

SYLLABUS: 2016-2017

LIBRARY AND INFORMATION SCIENCE

M.Lib.I.Sc: FIRST SEMESTER

**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

**Master of Library and Information Science
Course of Studies and Examination- 2016-2017**

Scheme of Courses: Semester I

Courses (Theory and Practice)

Paper	Subjects	Credit	Sessional Marks	Semester Marks	Maximum Marks
LIS C 121	Knowledge Organisation and Information Processing: Advanced Classification Theory (KOIP/ACT)	4	40	60	100
LIS C 122	Information Storage and Retrieval	4	40	60	100
LIS C 123	Information Systems and Programs	4	40	60	100
LIS C 124	Knowledge Organisation and Information Processing: Advanced Cataloguing Practice (KOIP/ACP)	4	40	60	100
LIS C 125	Indexing Language and Bibliographic Description	3	40	60	100
LIS C 126	Electronic Information Resources	3	40	60	100
Total		22		600	

Two Mid-Semester Exams will be conducted of total (20+20) 40 marks and End Semester Exam will be of 60 marks.

Knowledge Organisation and Information Processing:
Advanced Classification Theory

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 121	Knowledge Organisation and Information Processing: Advanced Classification Theory [KOIP/ACT]	3	1	0	4

Max. Marks: 100

Unit-I: Information and Knowledge

- Information: Growth and development
- Knowledge: Structure, types and attributes
- Modes of thinking: Authority Centered, Tenacious, Speculative and Positivistic
- Modes of formation of subjects

Unit-II: Classificatory Principles

- Concept of isolates and categories: comparative study
- Normative Principles of W.C.B. Sayers, H.E. Bliss and S.R. Ranganathan
- Notational Systems: Principles, capacities and telescoping of array
- Indicator Digits
- Comparative study of UDC and CC: Basic principles, subject representation, notational system and revision policy

Unit-III : Recent Trends in Classification studies

- Trends in classification
- Contribution of CRG, DRTC, ISKO
- Design of depth classification scheme
- Web Classification, Problems of Classification in electronic documents

Suggested Reading List

1. Krishan Kumar. Theory of Classification. Delhi, Vikas, 1991.
2. Chakrabarti, B. Library Classification Theory. Calcutta, World Press, 1994.
3. Husain, Shabhat. Library Classification, Facets and Analyses. Ed.2. Delhi, B.R. Pub.,2004.
4. Dhyani, Pushpa. Library Classification: Theory and Principles. New Delhi, Vishwa Prakashan, 1998. 381p.
5. Ranganathan, S.R. Prolegomena to Library Classification. Ed. 3. Bangalore, SRELS.,1967.
6. Dhyani, P. Library Classification (Hindi). Agra, Y.K. Publisher.
7. Sood, S.P. Universe of Subjects and Universe of Knowledge (Hindi). Agra, Y.K.Publisher.
8. Raju, A.A.N. Decimal, Universal Decimal and Colon Classification. New Delhi, Ajanta, 1985.
9. Sehgal, R.L. An Introduction to UDC. Agra, Y.K. Publisher.
10. Khanna, J.K. Fundamentals of Library Organization. Agra, Y.K. Publisher.
11. Sardana, J.L. and Sehgal, R.L. Universal Decimal Classification. New Delhi, Indian Bibliographic Centre.

12. Bose, H. UDC: Theory and Practice. New Delhi, Indian Bibliographic Centre.
13. Khanna, J.K. Knowledge: Evolution, structure and research methodology. New Delhi, Ess Ess Publications, 1985.
14. Aggrawal, D.S. Lectures on Universe of Knowledge. New Delhi, Academic Publications, 1985.
15. Sharma Pandey, S.K. Universe of Knowledge and Research Methodology. Delhi, Ken Publications, 1990.
16. Rowley, Jennifer E. Organizing Knowledge: An Introduction to Managing Access to Information. 4th revised ed, Ashgate Publishing, Ltd., 2008. 367p.

Information Storage and Retrieval

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 122	Information Storage and Retrieval	3	1	0	4

Max. Marks: 100

Unit-I Information Storage and Retrieval System

- Definition, scope and components
- Databases: Concept.
- Information storage and file organization.
- Artificial intelligence: Expert systems and Natural Language Processing.

Unit-II Subject Indexing and Abstracting.

- Study of Citation indexing.
- Automatic indexing.
- Canons of Abstracting.
- Auto-Abstracting.
- Information Consolidation and Repackaging

Unit-III Information Searching, Retrieval and Evaluation of IR Systems

- Web Browsers, Search Engines
- Search techniques: Online Searching techniques and retrieval.
- Evaluation of IR system.
- Important test result: Cranfield, MEDLARS, SMART.

Suggested Reading List

1. Bajpai, S.K. Modern Information Retrieval. New Delhi, Indian Bibliographic Centre.
2. Chakrabarti, A.R. and Chakrabarti, B. Indexing: Principles, Process and Products. Calcutta, World Press, 1983.
3. Choudhury, G.G. Introduction to modern information retrieval. Ed.2. Chennai, Allied Publishers, 2003.
4. Choudhury, G.G. Introduction to modern information retrieval system. Calcutta, IASLIC, 1993.
5. Guha, B. Documentation and Information: Services, techniques and systems. Ed 2. Calcutta , World Press, 1983.
6. Kashyap, M.M. Database System: Design and development. New Delhi, Indian Bibliographic Centre, 1993.
7. Khanna, J.K. Documentation and Information. Agra , Y.K. Publisher.
8. Lancaster, F.W. Indexing and Abstracting in theory and practice. Ed. 3. Chennai, Allied.
9. Prasher, R.G. Indexing and Indexing System. New Delhi, Medallion Press, 1989.
10. Rajan, T.N. Indexing systems: concepts, models and techniques. Calcutta, IASLIC, 1981.
11. Seetharama, S. Information Consolidation and Repackaging. Agra , Y.K. Publisher.
12. Sharma, Pandey S.K. Library Information Retrieval. Agra , Y.K. Publisher.
13. Sood, S.P. Documentation and Information Science. Agra , Y.K. Publisher.
14. Verma, A.K. Trend in Subject Indexing. Delhi, Mittal, 1984.

Information Systems and Programs

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 123	Information Systems and Programs	3	1	0	4

Max. Marks: 100

Unit –I Information System : Basics

- Information System: Basic concept, types, characteristics and components.
- Information Organisation as a System: Libraries, Documentation and Information Centres, Information analysis Centres, Referral Centres, Translation Centres, Reprographic Centres.
- Planning and Design of National Information System, National Information Policy,
- National Information Systems (objectives, functions, services, products): NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, NCSI, NIC, BARC.
- International Information System: MEDLARS, AGRIS, INIS, INSPEC, DEVSIS, UNISIST

Unit-II Library and Information Network

- Library Network-Concept, objectives, structure and functions.
- National Network: INFLIBNET, DELNET, NICNET.
- International Networks: INTERNET, OCLC, RLIN
- Library Consortia: INDEST, FORSA, INFONET, CSIR E-Journals Consortium

Unit-III Information Users and Information needs.

- Categories of information user.
- Information needs: Definition and models.
- Information seeking behaviour.
- User studies: methods, techniques and evaluation.
- Role of information systems and networks in technology transfer and national Development.

Suggested Reading List

1. Kawatra, P.S. 2000: Library and Information Systems in 21st century. New Delhi, Crest Publishing House.
2. Kashyap, M.M. Computer-based library information systems: Designing techniques. New Delhi, Sterling.
3. Barua, B.P. National Policy on Library and Information System and Services for India: Perspectives and Strategies. New Delhi, Indian Bibliographic Centre.
4. Rao, P. Bhaskara. Information Network and Resource Sharing. New Delhi, Indian Bibliographic Centre.
5. Bose, Kaushik. Information networks in India: Problems and Prospects. New Delhi, Indian Bibliographic Centre.
6. Neelameghana, A. and Prasad, K.N. Information systems, networks and services in India: Developments and trends. 2 Vols. New Delhi, Indian Bibliographic Centre, 1998.
7. Sehgal, R.L. An introduction to library network. New Delhi, Indian Bibliographic Centre, 1996.

8. Girija Kumar and Krishan Kumar. Philosophy of user education. New Delhi, Vikas, 1983.
9. Library trends. Summer 1980. Summer issue of current library use instructions.
10. Kaul, H.K. Ed. Library and information networking. New Delhi, Virgo Publications, 1999.
11. Kaul, H.K. Library resource sharing and networks. New Delhi, Virgo Publications, 1999.
12. Parida, Baman. Studies on information systems, services and programmes. New Delhi, Ajanta, 1993.
13. Kawatra, P.S. Library users studies. New Delhi, Jaico Books, 1992.
14. Sehgal, R.L. An introduction to library network. New Delhi, Indian Bibliographic Centre, 1996
15. Barua (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.

Knowledge Organisation and Information Processing:
Advanced Cataloguing Practice

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 124	Knowledge Organisation and Information Processing: Advanced Cataloguing Practice [KOIP/ACP]	0	1	3	4

Max. Marks: 100

Practical cataloguing of the following non-book materials according to Anglo American Cataloguing Rules -2 (AACR-2, 1988) and Sears List of Subject Heading:

Unit-1

- Manuscripts
- Cartographic materials
- Sound recording

Unit-2

- Motion picture & video recording
- Electronic Resources
- Three- Dimensional Artefacts and Realia

Unit-3

- Serials (According to AACR2 and CCC)

Suggested Reading List

1. Choudhury, B.K. Cataloguing of Non-Book Materials: According to AACR-2, Revised, 1988. New Delhi, Reliance Publications, 1996.
2. Frost, Carolyn O and Arlene G. Taylor. Cataloging Nonbook Materials: Problems in theory and practice. Littleton, CO, Libraries Unlimited, 1983. .

Indexing Language and Bibliographic Description

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 125	Indexing Language and Bibliographic Description	3	0	0	3

Max. Marks: 100

Unit-I Subject Analysis and Representation

- Subject Analysis: Definition and scope
- Problems of alphabetical subject representation
- Contribution of C.A. Cutter, J. Kaiser, S.R. Ranganathan, J.E.L. Farradane and Eric J.Coates

Unit-II Controlled Vocabulary.

- Definition and characteristics of indexing language.
- Vocabulary control and devices
- Thesaurus: Structure and Construction.

Unit-III Bibliographic Description and Data exchange Protocols

- Current trends in standardization in description and exchange:
MARC, UNIMARC, ISO2709, CCF.
- Bibliographic description: Z39.50 protocols
- OAI-PMH

Suggested Reading List

1. Chakrabarti, A.R. and Chakrabarti, B. Indexing: Principles, Process and Products. Calcutta, World Press, 1983.
2. Chan, Lois Mai. Cataloguing and Classification: An introduction. Ed.2 New York, McGraw Hill, 1994.
3. Rowley, J.E. Organising Knowledge. Aldershot, Gower, 1987.
4. Parmeswaram, M. AACRII and CCC(5): A comparative study. New Delhi, Indian Bibliographic Centre, 1989.
5. Malavya, V.C. Multimedia Library and On-line Cataloguing. New Delhi, Indian Bibliographic Centre.
6. Dhawan, K.S. On-line Cataloguing Systems. New Delhi, Indian Bibliographic Centre, 1997.
7. Rout, R.K. and Choudhury, B.K. Cataloguing of non-book materials: A practical manual. New Delhi, Reliance Publishing House, 1997.
8. Bajpai, S.K. Modern Information Retrieval. New Delhi, Indian Bibliographic Centre.
9. Fothergill, R. and Butchart, I. Non-book materials in libraries: A practical guide. Ed. 3. London. Clive Bingley, 1990.
10. Prasher, R.G. Indexing and Indexing System. New Delhi, Medallion Press, 1989.

Electronic Information Resources

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 126	Electronic Information Resources	3	-	-	3

Max. Marks: 100

Unit -1: Introduction

- Electronic Information resources: Meaning, need and advantage over print media
- Types: E-Journals, e-Books, e-Theses, e-newspapers, Blogs, Wikis, Portals.
- Virtual Libraries and Digital Libraries
- Study of the features and functionality of following electronic resources:
Dictionary.com, Encyclopedia Britannica, Wikipedia, ACM digital Library, IEEE / IEE
Electronic Library Online (IEL), PLOS

Unit -2: Databases, websites and repositories

- E-databases: Free and subscribed databases; bibliographical and full text databases,
- Portals and Subject gateways
- Study of the features and functionality of following electronic resources:
Emerald, EBSCO, PsycINFO, Elsevier Science, PubMed Central, J-Gate, J-Store, SCOPUS,
Web of Science, SciFinder Scholar

Unit -3: LIS e-resources

- Institutional Repositories and Open Archives
- Electronic Resources in Library and Information Science
- Study of the features and functionality of following electronic resources:
ROAR and DOAR, LISA, LISTA, LIS LINKS, ALIS, SRELS Jr. of Inf. Management, ALA,
ILA

Text Books:

1. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Information sources. London, Library Association.
2. Cooper, M. D. (1996). Design of Library automation systems: File structures, data structures and tools. New York, John Wiley.
3. Dickson, G.W. and Desanctis, G.. Information technology and the future enterprise. New models for managers. New Jersey, Prentice Hall.
4. Ferris, Jeffrey A. (2000) Windows 2000: Development and desktop management. Indiana, New Riders.
5. Gallimore, A. (1997). Developing on IT strategy for your Library. London, Library Association.
6. Gopinath, M.A. (1984). Information sources and communication media (Annual Seminar). Bangalore, DRTC
7. Hodge, Gail. Cataloging and Indexing of Electronic Information Resources.
<ftp.rta.nato.int/public//PubFullText/RTO/EN/RTO...//EN-026-06.pdf>
8. Lesk, Michael (1997). Practical digital Libraries: Books, bytes and bucks. San Francisco, Morgan Kaufmann.
9. Ormes, Sorah and Dempsey, Lorcan Eds. (1997). The Internet, networking and the public Library. London, Library Association.
11. Terplan, Kornel (1999). Intranet performance management. London, CRC Press.

SYLLABUS: 2016-2017

LIBRARY AND INFORMATION SCIENCE

M.Lib.I.Sc: SECOND SEMESTER

**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**

Doctor Harisingh Gour Vishwavidyalaya
(A Central University)

SAGAR (M.P.) 470003

(Formerly: University of Saugar)

Master of Library and Information Science, Semester II, 2016-2017

Course of Studies and Examination

Scheme of Courses

Courses (Theory and Practice)

Course Code	Course Title	Number of Credits	Sessional Marks	Semester Marks	Maximum Marks
LIS C 221	IT Applications to Library and Information Centres	4	40	60	100
LIS C 222	Research Methodology	4	40	60	100
LIS C 223	Knowledge Organisation and Information Processing: Advanced Classification Practice(KOIP/ACP)	4		40	60
LIS C 224	Statistical Techniques and Bibliometrics	3	40	60	100
LIS C 225	Digital Library	3	40	60	100

Electives Courses (Any one of the following courses is to be chosen)

LIS C 226	Organisation and Management of Public Library System	4	40	60	100
LIS C 227	Organisation and Management of Academic Library System	4	40	60	100
LIS C 228	Organisation and Management of Research and Technical Library System	4	40	60	100
LIS C 229	Dissertation	4 (60 Dissertation and 40 for viva)			100

Total

22

600

Optional Course

LIS C 2210	System Analysis and Design	3	40	60	100
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Two Mid-Semester Exams (20+20=40) will be conducted of total 40 marks and End Semester Exam will be of 60 marks.

INFORMATION TECHNOLOGY APPLICATIONS TO LIBRARY AND INFORMATION CENTRES

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 221	Information Technology Applications to Library and Information Centres	3	1	0	4

Max. Marks- 100

Unit – I : Information Technology: Basics

- Information Technology: Definition, Concepts, need, scope and objectives
- Historical development of IT
- Facets of IT
- Application of IT in Libraries
- Trends in IT

Unit – II : Electronic Media and Publishing

- Electronic Media: Magnetic tapes, CD-ROM, Multimedia and WWW
- Products of E-publishing: e-Books, e-Journals, e-Databases
- Benefits and Shortcomings of e-publishing
- Preservation and conservation of electronic media

Unit – III : Networking and Internet

- OSI model
- Switching system
- Internet : Definition, genesis, growth and development, connectivity
- Internet resources and services
- Internet protocols and standards
- Web design : Introduction, Salient features of SGML, HTML, DHTML, XML
- Internet Security

Suggested Reading List

1. Society for Information Science. Library Automation: Design, Principles and Practice. New Delhi , SIS, 2002.
2. Kochar, R.S. Modern library and Information facilities. New Delhi, Indian Bibliographic Centre, 1998.
3. Dhawan, K.S. Multi-media library. New Delhi , Indian Bibliographic Centre, 1997.
4. Faruqi, Khalid K. Automation in libraries. New Delhi, Indian Bibliographic Centre, 1997.
5. Dhiman, Anil K. Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi , Indian Bibliographic Centre, 2002.
6. Raman, R. Computer application to library and Information Services. New Delhi, Indian Bibliographic Centre.
7. Ahmed, Shamim. Computer in library management. New Delhi, Indian Bibliographic Centre, 1998.

8. Kashyap, M.M. Database systems, design and development. New Delhi, Indian Bibliographic Centre, 1993.
9. Malavya, V.C. Electronic Libraries. New Delhi, Indian Bibliographic Centre.
10. Sharma – Pandey, S.K. Fundamentals of Library Automation. New Delhi, Indian Bibliographic Centre.
11. Panigrahi, R.M. Impact of Information Technology on Libraries. New Delhi, Indian Bibliographic Centre.
12. Malavya, V.C. Library Automation. New Delhi, Indian Bibliographic Centre, 1999.
13. Kochar, R.S. and Sudarshan, K.N. Library Automation: Issues and Principles. New Delhi, Indian Bibliographic Centre, 1997.
14. Sahoo, K.C. (Ed.). Information management with IT application. Ludhiana, Medallion Press, 2004.
15. Mahapatra, M. and Ramesh, D.B. (Eds.). IT applications in libraries: A textbook for beginners. Bhubaneswar , Reprint (P) Ltd., 2004.
16. Sharma Pandey, S.K. Library Computerisation : Theory and Practice. New Delhi, Indian Bibliographic Centre, 1993.
17. Mudhol, Prasanna Kumar. Multimedia: It's application in Library and Information Science. New Delhi, Indian Bibliographic Centre, 2002.

RESEARCH METHODOLOGY

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 222	Research Methodology	3	1	0	4

Max. Marks-100

Unit – I: Research Methods: Basics

- Research: Concept, meaning, need and purpose
- Types of research: Pure, Applied, Individual and Collaborative research, Inter disciplinary and multi-disciplinary research
- Methods of research: Descriptive, comparative, historical, case study, experimental, scientific
- Spiral of scientific method

Unit – II: Planning and Design

- Research Design: Concept, need and purpose, attributes, components
- Research problem: Its identification and formulation, types and components
- Hypothesis: Concept, usefulness, quality, types and formulation
- Literature search and its use: Print, non-print, electronic sources
- Synopsis: Concept and essential components
- Methods of data collection: Questionnaire, Interview, Observation
- Sampling techniques

Unit – III: Research Report Writing

- Report writing: Structure, style, controls
- Guidelines for research reporting
- Style manual: concept and utility

Suggested Reading List

1. Busha, Charlesh H. and Harter, Stephen P. Research methods in librarianship: Techniques and Interpretation. Orlando, Academic Press, 1980.
2. Busha, Charlesh H. Research methods. *In* Encyclopedia of Library and Information Science. Vol. 25; pp254-293.
3. Krishan Kumar. Research methods in Library & Information Science. New Delhi, Vikas, 1992.
4. Young, P.V. and Schmid, C.F. Scientific Social Surveys and Research. New Delhi, Prentice Hall of India, 1984.
5. Goode, William J. and Hatt, Paul K. Methods in social research. New Delhi, McGraw Hill, 1986.
6. Sandhu, A.N. and Singh, A. Research methodology in social science. Mumbai, Himalaya Publishing House.
7. Venkateswarlu, T. Research Methodology and Librarianship. IASLIC BULL. 34; 3;1989; pp. 115-20.
8. Karande, A.G. Areas and methods of research in Library and Information Science. IASLIC BULL. 34; 3;1989; pp. 105-13.

9. Kothari, C.R. Research Methodology: Methods and techniques. Ed 2. New Delhi, Wishwa Prakashan, 1990.
10. Sharma, B.A.V. Research methods in social sciences. New Delhi, Sterling, 1983.
11. Ghosh, B.N. Scientific methods and social research. New Delhi, Sterling, 1982.
12. Kothari, C.R. Quantitative techniques. Ed 2. New Delhi, Vikas, 1984.
13. Wilkinson, T.S. and Bhandarkar, P.L. Methodology and Techniques of Social Research. Mumbai, Himalaya Pub., 1979.
14. Ravichandra Rao, I.K. Quantitative methods for LIS. New Delhi, Wiley Eastern, 1985.
15. Sehgal, R.L. Statistical techniques for librarians. New Delhi, Indian Bibliographic Centre.
16. Sehgal, R.L. Applied statistics for Lib. Sc. Research. 2 Vols. New Delhi, Indian Bibliographic Centre.
17. Sardana, J.L. and Sehgal, R.L. Statistical methods for librarians. New Delhi, Indian Bibliographic Centre.
18. Sinha, S.C. and Dhiman, A.K. Research Methodology. 2 Vols. New Delhi, Indian Bibliographic Centre.

**KNOWLEDGE ORGANIZATION AND
INFORMATION PROCESSING: ADVANCED CLASSIFICATION
PRACTICE**

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 223	Knowledge Organization and Information Processing: Advanced Classification Practice [KOIP/ACLP]	0	1	3	4

Classification of documents according to CC (6th Rev. Ed.) UDC(3rd Abridged/Medium Ed.)

Unit-1

Classification of subject titles by CC and simple subject titles by UDC

Unit-2

Classification of titles by CC (6th Rev. Ed.) and all types of subject titles by UDC (Abridged/Medium Ed.).

Unit-3

Classification of simple, compound and complex titles by CC (6th Rev. Ed.) and all types of subject titles by UDC (Abridged/Medium Ed.).

Suggested Reading List

1. Raju, A.A. Universal Decimal Classification (IME-1993): Theory and Practice. Delhi, Ess Ess Publications, 2007.
2. Satyanarayana, V.V.V. Universal Decimal Classification. N. Delhi, Ess Ess Publications, 1998.

STATISTICAL TECHNIQUES AND BIBLIOMETRICS

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 224	Statistical Techniques and Bibliometrics	3	0	0	3

Maximum Marks- 100

Unit – I : Bibliometrics

- Bibliometrics: Definition, facets, usefulness in research
- Bibliometric parameters
- Bibliometric laws: Bradford's Law of Scattering, Ziff's Law, Lotka's Law

Unit – II : Data Analysis and Citation Analysis

- Statistical Analysis and Interpretation of Data: Frequency distribution, Measures of central tendency: Mean, Mode and Median
- Regression Analysis and Correlation Coefficients
- Content Analysis
- Citation Analysis
- Presentation of data: Tables, Charts, Graphs

Unit – III : Bibliometrics and related study

- Libra metrics, Scientometrics, Informatics, Cybermetrics, Webometrics

Suggested Reading List

- 1 Egghe, L. Power laws in the information production process: Lotkaian informetrics. Amsterdam, Elsevier Academic Press, 2005
- 2 Egghe, L., & Rousseau, R. (1990). Introduction to informetrics: Quantitative methods in library, documentation and information science. Amsterdam, Elsevier.
- 3 Egghe, L., & Rousseau, R. (2001). Elementary statistics for effective library and information service management. London, Aslib-IMI.
- 4 Garfield, E. (1979). Citation indexing: Its theory and application in science, technology, and humanities. New York, John Wiley
- 5 Kothari, C.R. Research Methodology: Methods and techniques. Ed 2. New Delhi, Wishwa Prakashan, 1990.
- 6 Ravichandra Rao, I.K. Quantitative methods for LIS. New Delhi, Wiley Eastern, 1985.
- 7 Sehgal, R.L. Statistical techniques for librarians. New Delhi, Indian Bibliographic Centre.
- 8 Sehgal, R.L. Applied statistics for Lib. Sc. Research. 2 Vols. New Delhi, Indian Bibliographic Centre.
- 9 Sardana, J.L. and Sehgal, R.L. Statistical methods for librarians. New Delhi, Indian Bibliographic Centre.

DIGITAL LIBRARY

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 225	Digital Library	3	0	0	3

Maximum Marks-

100

Digital Library (DL)

Unit 1. Introduction

- genesis, definition, objectives, scope, components, soft wares for digital library
- digitization – devices (scanners, cameras)software, process
- data warehousing, data mining
- Metadata- history, nature, standards
- Virtual library

Unit 2. Digital collections & évaluations

- e-documents – nature, acquisition of E-Books, E-Journals, E-zine, E-Reference Sources, Digital Documents (Born and legacy documents)
- databases – types (bibliographic, full-text) –nature,
- Evaluation

Unit- 3. Open access movement & DL case studies

- Open Access Movement and Institutional repositories.
- Case study of select digital Libraries- California Digital Library; Alexandria Digital Library; ArXive; Cogprintis; Vidyanidhi

Selected Reading:

1. Andrew Cox (2010). Introduction to Digital Library Management. London, Facet Publishing.
2. Chowdhury, G.G: Introduction to Digital Libraries. London, Facet Publishing, 2003.
3. David Nicholas and Ian Rowlands (2010). Digital Consumers Reshaping the information professions. London, Facet Publishing.
4. Jenny Craven (2010). Web Accessibility Practical advice for the library and information professional. London, Facet Publishing.
5. ICADL: Tutorials on Digital Libraries. Bangalore, 2001.
6. Leona Carpenter, Simon Shaw & Andrew Prescott: Towards the Digital Library. London, LA,1998.
7. Lee, Stuart D: Digital imaging: A practical handbook. 2000.
8. Malwad, NM and others, Digital Libraries : Dynamic store house of digitized information. New Delhi, New Age 1996.
9. Marilyn Deegan and Simon Tanner (2010). Digital Futures Strategies for the information age. London, Facet Publishing.
10. Smart D. Lee. Digital imaging A practical handbook London , Facet Publishing, 2000.
11. Vishwanathan I. Communication Technology. New Delhi ,THM, 1995.

ELECTIVES

ORGANISATION AND MANAGEMENT OF PUBLIC LIBRARY SYSTEM

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 226	Organisation and Management of Public Library System	3	1	0	4

Max. Marks-100

Unit –I : Basic Concepts

- Public library system: Definition, types and their functions
- Role of libraries in public institutions
- Role of RRRLF in the development of public libraries.
- Human Resource Management

Unit – II : Financial Management and Environmental Management

- Budgeting: Types or methods
- Library Building Planning: Its Concept, elements and types.
- Furniture fitting and equipment: Standard and specifications.

Unit – III : Collection Development and User Services

- Collection development principles, policy and tools
- User services : Types
- Marketing of information Services and Products: Strategies
- Maintenance: Weeding, Stock Verification, Preservation of Library Materials

Suggested Reading List

1. Ramaiah, L.S. [et al]. Public Library System: Services and Networking. 2 Vols. New Delhi , Indian Bibliographic Centre.
2. Murisen, W.A. Public Library : Its origin, purpose and significance. London, Horrup.
3. Ranganathan, S.R. Public Library System. Series-1. Bangalore, Sarda Ranganathan Endowment for Lib. Sc., 1973.
4. Rath, P.K. Fundamentals of State Library System. New Delhi, Parimal Publication, 1990.
5. Rout, R.K. (Ed.). Library Legislation in India : Problems and Prospects. New Delhi, Reliance, 1986.
6. Sadhu, S.N. and Saraf, P.N. Library Legislation in India: A history and comparative study. Sagar Publications.
7. Sharma – Pandey, S.K. Public Libraries in India. New Delhi, Ess Ess Publications, 1985
8. Ranganathan, S.R. Library Development Plan: A 30 year programme for India with draft library bill. Delhi, Delhi University, 1954.
9. Venkappaiah, V. Indian Library Legislation. 2 Vols. New Delhi, Indian Bibliographic Centre, 1990.

10. Venkappaiah, V. Modern Library Legislation. New Delhi, Indian Bibliographic Centre, 1994.
11. Sharma, H.D. Library building and furniture: A handbook for librarians. New Delhi, Indian Bibliographic Centre, 1996.
12. Saxena, Manoj. Library buildings: Design and planning. New Delhi, Indian Bibliographic Centre, 1994.
13. Faruqi, Khalid K. Planning library buildings. New Delhi, Indian Bibliographic Centre, 1998.
14. Sahoo, K.C. Information Management with IT Application. Ludhiana, Medallion Press, 2004.

CORE COURSE – VII
ORGANISATION AND MANAGEMENT OF ACADEMIC LIBRARY
SYSTEM

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 227	Organisation and Management of Academic Library System	3	1	0	4

Max. Marks-100

Unit –I : Basic Concepts

- Academic library system: Definition, types and their functions
- Role of libraries in academic institutions
- Role of UGC in the development of college and university libraries.
- Human Resource Management

Unit – II : Financial Management and Environmental Management

- Budgeting : Types or methods
- Library Building Planning: Its Concept, elements and types.
- Furniture fitting and equipment: Standard and specifications.

Unit – III : Collection Development and User Services

- Collection development principles, policy and tools
- User services : Types
- Marketing of information Services and Products: Strategies
- Maintenance: Weeding, Stock Verification, Preservation of Library Materials

Suggested Reading List

1. Prasher, R.G. India's University Libraries. Ludhiana, Medallion, 2002.
2. Singh, Sonal. University Libraries: A current appraisal. New Delhi, Indian Bibliographic Centre, 1997.
3. Prasher, R.G. University Libraries in India: 1980's and beyond. New Delhi, Indian Bibliographic Centre.
4. Shukla, K.H. University Libraries in India: Some observations and suggestions. New Delhi, Indian Bibliographic Centre, 1994.
5. Gupta, Pawan K. University Library Personnel in India. New Delhi, Indian Bibliographic Centre, 1998.
6. Raman Nair, R. College Library Development. New Delhi, Indian Bibliographic Centre, 1996.

7. Usha Devi, S.P. University and College Libraries. New Delhi, Indian Bibliographic Centre.
8. Chaturvedi, D.D. Academic Libraries. New Delhi, Anmol, 1994.
9. Rajasekharan, K. Academic Library Development. New Delhi, Ess Ess, 1991.
10. Sharma, B.K. Academic Library System (Hindi). Agra, Y.K. Publisher, 2006.
11. Shrivastava, B.P. Library and Information Science Education in Indian Universities. Delhi, Common Wealth, 2002.
12. Shrivastava, A.P. University Libraries in India.
13. Raju, P.S. Role of University Library in Support of Research. Visakhapatnam, Andhra University Press, 1992.
14. Kaula, P.N. Library Building. Delhi, Vikas, 1975.
15. Gupta, O.P. Higher Education in India since Independence. New Delhi, Concept, 1992.
16. Bavakutty, M. Library in Higher Education. New Delhi, Ess Ess, 1988.
17. Dutta, N. Academic Status for University and College Libraries in India. Delhi, Indian Bibliographical Bureau, 1985.
18. Despande, K.S. University Library System in India. New Delhi, Sterling, 1985.
19. Girija Kumar. Library Development in India. Delhi, Vikas, 1983.
20. Gupta, O.P. Development of University Libraries after Independence. New Delhi, Concept, 1984.
21. Inamdar, N.B. and Ramaiah, L.S. National Policy for University Libraries in India. New Delhi, Concept, 1989.
22. Nazar, Ahmad. University Library Practices in Developing Countries. London, KPI, 1984.
23. Seni, B.S. Library Organization for Higher Education. Delhi: Ess Ess, 1976.
24. Shrivastava, A.P. Higher Education and the Library. Shimla, IAS, 1992.
25. Shrivastava, S.N. and Verma, S.C. University Libraries in India. New Delhi, Sterling, 1980.
26. Tejmurty, A. Studies in Academic Librarianship. Jaipur, Printwell, 1987.
27. Sood, S.P. and Sharma, C.L. (Eds.). Outstanding Studies in University Librarianship. Jaipur, RBSA, 1991.
28. Gelfand, M.A. University Libraries for Developing Countries. UNESCO, 1968.
29. Lyle, G.R. Administration of College Libraries. Ed 3. New York, Wilson, 1961.
30. Metcalf, K.D. Planning Academic and Research Library Buildings. New York, McGraw Hill, 1965.
31. Prasher, R.G. Managing University Libraries. New Delhi, Today & Tomorrow, 1991.
32. Ranganathan, S.R. School and College Libraries. Madras, Madras Library Association, 1945.
33. UGC (India). Library Committee, 1957 Report: University and College Library. Delhi, UGC, 1957.
34. Raman Nair, R. Academic Library Automation. New Delhi, Indian Bibliographic Centre.
35. Ranganathan, S. R. Library administration. Ed. 2. Bangalore. Sarada Ranganthan Endowment for Library Science, 1989.

CORE COURSE – VIII
ORGANISATION AND MANAGEMENT OF RESEARCH AND
TECHNICAL LIBRARY SYSTEM

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 228	Organisation and Management of Research and Technical Library System	3	1	0	4

Max. Marks-100

Unit –I : Basic Concepts

- Research and Technical Library system: Definition, types and their functions
- Role of libraries in Research and Technical institutions
- Agencies and their Role in the promotion and development of Research and Technical Libraries
- Human Resource Management

Unit – II : Financial Management and Environmental Management

- Budgeting : Types or methods
- Library Building Planning: Its Concept, elements and types.
- Furniture fitting and equipment: Standard and specifications.

Unit – III : Collection Development and User Services

- Collection development principles, policy and tools
- User services : Types
- Marketing of information Services and Products: Strategies
- Maintenance: Weeding, Stock Verification, Preservation of Library Materials

Suggested Reading List

1. Singh, S.P. and Krishan Kumar. Special Libraries in the Electronic Environment. New Delhi, Books Well, 2005.
2. Krishan Kumar. Research Libraries in Developing Countries. Delhi, Vikas, 1973.
3. Ashworth, W. (Ed.). Handbook of Special Librarianship and information work. London, ASLIB, 1967.
4. Burkett, J. and Morgan, T.E. (Eds.). Special materials in the library. London, Library Association, 1957.
5. Lewis, C.M. (Ed.). Special Libraries: How to plan and equip them. New York, Special Library Association, 1965.
6. Saha, J. Special Libraries and Information Services in India and USA. Metuchen, Scarecrow Press.
7. Strauss, J.L. [et al]. Scientific and Technical Libraries. Ed 2. New York, Backer & Hayes, 1972.
8. Faruqi, Khalid K. Automation in Libraries. New Delhi, Indian Bibliographic Centre, 1997.

9. Mahapatra, P.K. Computer in Library Services. New Delhi, Indian Bibliographic Centre, 1985.
10. Panda, B.D. Towards Special Library System. New Delhi, Indian Bibliographic Centre, 1992.

CORE COURSE – IX
DISSERTATION

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 229	Dissertation	0	4	0	4

Maximum Marks- 100

The candidates are required to submit the report of a project work undertaken by them in consultation with the concerned teacher before the commencement of the IInd Semester Examination. The topic of the project shall be fixed in consultation with the teacher within one month of the notification for the 2nd Semester. The project report shall be evaluated both by the external examiner and internal examiner and the marks shall be awarded jointly in a joint sitting after conducting the viva.

End Semester Examination

100 Marks (60 marks for dissertation and 40 marks for the viva-voce)

OPTIONAL COURSE – X
SYSTEM ANALYSIS AND DESIGN

CODE	NAME OF COURSE	L	T	P	TOTAL
LIS C 2210	System Analysis and Design	3	0	0	3

Maximum Marks- 100

UNIT – I : System Approach

- System concepts: Definitions, characteristics, components
- System approach to a Library

UNIT – II : System Development Life Cycle

- Approaches to system development
- System development life-cycle phases
- Roles involved in SDLC
- System Development Tools (Flow chart, data flow diagrams, decision tables, Decision Tree)
- System Development Process (System Analysis And System Design)

UNIT – III : System Management

- Management Information System (MIS)
- Project management: PERT/CPM
- System evaluation: SWOT (Strength Weakness Opportunities Threat)
- Total Quality Management (TQM): Definition, concept and elements
- Information Reengineering

Suggest Reading List:

1. KENNETH E. KENDALL and JULIE E. KENDALL. Systems Analysis and Design. 5th Edition, Prentice Hall PTR, 2001
2. ATHERTON, P. Handbook for information system and services. Paris UNESCO, 1997..
3. BURCH , J.G. and GRUDNITSKI G. Information systems: theory and practice. Singapore. Wiley, 1986.
5. KASHYAP, M.M.. Computer-based Library Information Systems Designing Technique. New Delhi, Sterling Publishers, 1999. xxii.377p
4. KOCHTANEK, T. R. and MATTHEWS (J R). Library information systems: from library automation to distributed information access solutions. West Westport, Libraries Unlimited, 2002..
5. ROWLEY, J. The basics of information system. Ed 2. London. Library Association, 1996.

6. VICKERY, B. C. Information systems. Washington. Butterworths, 1973.