computer, New Delhi, McGraw Hill, 2000.
5. Raghu Ramakrishnan, DBMSS, New Delhi, McGraw Hill, 2000.

Course Outcome:

- To understand the structure and components of database management systems
- To know query languages and the theory of relational data base systems.

Semester	Sub. code	Title of the Paper	Hours of Teaching / Week	No. of Credits
II	17P2LSC8	Knowledge Management	5	4

Objective

- To explain process and features of Knowledge Management
- To explain knowledge transfer.

UNIT I:

Knowledge Management: Concept and definition, Need for Knowledge Management in the emerging and changing business environment – Understanding knowledge; Types of knowledge - explicit and tacit knowledge – Knowledge works changing role of Library and Information professionals.

UNIT II:

Knowledge creation and capturing Knowledge creation model – Capturing tacit Knowledge.

UNIT III:

Knowledge codification and organization: Knowledge base-Knowledge mapping, decision trees, decision tables a frames etc.

UNIT IV:

Knowledge transfer and sharing steps in knowledge transfer. Knowledge transfer in E-World, role of Internet E-Business / E-Commerce.

UNIT V:

Tools for knowledge Management - Neural network Data mining – Legal and ethical issues in Knowledge Management Suggested Readings

Reference:

1. Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publishing, 2001.
2. Manoharan A, Decision Making and New investments in Knowledge Resource Centres, PG Department of Lib. Infn. Sci., Trichy, 2011.
3. Bikowrtx W. R.: Knowledge Management Delhi PHI. 2000
4. Narayanan, GJ Knowledge and Information Perspectives and Prospects. Ess Ess, New Delhi, 2010.
5. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: Ess Ess, 2009

Course Outcome:

- To explain process and features of Knowledge Management
- To explain knowledge transfer.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
II	17P2LSC9	Preservation and Conservation of Information Materials	5	4

Objectives:

- To understand preservation and conservation of resources
- To identify the environmental factors involved in preservation process

Unit I

Writing materials – characteristics of Library materials – types of Library materials.

Unit II

Paper materials – origin of paper making – hand machine made – quality, volume, size etc.

Unit III

Preservation and conservation techniques – Definition – types of preservation – preservation in Ancient time – Archives preservation.

Unit IV

Factors of destroying agents of library collections – Physical, Biological & Chemical control measures like repairing dusting and binding – types of binding.

Unit V

Digital Archives and Preservation of electronic resources.

Reference:

1. Balloffet Nelly, Preservation and Conservation for Libraries and Archives: Ess Ess Publications, New Delhi, 2011.
2. Bhagwatiben Govindbai Prajapati, Preservation of Library Collection: Discovery, New Delhi, 2012.
3. Sharma, C.K. Book Selection & Physical bibliography, New Delhi Metropolitan Books, 1996.
4. Mittal, R.L. (2014). Library administration: theory and practice. 5th ed.. Delhi: Metropolitan.
5. Laloo & Bikika Tarang (2002). Information needs, information seeking behaviour and user needs. ESS Publication, New Delhi.

Course Outcome:

- To understand preservation and conservation of resources
- To identify the environmental factors involved in preservation process

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
II	17P2LSEL2A	Major Elective – II Knowledge Organization and Information Processing (Practice)	5	4

Objective

- To enable the skills in classifying documents according to Dewey Decimal Classification 23rd Edition and 6th Edition of Colon Classification.
- To enable the skills in cataloguing of books and non book materials according to AACT II and (classification documents according abridged edition) UDC

Units:

- ♦ Classification of documents according to colon classification (6th revised) and Dewey Decimal classification 19th Ed.
- ♦ Classification of documents representing simple subject.
- ♦ Classification of documents having common isolates.
- ♦ Classification of documents representing complex subject
- ♦ Assignment of book number (Using at least one standard book numbering system)
- ♦ Cataloging of simple and complex documents.
- ♦ Assigning subject heading using at least one standard subject headings. Cataloguing documents using classified – catalogue code. Ed.5 and Anglo American Cataloguing Rules 11.1978.

Course Outcome:

- To enable the skills in classifying documents according to Dewey Decimal Classification 23rd Edition and 6th Edition of Colon Classification.
- To enable the skills in cataloguing of books and non book materials according to AACT II and (classification documents according abridged edition) UDC

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
II	17P2LSEL2B	Major Elective – II Documentation of Research Reporting	5	4

Objectives

- To understand the Documentation
- To explain the Research report.

