KANNUR UNIVERSITY
(Abstract)

MLI.Sc Programme under Choice based Credit Semester System– Scheme & Syllabus effective from 2010 Admission- Implemented– Orders issued.

ACADEMIC BRANCH

U.O.No.Acad/C2/4935/2006.   Dated, K.U.Campus.P.O, 26- 04-2011

Read: 1. U.O.No.Acad/C2/4935/2006 dated 15-12-2009 & 27-10-2010.
   2. Minutes of the meeting of the Curriculum Committee held on 05-06-2010 & 16-08-2010.
   3. U.O No Acad/C3/2049/2009 dated 05-04-2011.
   4. Letter from the Director, Dept. of Library Science, Palayad Campus, Thalassery.

ORDER

1. As per paper read (1) above, the Scheme and Syllabus of MLISc Programme under Credit and Semester System was implemented in this University with effect from 2009 admission.

2. As per the recommendation of the Curriculum Committee vide paper read (2) above, the regulations for Credit Semester System were revised and CCSS was implemented in this University with effect from 2010 admission as per paper read (3) above.

3. As per paper read (4), the Director, Dept. of Library Science, has forwarded the scheme and syllabus for MLISc Programme in line with the regulations for Choice based Credit Semester System, for implementation with effect from 2010 admission.

4. The Vice Chancellor, after considering the matter in detail, and in exercise of the powers of the Academic Council, conferred under section 11(1) of Kannur University Act 1996 and all other enabling provisions read together with, has accorded sanction to implement the scheme and syllabus of MLISc Programme under Choice based Credit Semester System with effect from 2010 admission.

5. The following orders are therefore issued in this matter:

(i) The Scheme and Syllabus of MLISc Programme under Choice based Credit Semester System is implemented in this University with effect from 2010 admission, subject to report to the Academic Council.

(ii) The Regulation for Choice based Credit Semester System implemented for PG Programmes in this University vide paper read (3) above will be applicable to MLISc Programme also.

6. The revised Scheme and Syllabus of MLISc Programme effective from 2010 admission is appended.

             Sd/-
            REGISTRAR

To
   1. The Director, Dept. of Library Science, Palayad Campus, Thalassery
   2. The Examination Branch (through PA to CE).
Copy to:
   1. PS to VC/PA to PVC/PA to Registrar.   Forwarded/By Order
   2. DR/AR-I (Academic).
   3. SF/DF/FC.   SECTION OFFICER

Regulations, Scheme and Syllabus

for

MASTER OF

LIBRARY & INFORMATION SCIENCE

Choice based Credit Semester System
w.e.f. 2010 Admission

A. Course details

1. Subject	:	Library and Information Science
2. Faculty	:	Science
3. Name of the Course	:	Master of Library and Information Science (M.L.I.Sc)
4. Duration of the Programme	:	2 years, each year comprising two semesters. The duration of each semester shall be five months inclusive of examinations. Each semester shall have a minimum of 90 days.
5. Intake to the Course	:	To be decided by the University from time to time. The seats will, as far as possible, be equally divided among B.Sc./B.C.A and B.A/B.Com/ B.B.A degree holders.

B. Objectives

The objectives of the MLISc Programme are:
1. To develop in students the potential for critical thinking particularly concerning goals of Libraries and Information Centres.
2. To train students for a professional career in Library and Information Services.
3. To train students in handling information resources (Print and non-print).
4. To facilitate access and provision of information sources.
5. To train students in using Information Technology tools and techniques in accessing, organizing, management, service and archival activities of information.
6. To further the state of the art in Library and Information Science through extension, research and publication activities.

C. Eligibility for admission to the Programme

Candidates seeking admission to the programme shall be required to have obtained a bachelor degree (under 10+2+3 pattern) of this University or any other Indian or foreign University recognized by Kannur University. Candidates seeking admission shall have secured at least 50 percent marks in optional subjects in the qualifying examination.

However, candidates belonging to OBC are eligible for a relaxation of 5 percent marks in the qualifying examination. Those belonging to Scheduled Castes/Scheduled Tribes having secured a pass in the qualifying degree examination are eligible to apply for admission to the Programme.

D. Admission procedure

The rank list for admission to the Programme shall be based on the index marks as per the following criteria:

1. Qualifying Examination	50	Marks
2. Entrance Test (Objective Type)	50	Marks
Total	100	Marks

E. Reservation

The final selection list will be prepared taking into consideration, the relevant reservation rules approved by Kannur University from time to time.

F. Medium of instruction

The Medium of Instruction shall be English.

G. Dissertation

In the fourth semester each student shall take up a project based on any topic of his/her interest. The project aims at introducing the students with research methodology and to prepare them for writing dissertations. Students are required to do a project on a topic relating to an area of study chosen in consultation with the faculty. However, the topics shall be approved by the department council. They would have to submit a project report before the end of the fourth semester. Each student shall be guided in his/her project by a member of the faculty.

H. Study Tour

There shall be a study tour during the course, which is compulsory and student has to submit a Study tour observation Report at the end of the Fourth semester.

I. Internship

Each student has to work for a period of 15 days in a selected well organized library to get firsthand experience and submit a report of the work done under the guidance and supervision of the concerned library staff, before the commencement of the Fourth semester examination.

In the case of any inconsistency between the implemented regulations of Choice based Credit Semester System and its application to PG Programme in Library and Information Science offered in the University Department, the former shall prevail.

SCHEME OF EVALUATION

FIRST SEMESTER

Sl. No	Course Code	Title of the Course	Contact Hrs/week L	S/ T	P	Marks C E	ESE	Total	Credits
1	LIS C 001	Foundations of Library and Information Science	3	1	-	30	45	75	4
2	LIS C 002	Library Management	3	1	-	30	45	75	4
3	LIS C 003	Knowledge Organization and Retrieval	3	1	-	30	45	75	4
4	LIS C 004	Knowledge Organization: Library Classification –Practical	-	2	10	30	45	75	4
5	LIS E 005	Information and Communication Technology-Basics	3	1	-	30	45	75	3

SECOND SEMESTER

Sl. No	Course Code	Title of the Course	Contact Hrs/week L	S/T	P	Marks CE	ESE	Total	Credits
1	LIS C 006	Information and Communication	3	1	-	30	45	75	4
2	LIS C 007	Information Sources and Services	3	1	-	30	45	75	4
3	LIS C 008	Planning and Management of Libraries and Information Centres	3	1	-	30	45	75	4
4	LIS C 009	Information Sources and Services – Practical	-		12	30	45	75	4
5	LIS E 010	Application of Information and Communication Technology- Practical	2	2	5	30	45	75	3

THIRD SEMESTER

Sl. No	Course Code	Title of the Course	Contact Hrs/week L	S/ T	P	Marks C E	ESE	Total	Credits
1	LIS C 011	Research Methodology	3	1	-	30	45	75	4
2	LIS C 012	Information and Communication Technology Applications – Theory	3	1	-	30	45	75	4
3	LIS C 013	Advanced application of Information and Communication Technologies – Practical		2	10	30	45	75	4
4	LIS C 014	Information Processing and Retrieval: Library Cataloguing – Practical	-	2	10	30	45	75	4
5	LIS C 015	Technical Communication	3	1	-	30	45	75	4

