

University of Mumbai

Two Years Integrated

Masters of Library and Information Science (MLISc)

Proposed Curriculum

FINAL SYLLABI TO BE UPLOADED ON WEBSITE

- Course level : Post Graduate Degree (80 Credits)
- Duration : Two Years (Four Semesters)
- Eligibility : Graduation in any discipline
- Student intake : 20
- Medium of Instruction : English

Eligibility:

A candidate desirous of taking admission to the Master's Degree in Library & Information Science shall have passed a Degree Examination of the University of Mumbai or of a University recognized by this University.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

Fee Structure: Aided Section

Fee Structure for Master of Library & Information Science Two Years Integrated Degree Course (for aided course) with effect from **2015 – 2016**.

| Sr. No. | Fees | M.L.I.Sc Part I Sem I & Sem II | M.L.I.Sc Part I Sem III & Sem IV |
|---------|-----------------------------|-----------------------------------|-------------------------------------|
| | | Amount in Rupees | Amount in Rupees |
| 1. | Tuition Fees | 6000.00 | 7000.00 |
| 2. | Practical Fees | 1000.00 | 1000.00 |
| 3. | Library Fees | 1000.00 | 1000.00 |
| 4. | Admission Processing Fees | 200.00 | ---- |
| 5. | P.G. Registration Fees | 1000.00 | ---- |
| 6. | P.G. Registration Form Fees | 25.00 | ---- |
| 7. | Examination Fee | 1200.00 | 1200.00 |
| 8. | Examination Form Fee | 25.00 | 25.00 |
| 9. | Marksheet | 50.00 | 50.00 |
| | OTHER FEES | | |
| 10. | Gymkhana Fees | 200.00 | 200.00 |
| 11. | Sports & Cultural Fees | 30.00 | 30.00 |
| 12. | 'E' Charges | 20.00 | 20.00 |
| 13. | Cultural activities | 06.00 | 06.00 |
| 14. | Disaster Welfare Fund | 10.00 | 10.00 |
| 15. | Students Welfare Fund | 50.00 | 50.00 |
| 16. | Vice-Chancellor's Fund | 20.00 | 20.00 |
| 17. | Identity Card Fees | 50.00 | 50.00 |
| 18. | Convocation (Final Year) | ---- | 250.00 |

Refundable Deposit

| Sr. No. | Fees | M.L.I.Sc Part I Sem I & Sem II | M.L.I.Sc Part I Sem III & Sem IV |
|---------|---------------------------------|-----------------------------------|-------------------------------------|
| | | Amount in Rupees | Amount in Rupees |
| 1. | Caution Money | 100.00 | ---- |
| 2. | Library Deposit | 300.00 | ---- |
| 3. | Computer Lab Deposit | 400.00 | ---- |
| | TOTAL REFUNDABLE DEPOSIT | 800.00 | ---- |

Fee Stricture: Unaided Section

Fee Structure for Master of Library & Information Science Two Years Integrated Degree Course (for aided course) with effect from **2015 – 2016**.

| Sr. No. | Fees | M.L.I.Sc Part I Sem I & Sem II | M.L.I.Sc Part I Sem III & Sem IV |
|---------|-----------------------------|-----------------------------------|-------------------------------------|
| | | Amount in Rupees | Amount in Rupees |
| 1. | Tuition Fees | 15000.00 | 15000.00 |
| 2. | Practical Fees | 2000.00 | 2000.00 |
| 3. | Library Fees | 1500.00 | 1500.00 |
| 4. | Admission Processing Fees | 200.00 | ---- |
| 5. | Computer Laboratory Fees | | |
| 6. | P.G. Registration Fees | 1000.00 | ---- |
| 7. | P.G. Registration Form Fees | 25.00 | ---- |
| 8. | Examination Fee | 1200.00 | 1200.00 |
| 9. | Examination Form Fee | 25.00 | 25.00 |
| 10. | Marksheet | 50.00 | 50.00 |
| | OTHER FEES | | |
| 11. | Gymkhana Fees | 200.00 | 200.00 |
| 12. | Sports & Cultural Fees | 30.00 | 30.00 |
| 13. | 'E' Charges | 20.00 | 20.00 |
| 14. | Cultural activities | 06.00 | 06.00 |
| 15. | Disaster Welfare Fund | 10.00 | 10.00 |
| 16. | Students Welfare Fund | 50.00 | 50.00 |
| 17. | Vice-Chancellor's Fund | 20.00 | 20.00 |
| 18. | Identity Card Fees | 50.00 | 50.00 |
| 19. | Convocation (Final Year) | ---- | 250.00 |