Unit I

Research report – Concept, Need and Purpose.

Unit II

Sources of information for research.

Unit III

Bibliography – Definitions: Scope; types and reference values. Compilation of a Bibliography – planning and steps involved.

Unit IV

Citation – Definition: Need and Purposes. Citation of Electronic documents.

Unit V

Style of Writing report- ALA, MAL.

Reference:

1. Goods (WJ) and Hatt (PK): Methods in research New York. MCGraw Hill 1985.
2. Sardana Seghal: Statistical methods of librarian, Delhi ESS ESS, publication 1992.
3. Kothari: Research Methodology: New Delhi, wiley, eastern 1995.
4. Saravanavel: Research Methodology: Allahabad Kitabh Mahal, 1994.
5. Ravichandran Rao, Quantitative methods in library & Information Science. Delhi Wiley Eastern company, 1993.

Course Outcome:

- To understand the Documentation
- To explain the Research report.

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
III	17P3LSC10	Library Organization and Routines	5	4

Objective

- To know the importance of Library Routines
- To explain the library organization.

Unit I

Acquisition of reading materials – Book selection – Book ordering – Non – book material selection – accessioning-serial control Routines – Technical section routines. Acquisition of Electronic resources.

Unit II

Circulation control routines, Charging system, Reservation of Books etc.

Unit III

Closed and open access system, stock verification – shelf rectification and weeding out Policy.

Unit IV

Library records – library statistics – Annual Report.

Unit V

Preservation and conservation of Books and Non-Books materials.

Reference:

1. Sengupta B. and Mookerjee.K. Library Organisation and administration – 1997.
2. Viswanathan: C.G. Introduction of Library Organization with Special reference³ in India 2000.
3. Fundamentals of Library Organization B.R Publishing Corporation: New Delhi, 1998.
4. Sengupta B.S. & Mookerjee K. Library Organization and administration, 1987.
5. Mahavir singh, Motivation and organizational climate. Sterling publisher, New Delhi.2005

Course Outcome:

- To know the importance of Library Routines
- To explain the library organization.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
III	17P3LSC11	Library and Users	5	4

Objectives

- To understand the User Needs
- To explain the User Education

Unit I

Library User Survey: Proforma method, Interview method and Records analysis method.

Unit II

Information Users and their Information Needs: Categories of information users, Information Needs-Definitions and models.

Unit III

User Studies: Method and techniques of user studies and Evaluation of User Studies.

Unit IV

User education in developing countries-User Education in the UK, USA and India

Unit V

Online User Education and Information Technology-Strategy development-Teaching methods and aids for user education-User education through Audio Visual aids.

Reference:

1. ADAMS, Mignon S and MORRIS, Jacquelyn M. Teaching Library skills for academic credit. Oryx Press, 1995.
2. DEVARAJAN G, User approach to Information in Libraries, New Delhi: ESS ESS, 1999.
3. FJALLBRANT, Nancy and MALLEY, LAN User education in Libraries. Rev, Ed.2, London: Clive Bingley, 1984.
4. Kunlthan, Carol Collier Seeking Meaning: a Process Approach to Library and Information Services 2nd ed. West fort: Green wood, 2004.
5. Kumar, P.S.G. Information Sources and Services, Delhi: B.R, 2004.

Course Outcome:

- To understand the User Needs
- To explain the User Education

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
III	17P3LSC12	Information Technology	5	4

Objectives

- To know the basic concepts of Information Technology
- To understand the concepts of networking and web technology

Unit I

Information Technology – Concept, Definition: Components – impact of IT on society.

Unit II

Computer technology: Generation of Computer – components and types – Hardware, Software : System and application. Input, Output and storage devices.

Unit III

Communication Technology: Telecommunications – Transition media, switching systems, Bandwidth multiplying, modulation protocols – Wireless communications.

Unit IV

Communication tools and techniques: Fax, E-Mail, Tele-conferencing / Video Conferencing: Bulletin Board service, Tele text, Videotext, Voice mail.