IV SEMESTER

Sl No	Course Code	Title of the Course	L	S/T	P	CE	ESE	Total	Credits
			Contact Hrs/week			**Marks**			
1	LIS C 016	Information Retrieval	3	1	-	30	45	75	4
2	LIS C 017	Digital Libraries	3	1	-	30	45	75	4
3	LIS C 018	A) Dissertation	-	8	-	-	100	100	4
		B) Internship Report	-	3	-	-	20	20	3
		C) Study tour observation Report	-	2	-	-	10	10	2
		D) Viva Voce	-	-	-	-	20	20	2
4	LIS E 019	Elective	3	1	-	30	45	75	4
		Grand Total				**540**	**960**	**1500**	**80**

List of Electives

A. Public Library System
B. Academic Library System
C. Special Library System
D. Health Information System
E. Engineering and Technology Information System
F. Business Information System

Open Courses: For the Students of other Departments

Sl. No	Course Code	Title of the Course	S/T	P	CE	ESE	Total	Credits
			Contact Hrs/week		**Marks**			
1	LIS O 020	Basics of Library and Information Science	3	1	-	30	45	75	3
2	LIS O 021	Information Sources	3	1	-	30	45	75	3
3	LIS O 022	Application of Information and Communication Technology in Learning and Teaching	-	2	5	30	45	75	3

LIS C 001: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
(4 Credits)

Unit 1. Library in the Social context
- Concept of modern libraries, Information Society
- Role of Libraries in contemporary society.

Unit 2. Five laws of library science
- Implications of five laws in library and information activities.

Unit 3. Types of libraries and their functions
- National, Public, Academic and Special Libraries
- Types of academic libraries: School, College and University Libraries.
- National library of India

Unit 4. Resource sharing, Networking and extension services
- Resource sharing
- Library Net working: National and International: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET.
- Library extension services
- Library publicity

Unit 5. Library development
- Library movement in India
- Library movement in Kerala

Unit 6. Library legislation
- Need for library legislation – Essential features of library legislation
- Library legislation in India - Model Public Library bill of S.R.Ranganathan.
- Public Library Legislation in Kerala – Kerala Public Library Act 1989
- Indian copyright Act – Delivery of Books and Newspapers (Public Libraries) Act.

Unit 7. Library and information profession
- Librarianship as a profession – Professional ethics
- Professional associations and their role
- National and International associations: IFLA, ILA, IASLIC

Unit 8. Promoters of Library and information services
- Promotion of library and information services by UNESCO, UGC (India) and RRRLF.

Selected Readings

1. Gorman, Michael: Our enduring Values: Librarianship in the 21st Century Chicago: ALA, 2000.
2. Mcgarry,K.J.:The changing context of information: An introductory analysis, 2nd ed. London: Library Association,1993.
3. Meadows,A.J: Origins of Information Science, Taylor Graham, 1987.
4. Saracevic, T: Information Science Revisited: Rutgers University School of Information and communication Studies, 1990.
5. Saracevic, Tefko: Information Science: Origin, Evolution and Relation In P.Vakkari and B.Cronin (Eds) Conceptions of Library and Information Science. Historical Empirical and Theoretical Perspectives London, Taylor Graham, 1992.
6. UNESCO: Basic Texts in communication 89-95/prepared by the UNESCO
7. Secretariat, Paris: UNESCO,1996.

8. Bavakutty, M, et al., Ed. Library co-operation in a networked world, Ess Ess Publications, Delhi, 2002.
9. Bavakutty, M, et al., Ed. Organization of libraries and information centers in 21st century, Ess Ess Publications, Delhi, 2002
10. Rout,R.K: Library legislation in India. New Delhi: Reliance, 1991.
11. Sandy Norman (Ed): Copyright in further and higher education libraries . 4th Ed
12. London: Facet Publishing, 1999.
13. Sandy Norman: Practical Copyright for Information Professional. London : Facet, 2001.
14. Buragohain, Alka: Various aspects of Librarianship and Information Science. New Delhi: Ess Ess, 2000
15. Venkatappaiah, V: Indian Library Legislation, 2v., New Delhi: Daya, 1990

LIS C 002:   LIBRARY MANAGEMENT   (4 Credits)

Unit 1.   Management
- Concept, definition and scope
- Schools of Management thought
- Principles of scientific management
- Fayol's Principles
- POSDCORB
- Management styles and approaches

Unit 2. System Analysis and Design
- Library as a system
- Project management, PERT\CPM
- Decision tables
- Performance evaluation standards
- Performance measurement
- SWOT (strength Weakness Opportunities Threat)
- DFD (Data Flow Diagram)

Unit 3. Management of Library House Keeping Operations: Technical operations
- Different sections of library and information centers and their functions
- Collection development
- Acquisition procedures: selection, ordering, accessioning and stock editing
- Technical processing: Classification, cataloguing and physical processing

Unit 4. Management of Library House Keeping Operations: Reader's services
- Maintenance of documents: work with new, returned, damaged and lost documents. Stock verification., binding, care, preservation and restoration of print and electronic documents
- Circulation control: Charging systems, interlibrary lending
- Serials control: Selection, ordering, receipt and display
- Special collections

Selected Readings

1. Mittal.R.L: Library administration: Theory and Practice. Ed.5. 1983.
2. Bryson.J: Effective library and information center management, 1990.

3. IASLIC: Application of management techniques in library and information Systems,Conference papers 79.
4. Narayan.G: Library and information management, 1991.
5. Evans, Edward: Management techniques for librarians, New York: Academic, 1982.
6. Doughty. And Heinrits. F.J: Scientific management of library operations, 1985.
7. Ranganathan.S.R: Library administration, 1954.
8. Krishan Kumar: Library Administration and Management. 2nd ed. New Delhi : Vikas, 1987.
9. Bavakutty, M and Parameswaran, M, Ed., Management of libraries in the 21st century, Ess Ess Publications, Delhi, 2000
10. Seetharama, S: Guidelines for planning of libraries and information centers. Calcutta : IASLIC, 1990.
11. Peter Clayton and G. E. Gorman: Managing Information Resources in Libraries and Information Services: Collection Management in theory and practice. London : Facet Publishing, 2001.

LIS C 003: KNOWLEDGE ORGANIZATION AND RETRIEVAL (4 Credits)

Unit 1. Theory of library classification
- Need and purpose of library classification
- Normative principles of classification and their usefulness- Canons for idea plane
- Principles of helpful sequence
- Notation types- Qualities

Unit 2. Facet analysis and fundamental categories
- Concept of facet analysis
- Fundamental categories
- Principles for facet sequence

Unit 3. Classification schemes
- Species of library classification schemes: Enumerative and faceted models
- Silent features of CC, DDC and UDC

Unit 4. Universe of knowledge
- Structure and attributes
- Modes of formation of subjects
- Different types of subjects: Simple complex and compound subjects

Unit 5. Bibliographic description
- Library catalogue : Its purpose and functions
- Physical forms : book form, card form and OPAC
- Types of catalogue: Author catalogue and title catalogue – Dictionary catalogue and classified catalogue.

Unit 6. Subject cataloguing
- Problems in assigning subject headings
- Methods of subject cataloguing : chain procedure and printed list of subject headings
- L.C. list of subject headings and Sears list of subject Headings

Unit 7. Centralised cataloguing and cooperative cataloguing
- Centralised cataloguing : Types, advantages and disadvantages
- Cooperative cataloguing : NPAC, Union catalogues
- Bibliographic description & Meta Data standards - ISBD, CCF, MARC-21, Dublin Core
-

Selected Readings:

1. Anglo American Cataloguing Rules. 2nd Ed. Rev. New Delhi, Oxford, 1988
2. Barbara M Westby, Ed. Sears List of Subject Headings, New York, HW Wilson, 1977.
3. Berwick Sayers, WC. Introduction to Library Classification. London, Andra dautch, 1950.
4. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
5. Chernyi, AI. Introduction to Information Retrieval Theory. London, ASLIB, 1973.
6. Fritz, Deborah A. Cataloguing with AACR2 and US-MARC Records. Chicago, ACA, 1998.
7. Jennifer, E. Rowledy. Organising Knowledge: An Introduction to Information Retrieval. Aldershot, Gower, 1987.
8. Krishan Kumar. Theory of Library Classification, Ed.2, New Delhi, Vikas, 1980.
9. Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R:Explaining an illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA, 1997.
10. Ranganathan, SR. Library Catalogue: Fundamentals and Procedures, Madras, LA, 1950.
11. Ranganathan , SR. Headings and Canons. Madras, S Vishwanathan, 1955.
12. Ranganathan, SR. Classified Catalogue Code. Madras, UBSPD, 1988.
13. Srivastava, AP. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
14. Ranganathan, SR. Prolegomena to Library Classification, Ed2, London, LA, 1957&1965.
15. Rijsbergen, C J Van. Information Retrieval, Ed.2. London, Butterworths, 1970.
16. P S G Kumar. Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR , 2003.
17. Bavakutty M. Canons of library classification. Trivandrum, KLA, 1981.
18. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 02.
19. Ranganathan, S R. Colon Classification, 6th ed. Banalore: Sarada Ranganathan Endowment for Library Science, 1960.
20. Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan, 1998.
21. Ranganathan, S R. The Five Laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science, 1999.
22. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.

LIS C 004 KNOWLEDGE ORGANIZATION: LIBRARY CLASSIFICATION –Practical
(4 Credits)

Classification of documents according to DDC (Prescribed edition) and U D C (Prescribed edition)

Unit 1. Classification of documents representing simple subjects
Classification of documents having common isolates

Unit 2. Classification of documents representing compound subject

Unit 3. Classification of documents representing complex subject

Unit 4. Assigning of Book Numbers

LIS E 005 INFORMATION AND COMMUNICATION TECHNOLOGY – BASICS
(3 Credits)

Unit 1. Introduction to information technology.
- Computer- definition, importance, Application, evolution and Classification of Computers.

Unit 2. Computer architecture:
- Computer hardware – input, output devices, Internal and External storage devices.

Unit 3. Software: types –
- Operating systems- MS DOS, Windows, UNIX and LINUX
- Programming Languages and Utilities
- Application software - Word Processors, DTP, Spreadsheets,
- Presentation packages and Database Management Systems

Unit 4. Data representation and processing:
- Number systems, Boolean Logic
- Flowcharting
- File and file organization: Concepts, Methods of file organization

Unit 5. Fundamentals of Telecommunication –
- Concepts, Data transmission, Signals, Media, Modes and Devices.

Unit 6. Internet: Importance, Applications, Evaluation.
- WWW. Evaluation of WWW

Unit 7. Electronic publishing-
- Micro graphics, Videotext, Teletex and Visual data display Systems.

Selected Readings

1. Rowley, Jennifer: Information systems, Ed.2, London: Clive Bingley, 1998.
2. Kashyap,M.M: Database systems, New Delhi: Vikas, 1993.
3. Basandra, S.K: Computers Today, New Delhi: Golgotha, 1998.
4. Satyanarayana .R: Information technology and its facets. Delhi: Manic, 1996.
5. Jain,VK: O-level module1:Computer fundamentals.Ed 2. Delhi: BPB Pub, 1994.
6. Sinha, PK: Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications, 1992.
7. Mehta, Subhash and Mahata, Bhavana: Quick Computer Course. New Delhi: Galgotia, 1995.
8. Croucher, Phil: Communications and networks. 2nd ed. New Delhi: Affiliated East West, 1995.
9. Rajaraman, V: Fundamentals of Computes. New Delhi: PHI, 1995.
10. Keren, C and Perlmutter, L,Ed: The application of mini and micro computers in information, documentation, and libraries. Amsterdam: Elsevier, 1995.
11. Satish Jain: Information Technology : `O' Level made Simple. New Delhi: BPB, Latest Edition (All modules).
12. V. K. Jain: Information Technology : `O' Level. New Delhi: BPB, Latest Edition (All modules).
13. Williams, Briank; Sawyer, Stacey and Hutchinson, Sarah E: Using Information Technology : A practical Introduction to computers and Communication. New Delhi: TMH, (latest edition)
14. Curtin, Dennis P. & others: Information Technology: The breaking wave. New Delhi: TMH, Latest Edition.
15. Shroff, Rustam: Computer Systems and Applications, Mumbai: Himalaya, 2000.
16. Ravishankar,S:Computer Awareness & Applications, Delhi: Himalaya, 1999.
17. Vyas, S D et. Al. Ed: Excellence in Information Technology, Jaipur: Raj publishing House, 2000.
18. Shrivastave, Raj Kumar. A: Text book of Information Technology, Delhi: Dominant publishers, 2001.
19. Johri, Amit and Jauhari, B.S: Computers Today. Vol.1, Mumbai: Himalaya, 1993.
20. Saxena, Sanjay: A First course in computers. New Delhi: Vikas pub. House, 2001.
21. Dhiman,Anil.K: Basics of Information Technology for Librarians and Information Scientists. Vol.1, New Delhi: Ess Ess publications, 2003.

SECOND SEMESTER

LIS C 006: INFORMATION AND COMMUNICATION (4 Credits)

Unit 1.   Information science as a discipline
- Definition and scope- Genesis and development
- Basic areas of concern Relationship with other disciplines

Unit 2.   Information vs. knowledge
- Properties and behaviour of information
- Information, data and knowledge
- Growth process of knowledge
- Nature and properties of knowledge
- Information Explosion

Unit 3.   Information and communications
- Definition of communication- communication models
- Channels of communication
- Invisible college-Technological gate keepers-Their role in communication
- Barriers to communication
- Role of the library in communication

Unit 4.   Information & Society
- Genesis, characteristics and implications of information society
- Information industry-generators, providers and intermediaries
- Intellectual property Act, Right to Information Act
- Concept of freedom, censorship, data security and fair use
- International and national progrmmes and policies related to information
- Universal Bibliographic control (UBC)
- Universal Availability of Publication (UAP)

Unit 5.   Economics of Information
- Information as a resource
- Economics of information provision
- Cost analysis of information systems
- Marketing of information products and services

Unit 6.   Knowledge Management or content Management
- Digital, content resources
- Content Management systems-Advantages
- Role of library professionals in content management

Selected Readings

1. FID: Finding new values and services of Information, 1994.
2. Information Flow in non-R&D context: seminar papers; 14th IASLIC conference, New Delhi, 1983.
3. McGarry K.J.Communication, Knowledge and the Librarians, 1975.
4. McGarry K.J. The changing context of Information Technology, 1986.
5. Masuda,Y Information Society, 1980.
6. Rodriguez Mur and Ferrante, A.J. Information Technology for the 21st Century: Managing the Change, 1996.