Refundable Deposit

| Sr. No. | Fees | M.L.I.Sc Part I Sem I & Sem II | M.L.I.Sc Part I Sem III & Sem IV |
|---------|---------------------------------|-----------------------------------|-------------------------------------|
| | | Amount in Rupees | Amount in Rupees |
| 1. | Caution Money | 100.00 | ---- |
| 2. | Library Deposit | 300.00 | ---- |
| 3. | Computer Lab Deposit | 400.00 | ---- |
| | TOTAL REFUNDABLE DEPOSIT | 800.00 | ---- |

Structure

80 Credits for two years → 20 Credits for each semester

Theory One Credit = 20 Hours: Practical One Credit = 24 Hours

Numbers in circular bracket are the numbers of hours required

Numbers in square bracket are the numbers of marks

| | Theory Courses (Part A) | | | Practical (Part B) | | | Total A+B |
|--|--|-----------------------------|---|--------------------|----------|--------------------|------------------------|
| | Courses | Credits (Each Course) | Total | Courses | Credits* | Total | |
| Semester 1 | 4 | 4 | 16 (320) [400] | 2 | 4 | 4 (96) [100] | 20 (416) [500] |
| Semester 2 | 4 | 4 | 16 (320) [400] | 2 | 4 | 4 (96) [100] | 20 (416) [500] |
| Semester 3 | 4 | 4 | 16 (320) [400] | 2 | 4 | 4 (96) [100] | 20 (416) [500] |
| Semester 4 | Soft skills & Current Trends in LIS 2 Dissertation | 4 12 | 16 240 + 80 = (320) [300 +100] | 1 Internship | 4 | 4 (96) [100] | 20 (416) [500] |
| Total Credits Total Number of Hours | | | | | | | 80 (1664) [2000] |

| Semesters 1 to 3 | Semester 4 |
|---|---|
| Theory: 4 Credits; 4 Course Each Semester | Dissertation: 12 Credits Soft Skills...: 4 Credits |
| Practical: 12 Credits; 6 courses | Internship: 4 Credits |

Each Semester is of 12 to 14 weeks:

13 weeks → 32 hours/week → 416 Hours

Outline: MLISc Integrated Programme

Semester 1

Course 1: Fundamentals of Librarianship
Course 2: Cataloguing and Classification-1
Course 3: Library Administration
Course 4: Computer Applications to Libraries

P1: Cataloguing and Classification I
P2: Computer

Semester 2

Course 5: Reference Sources and Services
Course 6: Information Services and Systems
Course 7: Cataloguing and Classification II
Course 8: ICT in Library

P3: Cataloguing and Classification II
P4: Reference and Information Sources

Semester 3

Course 9: Information, Communication and Society
Course 10 Library Management
Course 11: Research Methodology
Course 12: Statistics and Computer Application in Research

P5: Abstracting, Indexing and Thesaurus Construction
P6: Information and Communication Technologies

Semester 4

Course13: Dissertation (12 Credits)
Course 14: Soft skills & Current Trends in LIS (4 Credits)

P7: Internship : Four Weeks (4 Credits)

Exam Structure

| Sem | Course No | Title | Marks | Internal | External |
|------------|-----------|--|------------|----------|----------|
| I | C1 | Fundamentals of Librarianship | 100 | 40 | 60 |
| | C2 | Cataloguing & Classification - I | 100 | 40 | 60 |
| | C3 | Library Administration | 100 | 40 | 60 |
| | C4 | Computer Applications to Libraries | 100 | 40 | 60 |
| | P1 | Cataloguing and Classification I | 100 | 40 | 60 |
| | P2 | Computer | | | |
| | | | 500 | | |
| II | C5 | Reference Sources and Services | 100 | 40 | 60 |
| | C6 | Information Services and Systems | 100 | 40 | 60 |
| | C7 | Cataloguing and Classification II | 100 | 40 | 60 |
| | C8 | ICT in Library | 100 | 40 | 60 |
| | P3 | Cataloguing and Classification II | 100 | 40 | 60 |
| | P4 | Reference and Information Sources | | | |
| | | | 500 | | |
| III | C9 | Information, Communication and Society | 100 | 40 | 60 |
| | C10 | Library Management | 100 | 40 | 60 |
| | C11 | Research Methodology | 100 | 40 | 60 |
| | C12 | Statistics and Computer Application in Research | 100 | 40 | 60 |
| | P5 | Abstracting, Indexing and Thesaurus Construction | 100 | 40 | 60 |
| | P6 | Information and Communication Technologies | | | |

| | | | | | |
|-----------|-----|---|-------------|----|-----|
| | | | 500 | | |
| IV | C13 | Dissertation (12 Credits) | 300 | | 300 |
| | C14 | Soft skills & Current Trends in LIS (4 Credits) | 100 | 40 | 60 |
| | P7 | Internship : Four Weeks (4 Credits) | 100 | | 100 |
| | | | 500 | | |
| | | | 2000 | | |

Pattern of Examination

A. Theory Examination (60: 40)

1. Semester End Exam – 60 marks

- There shall be 6 questions, out of which one will be short note question. Each question carries 15 marks.
- Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks

- Attendance & Participation in Class 10 marks
- One Class Room Test 10 marks
- Two classroom Assignments 20 marks

(Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practical Examination

Practical examination will be conducted in each semester at the respective institutions where the programmes are conducted. External examiners shall be appointed from the panel of examiners appointed by the university.

C. Dissertation Evaluation

Assessment of the written dissertation and viva will be held at respective institutions where the programmes are conducted by the panel of external and internal examiners appointed by the *ad hoc* BOS.

Semester 1

4 Credits
80 Hours

Course 1: Fundamentals of Librarianship

Objectives:

- a. To understand purpose, role and importance of libraries in society
 - b. To know about various types of libraries, their nature, objectives and services
 - c. To be familiar with the library scenario in general and the Indian scenario in particular
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1. Library and Society: Role and functions; Library as cultural, educational, political and social institution. Types of documents. [Books and non-book material; primary, secondary, tertiary documents.]
 2. Historical Overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Bakhsh Oriental Public Library, Asiatic Society Library, Bhandarkar Oriental Research Institute, Baroda Public Library System, contribution of UNESCO to libraries and library profession, reports of committees and commissions. [Kothari, Faizee, Dainton.]
 3. Types of Libraries:
 - A. Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries
 - i. Academic Libraries – Definition, Scope: School, College and University libraries.
 - ii. Public Libraries - public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act, IFLA Standards/Guideline for public libraries.
 - iii. National Libraries - The National Library of India, Library of Congress, The British Library, Subject Specific National Libraries: National Science Library, National Medical Library etc.
 - iv. Special Libraries- Research, subject specific Libraries Corporate Libraries
 - v. Archives, museums and records management.
 - B. Dr Ranganathan's Contribution to Library and Information Science, Five Laws and their Current Relevance.

National Knowledge Commission of India (*Libraries-Gateways to Knowledge*), knowledge centres, role of NAAC.

Select Reading List

1. Ashworth, W. : *Special librarianship*. London, Clive Bingley, 1979.
2. Atkinson, F.: *Librarianship: An Introduction to the profession*. London, Clive Bingley, 1974.
3. Beenham, R & Harrison, C. : *The Basics of librarianship*. London, Clive Bingley, 1985.
4. Bhatt, R. K. : UNESCO : *Development of libraries & Documentation Centers in Developing Countries*. New Delhi, KK, 2004.
5. Brophy, P. *The Academic Library*. London: Library Association. 2000.
6. Brophy, P. *The library in the 21st Century: new services for the information age*. London: LA Publishing.2001
7. Coblans, H. : *Librarianship and documentation*. London, Andre Deutsch, 1974.
8. Devarajan, G. *Users' approach to information in libraries*, New Delhi: EssEss Publication.1989
9. Dhiman, A. *Handbook of special libraries & librarianship*.EssEss.2008
10. Dossett, P. : *Handbook of special librarianship and information work*, 6th Ed. London, Aslib, 1992.
11. George, K. M. (Eds.). *Indian Libraries: trends and perspectives*. Calcutta: Orient Longmans.1985
12. Guha, B. *Documentation and information: services, Techniques and systems*. 2nd Edition. Calcutta: World Press.1983
13. Gupta, O.P. : *Library & information services in University & College Libraries in India*. New Delhi, Reliance, 1998.
14. *Handbook of special librarianship and information Work*. (1992) 6th ed. London: Aslib.
15. Harrison, C. & Beenham, R. *The basics of librarianship*.3rd Edition. London: Clive Bingley. 1991.
16. Infoliberalian <http://www.infoliberalian.com/>
17. Johnson, Elmer D. & Harris, Michael H. : *History of libraries in the Western World*. Scarecrow, New Jersey, 1976.
18. Kapoor, S. K.. *Fundamental of Library Science and Librarianship*. New Delhi: Cyber Tech Pub.2010
19. Kaul, H.K. (Ed.) : *National library services : ICONLIS 2004*. Calcutta, The National Library, 2004.
20. Krishan Kumar. *Library Organization*. New Delhi: Vikas.1987
21. Kumar, P.S.G. *Foundations of Library and Information Science*. Delhi: B. R. Publishing.2003
22. Kumar, P.S.G. *Library and Users*. Delhi: B. R. Publishing. 2004.
23. Line, M.B. : *Academic library management*. London, LA, 1990.
24. Line, Maurice (Ed.) : *Librarianship and information work worldwide 2000*. London, Bowker, 2000.
25. Lynch, Beverly P.(Ed.) : *The Academic Library in transition :planning for the 1990s*. New York, Neal-Schuman, 1990.
26. Majumdar, Uma. : *India's National Library*. Calcutta, The National Library, 1987.

27. Majumder, U. *India's National library: Systematization and modernization*. Calcutta: National Library. 1984.
28. Marshall, D.N. : *History of libraries*. New Delhi, Oxford, 1983.
29. Maxwell, Robert L. Maxwell's Handbook for RDA Explaining and Illustrating RDA: Resource, Facet
30. Description and Access Using MARC21
31. McElroy, A. R. (Ed.). *College Librarianship: objectives and practices*. London: Library Association. 1984.
32. Miller, K. *Public libraries going green*. Chicago, American Library Association. 2010.
33. Mohanraj, V. M. *Library Services for Children*. New Delhi: Ess Ess Publications. 2004.
34. Oliver, Chris. Introducing RDA. Facet
35. Pandey, R., & Pillai, M. N. V. *History of Library and Information Science*. New Delhi : Jnanada Prakashan. 2011.
36. Patel, Jashu & Kumar, Krishan : *Libraries & librarianship in India*. London, Greenwood, 2001.
37. Prasher, R.G. *Information and its Communication* New Delhi: Medallion. 1991
38. Raju, A. A. N. : *Documentary heritage of Indian libraries*. New Delhi, Ess Ess Publications, 2003.
39. Ranganathan, S. R. *Five laws of library science*. EssEss pub. 2006.
40. Ranganathan, S.R. : *Five laws of Library Science*. Bombay, Asia, 1963.
41. RDA: Element Set. Facet
42. RDA: Resource, Description and Access Print, 2013 Revision. Facet
43. Sardana, J.L. (Ed.) : *Libraries & information studies in retrospect and prospect : essays in honor of Professor B. R. Kalia, Vols. 1 & 2*. New Delhi, Concept, 1990.
44. Sharma, C. D. & Boonlia, N. (eds).: *Information services for college libraries*. Jaipur: Printwell. 1985.
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46. Sharma, Pandey S. K. (1987). *Public libraries in India*. New Delhi: EssEss Publications.
47. Sherbini, Magda E. RDA: Strategies for Implementation-
48. Srivastava, P. (2008). *Copyright in Academic Libraries in Digital Environment*. New Delhi : EssEss Pub.
49. Strauss, L.J. : *Scientific and technical libraries – their organization and administration*. New York, John Wiley, 1964.
50. Taher, Mohammed & Davis, Donald Gordon : *Librarianship and library science in India : an outline of historical perspectives*. New Delhi, Concept, 1994.
51. *The Public Library Service: IFLA/UNESCO Guidelines for Development*. (2001). Munchen: K. G. Saur.
52. Venkatappaiah, V. & Madhusudan, M. : *Public library legislation in the new millennium*. New Delhi, Bookwell, 2006.
53. Verma, Sahib Singh : *Library & literacy movement for national development in India*. New Delhi, Concept, 2003.

54. Ward, Patricia L. (Ed.) : *Continuing professional education for the information society*. Munchen, K.G.Saur, 2002.
55. Wherry, Timothy Lee : *Intellectual property : everything the digital age librarian needs to know*. Chicago, ALA, 2008
56. Willams, D. E. & Golden, J. (eds.) (2010) *Advances in library administration and organization* vol.29.Bingley, Emerald Group Publishing.

Course 2: Cataloguing and Classification-1

Objectives:

- a. To understand the role of cataloguing in retrieving library material
 - b. To understand the fundamentals of cataloguing and catalogue construction
 - c. To highlight the need for standardization in cataloguing
 - d. To understand the role of library classification in knowledge organization
 - e. To understand the elements of library classification
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- 1 Library Catalogue: definitions, need, purpose. Catalogue : physical forms including OPAC, Web-OPAC and inner forms.
 - 2 Document Description: types of entries- main, added, analytical, Cross reference, parts of an entry, rules for filing, authority files. Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions.
 - 3 Knowledge Organization: origin, history of classification, Universe of Knowledge, knowledge classification, Library classification- Need, purpose: Types and features of Classification Schemes:
 - i. Enumerative, faceted, analytico-synthetic.
 - ii. Notation – need, functions, characteristics, notational systems, hospitality.
 - iii. Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number.
 - 4 Comparison of knowledge and library classification. General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division, Literary warrant. APUPA pattern. Canons of Classification, principles of helpful sequence.

Select Reading List for Course 2 and Course 7

1. *AACR, 2nd revised with 2005 updates*. Chicago, A.L.A., 2005
2. Aswal, R. S. (2004) *MARC 21 : cataloging format for 21st century*. New Delhi :EssEss.
3. Aswal, R. S. : *MARC 21 : cataloging format for 21st century*. New Delhi, Ess Ess Publication, 2004.
4. Baca, M. (2008) *Introduction to Metadata* (online edition , version 3.0). Available at http://getty.edu/research/publications/electronic_publications/intrometadata/index.html
5. Baker, B.B. (n.d.). Co-operative Cataloguing: Past, Present and Future In: *Cataloguing and Classification Quarterly*, 17(3-4)
6. Batley, Sue : *Classification in theory and practice*. Oxford, Chandos, 2005.

7. Bavakutty, M. : *Canons of library classification*. Trivendrum, Kerela Library Association, 1981.
8. Boeuf, P. Le (Ed.). (2005) *Functional requirements for bibliographic records (FRBR) : hype or cure-all?*. Binghamton: The Haworth Information Press.
9. Boll, John J. : *Introduction to cataloguing, Vol 1. Descriptive Cataloguing*. New York, McGraw Hill, c1970.
10. Bowman, J. H. : *Essential cataloguing*, London, Facet Publishing, 2003.
11. Bowman, J.H. : *Essential Dewey*. London, Facet, 2005.
12. Broughton, Vanda : *Essential classification*. London, Facet, 2004.
13. Carter, R. C. (Ed.) : *Managing cataloguing and the organization of information*. Mumbai, Jaico, 2005.
14. *Cataloguing: theory and practice*. (1999). New Delhi: S. Chand.
15. Chan, L. M. (1985). *Cataloguing and Classification: an introduction*. New York: McGraw-Hill.
16. Coates, E. J. (1988). *Subject Catalogs: Headings and Structure*. London: Library Association.
17. Crawford, W. : *MARC for library use : understanding the USMARC formats*. Whiteplains N. Y., Knowledge industry publication, 1984.
18. David Smith (et al.) (1993). *Using the new AACR2: an expert system approach to choice of Access Points*. 2nd Rev. Edition. London: Library Associations.
19. Denton, W. (2007). *FRBR and the History of Cataloging. Understanding FRBR: What It Is and How It Will Affect Our Retrieval*. Westport, Connecticut: Libraries Unlimited.
20. Dewey, M. (1996). *Dewey Decimal Classification and relative Index Vols. 1-4*. 21st ed. New York: Forest Press
21. Dewey, M. 2011. *Dewey decimal classification and relative index*. 23rd ed. OCLC: Ohio
22. Foskett, A C. (1996). *The Subject Approach to Information*. 5th ed. London: Clive Bingley.
23. Foskett, A. C . : *Subject approach to information*, 6th ed. London, Library Association, 1982.
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25. Gilchrist, A . : *Thesaurus in retrieval*, 2nd ed. London, Aslib, 1971
26. Girija Kumar : *Theory of cataloguing*, 5th rev. ed. New Delhi, Vikas Publishing House, 1986.
27. Girja K. & Krishan K. (1986). *Theory of Cataloguing*. 5th Edition. Delhi: Vikas Publishing.
28. Gorman, G. E. & Dorner, Daniel (Eds.) : *Metadata applications and management*. London, Facet Publishing, 2003.
29. Hagler, R.: *Bibliographic record and information technology* , 2nd ed. Chicago, A A. L. A., 1991.
30. Haynes, David : *Metadata for information management and retrieval*. London, Facet Publishing, 2004.
31. Herdsman, M. (1978) *Classification: an introductory manual*. Chicago: ALA.
32. Hopkinson, Alan & Gredley, E. : *Exchanging bibliographic data on MARC and other international formats*. London, Library Association 1996.
33. Horner, John : *Cataloguing*. London, Association of Assistant Librarians, 1970.

34. Hunter, E. J. & Bakewell, K. G. B. : *Cataloguing*, 2nd rev. ed. London, Clive Bingley,
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38. Hunter, Eric J. : *Classification made simple*, 2nd Ed. Aldershot, Ashgate, 2002.
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41. Huter, E. J. : *Computerised Cataloguing*, London, Clive Bingley, 1985.
42. Iyer H. (1993). *Facet Analysis and Information Retrieval in Colon: Some Perspectives/* edited by M P Satija. 7th ed. New Delhi: Sterling
43. Kaula, P.N. : *Treatise on Colon Classification*. New Delhi, Sterling, 1985.
44. Kaushik, S. K.. (2004). *DDC 22: a practical approach*. New Delhi: EssEss Publ.
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46. Khare, S. (2006). *Cataloguing Theory: A new perspective*. Pune: Universal Prakashan
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50. Kumar, P. S. G. & Mohammad, Riaz : *Cataloguing : theory and practice*. New Delhi, S. Chand & Co., 1999.
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52. Langridge, D. : *Approach to classification*. London, Clive Bingley, 1973.
53. Large, Andrew and others : *Information seeking in the online age : principales and practice*. