



Osmania University
University College of Arts and Social Sciences
Department of Library and Information Science



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Department of Library and Information Science
M.Lib.I.Sc. (Two-Years Programme)

CCE 2023-2024

PROGRAMME OUTCOMES OF M.Lib.I.Sc.

- PO 1** - To develop skills of students to face contemporary challenges and changing methods of information handling.
- PO 2** - To enhance skills of the students in the latest technologies in the field of Library and Information Science.
- PO 3** - To augment diverse skills and competencies required for the emerging knowledge society.
- PO 4** - To provide an understanding of research methods and activities of research organizations.
- PO 5** - To inculcate a sense of responsibility in fulfilling the information needs of society at large to the best of their abilities.

PROGRAMME SPECIFIC OUTCOMES OF M.Lib.I.Sc.

- PSO 1** – To educate the students in the philosophy of librarianship and Dissemination of Information.
- PSO 2-** To train the students in the management of Library and Information Centres in understanding the patterns of knowledge development and its organization
- PSO 3** - To provide the advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system.
- PSO 4** - To enhance students' interpersonal, research and academic writing skills.
- PSO 5** - To foster a culture of academic and research integrity.

Scheme of the Examination

SEMESTER - I

Sl. No.	Theory/Practical	Course Code	Paper Title	Credits	Max. Marks			Total Marks
					Internal Assessment 10+10+10+10=40	Attendance	Semester Exam	
1	Core Paper –I	MLS-101	Library and Society	5	40	10	50	100
2	Core Paper –II	MLS-102	Library Classification Theory	5	40	10	50	100
3	Core Paper –III	MLS-103	Library Cataloguing Theory	5	40	10	50	100
4	Core Paper –IV	MLS-151	Information Processing (Practice-I) DDC and Cataloguing (AACR-2R)	5	--	--	100	100
TOTAL				20	120	30	250	400

SEMESTER - I

Paper- MLS 101: LIBRARY & SOCIETY (CCE)

Paper- 1

Course Objective

Library & Society (CC)

Students should be able to understand following course objectives

CO 1 - Understand the libraries in social perspective and its role in education and cultural development

CO 2- Explain various types of libraries and differentiate between their features and function

CO 3- Interpret the five laws of Library Science in current information environment and use them while designing library services

CO 4- Examine various laws related to libraries, their regulations and provisions

CO 5- Understand the ethics and standards of library profession and execute professionalism through earning required skills and competencies.

Unit-1:

Nature and Purpose of Librarianship.

Ancient and Modern Libraries, Philosophy and Ethics of Librarianship. Attributes of Profession. Librarianship as Profession.

Library as a Social Institution: Functions of the Library. Role of the Library in Formal and Informal Education. Information and Society, Community Information Services, Role of the Library in improvement of reading habits. User Studies and User Education.

Professional Education and Librarianship.

Unit-2:

Five Laws of Library Science – Implications – Examples. – Relevance to present technological environments.

Types of Libraries : National, Public, Academic, and Special. Their objectives, Functions, Services (Reference Service, Current Awareness Service, SDI, Bibliographic, Indexing and Abstracting, Referral Service, etc.). Study of Select libraries – National Library, Kolkata; Library of Congress; British Library (London); Connemara Public Library (Chennai); Delhi Public Library; National Science Library; State Central Library. Types of Material : Printed and Electronic Documents.

Unit-3:

Library Development. Ancient, Medieval and Modern Libraries. Library Movement in India. Library Movement in Andhra Pradesh with particular reference to Library Movement in Telangana State.

Library Cooperation / Resource sharing : Concept, need, purpose, areas of resource sharing, Resource sharing programmes. Impact of IT on Resource Sharing.

Library Consortia – Definition, purpose, functions. Consortia in India.

Unit-4:

National & International Organizations:

Professional Associations: IFLA, CILIP, ALA, ILA, SLA, ASLIB, NASSDOC, DESIDOC, IASLIC, IATLIS, APLA, ALSD: Objectives, Functions, Activities.

Organizations : UNESCO, NISCAIR -- Objectives, Programmes and activities.

Unit-5:

Legislation – Need, Purpose and Advantages.

Library Legislation in India: Need, Purpose and Advantages, Attempts for Library Legislation, Model Library Act in India. Detailed Study of A. P. Public Library Act: Overview of Library Acts in India – Tamilnadu, Karnataka, Maharashtra, West Bengal, Manipur, Kerala, Haryana, Mizoram, Goa, Gujarat, Uttaranchal, AND Orissa.

IPR (Intellectual Property Rights). Delivery of Books Act. Copyright Act. Censorship. UNESCO Public Library Manifesto-Standards for Public Libraries.

Library Education in India: Historical Development, levels of courses. Present Trends.

Select Reading:

1. Khanna (JK): *Library & Society*. Kurukshetra : Research Publications, 1987.
2. Ekbote (GopalRao): *Public Library System*. Hyderabad :Ekbote Brothers, 1987.
3. Mithal (RL): *Library Administration : Theory & Practice*. 5th Ed. Delhi : Metropolitan, 1984.
4. Ranganathan (SR): *Five Laws of Library Science*. Delhi : UBS, 1957.
5. Sharma (Pandey SK): *Development of Public Libraries in India*. New Delhi :EssEss.
6. IFLA :*Standards for Library Service*. 2nd Ed. Munich :Verlag, 1977.
7. Davis (DW): *Public libraries as cultural and social centres*. New York : Scarecrow, 1975.
8. Venkatappaiah (V): *A. P. Library Act* (in Telugu). Vijayawada :Navaratna, 1985.
9. Venkatappaiah (V): *Indian library legislation*. 2v. New Delhi :Daya, 1990.
10. Shera (JH): *The Foundations of education of librarianship*. Bombay : Asia, 1970.
11. *India, Advisory Committee for Libraries, Report*. Delhi : Manager of Publications, 1959.
12. Krishna Kumar: *Library Organization*. Delhi :Vikas, 1986.
13. Withers (FN): *Standards for Library Service: An International Survey*. Paris: Unesco, 1974.
14. Ranganathan (SR) and Neelameghan (A), Ed. *Public Library System*. Bangalore :SaradaRanganathanEdnowment, 1972.
15. Venkatappaiah (V). *A. P. Granthalayodyamam*(Telugu), Vijayawada :Navaratna, 1985.
16. Krishnaji (J) and others: *Telugu SeemaloGranthalayaPragathi*. Chittoor : K. B. Reddy, 1983.
17. Rout (RK): *Library legislation in India*. New Delhi : Reliance, 1991.
18. *Ekbote (GopalRao) Committee Report*. Hyderabad : Govt. of Andhra Pradesh, 1978.
19. Sahai, Srinath: *Library and community*. New Delhi : Today & Tomorrow.
20. LaxmanRao (N), Vishwa Mohan (V) and SudarshanRao (S) Ed. *Changing Dimensions of dLIS Education*. Hyderabad : IATLIS, 2001.
21. Kumar (PSG). Ed. *Indian Encyclopedia of Library & Information Science*. New Delhi : S. Chand & Co., 2001.
22. Vashisthj (CP). Ed. *Library movement and Library Development in India*. Delhi : ILA, 1994.
23. Sharma (Pandey S.K.): *Library & Society*. New Delhi: EssEss Publications, 1987.
24. Kumar (PSG): *A Student's Manual of Library & Information Science*, Delhi : BR Publishing House, 2002.
25. Graham P. Cornish :*Interpreting the law for libraries, archives and information services*, Rev. 3rdedn. London : Facet Publishing. 2001.
26. Sandy Norman (Ed) :*Copyright in further and higher education libraries* . 4thEdn. London : Facet Publishing, 1999.
27. Stella Pilling & Stephanie Kenna (Eds). *Cooperation in action: Collaborative Initiatives in the World of Information*. London : Facet, 2002.
Sandy Norman.
28. *Practical Copyright for Information Professional*. London : Facet, 2001.

Paper-11

Course Objective

Library Classification (Theory) (CC)

Students should be able to understand following course objectives

CO 1 - Explain the universe of knowledge and modes of subject formation

• CO 2 - Understand the theories and principles of knowledge organization and Major Classification Schemes

• CO 3 - Developing a theoretical base on different types of isolates, postulates and different types of relations in array.

• CO 4 - Examine various Principles of Facet Sequence

• CO 5 - Apply the theories of knowledge organization in digital environment

Unit-1:

Library Classification – Meaning, Need and purpose of classification.

Terminology – Need and purpose. Important terms in Classification.

Normative Principles.

Five Laws of Library Science – Implications.

Formation, Structure and Development of Subjects:

Unit-2:

Species of Classification Schemes : Enumerative Classification (EC): Almost enumerative Classification (AEC): Almost Faceted Classification (AFC): Rigidly Faceted Classification (RFC): Freely Faceted Classification (FFC). Brief study of major schemes viz: Decimal Classification (DC); Universal Decimal Classification (UDC); Library of Congress Classification (LC); and Colon Classification (CC).

Unit-3:

General Theory of Classification. Ranganathan's contribution.

Main Class – Canonical Class and Basic Class.

Five Fundamental Categories : PMEST.

Isolate -- Common Isolate – Kinds of Common Isolates, Special Isolates, Auxiliary Schedules.

Facet Analysis -- Postulates pertaining to Fundamental Categories.

Phase Analysis – Phase, Intra-facet & Intra-array relations.

Unit-4:

Principles of Facet Sequence, viz. Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action – Actor – Tool Principle.

Principles of Helpful Sequence (8):

Different devices to form foci in an array. Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array.

Unit-5:

Notation -- Definition, Development, Types, Structure, Quality and functions.

Canons for Classification

Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3);

Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4):-

Notational Plane (24) -- Basic Canons for notation (12); Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number.

Relevance of Classification in the context of Computerized / Digital Libraries.

Trends in Library Classification.

Select Reading:

1. Chan, Luis M. *Cataloguing and Classification*. 2nded. New York : McGraw Hill, 1995.
2. Foskett, A. C. *The subject approach to Information*. 3rd Ed. London : Clive Bingley, 1977.
3. Krishna Kumar. *Theory of Classification*. New Delhi: Vikas, 1980.
4. Maltby, A. Ed. *Classification in the 1970s*. London : Clive Bingley.
5. Maltby, A. *Sayers Manual of Classification for Librarians*. Ed.5. London : Andre Deutsch, 1975.
6. Mills, J. *Modern Outline of Library Classification*. Bombay : Asia, 1962.
7. Needham, C. D.: *Organisation of knowledge in Libraries*. 2nd Rev. Ed. London : Andre Deutsch, 1971.
8. Raju, A. A. N. *Decimal, Universal Decimal and Colon Classification : A Study in Comparison*. Delhi : Ajanta, 1984.
9. Ranganathan, SR. *Prolegomena to Library Classification*. Ed. 3. Bombay : UBS, 1967.
10. Ranganathan, SR. *Elements of Library Classification*. Ed. 2. Bombay : UBS, 1966.