Unit V

Networking – Concepts, Definition: Topologies – Types – LAN, MAN and WAN : Hypertext, Hypermedia Multimedia, Integrated service Digital Network (ISDN), Open Systems inter-connections(OSI)

Reference:

1. Balasubramanian P, Library Information and Communication Technology: Deepak Services, 2001
2. Chakravarthi RC, Information Technology and Library Science, New Delhi: Pacific, 2011.
3. Rich, Elaine and Knight, Kevin, Artificial Intelligence, 2nd ed. New Delhi TMH, 1994.
4. Viswanthan T. Communication Technology, New Delhi TMH 1995.
5. Jain, VK Information Technology for Digital Library Management, New Delhi, Atlantic, 2008.

Course Outcome:

- To know the basic concepts of Information Technology
- To understand the concepts of networking and web technology

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
III	17P3LSC13	Bibliometrics	5	5

Objectives:-

- To briefly explain the Bibliometric studies
- To explain Citation analysis

Unit I

Bibliometrics: Scope, definition, usage, a historical view of Librametry – Bibliometrics – Informetrics. Types of Bibliometric – Discriptive and evaluative Bibliometrics, Webometrics

Unit II

Classical Law of Bibliometrics - Bradford law of scattering: Lotka's law – Zip's law – Garfield law- and their application.

Unit III

Parameters in Bibliometrics studies: Variable scale objective, Multiple authorship trend – factor analysis – cluster analysis – content analyses.

Unit IV

Citation – Concept, Definition and Theory of citation. Different Forms of citations, Age of citation, citation counts – citation Indexing: H-Index, G-Index, SCI, SSCI.

Unit V

Study Literature of different subjects – Literature of obsolescence, Annual age factor, half life corrected obsolescence factor – Price's theory of Exponential growth.

Reference:

1. Akhandanand Shukla, Webometric Studies and Libraries, Ess Ess, New Delhi, 2015.
2. Ashwini, Tiwari, Bibliometrics, Informetrics and Scientometrics : Opening New Vistas of.., RBSA, Jaipur, 2006.
3. Gayatri Mahapatra, Bibliometric studies: in the Internet Era.: Indiana Publishing House, New Delhi, 2012.
4. Peter Ingwerson, Scientometric Indicators and Webometrics and Poly Representation.., Ess Ess, New Delhi, 2011.
5. Karft (DH) & Boyce (BA): Operation Research of Libraries and Information Agencies: Techniques for evaluation of management decision. 1991.

Course Outcome:

- To briefly explain the Bibliometric studies
- To explain Citation analysis

Semester	Sub. code	Title of the Paper	Hours of Teaching /Week	No. of Credits
III	17P3LSC14	E–Publishing	5	4

Objectives

- To reveal various possible modes of accessing e-publishing;
- To make the users' community aware of latent advantages of e-publishing and e-news services.

Unit I:

Technology for Print: Document structure, document preparation systems, DTP, DDLs, page description languages, text databases, standards;

Unit II:

Design for Print: Type design, graphic design, composition products, separation;

Unit III:

Technology for presenting static and dynamic content on the Internet

Unit IV:

Technology for Multimedia: Hypermedia etc., music and sound, interactive software, multimedia databases, intelligent systems, visualization, virtual reality, CAL, standards;

Unit V:

E-Publishing System – Coral, Dream Weaver, Adobe., DP.

Reference:

1. Bommel, Patrick Van. Information Modeling for Internet Applications, 2002.
2. Chowdhruy, G. G. Introduction to Modern Information Retrieval. 2nd ed. London: Facet, 2003
3. Paul, Pedley. The Invisible Web: Searching the hidden parts of the Internet. London: ASLIB, 2001.
4. Deegan, Merlyn and Tanner, Simon. Digital Futures: Strategies for the Information Age. London: Facet, 2001.
5. JANCZEWSK (Lech). Internet and intranet security management: risks and solutions. 2000. Idea, Hershey.

Course Outcome:

- To reveal various possible modes of accessing e-publishing;
- To make the users' community aware of latent advantages of e-publishing and e-news services.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
IV	17P4LSC15	Information System and Centers	6	4

Objectives

- What are the characteristic and element of information system
- What are the various types of information system and models

Unit I

Information System – Definition, Components, Types, Levels, and Functions.

Unit II

National Information systems: DESIDOC, NASSDOC, SENDOC, NISCAIR and INFLIBNET.