7. Bavakutty, M et al , Ed., Information access, management and exchange in the technological age, Ess Ess Publications, Delhi, 2003.
8. Satyanarayana, N.R. and Satyanarayana, R., ed Problems of Information Science, 1996.
9. Shera, J.H. Foundation of Education Librarianship. Bombay: Asia, 1970.
10. Vickery, B.C. and Vickeery, A. Information Science in theory and practice, 1994.
11. Wolpert, S.A. and Wolpert, J.F. Economics of Information, 1986.

LIS C 007: INFORMATION SOURCES AND SERVICES (4 Credits)

Unit 1.   Nature and characteristics of information sources.
- Criteria for evaluation of different types of information sources

Unit 2.   Types of information sources
- Documentary sources – primary, secondary and tertiary sources. Institutional sources
- Conventional, non conventional and meta documents

Unit 3.   Study of bibliographical sources
- Bibliographies – types – Trade bibliographies – National Bibliographies – INB & BNB

Unit 4.   Reference sources
- Dictionaries, Encyclopedias, Directories, Year books and Almanacs, Geographical Sources,
- Biographical sources, Statistical Sources and Sources of Current events.

Unit 5.   Secondary information sources
- Indexing services
- Abstracting services

Unit 6.   Electronic Information sources

Unit 7.   Reference, Abstracting, indexing and Information alerting services-
- Their Planning, development and management
- Online reference, abstracting, indexing and information alerting services.

Unit 8.   Translation and document delivery services.
- Online translation and e-document delivery services

Selected Readings

1. Krishan Kumar: Reference service, Ed.3, New Delhi, Vikas, 1992.
2. Walford, A.J: Guide to reference materials, London, Library Association, 1990, 3V.
3. Rao, I.K.R: Electronic sources of information, DRTC Annual Seminar. Bangalore, 2000
4. Sewa Singh: International Manual of Reference and Information Sources. New Delhi: Beam Books,97.
5. Guha, B: Documentation & Information. Ed.2. Calcutta: World Press, 1983.
6. Sheila Pantry and Peter Griffiths: Creating a successful e-information service. London: Facet, 2002

LIS C 008: PLANNING AND MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES   (4 Credits)

Unit 1.   Planning
- Concept, definition, need and purpose
- Policies and procedures, MBO

Unit 2.   Human Resource Management
- Organizational structure
- Job description and analysis

- Job classification
- Recruitment, selection, induction
- Training and development
- Motivation; group dynamics
- Interpersonal relations
- Performance appraisal
- Stress management
- Delegation, communication and participation

Unit 3.   Directing, Co-ordinating and Reporting
- Communication
- Library rules
- Staff manual
- Library statistics
- Types of Reports:
  - Annual report – compilation, contents and style
  - Periodical progress/review reports

Unit 4.   Financial Management
- Methods of financial estimation
- Sources of finance
- Budgeting techniques; Line, PPBS, Zero Based Budgeting etc
- Cost effectiveness and cost benefit analysis
- Expenditure monitoring and review
- Outsourcing

Unit 5. Total Quality Management (TQM)
- Definition, concept, elements
- Quality audit, LIS related standards, SERVQUAL

Space Management
- Building: Lay out and space estimation
- Furniture and equipment

Change Management
- Concept, tools and techniques
- Problems of incorporating change

Selected Readings

1. M.Buck land : Information and Information Systems Praeger London 1992.
2. Bryson : Effective library and Information center management, 1984.
3. Doughtery, R & Heinrits. F.J.: Scientific Management of Library operations, 1985.
4. Evans, G.Edward : Management techniques of librarians, Academic, New York, 1982.
5. Jones, N & Jurdon : Staff management in library and information work Gower, Aldershot, 1982.
6. Khanna, J.K. : Handbook of Library Administration, New Delhi, Crest, 2001.
7. Mittal, R.L.: Theory of Library Administration and Management, New Delhi, Metropolitan, 1985.
8. Kumar, Krishan: Library Administration and Management New Delhi, Vikas, 1982.
9. Mookerjee and Sengupta: Library organization and administration, 2ed. World Press, 1977.
10. Underwood, Peter G.: Managing change in Libraries and Information Services: A systems approach, Whdon, Clive Bingley, 1990.
11. Lahiri,Ramansu:Evaluating serial central systems of the University and Libraries, New Delhi Ess Ess,96.
12. Prasher, R.G. : Developing Library Collection, New Delhi, Modallion, 1993.'

13. Chand, Kuldip: Information marketing: Status and prospects, New Delhi, Batea, 1996.
14. Chopra H.S: Information Marketing, New Delhi Rawal, 1996.
15. King Donald, Ed: Key papers in design and evaluation of information systems, 1978.
16. Lancaster, F.W: The measurement and evaluation of library services, Information Resources press, Arlington, 1977.
17. Mason Donald :Information management Peregrinus, Stevenage, 1978.
18. McLure, Ed : A guide to utilizing planning methods of librarians, 1983.
19. Metcalf, K.D. Planning academic and research library buildings, McGraw Hill, NY. 1965
20. Pekana,CV et al Selection and furniture with special reference to college libraries,IBC,Jullundhur. 1983.
21. Simons R. Reader in Library management, Ckuve Oungley, London, Stueart, 1976.
22. Eastkucjm J.T. Library management, Ed 2, Libraries unlimited Littleton.
23. Cowley, John. Personal Management from strategies to action ASLIB, London. 1982.
24. Katz W A: Collection development: Selection of materials for libraries HRW, New York. 1980
25. Krishan Kumar (1987): Library administration and management. Vikas. New Delhi.

LIS C 009: INFORMATION SOURCES AND SERVICES – Practical (4 Credits)

Unit 1. Information Sources
- Study and Evaluation of Standard Reference Sources
- Exercises in reference questions.

Unit 2. Information Service
- Preparation of abstracts
- Preparation information products - CA lists.
- Compilation of Bibliography, Documentation List/, Newspaper Clippings, Indexing of books and periodical articles

LIS E 010 APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY – Practical (3 Credits)

- Installation of Operating Systems: WINDOWS and LINUX
- Exercises in the use of operating systems:(MS DOS ,Windows and LINUX)
- Word processors – MS-WORD
- Spread sheets – MS-EXCEL
- Presentation packages – MS-POWERPOINT
- MS Access

THIRD SEMESTER

LIS C 011: RESEARCH METHODOLOGY   (4 Credits)

Unit 1.   Research: Meaning, definition, need and types.
- Concept of Scientific Method

Unit 2.   Research Design:
- Steps in Research Design –
- Literature Search, Selection of Research problem,
- Formulation of hypothesis

- Writing of research proposal
Unit 3.   Methods of Research:
- Historical, case study, survey, experimental and Delphi Method
Unit 4.   Data collection:
- Sampling techniques.
- Tools and techniques of data collection
- Questionnaire, Interview, Observation, Checklist, etc
.Unit 5.   Data analysis and interpretation.
- Report writing
- Evaluation of research report
Unit 6.   Statistical methods and their application in LIS research.
- Use of IT in LIS Research

Selected Readings

1. Busha, C.H. and Harter, S.T: Research methods in Librarianship, 1986.
2. Krishan Kumar: Research methods in Library and Information Science,1992.
3. Kothari, C.R: Research method logy, 1990.
4. Gopal, M.H: An Introduction to Research Procedure in Social Sciences. New Delhi: Vikas, Pub. House,92.
5. Bavakutty,M; Abdul Majeed,K C, Methods for measuring quality of libraries,EssEssPublications,Delhi05
6. Krishnaswami, O.R: Methodology of Research in Social Sciences. Bombay: Himalaya,1993.
7. Mary Lee, Bundi: Reader in Research Methods for Librarianship. -- : Greenwood Press.