PAPER- MLS 103: LIBRARY CATALOGUING (THEORY) (CCE)

Paper – III

Course Objective

Library Cataloguing (Theory) (CC)

Students should be able to understand following course objectives

- CO 1 - Explain the role of cataloguing in libraries.
- CO 2 - Illustrate the different types of cataloguing, understand the Principles.
- CO 3 - Examine the information retrieval standards and Techniques
- CO 4 - Formulate the solutions for the dissemination of information.
- CO 5 - Assess different types of standardization and cataloguing tools

Unit-1:

Library Catalogue:

Definition, need, objectives and functions.

Library Catalogue & similar other tools:

Bibliographies, indexes, accession lists and shelf list.

Types of Library Catalogues:

Physical / Outer forms: (Book, Sheaf, Card, Computerized Catalogues, Microform Catalogues)

Inner forms (Dictionary, Classified and Alphabetic-Classed).

Unit-2:

AACR-2R and CCC : Features.

Different types of Catalogue entries and their functions:

Main Entry, Added Entries, (including Book Index Entries, Class Index Entries).

Reference Entries -- Cross Reference Entry and Cross Reference Index Entry.

Elements of information in each type of Entries.

Normative Principles – Laws, Canons and Principles.

Unit-3:

Subject Cataloguing: Concept, purpose.

Subject Indexing : Tools and techniques. Meaning, Objectives of subject entries; Methods of subject analysis and assigning of Subject Headings – Standard Lists of Subject Headings -- LC subject headings and Sears List of Subject Headings. Chain Procedure. Thesaurus.

Indexing techniques: Meaning, purpose. Pre-coordinate indexing – Chan indexing, PRECIS, KWIC, and KWOC.

Post-coordinate indexing – Uniterm Indexing. Citation Indexing.

Unit-4:

Centralised Cataloguing:

Meaning and objectives. Pre-natal cataloguing, cataloguing in publication / cataloguing in source.

Database as a source of cataloguing.

Union Catalogues: Definition, use and functions.

OPAC. Web Based Catalogues.

Use of Internet in Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing). World Cat. Impact of IT on Cataloguing.

Unit-5:

Standardization in Cataloguing – Need, Purpose.

Standards -- ISBD (M), ISBD(S) AND ISBD (NBM).

Metadata – Concept. Metadata Vs Catalogue. MARC, MARC 21.

Filing and arrangement of catalogue entries: Classified and Alphabetical. Rules for filing of Entries.

Trends in Cataloguing.

Select Reading:

1. Chan, Lois Mai. *Cataloguing and Classification*, ISE. New York: McGraw Hill, 1995.
2. Girja Kumar and Krishan Kumar. *Theory of Cataloging*. 5thed. New Delhi :Vikas, 1988.
3. Needham, CD. *Organisation of knowledge and libraries: an introduction to classification and cataloguing*. 2nd ed. London : Andre Deutsch, 1971.
4. Sengupta, B. *Cataloguing : its theory and practice*. 3rd ed. Calcutta : World Press, 1975.
5. Sharp, Henry A. *Cataloguing : a Text book for use in libraries*. 4th ed. London : Grafton, 1948.
6. Tripathi, SM. *Modern cataloguing theory and practice*. 2nd ed. Agra :ShivlalAgarwal& Co. 1978.
7. Vishwanathan, CG. *Cataloguing : Theory and practice*. 5th ed. Lucknow : Print House, 1983.
8. Rajan, TN. *Indexing techniques*. Calcutta : IALIC, 1981.
9. Guha, B. *Documentation and information*. 2nd ed. Calcutta : World Press, 1983.
10. Hunter, EJ. *Computerized Cataloguing*. London : Clive Bingley, 1985.
11. Coats, EJ. *Subject cataloguing*. London : LA, 1960.
12. *ALA Rules for filing Catalog Cards*. Chicago : ALA, 1968.
13. Hunter, EJ and Bakewell, KGB. *Cataloguing*. 2nd rev. ed. London : Clive Bingley, 1983.
14. Wynar, Bhothan S. *Introduction to Cataloguing and Classification*. 7th ed. Littleton : Libraries Unlimited, 1985.
15. Choudhary, GG. *Information retrieval systems*. Calcutta : IASLIC, 1995.
16. Krishan Kumar. *Cataloguing*. New Dehi :HarAnand, 1993.
17. Chakraborty, AR and Chakraborty, B. *Indexing :Principles, processes and producers*. Calcuttqa : World Press, 1984.
18. Varma, AK. *Trends in subject indexing*. Delhi : Mittal, 1984.
19. J. H. Bowman. *Essential Cataloguing*. London : Facet, 2003.

PAPER- MLS 151: INFORMATION PROCESSING (PRACTICE) – I (CCE)

Library Classification (Practice) – DDC 20th Edition and Library Cataloguing AACR-2R – Monographs & Serials

Course Objective

Library Classification (Practice) – DDC 20th Edition

Students should be able to understand following course objectives

- CO 1 - Explain the use of library classification schemes.
- CO 2 - Illustrate the classification of documents.
- CO 3 - Examine and construct the class numbers for documents.
- CO 4 - Formulate the solutions for the organization of information.
- CO 5 - Assess the proficiency with the help of schemes

Library Cataloguing (Practice) – AACR-2R – Monographs & Serials

Course Objective

Students should be able to understand following course objectives

- CO 1 - Explain the role of cataloguing.
- CO 2 - Illustrate the different types of cataloguing.
- CO 3 - Examine and construct the catalogue cards for different types of entries Monographs and Serials
- CO 4 - Formulate the solutions for the dissemination of information in Added Entries and Cross Reference Entries.
- CO 5 – Assesses the Proficiency and intelligence with the help of a cataloguing tools
Construction of Class Numbers for Documents of different disciplines / subjects using DDC 20th Edition.
Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) and Serials.

Select Reading:

1. Dewey (Melvil): *Dewey Decimal Classification*. Ed.20, 4 Vols. New York, Forest Press, 1989.
2. Raju, AAN :*Dewey Decimal Classification (DDC-20) : Theory and Practice*. Madras, TR, 1995.
3. Batty, CD. *An introduction to 20th Ed. Of DDC*. London : Clive Bingley.
4. Kumar, PSG: *Practical guide to DDC 20*. Nagpur :Datson, 1990.
5. Satija, MP and Comaromi, Jolun P. *Introduction to the practice of DDC 20*. New Delhi : Sterling.
6. Uppal, OP. *Practical procedure of classification according to CC and DDC*. Patiala :Madaan.
7. *Manual of the use of the DDC* : 20th ed. New York : Forest Press.
8. *Anglo-American Cataloguing Rules*. 2nd rev. edn. London : Library Association, London : Facet Publishing, 2002.
9. *Sears List of Subject Headings* 14th Ed. New York: Wilson.
10. Hunter, Eric J. *Examples illustrating AACR-2* (1988) revision. London : LA, 1989.
11. Maxwell, Margaret F. *Handbook for AACR-2 (1988) revision*. Chicago: ALA, 1989.
12. Krishan Kumar: *An introduction to AACR-2*. New Delhi :Vikas, 1990.
13. Sehgal, RL. *Cataloguing Manual – AACR-2*. New Delhi: EssEss.
14. Anglo-American Cataloguing Rules. 2ndrev.ed. London : LA, 1988.

Scheme of the Examination

SEMESTER - II

Sl. No.	Theory/Practical	Course Code	Paper Title	Credits	Max.Marks			Total Marks
					Internal Assessment 10+10+10+10=40	Attendance	Semester Exam	
1	Core Paper –I	MLS-201	Management of Library and Information Centers	5	40	10	50	100
2	Core Paper –II	MLS-202	Information Communication Technologies	5	40	10	50	100
3	Core Paper –III	MLS-203	Information Sources, Services and Systems	5	40	10	50	100
4	Core Paper –IV	MLS-251	Information Processing (Practice-II) UDC and Cataloguing of NBM using AACR-2R	5	--	--	100	100
TOTAL				20	120	30	250	400

SEMESTER - II

CORE PAPER- I

PAPER-MLS 201: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS (CC)

Paper - I

Course Objective

Management of Library and Information Centers (CC)

Students should be able to understand the following Course Objectives

CO-1 Understand the concept of management and different types of Management Schools

CO-2 Understand the design of a Library system

CO-3 Examine the work environment in a library

CO-4- Examine Various Human Resource Management Planning Policies and Recruitment Methods.

CO-5 Understand Library Financial Management and Budgeting Methods

Unit-1:

Management: Concept, definition and purpose.

Functions of Management. Principles of Management and their applications in Libraries.

Planning Library and Information Centers: Need and purpose, planning process, procedures, steps and factors.

Library as a System, Subsystems of a Library. Role of Effective Communication on Management.

Use of Information Technology for Effective Management.

Unit-2:

Routine & work flow in different libraries / sections.

Selection & Acquisition: Book Selection – Purpose & Need –Methods, Principles and theories of book selection. Acquisition Policies & Programmes. Book Selection Tools. Ordering. Book Trade.Good Offices Committee (GOC).

Principles of Stacking – Shelving Methods.

Preservation – Concept, Purpose and Methods.

Circulation: Gate Register; Registration of Members, , Reservation of books; overnight issue, Inter-library loan, Charging and discharging methods; Day Book System, Ledger System, Browne System, Newark System, etc.

Serials Management – Acquisition, Organisation, Methods of Recording. Problems in Acquisition.

Stock verification : Purpose and Importance – Methods.

Unit-3:

SWOT Analysis : Concept, Use.

Work Studies: Flow chart and Gantt Charts. PERT / CPM.

Management Information Systems (MIS) : Concept, Use and relevance to LICs.

Management of Change: Concept, need for change, Impact, Strategies, Organisation Culture, Promoting Change.

Decision making: Concept, problems, aids. Decision Process.

Project Management: Definition, Objectives, Scope, Organisational Planning, Stages.

Unit-4:

Human Resource Management:

H R Planning, staffing, job analysis, job description, job evaluation, staff recruitment; selection, training and development. Outsourcing.