Unit III

Global Information systems: INIS, AGRIS, MEDLARS.

Unit IV

Information Institution: UNESCO, SPINES, PGI, CILIB, IFLA.

Unit V

Information products and services – Newsletters, In-house Journals, state of art reports, digest and Technical Digest.

Reference:

1. Date, C.J. An Introduction to Database System, ed.7, Delhi: Pearson Education (Singapore), 2002
2. Desai, Bipin C. An Introduction to Database System, New Delhi, Galgetia, 2001
3. Karts Henry F, DBS Computer, New Delhi, McGraw Hill, 2000.
4. Raghu Ramakrishnan, DBMSS, New Delhi, McGraw Hill, 2000.
5. Gangadharaiah G, Management of Information Products and Services in University Libraries, Common Wealth, New Delhi, 2012.

Course Outcome:

- What are the characteristic and element of information system
- What are the various types of information system and models

Semester	Subject Code	Title of the Paper	Hours of Teaching /Week	No. of Credits
IV	17P4LSC16	Electronic Library	6	4

Objectives

- To examine different constraints of digitization Process
- To examine the infrastructural facilities required for digital information system

Unit I

Electronic Library: Concepts, Definition, Scope, History and Development.

Unit II

Electronic Library tools – Hardware, Networking aspects including internet software package for digital libraries – Creating Institution Repositories.

Unit III

E-Resources – E-Document, E-Journals, E-Zine; Consortium – DELNET, UGC - INFONET

Unit IV

Rights Management, Intellectual Problems, Rights, Perspectives and Problems, E-documents, E-Commerce and E-Journals.

Unit V

Internet Basic features and tools connectivity – dialup, leased lines, ISDN, Digital subscriber lines – E-mail, SMDP, POP3CK. Internet protocols – FTP, HTTP – Web Browser – Internet Explorer: Internet Publications.

Reference:

1. Jeevan V.K.J, E-Resources and Digital Services, New Delhi. Ess Ess publication, 2011.
2. Krishan, Gopal, Digital Libraries in Electronic Information Era, Delhi, Authors Press, 2000.
3. Management of Digital Library Omesh Aadhavan, Jaipur: Oxford Book Company, 2011.
4. Shiva Sukeela Electronic Resources Management What, Why and How, Ess Publication, New Delhi, 2010.
5. Thomas E Nisonger, Evaluation of Library Collections, Access and Electronic resources : A Literature Guide and Annoteted Bibliography, London: Libraries, 2005.

Course Outcome:

- To examine different constraints of digitization Process
- To examine the infrastructural facilities required for digital information system

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
IV	17P4LSP17	Information Technology (Practical)	6	4

Objectives

- To know the basic concepts of Information Technology
- To understand the concepts of networking and web technology

Unit I MS Word

Text manipulation – Usage of numbering and bullets – usage indenting and spelling – table manipulation – inserting and deleting columns and rows – Mail merge – Picture insertion – Creation of documents using templates.

Unit II MS EXCEL

Types of function usage formula and built in function-File manipulation – Data sorting – Work sheet preparation, usage of auto formatting.

Unit III MS POWER POINT

Frame movement and inserting clip arts inserting pictures, inserting new slider, drawing graphs, copying picture from previous slides, usage of design templates.

Unit IV RDBMS:

Creating, updating and inserting into database, user select statement for queries using.

1. AND, OR NOT Operators
2. UNION, INTERSECTING, MINUS
3. SORTING AND GROUPING

Unit V

Nested queries using SQL

1. Sub Queries
2. Join
3. Built in function of SQL

Reference:

1. Unit 1, 2, 3, - MS Office 2000 Ron Mansfield, Tata Mc Graw Hill.
2. Unit 4, 5 – Data Base system Concepts, Abraham Silberschatz Henry F.Korth, S.Sudharshan, T.M.H.Companies.

Course Outcome:

- To know the basic concepts of Information Technology
- To understand the concepts of networking and web technology

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
IV	17P4LSEL3A	Major Elective – III Information Marketing	5	4

Objectives

- The important role marketing can play in the success of an organization.
- The various kinds of marketing and the strategic workings of marketing components.

Unit I

Information as a commodity and resource – Information products – nature and types marketing of information – need – methods.

Unit II

Marketing skills – communication skills – documentation skills – soft skills.

Unit III

Marketing research: definition, function's types and scope – application – technique's – marketing information systems – components – functions.

Unit IV

Marketing mix: Designing – product mix strategy – Kotlers Four C's Mc Carthy's Four P's – Competition Analysis – Pricing – Methods.

Unit V

Market segmentation – Targeting – Geographic – Demographic – Behavioral – Psycho graphical segmentation – user behavior – adoption, marketing plan – marketing advertisement.

Reference:

1. Philip KOTler, "Dream Vacations: The Booming Market for designed Experiences", New York: Free Press 1999.
2. Barclay Donald A, Teaching and Marketing Electronic Information Programs, NFSBO, Madras, 2011.
3. Fisher Karen, E, Theories of Information Behaviour, Ess Ess, New Delhi, 2008.
4. Fisher Patricia. H, Blue print for your Library Marketing Plan, Ess Ess, New Delhi, 2009.
5. Mathews Brian, Marketing Today's Academic Library: A Bold New Approach to Communicating with .., Ess Ess, New Delhi, 2009.

Course Outcome:

- The important role marketing can play in the success of an organization.
- The various kinds of marketing and the strategic workings of marketing components.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
IV	17P4LSEL3B	Major Elective – III Web Technology	5	4

Objectives:

- Introduce the Web Technology and discuss its use.
- Understand the computerized Information System

Unit I

Web Technology – concepts, Definition, Components.

Unit II

Internet / Intranet components – Services, Web Browsers, Search Engines, Web security, Web tools.

Unit III

Global Information System (GIS) Global Positioning System (GPS), Metadata, Digital object Identifier (DOI) Determining.

Unit IV

DSS, Artificial Intelligence, Expert system, knowledge based systems, Meaning – use and application in LICS.

Unit V

Satellite communication – other media's.

Reference:

1. WEB Design – Molly.
2. Web commerce technology hand book.
3. Web Programming – Krish james.
4. Web Site – Wynkoop.
5. ASP / MTS / ADS. Web Security – Harisome.

Course Outcome:

- Introduce the Web Technology and discuss its use.
- Understand the computerized Information System

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
I		Core Option - Academic library system	5	5

Objectives

- To understand the various Library Software available.
- To get familiarized with the various library software.

UNIT I

Types of Libraries – Role of University/College libraries and functions of higher education – Growth of University and College libraries in India and the role of UGC in promoting University/College Libraries.

UNIT II

Authorities in University/college libraries – Budgeting – Collection Building-problems and methods – Centralizations & Decentralization of University Libraries – Merits and Demerits –Resource Sharing among university libraries in India – Networking – Role of INFLIBNET.

UNIT III

Academic Libraries – Types of users & their information needs user education and services – User behavior and user studies.

UNIT IV

Human Resources and staff formula – Standards for University/College Libraries – Automation in academic libraries in India – Impact of information technology on academic library services – Electronic library, Digital library, virtual library.

UNIT V

Library Building – Furniture and equipment.

REFERENCE BOOKS:

1. Mathews Brian, Marketing Today's Academic Library: A Bold New Approach to Communicating with .., Ess Ess, New Delhi, 2009.
2. Mittal, R.L. Library Administration Cheory & Practice, New Delhi, Metro Politan, 2000.
3. Ramesh Kumar Verma, Library Administration & Mgt. Delhi: Swetantra Bharat, 2011.
4. Narayana, G.J. Library and Information Management, NewDelhi, Prentice Hall, 1991.
5. Souza John, D, Laws of Library Science: Cyber Tech. Publications, New Delhi, 2011.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
II		Core Option - Technical writing	5	4

Objective

- To explain process and features of technical writing
- To explain repackaging of information

UNIT I

Communication Process – Characteristics features of technical writing, reader-writer relationship.

UNIT II

Language as a medium for communication of thought, Readability and text – Abbreviation in technical writing.

UNIT III

Organization and Presentation of data in abstracts, textual manner, references – Preparation of popular articles, technical reports, monographs, house journals.

UNIT IV

Repackaging of information: Preparation of Review, Trend report, Progress report.

UNIT V

Editorial Process: Editorial tools, use of style manuals proof reading.

UNIT VI

Publication Ethics – Pre-publication and post-publication process.

Reference:

1. Krishnan Kumar, Research Libraries in Developing Countries.2001
2. Santhosh Gupta, Research Methodology and Statistical Techniques, New Delhi: Deep & Deep, 2000.
3. Lancaster FW, Information Retrieval Systems, Ed-2, 1996.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
III		Core Option - Information Literacy	6	4

Objective

- To know the importance of information literacy
- To explain the information literacy in higher education

Unit I

Information Literacy: Concept, Need and objectives – Areas of Information Literacy – Information Literacy Models and Standards – Role of Institution Information Literacy.

Unit II

Information Literacy Programme: Scope – National and International Programme in Information Literacy.

Unit III

Information Literacy: Information Literacy Product, Library Brochure, Database Brochure, Web-based Access Instruction, Information Bulletin – Designing and Implementation of Information Literacy Programme.

Unit IV

Application of Information Literacy in Library and Information centers: Information Literacy for Users, Professionals, Research and Development.

Unit V

Trends in Information Literacy: Web based Information Literacy System – OPAC Information Literacy System – Life Long Learning System.

Reference:

1. AMERICAN ASSOCIATION OF SCHOOL LIBRARIAN AND ASSOCIATION FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY. Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. AMERICAN LIBRARY ASSOCIATION. Information Literacy: a position paper on information problem solving (2000).
3. GRASSIAN (ES). Learning to lead and manage information literacy instruction. (2005) Neil Schuman Publishers, New York.
4. SMITH (S). Web Based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
5. Huvila Isfo, Information Services and Digital Literacy: Chanakya, New Delhi, 2012.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
IV		Core Option - Digital Libraries	6	4

Objectives

- To examine different constraints of digitization Process
- To examine the infrastructural facilities required for digital information system

UNIT I

Digital Libraries: Definition, Fundamentals and Theoretical Aspects; Characteristics of DLs and nature of DL collections

UNIT II

Design and Organization of Digital Libraries; Architecture, Interoperability, Protocols and Standards; User Interfaces

UNIT III

Digital Library Initiatives, Open Archives Initiative (OAI) and similar Developments

UNIT IV

Digital Libraries Technology

UNIT V

Digital Resources Management; Access to and Use of DLs; Storage, Archiving and Preserving Digital Collections

Reference:

1. Sreekumar MG, Digital Libraries in Knowledge Management, Ess Ess, New Delhi, 2006.
2. Lazinger, Susan S, Digital Preservation and Metadata: History, Theory Practice, Libraries, Eaglewood, 2005.
3. Nigam, BS, Digital Libraries (A Festschrift Volume of Professor R.K. Rout), Mahamaya Publishing House, New Delhi, 2008.
4. Shuman, Bruce A, Issues for Libraries and Information Science in the Internet Age, Libraries, Eaglewood, 2005.
5. Sunil Kumar Satpathy, Modernisation of Libraries: A Challenge in Digital Era, Mahamaya Publishing House, New Delhi, 2008.

Semester	Subject Code	Title of the Paper	Hours of Teaching / Week	No. of Credits
III	17P3LSEDC	Extra Disciplinary Course Document Centres in India	4	-

Unit – I

Components of information systems – Libraries, Documentation centers, information centers.

Unit – II

Data banks, Information analysis centers, Referral centers, clearing houses, Reprographic and translation centers – Their function and services.

Unit – III

National Information systems: DESIDOC, NASSDOC, SENDOC and INFLIBNET.

Unit – IV

Role of Information organization: UNESCO, SPINES, PGI, CILIB, IFLA.

Unit – V

Information products and series – News letters, House Bulletins in – house journals, state of art reports, digest and Technical Digest.

Reference:

1. Date, C.J. An Introduction to Database System, ed.7, Delhi: Pearson Education (Singapore), 2002
2. Desai, Bipin C. An Introduction to Database System, New Delhi, Galgetia, 2001
3. Karts Henry F, DBS Computer, New Delhi, McGraw Hill, 2000.
4. Raghu Ramakrishnan, DBMSS, New Delhi, McGraw Hill, 2000.
5. Gangadharaiah G, Management of Information Products and Services in University Libraries, Common Wealth, New Delhi, 2012.

Course Outcome:

- Know the standards in library operations.
- Understand the regional, national & international network for exchange of information and documents.