LIS C 012: INFORMATION AND COMMUNICATION TECHNOLOGY
APPLICATIONS – Theory   (4 Credits)

Unit 1.   Library Automation:
- Concepts and need for library automation
- Areas of library automation
- Manual Vs Automated Library functions
Unit 2.   Database Management Systems:
- Concepts, Design, Characteristics
- Types of databases. Database Integrity and Security.
- Study of Bibliographic Databases
- Salient features of CDS/ISIS, WINISIS
Unit 3.   Artificial Intelligence and Expert Systems
- Human-Computer Interaction(HCI)
- Concepts, genesis, development of AI and ES
- Application of AI and ES in Library and Information Services
Unit 4.   Multimedia Technology: concept, origin and development, applications.
- Concept of hypermedia and hypertext

Selected Readings

1. Rao, IKR: Library Automation Ed.2. 1991.
2. Lee, Stuart D: Digital imaging: A practical handbook. 2000.
3. Malwad, N.M. and others: Digital Libraries: Conference papers. 1992.
4. ICADL: Tutorials on Digital Libraries. Bangalore, 2001.

5. Barbara Allan: E-learning and Teaching in library and Information Services. London : Facet Publishing, 2002
6. Leona Carpenter, Simon Shaw & Andrew Prescott:Towards the Digital Library.London:LA, '98.
7. Peter Brophy:Library in the 21st Century: New Services for Information Age.London:LA, 2001.
8. Chowdhury, G.G: Introduction to Digital Libraries. London: Facet Publishing, 2003.
9. Rich, Elaine and Knight, Kevin: Artificial Intelligence. 2nd ed. New Delhi: TMH, 1994.
10. Chadha, R. K. and Gupta, S. R. (Eds): Information Technology. New Delhi: Sarita, 1995.
11. Jeffcote, J: Multimedia in practice. New Delhi: PHI, 1994.
12. Alberico,Ralph and Micco Mary:Expert Systems for reference and information retrieval.West port:Meckler, 1990.
13. Botto, Francis: Multimedia,CD-ROM & compact disc: a guide for users and developers.New Delhi: Galgotia, 1993.
14. Rastogi, P.N: Knowledge engineering and expert systems. New Delhi: BPB, 1994.
15. Rowley, Jennifer: The electronic library. London: L.A. 1998.
16. Digital Library Tool Kit. 3rd Ed. Santa Clara : Sun Micro Systems, 2003.
17. Digital Library Technology Trends. Santa Clara : Sun Micro Systems, 2002.
18. Alison Cooke: A Guide to finding Quality Information in the Internet. 2nd Ed. London: Facet, 2001.
19. R. David Lankes & Others (Eds): Implementing Digital Reference Services Setting Standards and making it real. London: Facet, 2002.
20. G. E. Gorman (Ed): The Digital Factor in Information & Library Services. London: Facet, 2002.
21. UNESCO: CCF. Paris: Unesco. 1988.
22. Cohn, John M ; Ann L. Kelsey and Keith Michael Fiels: Planning for library automation: A Practical Handbook. London: Library Association, 1998.
23. Cooper. Michael D: Design of Library Automation System: File Structure, Data Structures and Tools. New York: John Wiley, 1996.
24. R. S. Kochan and K. N. Sudarshan: Library Automation. [s.l]: APH, 1997.
25. William Saffady: Introduction to Automation for Librarians. ALA, 1999.
26. Murthy,C.S.V: Information Technology: Theory & Applications. New Delhi: Himalaya, 2004

LIS C 013: ADVANCED APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGIES – Practical   (4 Credits)

Unit 1. Library Automation Software: SOUL, Koha
Unit 2. Database Management Systems: Creation of Databases according to CDS/ISIS, Organize, Search, Retrieve and Display the contents using different DBMS.
Unit 3. CD-ROM Databases the study of their contents and search.
Unit 4. INTERNET searches
Unit 5. Use of search engines: Google, yahoo etc
Unit 6. Web Designing

LIS C 014: INFORMATION PROCESSING AND RETRIEVAL: LIBRARY CATALOGUING - Practical   (4 Credits)

Cataloguing of Documents according to AACR-II:
- Cataloguing of simple documents
- Cataloguing of complex documents
- Cataloguing of Non book materials

Assigning subject headings using Sear's List of subject headings

LIS C 015: TECHNICAL COMMUNICATION   (4 Credits)

Unit 1.   Technical writing
- Characteristic features of technical writing,
- Audience recognition and involvement
- Language as a medium for communication of thought, readability and text
- Aberrations in technical writing

Unit 2.   Products of technical writings
- Preparation of Popular articles, technical reports, review articles, digests, briefs, trend report, state of the art report, status report, and News letter

Unit 3.   Abstracting
- Types of abstracts
- Guidelines in preparing abstracts

Unit 4.   Repackaging and consolidation
- Types of information consolidation products and their preparation:. Content analysis
- Repackaging, formatting, consolidation

Unit 5.   Mechanics of writing
- Common problems in spelling, grammer, usage and punctuation
- Use of style manuals
- Copy editing
- Proof reading

Selected Readings

1. Seetharama, S.Information consolidation and repackaging. Delhi. Ess Ess. 1997.
2. Seetharama, S. Information analysis and consolidation in non R & D context. (IASLIC Seminar Kanpur. 1983.)
3. Kumar,P S G. Information analysis, repacking. Consolidation and information retrieval. Delhi, B R Publishing. 2004
4. Mills, Paul. Routledge creative writing course book. London. Routledge 2006.
5. Pauley, Steven E and Riordan, Daniel G. Technical report writing. Delhi. AITBS. 2001
6. Bhattachayya, G. Designing Information Consolidation Products: Application of visual communication techniques. (Paper presented at the third meeting of UNISIST Working group on Information Analysis and Consolidation. Kuala Lumpur. 12-16 September 1983.)
7. Cambell, W G and Ballou, S V. Form and style, 1978. Houghton Miffin Co., Boston.
8. Gopalakrishnan, N K. Linguistic approach to condensation of Information in Natural Languages. (DRTC Annual Seminar. 18; 1981, Paper BE).
9. Neelameghan, A and Seetharama, S. Reference framework: An aid to Information Analysis and Consolidation. (DRTC Annual Seminar. 18; 1981; Paper BD)
10. Parker, C. Using and presenting information. (In Bradfield (V I), Ed. Information sources in architecture. 1983. Butterworths. P 76-95).
11. Saracevic, T and Wood, JS. Consolidation of Information: A handbook of evaluation, restructuring and repackaging of scientific and technical information. 1981. Paris.
12. Turner, BT. Effective Technical Writing and Speaking. 1974. Business Books Limited. London.

LIS C 016: INFORMATION RETRIEVAL (4 Credits)

Unit 1.   Information Retrieval systems:
- Basic concepts, definition, Objectives, components and Functions.

Unit 2.   Indexing and indexing languages
- Thesaurus- design and construction

Unit 3.   Information Retrieval process and models –
- Boolean, cognitive, fuzzy and probabilistic

Unit 4.   Indexing systems – pre-coordinate and post-coordinate indexing systems
- Chain indexing, PRECIS, POPSI, KWIC, UNITERM and citation indexing

Unit 5.   Evaluation of indexing systems – recall and precision
- ASLIB Cranfield experiment and MEDLARS project

Unit 6.   Trends in Information Retrieval

Selected Readings

1. Khan, M.T.M: Information: Organization and Communication.
2. Lancaster, F.W: Information retrieval systems, characteristics, testing and evaluation. 1968.
3. Chernyi, A. I: Introduction to information retrieval theory. 1973.
4. Cleaveland, D. B.and Cleveland, A. D: Introduction to Indexing and Abstracting. 1983.
5. Fosket, A.C: Subject approach to information. Ed.5. 1984.
6. Chowdhury, G.G : Information Retrieval Systems. 1994.
7. Lancaster, F.W: Information Retrieval Systems 1980.
8. Aitchison, J. and Gilchrist, A: Thesaurus construction : A practical manual. ASLIB, 1990.
9. Jennifer E. Rowley: Organising knowledge: an introduction to information retrieval. Aldorshot: Gower, 1987.
10. Lancaster, F.W: Indexing and Abstracting in Theory and Practice. London: Facet Publishing, 2003.
11. Chowdhruy, G. G: Introduction to Modern Information Retrieval. Ed.2. London: Facet Publishing, 2003.

LIS C 017: DIGITAL LIBRARIES (4 Credits)

Unit 1.   Digital Libraries:
- Meaning, Definition, Functions, Scope
- Infrastructure required setting up a Digital Libraries – Hardware, Software and Hum an ware, Library Materials etc.
- Digital Materials.
- Advantages and Disadvantages of Digital Libraries.

Unit 2.   Digital Content and Collections:
- Creation of digital objects: electronic publishing and multimedia; files form ats (text, image, audio, video and animation, etc.)
- Collection Development
- Content Creation.

Unit 3.   Preservation and Resource discovery:
- Digital preservation
- Interoperability

- Metadata; Searching and Harvesting

Units 4. Multilingual and multi script issues.
- Multilingual
- Scripts or languages like, CGI scripts. Java scripts. PERL, HTML, XML, SGML, CSS, ASP, JSP etc.

Units 5. Education, Economic, Legal and Social framework
- E-learning
- Intellectual Property issues
- Rights Management
- Social aspects. Pricing and economic models

Units 6. Standards, Storage, Security and Open Source Software, Case studies.
- Standards – MARC or MARC – 21, Dublin Core Metadata, Z39.50, etc.
- Storage – database and file structure
- Security – file privileges
- Open source software like Greenstone, DSpace, and Ganesha etc.
- Digital Library Projects

Selected Readings

1. Written (IAN H) and Bainbridgw (DAVID): How to build a digital library. Morgan Kaufman Publishing, San Francisco, 2003.
2. Deegan (MARILYN) and Tanner (SIMON): Digital futures: strategies for the information age. Library Association Publishing, London, 2002.
3. Dlib Magazine **http://www.dlib.org**
4. Association of Research Libraries **http://arl.cni.org/**
5. Greenstone Digital Library **htt://www.greestone,org/english/home.html**
6. Digital Library standards and practices **http://www.diglib.org/standards.htm**
7. DSpace: open source Digital Library (DL) system **htt://www.dspace.org/**
8. Ganesha: the first web-based digital library software in Indonesia **http://gdl.itb.ac.id/**
9. Sun Microsystems Digital Library Toolkit
   http://www.sun.com/products-n-solutions/edu/libraries/digitaltoolkit.html
10. ACM Digital Library **http://www.acm.org/dl/**
12. IEEE Computer Society Digital Library
   http:/www.computer.org/publications/dlib/
13. Digital Resources from Library of Congress Internet Resources Page
   htt://www.loc.gov/loc/ndlf/digital.html

LIS C 018: A) Dissertation (4 Credits)
Each student has to work on a selected topic under the guidance and supervision of a teacher and submit the Dissertation at the end of the fourth Semester before the commencement of examination.

LIS C 018: B) Internship Report (3 Credits)
Each student has to work for a period of 15 days in a selected well organized library to get first hand experience and submit a report of the work done under the guidance and supervision of the concerned library staff at the end of the fourth Semester.

LIS C 018: C) Study Tour observation Report (2 Credits)
Each student has to submit a Study Tour observation Report at the end of the fourth Semester.

LIS C 018: D) Viva-voce (2 Credits)
The students have to appear for a viva-voce examination at the end of the Fourth Semester.

INFORMATION SYSTEMS -ELECTIVE   COURSES (4 Credits)

(A) PUBLIC LIBRARY SYSTEM

Unit 1.   Public Libraries
- Meaning and Definition, Origin, Objectives, Functions and characteristics.
- UNESCO Public Library Manifesto: 1972 and 1994
- Role of public libraries in modern society
- History and Development of Public Libraries in USA, UK and India.

Unit 2.   Collection Development and Management
- Steps in collection development process, selection and acquisition of different types of documents including non-book materials.

Unit 3.   Organisation and Management of Information Resources and Services
- Organisation of Library, Staff Manual, Statistics, Work Measurement and Standards.
- Organisation of Information Resources.
- Planning and Organisation of various types of information services to the different categories of users including the disadvantaged. Extension and Publicity activities.

Unit 4.   Library and Information Personnel
- Nature, Size, Selection and Recruitment, Qualifications, Training and Education, Duties and Responsibilities, service conditions, motivation and control.

Unit 5.   Library Legislation
- Library Legislation: UK, USA and India.
- Karnataka Public Libraries Act, 1965 and its features.
- Comparative and Critical study of Public Library Acts in India.

Unit 6   Library Finance and Budgeting
- Financial resources mobilization and estimation of Public Library Finance, Administration of Budget. PPBS and ZBB.

Unit 7.   Library Automation and Library Users
- Computerization of different divisions, networking: National and Regional Levels;
- Resource Sharing: Problems and Prospects.
- Study of users and their needs, User Education and Public Library Standards.

Selected Readings:

1. Atman, E. Ed. Local Library Administration in Association with International City Management Association. Ed. 2. Chicago: ALA, 1980.
2. Penna, C.A. et.al. National Library and Information Services, Handbook for planners. London: Butterworths, 1977.
3. Mittal, R.L. Public Library Law, Delhi: Metropolitan, 1971.
4. American Library Association. Minimum Standards for Public Library System. Chicago ALA, 1966.
5. White, Carl M. Ed. Bases of Modern Librarianship. New York: Pergmon, 1964.
6. Kesavan, B.S. National Library of India, Calcutta. National Library, 1961.
7. Great Britain, Ministry of Education. Standards of Public Library Services in England and Wales. Report. London: HMSO, 1959.

8. Esdails, A. National Libraries of the World. London: Library Association, 1957.
9. McCloven, L.R. Public Library Extension, Paris. UNESCO, 1951.
10. Ranganathan, S.R. Library Development Plan: A 30 year Programme for India with Draft Library Bill, Delhi: Delhi University, 1950.
11. McCloven, L.R. Public Library System of Great Britain: Report on its present conditions with proposals for reorganization. London: Library Association, 1942.

(B) <u>ACADEMIC LIBRARY SYSTEM</u>

Unit 1. Academic Libraries
- Definition, Meaning, Importance, Functions, Services and Types of Academic Libraries.

Unit 2. Higher Education and Libraries
- History and development of Higher education in India.

Unit 3. Role of UGC in development of Academic Libraries
- Users of Academic Libraries: Types of users and their needs.
- User study: Need, importance and techniques. User Education

Unit 4. Collection Development in Academic Libraries
- Types and character of Academic Library collection.
- Acquisition of Documents: Selection, Policy and procedures, Maintenance.
- User participation in collection development. Information Technology Impact. Problems of Collection development.

Unit 5. Library and Information Services in Academic Libraries
- Reference Service/Referral
- Library Use and Information Literacy
- Documentation and Information Service
- Current Awareness and SDI Service
- Abstracting and Indexing Services
- Information Product Development Services
- Document Delivery Services

Unit 6. Extension Activities
- Colloquia, Seminars, Exhibitions, Book Talks, Continuation Education Programmes

Unit 7. Library Cooperation
- Resource Sharing, Networks and Consortia.
- International and National Scenario. INFLIBNET, DELNET

Selected Readings:

1. Srivastava S.N. and Verma S.C. University libraries in India. New Delhi, Vikas, 1980.
2. Jenkins C. and Mary Morely.Collection development in academic libraries. 1996.
3. Gelford, M.A. University libraries for developing countries. 1974.
4. Trehan, G.L. College library development. 1985.
5. Bavakutty, M. Libraries in higher education. New Delhi, Ess Ess. 1988.
6. Saini, Library organisation for higher education. 1976.
7. Bavakutty, M, College libraries in India, Vol.7: A case study, MCB University press, West Yorkshire 1986

8. Isaac, D. and others. Academic libraries: Role in the national development. 1993.
9. Henry, Mike and Morgan,Steve. Practical strategies for modern academic library. London, Aslib-IMI, 2002.
10. Mathu, M.V. and Arora, R.K. Indian University Library System revitalization.
11. Sewa Singh and Arora, M. Handbook of college libraries: Problems, finance and related aspects.
12. Cowley, John. Personnel management in libraries. 1982.

(C) SPECIAL LIBRARY SYSTEM

Unit 1.   Special Libraries
- Meaning and Definition
- Characteristics
- Aims and Objectives
- Functions
- Role of special libraries in R&D institutions, Industries, Government Departments
- History and Development of Special Libraries in UK, USA and India.

Unit 2.   Collection Development and Resource Management
- Meaning and Definitions
- Collection Development Process
  - Community Analysis and User Studies
  - Formulation of Policy
  - Selection
  - Acquisition
  - Collection Management: Storage, Evaluation and Weeding
  - Preservation
- Impediments in Collection Development
- Guidelines for Collection Development
- Organization of Information Materials
- Books
- Periodicals
- Conference Literature
- Technical Reports
- Patents, Standards and Specification
- Learned Society Publication
- Government Publication and Non-book Materials

Unit 3.   Planning and Organization of Various Information Services and Library Buildings
- Abstracting Service
- Indexing Service
- Current Awareness Service
- Selective Dissemination of Information
- Newspaper Clipping Services
- Digest Service
- Reference and Referral Service
- Literature Searching and Bibliographic Service
- Micrographic Service
- Planning and Principles of Library Building
- Library Furniture and Equipments

Unit 4.   Resource Sharing and Networking
- Meaning and Definitions

- Need for Resource Sharing
- Objectives
- Factors
- Components
- Areas of Resource Sharing
- Technical Service
- Documentation Services
- Networking
- Definition
- Structure
- Advantages
- Internet

Unit 5.   Library and Information Personnel
- Nature
- Size
- Selection and Recruitment
- Qualifications
- Duties and Responsibilities
- Service Conditions
- Training and Education
- Motivation and Control

Unit 6.   Financing and Budgeting
- Meaning and Definitions
- Objectives of Budgeting
- Attributes of Budget
- Factors in Formulation of Budge
- Budgetary Techniques
- Methods of Financial Estimation
- Allocation

Unit 7.   Library Users and User Studies
- Historical Perspective and Importance
- Need for User Studies
- Types of User Studies
- Objectives
- Types of Users
- Nature of Information Needs
- Techniques of User Studies

Selected Readings:

1. Singh, SP and Krishan Kumar. Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005.
2. Ashworth, W. Handbook of Special Librarianship and Information Work. Ed .4. London: ASLIB, 1985.
3. Autherton, P. Handbook of Information Systems and Services. Paris: UNESCO, 1977.
4. Bakewell, KGB. Industrial Libraries throught the World. Oxford: Pergaman, 1969.
5. Burket, J. Trends in Special Librarianship. London: Clive Bingly, 1968.
6. Claderhead, P (Ed). Libraries for Professional Practice. London: Architectural Press, 1972.
7. Krishan Kumar. Research Libraries in the Developing Countries. Delhi: Vikas, 1973
8. Mount, E. Management of Scientific and Technical Libraries. New York: Haworth, 1984.

9. Jackson, EB. Special Librarianship: A New Reader. Metuchen: Scarecrow Press, 1985.
10. Pruett, NJ. Scientific and Technical Libraries. 2vols. Orlando: Academic, 1986.

(D) HEALTH INFORMATION SYSTEM

Unit 1. Information Sources and Services – print media.
Unit 2. Electronic Sources – e-journals, e-books, databases, websites – identification, Selection and access. Open Access Sources.
Unit 3. Organizations and institutions promoting the health information activities.
Unit 4. Searching of Web, electronic and digital library resources.
Unit 5. Methods and procedures of Information literacy programmes to maximize use of all types of information resources.

Selected Readings

1. Carmel, M (Ed.): Health Care Librarianship and Information Work. 2nd Ed.. London: LA, 1995.
2. Dixit, R.P: Information Management in Indian Medical Libraries. New Delhi: New Concepts, 1995.
3. Gupta, S.P. and others: Information Technology and Health Science
4. Libraries. MLAI Special Publication, 1993.
5. Varalakshmi, R.S.R: Information Services in Medical College Libraries, 1993.
6. Dossett, Patt (Ed.): Handbook of Special Librarianship and Information Services. 6th Ed., 1992
7. Kumar, R.P: Information Management in Indian Medical Libraries, 1995.
8. Wood, M.Sandra (Ed.): Reference and Information Services in Health Science Libraries. Scarecrow Press, 1994.
9. Dalrympbe, Prudence W (Ed.): Library Trends: Libraries and Information Services in the Health Sciences, Summer 1993. University of Illinois Graduate School, 1993.
10. Malinowsky, H.Robert: Reference Sources in Science, Engineering, Medicing and Agriculture. Oryx Press, 1994.

(E) ENGINEERING AND TECHNOLOGY INFORMATION SYSTEM

Unit 1. Information Sources and Services – print media.
Unit 2. Electronic Sources – e-journals, e-books, databases, websites – identification, selection and access. Open Access Sources.
Unit 3. Organizations and institutions promoting engineering and technological information activities.
Unit 4. Searching of Web, electronic and digital library resources.
Unit 5. Methods and procedures of Information literacy programmes to maximize use of all types of information resources.

Selected Readings

1. Macleod, Roderick A. and Corlett, Jim (Ed.): Information Sources in Engineering (Guides to Information Sources). K.G.Saur Publications, 2005.
2. Lord, Charles R: Guide to Information Sources in Engineering. Libraries Unlimited, 2000.
3. Conkling, Thomas W. and Musser, Linda R (Ed.): Engineering Libraries: Building Collections and delivering Services. Haworth Press, 2002.
4. Hurt, Charlie Deuel: Information Sources in Science and Technology. 3rd Ed. Libraries Unlimited, 1998.
5. Chen, Ching-Chih: Scientific and Technical Information Sources. 2nd Ed. The MIT Press, 1987.

6. Redmond-Neal, Alice and Hlava, Marjorie M.K (Ed.): ASIST Thesaurus of Information Science,Technology and Librarianship. Ed.3. Information Today Inc.
7. Malinowsky, H.Robert: Reference Sources in Science, Engineering, Medicine and Agriculture. Oryx Press, 1994.

(F) BUSINESS INFORMATION SYSTEM

Unit 1. Information Sources and Services – print media.
Unit 2. Electronic Sources – e-journals, e-books, databases, websites – identification, Selection and access. Open Access Sources.
Unit 3. Organizations and institutions promoting business information activities.
Unit 4. Searching of Web, electronic and digital library resources.
Unit 5. Methods and procedures of Information literacy programmes to maximize use of all types of information resources.

Selected Readings

1. Taylor, Allan and Farrel, Stephen: Information Management for Business. London: ASLIB, 1994.
2. Campbell, Malcolm J: Business Information Services: Some Aspects of Structure, Organisation and Problems. Clive Bingley, 1982.
3. Thwaite, Jo Haythorne: The Business Information Maze: An essential Guide. London: ASLIB, 1990.
4. Moss, Rita W: Strauss's Handbook of Business Information: A guide for Librarians, Students and Researchers. 2nd Ed. Libraries Unlimited, 2003.
5. Zaqorsky, Jay L: Business Information: Finding and Using Data in the Digital Age. McGraw-Hill/Irwin, 2002.
6. Bates, Mary Ellen and Basch, Reva: Building and Running a Successful Research Business: A guide for the Independent Information Professional. Information Today, Inc., 2003.
7. Lavin, Michael R: Business Information: How to Find It, How to Use It. 3rd Ed. Oryx Press, 2004.
8. Greasley, Andrew and others: Business Information Systems: Technology, Development and Management for the E-Business. Financial Times Management, 2002.
9. Daniells, Lorna M: Business Information Sources. 3rd Ed. University of California Press, 1993.

OPEN COURSES

LIS O 020   BASICS LIBRARY AND INFORMATION SCIENCE   (3 Credits)

Unit 1: Foundations of Information Science: Library as a social institution; Social and historical foundation of library. Different types of libraries, Role of library in education Five Laws of library Science.

Unit 2: Universe of knowledge and its characteristics. Library classification – Purpose, functions etc., Various Classification schemes. Cataloguing: Bibliographic records, Library catalogues, OPAC.

Unit 3: Information Resources: Physical media of information, their evolution.
Types of information resources – documentary, non-documentary, print and non-print, primary, secondary and tertiary.

Unit 4: Print Resources: Reference sources, Bibliographical sources, Journals. Electronic resources: Online and Off line resources. Internet as a source of information, web resources. E journals.

Unit 5: Information Services: Information users and their information needs, user education, Reference & documentation services. Information services and products. Alerting services: Information systems, Library networks, Information literacy, Library consortia, Open access.

References

1. Atherton, P. Handbook of information systems and services, 1977.
2. Guha, B. Information and Documentation. Calcutta: World Press, 1983.
3. Katz, W.A. Introduction to reference work. London, Butterworths, 2000. 2 V
4. Khanna, J.K. Library and Society. Kurukshetra, Research Publisher, 1987.
5. Krishan Kumar. Theory of library classification. 2nd ed. New Delhi: Vikas, 1980.
6. Krishan Kumar. Reference Service. 3rd ed. New Delhi, Vikas, 2007.
7. Kumar, P.S.G. Fundamentals of Information Science. Delhi: S.Chand, 1997.
8. Ranganathan, S.R. Reference Service, Bombay: Asia, 1967.
9. Ranganathan, S.R. The Five Laws of Library Science. 2nd ed. Bangalore, Sarada Ranganathan Endowment for Library Science, 1999.
10. Sayers, Berwick, W.C. Introduction to library classification. London, Andra Dautch, 1950.

LIS O 021 INFORMATION SOURCES   (3 Credits)

Unit 1
   Information Sources : Definition, kinds and types, Uses.

Unit 2
   Documentary Sources (Print resources): Primary, Secondary and Tertiary Sources
   Primary Sources: Primary periodicals, technical reports, conference documents, standards, patents, theses, trade literature, monographs, treatises, etc.
   Secondary Sources: Dictionaries, Encyclopaedias, Directories, Yearbooks, Almanacs, Handbooks, Bibliographies, Abstracting and Indexing periodicals, Reviewing periodicals, Gazetteers, Maps and atlases, guidebooks, Biographical sources etc.
   Tertiary Sources: Guides to reference sources, bibliography of bibliographies, directories.

Unit 3
   Documentary Sources (Non-paper based):
   Audio-Visuals aids, documentary films, computerised data bases, microforms, digital information sources, etc.

Unit 4
      Non-documentary Sources: Human sources and Organisations and Institutions.
      Human sources: Consultants, experts/resource persons, extension workers, representatives of firms, technological gatekeepers, invisible colleges, common men etc.
      Organisations and Institutions:
       International agencies, Govt. Ministries and Departments, R&D Organisations, Academic institutions, Learned societies, Publishing houses, Press and Media, Broadcasting stations, Museums, T V Channels, Archives, Exhibitions, Trade fairs, Libraries, Documentation and Information centres, Data banks, Information analysis centres, Referral centres, etc.

Unit 5
      Digital Information Sources: Internet as a Source of Information:
      Online Information Sources: E-journals, Reference sources, Bulletin Board, FAQ, Discussion Group, Blogs, RSS, Wikis, etc.
      CD-ROM Databases: Reference, Referral and Full Text

Search Engines, Subject Directories and Information Gateway
Institutional Repositories and Digital Libraries, Virtual Libraries and Virtual help desk.

Selected Readings
1. Anil K. Dhiman, Yashoda Rani:Information and reference sources and services,New Delhi,Ess Ess,2005.
2. P.S.G. Kumar:Information sources and services-Theory and practice, New Delhi, B.R.Publishing Corporation,2004
3. Jagadish S.Sharma, D.R.Grover: Reference services and sources of information,New Delhi,Ess Ess,2004.
4. Jack O' Gorman:Reference sources for small and medium sized libraries,7th Ed. ,New Delhi,Ess Ess,2010.
5. www.egyankosh.ac.in

LIS O 022 APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY IN LEARNING AND TEACHING   (3 Credits)

Unit 1:   Introduction to information technology.
*   Computer- definition, importance, Application, evolution, Classification of Computers and components of computer.

Unit 2:   Software: types –
*   Operating systems- MS DOS, Windows, UNIX and LINUX
*   Application software - Word Processors, DTP, Spreadsheets,
*   Presentation packages and Database Management Systems
*   Installation of operating systems, windows and Linux

Unit 3:   Fundamentals of Telecommunication:
Concepts, Data transmission, Signals, Media, Modes and Devices.

Unit 4:   Internet and Web resources
WWW and its components
Searching tips
Electronic Resources
Open source resources

Unit 5:   Social Networks, their use in Learning and Teaching.

Sd/-
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