Inter personal relations.

Delegation of Authority: Authority, Responsibility and Accountability – Concept, Guidelines and barriers.

Work relationships: Supervision, Control, Leadership, Group Dynamics and Performance Evaluation of Library and Information Centers.

Motivation: Concept, Theories.

Unit-5:

Financial Management: Resource Mobilisation.

Budgeting Methods: PPBS and Zero-based. Budgetary Control.

Cost Effectiveness and Cost Benefit Analysis.

Cost Accounting: Concept and Use.

Quality Management: Quality: Concept, application in LICs. Quality Management, Quality Audit,

Customer Satisfaction Vs Quality Management. Norms/Guidelines.ISO-9000.

TQM : Definition, Scope, Purpose. Application in Libraries

Select Readings:

1. John Cowley, Personnel management in libraries. London: Bingley, 1982.
2. Blaise Cronin, ed. Information management; from strategies to action. London. Aslib, 1985.
3. G. Edwaqrd Evans. Management techniques for librarians. 2nd ed. New York: Academic Press, 1983.
4. Noragh Jones & Peter Jordan.Staff management in library and information work.Aldershot: Gower, 1982.
5. Donald W. King, ed. Key papers in the design and evaluation of information systems. White Plains: Knowledge industry, 1978.
6. Donald Mason. Information management.Stevenage: Peregrinus, 1978.
7. Narayana, G. J. Library and Information management. New Delhi : PHI, 1991.
8. Chapman, Edward A. Pierre, Paul L. St. and Lubans, John, Jr. Library Systems Analysis guidelines. New York : Wiley-Inter-Science, 1970.
9. Bryson, Jo. Effective library and information center management. Aldershot : Gower, 1990.
10. Roberts, Stephen A., Ed. Costing and the economics of Library and Information Services. London : ASLIB, 1988.
11. Rizzo, J. R. Management for librarians: Fundamentals and issues. West Port : Green Wood Press, 1980.
12. Lancaster, F. W. The measurement and evaluation of library services.Washington : Information Resources Press, 1977.
13. Lancaster, F. W. If you want to evaluate library.London : LA, 1988.
14. Ellis, Debbie and Norton, Bob. Implementing BS5750 ISO9000 in Libraries.London :Aslib, 1993.
15. Underwood, Peter G. Managing change in libraries and information services: a systems approach. London : Clive Bingley, 1990.
16. MacLachalan, Liz. Making project management work for you.London : LA, 1996.
17. Thornhill, Adrian and others. Managing changeUI.Delhi : Addison Wesley Longman, 2000. 18. Stephen P. Robbins & David A. Decenzo.Fundamentals of Management.Delhi : Pearson Education, 2001.
19. RoshanRaina. TQM in Library & Information Services. New Delhi : Infuse, 1999.
20. V. Rama Raman.Analysis and Design of Information Systems. New Delhi : PHI, 1991.
21. Elias M. Awad. Systems Analysis and Design. New Delhi :Galgotia, 1995.
22. Barbara Allan : Project Management : Tools and Techniques for Today's LIS Professional. London : Facet Publishing 2003.
23. John M. Cohn. Planning for Integrated Systems and Technologies: A how to do it manual for Librarians. 2nd rev.ed.London : Facet, 2002.

PAPER- MLS 202:
INFORMATION COMMUNICATION TECHNOLOGIES (CC)
CORE PAPER- II

Paper- II

Course Objective

Information Communication Technologies (CC)

Students should be able to understand the following Course Objectives (CO)

CO-1: Understand the Structure of computer, computer functions of its various units, client Server Technology

CO-2: Examine different types of Data Representation and File Organization

CO-3: Identify different types of Programming Languages

CO-4: Understand the concept of Telecommunication Signal and different types of communication tools.

CO-5: Hands on Experience to work with Computers with Windows (OS) and M.S.Office

Unit-1:

Information Communication Technology: Concept, Definition and components of ICT Computers & Communication. Computers: Meaning, use, functions, Characteristics and Capabilities. How a computer works. General computer terminology.

Trends in Hardware and Software Developments. Software – Open Source and Proprietary – Implications, Advantages of using different types of Software.

Client -- Server Technology: Concept, Use. Different types of Servers – File Server, Proxy Servers, Web Servers, Print Server, Database Server, etc.

Computers Impact on society and Library & Information Centers.

Unit-2:

Components of Computers: Hardware – Input – Output devices. Storage devices, CPU. Ports. Software – Purpose. Types of software. Development -- Program, Algorithm, Flow Charting. OPTICAL STORAGE DEVICES: CD and DVD. MULTIMEDIA: Purpose and Use. Data Processing – Batch, Online and Time Sharing.

Types of Computers: Historical Development. Generations of computers – Characteristics. Analogue, Digital and Hybrid Computers. Super, Mainframe, Mini and Micro, Laptop and PDA. DATA AND INFORMATION. Data Representation and File Organization – Binary Code, Bit, Byte. Standards – ASCII, ISCII (Indian Script Cod for Information Interchange), and EBCDIC. UNICODE. Data Hierarchy.

Unit-3:

PROGRAMMING LANGUAGES: Machine, Assembly and Higher level. Algorithm, programme. Flow Charting Compilers and Translators. OPERATING SYSTEMS : Windows, Application software. APPLICATION SOFTWARE : MS-Word, MS-Access – Features.

Digital Information, Digital Rights Management, Digitisation: Concept, Procedures and Problems, Image Formats (JPEG/GIP/BMP)Audio Formats ((MPEG, MP3, WAV), Image Editing, Preservation and Archiving of E-Resources.

Unit-4:

Telecommunications – Signals: Analog and Digital. Modem – types, use. Transmission Media. Switching Systems : Concept, Purpose, Types -- Circular, Message and PSS. Gateways , Ethernet, Hub/Switches. Communication Media – Twisted Pair, Coaxial, Optic Fibers, Satellite Communication, VSAT, Microwave. Bandwidth, Multiplexing. ISDN, PSDN. Data Communication Concepts – Parallel & Serial; Synchronous & Asynchronous; Simplex, Half Duplex and Full Duplex

Communication Tools and Techniques: An overview: Fax, E-mail, Tele Tex, Videotext, Tele Conferencing, Video Conferencing, Voice Mail. Hyper Text and Hyper Media. List Serve /

Electronic groups. Wireless Communication: Concept – Networking, WAP / Wireless Internet, WLL, Cellular Communication. Virtual Reality, Augmented Technologies.

Unit-5:

NETWORKING: Concept and Types. INTERNET – Browsing. Browsers –Concepts and Examples. Services, Facilities.WWW, Information Searching, Internet Protocols and Standards SMTP, TCP/IP, URI, URL.

Internet Communication and Expert Systems. Internet Communication : Internet as a communication tool. Facilities for communication. Features and Developments. Web Browsers, E-Mail, Search Engines, Meta and Entity Search Engines.

Internet Connectivity – Dial up, leased, microwave, cable modem, ISDN, Digital Subscriber Lines (DSL). Other related issues.

Data Security: Concept, need, purpose. Virus – Definition, effect. Antivirus, Anti-spyware, Security Methods, Firewall, Antivirus software. SPAM. Cryptographic Techniques.IDS (Intrusion Detection System).

Select Reading:

1. Jain, VK: O-level module 1: Computer fundamentals. 2nd ed. Delhi : BPB Publications, 1994.
2. Sinha, PK: Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi : BPB Publications, 1992.
3. Mehta, Subhash and Mahata, Bhavana. Quick Computer Course. New Delhi :Galgotia, 1995.
4. Croucher, Phil. Communications and networks. 2nd ed. New Delhi. Affiliated East West, 1995.
5. Basandra. Understanding computers through common sense. New Delhi :Galgotia.
6. Gear. Introduction to computers. New Delhi :Galgotia.
7. Rajaraman, V. Fundamentals of Computes. New Delhi : PHI, 1995.
8. Chao, Chien C. Introduction to the micro computer and its applications. New Delhi :Galgotia, 1995.
9. Keren, C and Perlmutter, L. Ed. The application of mini and micro computes in information, documentation, and libraries. Amsterdam : Elsevier, 1995.
10. Deenadayalu, R. Computer Science. 2 Vols. New Delhi : TMH. 1990.
11. Botto, Francis. Multimedia, CD-ROM and Compact disc : a guide for users and developers. New Delhi :Galgotia, 1993.
12. Waixel, Bob and McKellen. A beginner's guide to the PC.Delhi : Affiliated East West Press, 1995.
13. Basandra, Suresh K. Computers today. New Delhi : Galgotia, 2002.
- 14.Satyanarayana, NR. A Manual of Computerisation in Libraries. New Delhi :Wishwa Prakashan, 1995. 15. G. G. Chowdhury and Sudatta Chowdhury : Searching CD-ROM and Online Information S9ources. London : Facet Publishing, 2001.
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17. V. K. Jain. Information Technology : 'O' Level. New Delhi : BPB, Latest Edition (All modules).
18. Williams, Briank; Sawyer, Stacey and Hutchinson, Sarah E. Using Information Technology : A practical Introduction to computers and Communication. New Delhi : TMH, (latest edition)
19. Curtin, Dennis P. & others. Information Technology: The breaking wave. New Delhi : TMH, Latest Edition.
20. Leon, Alexis & Leon, Mathews. Fundamentals of Information Technology. Chennai : Leon Tech World, Latest Edition.

PAPER- MLS 203:
INFORMATION SOURCES, SERVICES AND SYSTEMS (CC)
CORE PAPER- III

Paper – III

Course Objective

Students should be able to understand the following Course Objectives (CO)

CO-1: Explain different types of Information sources and services

CO-2: Understand Reference sources and Bibliography

CO-3: Understand different types of Abstracting and Indexing Services.

CO-4: Explore different types of National Information Systems objectives and functions

CO-5: Explore different types of International National Information Systems objectives and functions

Unit-1:

Information Sources- Nature, Characteristics, Types and Formats

Sources of Information, Primary, Secondary, Tertiary: Documentary and Non Documentary sources

Community Information Services: Definition, need, scope. Reference service vis-à-vis Information Service. Reference Service concept and types, Referral service, Alerting Service, Current Awareness Service. SDI. Inter Library Loan, Document Delivery, Evaluation of reference sources and Web Resources. Searching Information from different Reference Tools / Sources -- Strategies.

Unit-2:

Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic information Resources, Subject Gateways, Web portals, Bulletin Boards.

BIBLIOGRAPHY: Meaning, scope, functions. Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive. Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list. Bibliographic Control -- Meaning, purpose, UBC and UAP.

Unit-3:

ABSTRACTING SERVICES: Abstract: Meaning, use. Types : Indicative and informative. Parts of an Abstract. Abstracting Services / Products. – Examples from different subjects. INDEXING SERVICES Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects -- Citation Indexes. Citation of Documents – Purpose

Information Organisation as a system: Basic concepts, Components, Types, Characteristics of an Information System. Kinds of Information System: Libraries, Documentation Centers, Information Centers, Data Banks. Information Analysis Centers. Referral Centers, Clearing Houses, Archives, Reprographic and translation Centers – their functions and services.

Unit-4:

Planning and Design of a National Information System: NAPLIS (National Policy on Library & Information Systems) Concept, Functions and objectives of NATIS. National Information Policy (NIP). Planning Design of National Information System (NATIS). National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, CORD, NCSI, NISSAT, ENVIS : Structure, functions and services.

Unit-5:

Regional Information Systems: Structure, functions and services. ASTINFO, APINESS and SAARC (SDC). Global Information Systems: UNESCO-PGI, INIS, AGRIS, INSPEC, MEDLARS, UNIDO-IIS, SPINES, ICSU Structure, functions and services.

Information Products and Services: Concept, Definition. Types with examples. Information Products Vs Services. Information Products: Institutional, Commercial. Information Services – Bibliographic, Marketing of Information Products and Services. Information Providers (Vendors): DIALOG, STN, Derwent, Data Star, UMI, Silver Platter, BLDS, ISI.

Select Readings:

1. Katz, A: Introduction to Reference Work. 2V. 6th Ed. New York : McGraw Hill. 1992.
2. Katz. Bill and Tarr, Andrea: Reference and Information Services, a reader. N.J.: The Scarecrow Press, 1978.
3. Krishan Kumar: Reference Service. New Delhi :Vikas, 1989.
4. Ranganathan, SR. Reference Service and Bibliography, Ed.2. Bombay : UBS, 1960.
5. Shores, L. Basic Reference Sources. Chicago : ALA, 1954.
6. Guha, B. Documentation & Information. 2nd Ed. Calcutta: World Press, 1983.
7. Bunch, Allan. Basics of information work. London : Clive Bingley, 1964.
8. Davinson, Donald. Bibliographic Control. London: Clive Bingley, 1975.
9. Shera, JH and Egan, ME. Bibliographic organization, Chicago.
10. Austbery, Ray. Bibliography and book production. Oxford :Pergamon, 1967.
11. Kawatra, P.S. Fundamentals of documentation with special reference to India. New Delhi : Sterling, 1982.
12. Bose, H. Information Service: Principles and Practice. New Delhi: Sterling, 1986.
13. International and National Library and information services: A review of some recent developments, 1970-80. Oxford :Pergamon Press, 1982.
14. Coblans, Herbet. Librarianship and documentation : An International Perspective. London : Andre Deutsch, 1974.
15. Stokes, Roy. Esdaile's manual of bibliography. London: Allen &Unwin, 1954.
16. Helprin, Laurence B, (Ed). Towards foundation of information science. White Plains, N.Y.: Knowledge Industry, 1985.
17. Girija Kumar and Krishan Kumar. Bibliography. New Delhi :Vikas.
18. Chakraborti, ML. Bibliography : Theory and Practice. 3rd rev.ed. Calcutta : World Press, 1987.
19. Roy, Paul Mohan. Systematic bibliography. 2nd ed. Jaipur: Printwell, 1984.
20. Murthy, AT. Document Bibliography. New Delhi : Metropolitan, 1979.
21. Atherton, P. Handbook of Information Systems & Services. Paris, Unesco, 1977.
22. Harvey, J. M. Specialised information centers, 1976.
23. India. National Committee on Science and Technology: Science and Technology Plan 1974-79 draft. 2 Paris. 1974.
24. Information Services in India. Seminar Papers, 10th IASLIC Conference, Kanpur, 1982.
25. Lazar, P. India-National information system for science and technology, 1972.
26. Library and information services in India: assessment and effectiveness; 34th ILA Conference, Calcutta, 1988.
27. Marketing of library and information services, 13th IASLIC Seminar, Calcutta. 1988.
28. Bernadas, A. et al: Information systems; theoretical and formal aspects, 1985.
29. UNESCO, ICSU, UNISIST, Study report on the feasibility of World of Science information System. 1971.
30. Vickery, B.C. Information Systems. 1973.
31. Bose, Kaushik. Information networks in India: Problems and Prospects. New Delhi : Ess Ess, 1994.
32. Kaul, H.K. Information Networks: an Indian experience. New Delhi : Virgo, 1992.
33. Parida, Baman. Studies on information systems, services and programs in India and abroad. Delhi : Ajanta, 1993.
34. Wiesman, Herman. Information Systems, Services and Centers. New York: Becker &Hyes, 1972

PAPER- MLS 251: (CC)
INFORMATION PROCESSING (PRACTICE-II)
UDC AND CATALOGUING OF NBM USING AACR-2R

Paper - IV

Course Objective

Library Classification (Practice) – UDC IME 2nd Edn.

Students will learn the Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd

Library Cataloguing (Practice) – AACR-2R, Non-Book Materials

Students will learn and Prepare Catalogue Entries

CO-1 Examine and construct the catalogue cards for Main, Added and Reference Entries for Non-Book Materials.

CO-2 Construct catalogue cards for Cartographic Materials, Manuscripts, Printed Music,

CO-3 Construct catalogue cards for Sound Recordings, Motion Pictures & Video Recordings.

CO-4 Construct catalogue cards for Graphic Materials, Computer Files and Micro Forms.

CO -5 Creating a Meta Data for Non-book materials

Library Classification (Practice) – UDC IME 2nd Edn. Construction of Class Numbers for Documents of Different Disciplines / Subjects using UDC (IME), 2nd Ed.

Library Cataloguing (Practice) – AACR-2R- Non-Book Materials Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials (Cartographic Materials, Manuscripts, Printed Music, Sound Recordings, Motion Pictures & Video Recordings, Graphic Materials, Computer Files and Micro Forms). Creating Meta Data for non-book materials

Select Reading:

1. UDC (IME) : BS 1000M. 2 pts. London : BSI, 1993.
2. Mellwaine, IC and Buxton, A: Guide to the use of UDC. The Hague :FID 1993. (FID occasional paper)
- 3.Raju, AAN. UDC (IME) (1985): A Practical and self instruction manual. Madras : TR Publications, 1991
4. Anglo-American Cataloguing Rules. 2nd rev. edn. London : Library Association, 1998.
5. Sears List of Subject Headings.17th Ed. New York : Wilson. 2000.
6. Hunter, Eric J. Examples illustrating AACR-2 (1988) revision. London : LA, 1989.
7. Hunter, Eric, J. Examples illustrating AACR-2 (1988) revision.
8. Maxwell, Margaret F. Handbook for AACR-2 (1988) revision. Chicago : ALA, 1989.
9. KrishanKumar : An introduction to AACR-2. New Delhi : Vikas, 1990.
10. Sehgal, R. L. Cataloguing manual – AACR-2. New Delhi :Ess Ess.
11. Anglo-American Cataloguing Rules. 2nd rev. ed. London : LA., 1988.

Scheme of the Examination

SEMESTER - III

S. No.	Theory/Practical	Course Code	Paper Title	Credits	Max.Marks			Total Marks
					Internal Assessment 10+10+10+10=40	Attendance	Semester Exam	
1	Core Paper –I	MLS-301	Information and Communication	5	40	10	50	100
2	Core Paper –II	MLS-302	Library Automation and Networking	5	40	10	50	100
3	Elective-I	MLS 351	A) Academic Libraries	4	40	10	50	100
			B)Scientific and Technical Libraries					
4	Elective-II	MLS 352	A) Basics of Computer Software Theory and Practice	4	Practical paper would be conducted at the Department by setting paper.	--	100	100
			B)Social Media Theory Practice					
5	Seminar			2	--	--	--	--
TOTAL				20	120	30	250	400

SEMESTER - III

PAPER-MLS 301: INFORMATION AND COMMUNICATION (CC)

Paper – I

Course Objective

Information and Communication

Students should be able to understand following course objectives

CO-1: Explain Different types of Information and its characteristics

CO-2: Understand different types of communication models and theories

CO-3: Identify different types of information seeking behaviors and Resources.

CO-4: Differentiate between document management and knowledge management.

CO-5: Understand different types of citation styles and Metrics.

Unit-1:

Nature of Information:

Data, Information, Knowledge and wisdom: Definition, scope, use.

Information: Nature, Types, Characteristics, Properties, Use and Value.

Information and Social Change.

Information Explosion.

Information Society: Genesis, Characteristics, Implications.

Information Science: Definition, Scope and linkages with other disciplines / Subjects.

Information Industry.

Unit-2:

Information Communication: Information Life Cycle : Information Generation, Collection, Storage, Forms, Transfer and Dissemination of Information.

Communication : Definition, Concept, Types, Communication Models (Theories). Shannon Theory; Lasswell's Theory; Gerbner's Theory, Schramm Theory.

Communication Media. Scientific Communication.

Formal and Informal Channels of Communication.

Information Intermediaries : Invisible Colleges, Information Exchange Groups, Technological Gatekeepers, Information Brokers / Consultants. Barriers of Communication of Information.

Information Literacy, Information Filtering

Unit-3:

Economics of Information:

Information needs. Information Seeking Behavior : Concept, methods, need and purpose.

User Studies: Concept, purpose, methods, its application in libraries. Information as Commodity and Resource.

Information Production and distribution. Marketing of Information: Market Analysis, Market Segmentation, Marketing Mix, Marketing Audit.

Intellectual Property Rights (IPR). Copyright. Right to Information Act (RTI). Information Technology Act, Censorship.

Unit-4:

Knowledge Management & Digital Library: Knowledge Management. Definition, Characteristics. Principles, Functions, Activities.

Document Management: Concept. Document Management vs Knowledge Management. Management of Electronic Resources.

Content Management.

Digital Library : Concept, use, advantages, design and development.

Digital libraries – Institutional Repositories – Need, purpose, material to be included and limitations.

Virtual Library : Concept. Virtual Learning – Online learning, interactive techniques. e-learning.

Unit-5:

Informetrics:

Citation: Citation Analysis, Bibliographic Coupling.

Metric Studies in LIS: Librametry, Bibliometrics and Scientometrics, Webometrics:, Altmetrics., Concept, Scope, Usefulness.

Bibliometric Laws – Bradford, Lotka and Zipf.

Plagiarism Concept and Types

National Knowledge Commission, National Mission on Libraries.

Select Readings:

1. Narayana, G.J. Library & information management. New Delhi, Prentice-Hall of India, 1991.
2. Kumar, P.S.G.: Fundamentals of Information Science, New Delhi, S. Chand & Co. Ltd., 1998.
3. Kumar, P.S.G.: A Students Manual of library and Information Science (two volumes Bound in one). Delhi, B. R. Pub. Corporation, 2002.
4. Prasad, H. N. Information needs and users. Varanasi : Indian Bibliographic Centre, 1992.
5. Prasher, R. G. Information and its Communication. New Delhi : Medallion Press, 1991.
6. Singhal, Aravind and Rogers, EM. India's information revolution. New Delhi : Sage, 1989.
7. Cawkell, A.E., Ed. Evolution of an Information Society. London : ASLIB, 1987.
8. Harris, S. Human Communication. New Delhi : BPB Publications, 1992.
9. Atherton, Pauline. Handbook for information systems and service, Paris: Unesco, 1977.
10. Garvey, William D. Communication: the essence of science - facilitating information exchange among libraries, scientists, engineers and students. Oxford: Pergamon Press,1979.
11. McGarry, K.J. The changing context of information: an introductory analysis. London: Bingley, 1981.
12. Machlup, F. & Mansfield, Uma, eds. The study of information: Interdisciplinary messages. New York: Wiley, 1983.
12. Meadows, A. J. Communication in science. London: Butterworths.
13. Cronin, Blaise, ed. The marketing of library and information services. (Aslib Reader, Vol.4). London: Aslib, 1981.
14. Galatin, Malcolm & Laiter, Robert D, eds. Economics of Information. London: Nijhoff, 1981.
15. Roberts, Stephen A. Ed. Costing and the economics of library and information services . London: Aslib, 1984.
16. Chorafas, D. N. Knowledge revolution. 1968.
17. Garvey, W. D. Communication, the essence of science. 1978.
18. McGarry, K. J. Communication, knowledge and the information. 1975.
19. Machlup, F. Knowledge: its creation, distribution and economic significance. VI, 1980, V2, 1982; V3. 1984.
20. Masuda, Y. The information society. 1980.
21. Rozsa, G. Scientific information and society. 1973.
22. Wolpert, S.A., Wolpert, J. F. Economics of information. 1986.
23. Crawford, Marshall Jean. Information broking: a new career in information work. London: LA, 1988.
25. Gurnsey, John and White, Martin. Information consultancy. London: Clive Bingley, 1989.
24. Graham P. Cornish : Copyright : Interpreting the law for libraries, archives and information services. Rev. 3rd ed. London : Facet Publishing, 2001.
25. Sandy Norman (Ed): Copyright in Further and Higher Education Libraries. 4th Edn. London : Facet Publishing 1999. 19
26. Rowley, J. E. : The Electronic Library. 4th Edn of Computers for Libraries. London : Facet Publishing, 1998.
27. John Feather: The Information Society: A study of continuity and change. 3rd Edn. London: Concept Publishing, 2000.
28. James Dearnley and John Feather: The Wired World: An introduction to the theory and practice of the information society. London: Facet Publishing, 2001.
29. Angela Abell and Nigel Oxbrow. Competing with knowledge: The information professional in the knowledge management age. London: Facet Publishing, 2001.
30. Eileen Elliott de Saez. Marketing concepts for libraries and information services. 2nd Edn. London: Facet Publishing, 2002.
31. Barbara Allan. E-learning and Teaching in library and Information Services. London : Facet Publishing, 2002.

32. Malwad, NM and others. Digital Libraries : Dynamic store house of digitized information. New Delhi : New Age, 1996.
33. Leona Carpenter, Simon Shaw & Andrew Prescott. Towards the Digital Library. London : LA, 1998.
34. Peter Brophy. The Library in the 21st Century: New Services for Information Age. London : LA, 2001.
37. Susan Hornby & Zoe Clarke (Ed). Challenge and change in the Information Society. London : Facet Publishing, 2002.
35. Joan Feather. Communicating knowledge. London : Facet Publishing, 2002.
36. G. G. Chowdhury. Introduction to Digital Libraries. London : Facet Publishing, 2003.
37. 40. Eileen Elliott De Saez. Marketing Concepts for Libraries and Information Services. London : Facet Publishing, 2002.
38. W. R. Bikowitz. Knowledge Management. Delhi : PHI, 2000

PAPER-MLS 302:

LIBRARY AUTOMATION AND NETWORKING (CC)

Paper-II

Course Objective

Library Automation and Networking (CC)

Students should be able to understand:-

- CO-1. Understand the various working and functions of library automation systems
- CO-2. To understand different types of Barcode and RFID Technologies
- CO-3 To explore different types of Library Networks its objectives and functions
- CO-3. To know about internet searching and internet security, content management software's
- CO-4. To explore different types of Mark-up Languages and web design tools

Unit-1:

Library Automation: Definition, need, purpose and advantages. Automation vs. Mechanization. Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control.

Planning for Automation Procedure:

Steps in Automation: Developing a basic Technology Plan.

Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation. Evaluation Standards for Library Automation

Unit-2:

Barcode Technology: Meaning, need, purpose and advantages. Types of barcode: Dumb / Generic barcode and smart barcode – their application. Code 39.

RFID (Radio Frequency Identification)

QR Code, Biometric, Smart card features and applications

Digitization Planning, Digital Preservation need Purpose standards, Methods, Techniques, projects (National and International)

Digital Library Genesis, Characteristics, Types, Architecture, Standards, Formats and Protocols. Digital Library Initiatives (National and International)

Unit-3:

Networking and Networks:

Networking: Concept need and advantages. Basic components of network.

Networks: General and Bibliographic. General – ERNET, NICNET, INFONET.

Library Networks: OCLC, INFLIBNET, DELNET: Their objectives, Functions, Services and Activities.

Institutional Repositories, Need, Purpose, Types and Tools, Institutional Repositories in India, ROAR, DOAR, SHARPA-ROMIO

Unit-4:

Evaluation of Internet Information Sources – Need, Methods / Techniques.

Content Management Systems, Architecture, Data Integration, CMS Software- Selection, Implementation and evaluation. Application of Artificial Intelligence, Expert Systems and Robotics in Libraries. Social Mobile Analytics Cloud (SMAC)

Unit-5:

Hypertext, Hyper media. Markup Languages – HTML, XML, – Features.

Web Design – Methods / Techniques, Steps. Software – Flash, Macromedia, MS-Front page, Dream Weaver.

Ontology Tools (RDF, RDFS, Potege): Semantic Web, Linked Data, Big Data, Data Mining, Data Harvesting.

Select Readings:

1. *Planning for library automation: A Practical Handbook* / John M. Cohn, Ann L. Kelsey and Keith Michael Fiels – London : Library Association, 1998.
2. *Computer Networks* / Andrew S. Tanenbanum. – 3rd ed. – New Delhi : Prentice-Hall of India, 1997.
3. *Library Networks: An Indian Experience* / H. K. Kaul. – New Delhi : Virgo Publications, 1992.
4. *Information Networks in India : Problems and Prospects* / Kausik Bose / New Delhi : EssEss Publications, 1994.
5. *The Internet* / Mac Bride – London :Hodder Headline, 1995.
6. *Internet 6 in 1* / Joe Kraynak and Joe Harbraken. – New Delhi : Prentice-Hall of India, 1998.
7. *Handbook of Libraries, Achieves and Information Centres in India* / Edited by B. M. Gupta (et al) – New Delhi : Information Industry Publications, 1987. Vol.5 : Information Technology, Industry and Networks.
8. Snell, NED. *Teach yourself the INTERNET in 24 hours*. 3rd ed. Indian Polis: Sams, 1999.
9. Haywood, Trenor. *Only connect: Shaping networks and knowledge for the new Millennium* East Grinstead: Bowker-Saur, 1999.
10. *How to promote your website efficiently*. Aslib, 1999.
11. Cooper, Michael D. *Design of Library Automation System: File Structure, Data Structures and Tools*. New York: John Wiley, 1996.
12. Lovecy, Ian. *Automating library procedures: a survivor's handbook*. London : Library Association, 1984.
13. Reynolds, Dennis. *Library automation: Issues and applications*. New York: Bowker, 1985.
14. Collier, Mel. *Local area networks: the implications for library and information science*. London: Bnritish Library, 1984.
15. Satyanarayana, N. R. *A manual of computerization of libraries*. New Delhi: ViswaPrakashan, 1995.
16. Gopinath, M.A. and Rama Reddy, E., ed. *Information access through networks*. Hyderabad: Book Links, 1996.
17. Bose, Kaushik. *Information Networks in India: Problems and Prospects*. New Delhi :EssEss, 1994.
18. Page, A. J. *Relational databases : Concepts, Selection and implementation*. New Delhi :Galgotia, 1994.
19. Harries, Steve. *Networking and telecommunications for information systems: an introduction to information networking*. London: LA, 1993.

20. Jean Warland & Praveen Varaiya. *High Performance Communication Networks*. Singapore : Harcourt, 2000.
21. C. Xavier. *World Wide Web Design with HTML*. New Delhi : TMH, 2000.
22. Dilip C. Naik. *Internet Standards and Protocols*. New Delhi : PHI, 2001.
23. G. G. Chowdhury and Sudatta Chowdhury. *Information Sources and Searching on the World Wide Web*. London : Facet Publishing, 2001.
24. Alan Poulter, Gwyneth Tseng and Goff Sargent : *The Library and Information Professional's Guide to the World Wide Web*. London : Facet Publishing, 1999.
25. Alan Poulter, Debgra Hiom and Gwyneth Tseng. *The Library and Information Professional's Guide to the Internet*. 3rd Ed. London : Facet Publishing, 2000.
26. Catherine Sheldrick Ross, Kirsti Nilsen and Patricia Dewdney. *Conducting the Reference Interview*. London : Facet Publishing, 2002.
27. Michael D. Cooper. *Design of Library Automation Systems : File Structures, Data Structures, and Tools*. John Wiley & Sons, 1996.
28. John M. Cohn, Ann L. Kelsey, Keith Michael Fiels. *Planning for Integrated Systems and Technologies: A How-to-do-it manual for Librarians*. Neal-Schuman.
29. John M. Cohn, Ann L. Kelsey, Keith Michael Fiels. *Planning for Automation : A How-to-do-it for Librarian*. 2nd Ed. [S.I.] : Neal-Schuman, 1997.
30. Thomas R. Kochtanek [and] Joseph R. Mathews. *Library Information Systems : From Library Automation to distributed information access solution*. [S.I.] Libraris Unlimited, 2002.
31. R. S. Kochan and K. N. Sudarshan. *Library Automation*. [S.I.] : APH, 1997.
32. Joan I. Trany. *Library Automation for Library Technicians: An Introduction*. Scarecrow, 1986.
33. William Saffady. *Introduction to Automation for Librarians*. ALA, 1999.
34. Paul Pedley. *The invisible Web : Searching the hidden parts of the Internet*. London : Aslib, 2001.

PAPER-MLS 351(A)
Elective: I
ACADEMIC LIBRARIES

Paper – III

Course Objective

Academic Libraries

Students should be able to understand following course objectives

- CO 1 - Understand the objectives, functions and services of academic libraries.
- CO 2 - Design collection development policy and programmes in academic libraries.
- CO 3 - Understand major financial resources and essentials of physical and human resource development in academic libraries.
- CO 4 - Compare staffing norms and standards in various types of academic libraries.
- CO 5 - Explain consortia services for academic libraries.

Unit-1:

Academic Libraries: Definition, Objectives, Functions and Services.

Academic Library Information System, Organization and Management of Academic Libraries. Different Sections in Academic Libraries and their functions.

Evaluation of services. HR Planning and Development. Academic Library Collection.

Unit-2:

University Libraries: Definition, Objectives, Functions and Services. Organization and Management of College Libraries. Different Sections and their functions.

Evaluation of services. HR Planning and Development. Staff Formula. Standards for Academic Libraries. University Library Collection.

Unit-3:

Collection Development. Book Selection Principles and Procedures. Book Selection tools. College and University Library Committees. Reference Collection. Indexing and Abstracting Services. Bibliographic and Full-Text databases.

Extension services and Public relations in college and University Libraries. Inter-Library Loan Services.

Unit-4:

UGC and Academic Libraries in India. Commissions and Committees on Academic Libraries. INFLIBNET, UGC-INFONET. ERNET, OCLC. Consortia for Academic Libraries. Planning and developing – Building, Collection, infrastructure, services of College and University Libraries. Collection evaluation. IPR issues. Citation analysis. Impact factor, H-Index, Altmerix. Development of College and University Libraries in India.

**PAPER-MLS 351(B):
Elective: I**

SCIENTIFIC AND TECHNICAL LIBRARIES

Scientific and Technical Libraries

Students should be able to understand following course objectives

- CO 1 - Understand the objectives, functions and services of Scientific and Technical Libraries
- CO 2 - Design collection development policy and programmes in Scientific and Technical Libraries
- CO 3 - Understand different types of Information systems objectives and functions.
- CO 4 – Understand content creation, development and IPR issues.

Unit-1:

Scientific and Technical Libraries (Special Libraries): Definition, Objectives, Functions and Services. Organization and Management of Research and Technical Libraries.

Evaluation of services. HR Planning and Development. Development of Research and Technical Libraries in India.

Scientific Library Information System

Unit-2:

Collection Development. Special Collections: Research Reports, Patents, Standards and Specifications, Indexing and Abstracting Services. Bibliographic and Full-Text databases.

Documentation Centers, Information Centers, Information Analysis / Evaluation Centers, Referral Centers, Data Centers – Their Objectives, functions, and services.

Unit-3:

Information Systems: NISSAT, NISCAIR, DESIDOC, NASSDOC, CORD, SENDOC – their objectives, functions and services.

National Agricultural Library, National Medical Library, National Science Library of India – their functions and services. Health Science Library and Information System

Unit-4:

Planning and developing – Building, Collection, infrastructure, services of Scientific and Technical Libraries. Collection evaluation. Content creation and development. IPR issues. Citation analysis. Impact factor, H-Index, g Index, i10index, Altmetrix.

PAPER—MLS 352(A)
Elective: II
BASICS OF COMPUTER SOFTWARE (Practice)

Paper – IV

Course Objective

Basics of Computer Software (Practice) (SEC)

Students should be able to understand following course objectives

CO-1: Understand the Structure of Operating system

CO-2: Examine MS word Features

CO-3: Identify HTML and XML Features

CO-4: Hands on Experience to work with Computers with Windows (OS) and M.S. Office

CO-5: Hands on Experience to design HTML pages

Unit-1:

Operating System – Windows / LINUX (Hands on experience with one Operating System)

Application Software and System Software

Unit-2:

MS-Word, Features, MS-Excel, Features MS-Power Point Preparation of slides

(Hands on experience in document creation, editing, printing, etc.)

Hands on experience on Ms-Excel and MS-PowerPoint

Unit-3:

HTML, and XML features

Developing a HTML Document, creating a blog, Web designing ,

Unit-4:

Searching Information on any of the subjects: Data Bases

Sciences, Social Sciences,

Medical, Engineering, etc.

Suggested Readings:

1. *Planning for library automation: A Practical Handbook* / John M. Cohn, Ann L. Kelsey and Keith Michael Fiels – London : Library Association, 1998.
2. *Computer Networks* / Andrew S. Tanenbanum. – 3rd ed. – New Delhi : Prentice-Hall of India, 1997.
3. *Library Networks: An Indian Experience* / H. K. Kaul. – New Delhi : Virgo Publications, 1992.
4. *Information Networks in India : Problems and Prospects* / Kausik Bose / New Delhi : EssEss Publications, 1994.
5. *The Internet* / Mac Bride – London :Hodder Headline, 1995.
6. *Internet 6 in 1* / Joe Kravynak and Joe Harbraken. – New Delhi : Prentice-Hall of India, 1998.

7. *Handbook of Libraries, Achieves and Information Centres in India* / Edited by B. M. Gupta (et al) – New Delhi : Information Industry Publications, 1987. Vol.5 : Information Technology, Industry and Networks.
8. Snell. NED. *Teach yourself the INTERNET in 24 hours*. 3rd ed. Indian Polis: Sams, 1999.
9. Haywood, Trenor. *Only connect: Shaping networks and knowledge for the new Millennium* East Grinstead: Bowker-Saur, 1999.
10. *How to promote your website efficiently*. Aslib, 1999.
11. Cooper. Michael D. *Design of Library Automation System: File Structure, Data Structures and Tools*. New York: John Wiley, 1996.
12. Lovecy, Ian. *Automating library procedures: a survivor's handbook*. London : Library Association, 1984.
13. Reynolds, Dennis. *Library automation: Issues and applications*. New York: Bowker, 1985.
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15. Satyanarayana, N. R. *A manual of computerization of libraries*. New Delhi: ViswaPrakashan, 1995.

PAPER—MLS 352(B)

Elective: II

SOCIAL MEDIA

Course Objective

Social Media

Students should be able to understand following course objectives

- CO 1 - Understand Social Media and Social Networks
- CO 2 – Explore the blogs and Social Networks
- CO 3 - Understand about creating and maintaining social media platforms
- CO 4 – Understand best practices about social media in libraries

Unit 1:

Introduction to Social Media, Development of Social Media, importance of social media and its Impact on Library and Information Science

Introduction to Internet, Web 2.0, Library 2.0, Semantic Web, Social Media for Library and Information Science Professionals. History, Development and Definitions of Social Networks & Niche/Vertical Networks, Social Media, Social Tools.

Social Media Mobile Apps

Understanding the impact of social media on society and libraries

Social Media Management, Marketing, Branding, Publicity, Public Relations, Engagement and Outreach for Libraries

Introduction to major social media platforms, Tools and Techniques for Library and Information Science

Unit 2:

Blog: Wordpress, Microblog: Twitter, Social Network: Facebook, FB Page, FB Group, Professional Network: LinkedIn, Photo and Video Sharing: Instagram, Video Sharing: YouTube, Instant Messaging and Voice-over-IP Service: WhatsApp, Academic Network: Academia.edu, Research Network: Research Gate, Graphic Design Platform: Canva, Virtual Worlds: Second Life, Meta

Web Feed: RSS Feeds (Really Simple Syndication)/ RDF Site Summary, Social Bookmarking: Pintrest

Online Encyclopaedia: Wikipedia , Podcast & Vodcast, Mashup, Crisis Management ,Communication and reputation management using social media for LIS, Crisis Response Plan for Libraries on Social Media, Trolling, Flaming, Disruptions/Disasters/Pandemics, Marketing and Branding for libraries and Librarians, Marketing Strategy for Library on Social Media, Marketing of LIS Information Products and Services.

Unit 3:

Creating and maintaining social media platforms, Publicity and Branding using Social Media for Libraries Public Relations on Social Media like Press Kit, Developing your Personal Brand and Library Branding, Exploring emerging trends in social media and their impact on information services, Virtual Reference Services, Embedded Librarianship, Ask a Librarian

Content Creation for Social Media for Library and Information Science, Developing and maintaining a social media presence for libraries, Creating a social media strategy and outreach strategy for libraries, Developing social media-based information literacy programs and evaluating the effectiveness, Understanding the role of librarians and information professionals in social media, Social media analytics and metrics for libraries, Community management and engagement for libraries, Community Information Services using Social Media

Unit 4:

Types of social media content (text, images, video, live streaming)

Tools and platforms for content creation, curation and scheduling for Social Media in Libraries. Best practices for Libraries using Social Media, marketing and outreach by Institution, Library, Library Staff, Users, and General Public

Identifying Legal, Regulatory and Ethical Issues while using Social Media in libraries

Privacy and security concerns related to use of Social Media in libraries

Suggested Readings:

1. American Library Association. (2018). Library Privacy Guidelines for E-book Lending and Digital Content Vendors.
2. Barker, S., & Bryan, C. (2016). Social media, information literacy and critical thinking in higher education. *Journal of Applied Research in Higher Education*, 8(1), 26-42.
3. Bianco, J. (2017). *Library Marketing Basics*. Rowman& Littlefield Publishers.
4. Boyd, D. (2014). *It's Complicated: The Social Lives of Networked Teens*. Yale University Press.
5. Boyd, D., & Ellison, N. (2008). Social network sites: Definition, history, and scholarship. *Journal of Computer-Mediated Communication*, 13(1), 210-230.
6. Breeding, M. (2014). *Library Social Media Policies*. American Libraries.
7. Carpenter, T., & Cook, M. (2019). *Social Media in the Library: 4th Edition*. Rowman& Littlefield Publishers.
8. Chua, A. Y., & Goh, D. H. (2014). A study of Social Media use in libraries. *Library & Information Science Research*, 36(2), 93-101.
9. *Costing and the economics of Library and Information Services* / edited by Sephen A Roberts. London: Aslib, 1984.
10. Desai, C. M., & Graves, S. J. (2017). *Social Media for Libraries*. Rowman& Littlefield Publishers.
11. *Economics of Information* edited by Malcolm Galatin and Robert D. Laiter. London: Nijhoff, 1981 53
12. Farkas, M. G. (2019). *Social media in libraries: A guide to understanding, reaching, and engaging users*. American Library Association.
13. Fourie, I. (2014). The integration of Social Media into Library and Information Science curricula: A case study of the University of Pretoria, South Africa. *The Journal of Academic Librarianship*, 40(5), 546-552.
14. Guo, X., & Oliver, G. (2019). Chatbots and virtual assistants: A review of emerging trends and potential implications for research in library and information science. *Library Hi Tech*, 37(3), 371-382.
15. Heyn, Jan (2010). *Website Evaluation - Branding, Transactional Facilities & Social Networking*. GRIN Verlag: Open Publishing GmbH.
16. Julien, H., Barker, S., & Mak, A. (2017). An information literacy-based approach to social media strategies and tactics. *Library Management*, 38(3), 123-136.

17. Kaplan, A. M., & Haenlein, M. (2010). Users of the world, unite! The challenges and opportunities of Social Media. *Business Horizons*, 53(1), 59-68.
18. Kaplan, A. M., & Haenlein, M. (2010). Users of the world, unite! The challenges and opportunities of Social Media. *Business horizons*, 53(1), 59-68.
19. Kim, Y. M., & Sin, S. C. J. (2018). Social media use in libraries: A review of the literature. *Information Research*, 23(3), paper 782.
20. Kotler, P., & Armstrong, G. (2010). *Principles of Marketing*. (13th ed.). USA: Pearson.
21. Kroski, E. (2013). *Social Media for Libraries: Strategies and Best Practices*. Rowman & Littlefield Publishers.
22. Lankes, R. D., & Silverstein, J. (2019). *Participatory librarianship: Creating positive change in a fractured age*. Rowman & Littlefield Publishers.
23. *Marketing of information services/ edited by Brayan Yates*. Canberra: National Library of Australia In association with the Australian Commission for Unesco, 1983
24. Pomerantz, J. (2015). Social Media and information behaviour. *Annual Review of Information Science and Technology*, 49(1), 517-565.
25. Russell, M. A., & Klassen, M. (2019). *Mining the Social Web* (3rd. ed.). India: O'Reilly Media, Inc.
26. Sandhusen, R. L. (2000). *Marketing*. (3rd ed.). Canada: Barron's Educational Series.
27. Seetharama, S. (2015). *Marketing in Libraries and Information Centres*. New Delhi: EssEss Publications.
28. Shukla, A. (2016). *Rise of Social Media Blogs, Social Bookmarking And Micro Blogging*. Gwalior: Shanti.
29. *Social Media for Information Professionals* (edX)
30. *Social Media for Libraries* (WebJunction)
31. *Social Media Marketing for Libraries* (Library Juice Academy)
32. Stephens, M. (2014). *The Hyperlinked Library: Marketing & Outreach in the Age of Social Media*. American Library Association.
33. *The Marketing of Library and Information Science Service*. London, Aslib, 1981.
34. Thomsett-Scott, B. C. (2013). *Marketing with Social Media*. Facet Publishin

Scheme of the Examination

Semester - IV

Sl. No.	Theory/Practical	Course Code	Paper Title	Credits	Max.Marks			Total Marks
					Internal Assessment 10+10+10+10=40	Attendance	Semester Exam	
1	Core Paper –I	MLS-401	Research Methods for Library and Information Science	5	40	10	70	100
2	Core Paper –II	MLS-402	Software for Library Automation Practice	5	Practical paper would be conducted at the Department by setting paper.	--	100	100
3	Elective-III	MLS-452	A) Digital Libraries	4	40	10	70	100
			B) Information Literacy					
4	Project Assessment	MLS-452 (C)	Internal Assessment	1	Research Design Seminar		Max.Mark 25	150
				1	Progress Seminar		25	
			Semester end Assessment	1	Dissertation		25	
				2	Final Presentation		50	
				1	Viva-Voce		25	
TOTAL				20	80	20	390	490

SEMESTER - IV

PAPER-MLS 401:

RESEARCH METHODS FOR LIBRARY AND INFORMATION SCIENCE (CC)

Paper- I

Course Objective

Research Methods For Library and Information Science (CC)

Students should be able to understand:-

CO-1 Understand the basic concepts and types of research.

CO-2 Understand the importance of Research Design

CO-3 Understand the Selection of a Problem and methods of Methods.

CO-4 Understand the different method of data collection

CO-5 Understand Data Analysis and Interpretation and Research Report Writing

Unit-1:

Research: Definition Need, Purpose, Functions Scope and Ethics of Research.

Basic Concepts: Validity, Reliability, Objectivity, Subjectivity. Variables: Dependent, Independent and Intervening.

Logic : Induction and Deduction. Intuition.

Types – Basic and applied. Interdisciplinary & multidisciplinary, Team / Group Research, Relay Research. Scientific method.LIS Research in India.

Unit-2:

Research Design: Selection of Research Problem, Review of Literature:

Aims and objectives. Scope and limitations. Problem identification, formulation and statement of the problem.

Hypothesis: Definition, meaning, formulation. Types: Descriptive, relational and explanatory, Null-Hypothesis. Verification.

Unit-3:

Methods of Research:

Historical, Descriptive, Experimental Survey, comparative, Case study and Delphi Technique.

Unit-4:

Methods of data collection:

Types of data – Primary and Secondary.

Data Collection Methods: Primary data – Questionnaire, Interview and Observation.

Library Records, Scales and Check Lists.

Secondary data – Historical / recorded.

Sampling methods and techniques:

Probability sample: Simple Random sampling, systematic, stratified. Non-probability sample:

Quota, Accidental, purposive, incomplete. Cluster and multi-state Sampling. Sample size, bias, error.

Unit-5:

Data Analysis and Interpretation: Preservation of Data

Problem measure, reliability, validity, Descriptive Statistics – Measures of Central Tendency:

Mean, Median, Mode. Measure of Central Tendency: Standard Deviation. Graphical

Presentation of data : Bar diagrams, Pie-chart, Line Graphics, Histograms, Inferential Statistics :

Measure of Association : Co-efficient of Correlation.

Testing of Hypothesis : Chi-square test & T-test.

Software for Statistical Analysis – SPSS – Bibexcel, R Statistics Features.

Research Report Writing

Structure & Contents of report, presentation of findings. Style Sheets, Citation of Print, Electronic and Internet sources.

Impact Factors- Journal, Institutional and Authors: h-index, g-index, i10 index.

Trends in Library and Information Science Research

Select Readings:

1. Charles H. Busha & Stephen, P. Harter. *Research Methods in Librarianship: Techniques and Interpretation*. New York: Academic Press, 1980.
2. Marurice, B. Line. *Library surveys: an introduction to the use, planning procedure and presentation of surveys*. 2nd ed. London : Bingley, 1982.
3. Nick Moore & Martin Hesp. *The basics of writing reports etcetera*. London: Bingley, 1985.
4. Goode (William J) and Hatt (Paul K). *Methods in Social Research*. New York: McGraw-Hill Book Company, INC. 1952.
5. Gopal (M.H.): *An Introduction to Research Procedure in Social Sciences*. New Delhi, Vikas, Pub. House, 1992.
6. Simpson, J. L. *Basic Research Methods in Social Sciences*. The Art of empirical investigation. 1969.
7. Stevens Rolland E. *Research Methods in Librarianship*. London, Bingley, 1971.
8. Powell, Ronad, R. *Basic research methods for librarians*. Norwood: Ablex, 1985.
9. Krishnaswami, O.R. *Methodology of Research in Social Sciences*. Bombay : Himalaya, 1993.
10. AvichanderRao, I.K. *Quantitative Methods for Library and Information Science*. New Delhi : Wiley Eastern, 1983.
11. Mary Lee, Bundi. *Reader in Research Methods for Librarianship*. -- : Greenwood Press.

SOFTWARE FOR LIBRARY AUTOMATION (Practice) (CC)

Paper - II

Course Objective

Software for Library Automation (CC) Practice

Students will learn to use library automation software's- CDS/ISIS and WINISIS,

CO-1: Understand the modules of Library Automation system

CO-2: Examine different types of Library automation software's

CO-3: Identify the Features of Library Automation

CO-4: Hands on Experience to work with Newgenlib Library Automation software

CO-5: Hands on Experience to work with KOHA library automation software

Unit -1:

Bibliographic Database Management Systems – Concepts.

CDS/ISIS and WINISIS – Concept, features

(Hands on experience)

Unit – 2

Integrated Library Management Software – concept

LIBSYS, SOUL, NEWGENLIB, Koha, D-Space

(Observation and hand on experience of any one software)

Unit-3:

Database – Concept, structure, use and features.

RDBMS - Concept, structure, use and features

SQL / MySQL / MS-Access (Hands on experience in creation of database)

Unit-4:

Searching through Internet – e-journals –subscribed, consortia and free

Internet Resources using search engines.

World Wide Web (WWW) – Institutional and Individual Websites

Suggested Readings:

1. *Planning for library automation: A Practical Handbook* / John M. Cohn, Ann L. Kelsey and Keith Michael Fiels – London : Library Association, 1998.
2. *Computer Networks* / Andrew S. Tanenbanum. – 3rd ed. – New Delhi : Prentice-Hall of India, 1997.
3. *Library Networks: An Indian Experience* / H. K. Kaul. – New Delhi : Virgo Publications, 1992.
4. *Information Networks in India : Problems and Prospects* / Kausik Bose / New Delhi : EssEss Publications, 1994.

5. *The Internet* / Mac Bride – London :Hodder Headline, 1995.
6. *Internet 6 in 1* / Joe Kraynak and Joe Harbraken. – New Delhi : Prentice-Hall of India, 1998.
7. *Handbook of Libraries, Achieves and Information Centres in India* / Edited by B. M. Gupta (et al) – New Delhi : Information Industry Publications, 1987. Vol.5 : Information Technology, Industry and Networks.
8. Snell. NED. *Teach yourself the INTERNET in 24 hours*. 3rd ed. Indian Polis: Sams, 1999.
9. Haywood, Trenor. *Only connect: Shaping networks and knowledge for the new Millennium* East Grinstead: Bowker-Saur, 1999.
10. *How to promote your website efficiently*. Aslib, 1999.
11. Cooper. Michael D. *Design of Library Automation System: File Structure, Data Structures and Tools*. New York: John Wiley, 1996.
12. Lovecy, Ian. *Automating library procedures: a survivor's handbook*. London : Library Association, 1984.
13. Reynolds, Dennis. *Library automation: Issues and applications*. New York: Bowker, 1985.
14. Collier, Mel. *Local area networks: the implications for library and information science*. London: Bnritish Library, 1984.
15. Satyanarayana, N. R. *A manual of computerization of libraries*. New Delhi: Viswa Prakashan, 1995.

PAPER—MLS 452 (A)
ELECTIVE -III
DIGITAL LIBRARIES (THEORY)

Paper – III

Course Objective

Digital Libraries (Theory) (SEC)

Students should be able to understand:-

CO-1: Explain the concept of digital libraries

CO-2: Understand Digital Library initiatives in India

CO-3: Understand digitization process and digital file formats

CO-4: Explore different types of search engines and search tools

Unit-1:

Digital Libraries – Concept, Definitions, Need and Purpose

Characteristics of Digital Libraries. Architecture of Digital Libraries.

Digital Library Resources and Services

Development of Digital Libraries

Unit-2:

Digital Library initiatives in India and the world

Design and Development of Digital Libraries

Best Practices and case studies of Digital Libraries

Evaluation of Digital Libraries

Unit-3:

Digitization and its process

Different types of File Formats, Text Formats, Image Formats, Audio Formats, Video Formats, Born Digital, Mark up Languages, SGML, HTML, DHTML, XML

Open Source Materials, Gateways and Portals

Unit- 4

Access and User Interfaces to Digital Libraries

Resource Discovery

Search Engines, Search Tools and Techniques, Boolean Operators, Fuzzy Logic, Information Visualization

Copy right, Security, Privacy, Intellectual Property Rights (IPR) issues and Plagiarism

Select Readings:

1. Lesk, Michael. *Understading Digital Libraries*. 2nd edition. USA : Elsevier, 2005.
2. Witten Ian H., Bainbridge, David [and] Nichols, David M. *How to build a digital library*. 2nd Edition. Elsevier Publications. 2010.
3. Kresh, Diane. *The whole digital library handbook*. USA: Council on Library and Information Resource, 2007.
4. Karen, Calhoun. *Exploring digital libraries*. Neal Schuman Publishers, 2014.
5. Terry, Reese and Kyle, Benerjee. *Building digital libraries*. Neal Schuman Publishers, 2007.
6. Baker, David (2004). *The Strategic Management of Technology: A Guide for Library and Information Services*. Oxford: Chandos Publishing.
7. Bawden, David and Blakeman, Karen (1990). *Going automated : implementing and using information technology in special libraries and information units*. London :
8. Aslib. Barnes, Susan J (ed.). (2004). *Becoming a Digital Library*. New York :
9. Marcel Dekker. Borgman, Christine L.(2001). *From Gutenberg to the Global Information Infrastructure: access to information in the networked world*. Cambridge: MIT Press.
10. Brophy, Peter (2001). *The Library in the Twenty-First Century: new services for the information age*. London: Library Association.
11. Chowdhury, G G and Chowdhury, Sudatta (2003). *Introduction to digital libraries*. London : Facet Pub.
12. Cooper, Michael D.(1996). *Design of Library Automation Systems: File Structures, Data Structures and Tools*. New York: John Wiley.
13. Deegan, Marilyn & Tanner, Simon : (2002) *Digital futures : strategies for the information age*. London : Library Association.
14. Gorman, G E (ed.). (2002). *The Digital Factor in Library and Information Services*. London :
15. Hughes, Lorna M. (2004). *Digitizing Collections: Strategic Issues for the Information Manager*. London:Facet Ingram,
16. Peter (2001). *Networking in Easy Steps*. New Delhi: Dreamtech press.
17. International Conference on Digital Libraries 2004: Knowledge Creation, Preservation, Access and Management. (2004). (24-27, February 2004, New Delhi). 2 vols. New Delhi: TERI
18. Jordal, Gregory (1992). *Networking: the productivity*. New Delhi: Sterling Info Technologies.
19. Judge, Peter and Gerrie, Brenda (eds). (1996). *Small scale bibliographic databases*. Sydney: Academic Press.
20. Lancaster, F W &Sandore, Beth (1997) *Technology and management in library and information services*. London : Library Association.
21. Lankes, R. David(ed.) (2003). *Implementing Digital Reference Services: setting standards and making it real*. London: Facet Publ.
22. Lee, Stuart D (2001) *Digital imaging: a practical handbook*. London : Facet Publications.
23. Lesk, Michael (1997). *Practical digital libraries: books, bytes and Bucks*. San Francisco: Morgan Kaufmann.
24. Limb, Peter (2004). *Digital dilemmas and solutions*. Oxford : Chandos Publ. Marks, Kenneth and Nielson,
25. Steven P. (1991). *Local area networks in libraries*. Westport : Meckler.
26. Meadows, Charles T. (1992). *Text Information Retrieval Systems*. San Diego: Academic Press.
27. Michell, Anne M and Surratt, Brian E.(2005): *Cataloguing and organizing digital resources: a how-to-do it manual for libraries*. London: Facet Publ.

28. Noerr, Peter (1999). The Digital Library Toolkit.
http://webdoc.hwdg.de/ebook/aw/1999/sun/noerrfinal.pdf Parekh,
29. Harsha (1999). Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association.
30. Parekh, Harsha&Sen, Bharati (2001). Introduction to digitization – a librarian's guide. Mumbai: SHPT School of Library Science.
31. Rowley, Jennifer (1993). Computers for libraries. London :
32. William (1994). Introduction to Automation for Librarians. Chicago: American Library Association.
33. Sportack, Mark A. (1998). Networking Essentials. New Delhi :
34. Techmedia. Sridevi, J. and Vijay Laxshmi (2004) Model of digital library. New Delhi :
35. Shree. Stern, David (ed.). (1999) Digital Libraries: Philosophies Technical Design Considerations and Example Scenarios. New York :
36. Haworth. T Ashok Babu[et al] (eds.). (2000). Vision of Future Library and Information Systems /. New Delhi: Viva Books.

PAPER—MLS 452 (B) Elective INFORMATION LITERACY

Course Objective

Information Literacy (Theory) (SEC)

Students should be able to understand:-

CO-1: Explain the concept of Information Literacy

CO-2: Understand Information Literacy Development and Trends

CO-3: Understand Search Engines and websites

CO-4: Understand different types of Copy Right Laws and Plagiarism software's

Unit-1:

Information Literacy – Concept, Definitions, Need and Purpose, Importance of Information Literacy.

Information Literacy skills, Types of Literacy, Digital, Media, Cultural etc.

Information Literacy Programmes in Public, Academic and Special Libraries

Designing and Developing Information Literacy Programmes

Unit-2:

Information Literacy: Developments and Trends

Information Searching skills and preservation techniques

Information Literacy Standards

Information Literacy Programmes case studies

Information Evaluation and Selection, Evaluating Digital Information, Evaluating information sources

Unit-3:

Information Retrieval and Organization

Information searching with Databases, web Resources and Search Engines Different types of web

searching skills like academic websites and commercial websites, Citation management tools, Organizing information and references, Designing and developing Information Literacy Programmes.

Unit-4:

Ethical use of information, Managing Digital Identity and Privacy
Information Literacy Initiatives and programmes in India and different countries
Information Literacy case studies
Copy Right laws and Intellectual Copy Right Issues
Plagiarism, Plagiarism Softwares.

Suggested readings:

1. Association of College and Research Libraries. (2016). Framework for information literacy for higher education. American Library Association.
2. Badke, W. (2014). Research strategies: Finding your way through the information fog. iUniverse.
3. Bates, M. J. (2017). Information evaluation. *Annual Review of Information Science and Technology*, 51(1), 3-62.
4. Bruce, C. S. (2017). Seven faces of information literacy in higher education. UNESCO.
5. Grassian, Esther S. and Kaplowitz, Joan R. *Information literacy instruction theory and practice*. 2nd ed. Neal-Schuman Publishers, 2009.
6. Gwenn, Wilson. *100% information literacy success*. 3rd ed. USA :Cengage Learning, 2015.
7. Head, A. J., & Eisenberg, M. B. (2010). Truth be told: How college students evaluate and use information in the digital age. Project Information Literacy.
8. Handley Holly Carla List, Ross Heller Elin, Gonya O'Hara. *Alison Armstrong Information literacy and technology*. 5th ed. Kendall Hunt Publishing, 2013.
9. Julien, H., Pecoskie, J., & Reed, K. (2017). Communicating research data management services: A study of faculty needs and preferences. *Journal of the Association for Information Science and Technology*, 68(2), 444-454.
10. Kuhlthau, C. C. (2015). Guided inquiry: Learning in the 21st century. Libraries Unlimited.
11. Lipinski, T. A. (2017). Copyright law and information literacy in the 21st century library. Chandos Publishing.
12. Rowley, J. (2017). Organizing information. Facet Publishing.
13. Scott, Lanning. *Concise guide to information literacy*. USA : Libraries Unlimited, 2012.
14. Spink, A., & Cole, C. (2006). Human information behavior: Integrating diverse approaches and information use. Springer.
15. Stephens, M. (2017). Teaching search skills in the age of fake news. *American Libraries*.
16. Weber, M., & Johnson, B. (2017). A practical guide to information literacy assessment for academic librarians. Chandos Publishing.

PAPER-MLS 452 (C)
PROJECT WORK (Project Oriented Dissertation):
(i.e. 6 Credits)

Course Objective

PROJECT WORK/DISSERTATION & VIVA-VOCE

- CO 1 - Explain the research concept and its process
- CO 2 - Illustrate the research problems & research design
- CO 3 - Examine the research methods and techniques
- CO 4 - Formulate the solutions for their research problems
- CO 5 - Assess the proficiency with the help doing research

Project work

Project work related to the Library and Information science

Project Oriented Dissertation has 6 credits

Student need to give Research Design Seminar on Project Oriented Dissertation

Student need to give Research Progress Seminar on Project Oriented Dissertation

Pre-submission of the project work.

Project Dissertation Evaluation with internal/external examiner.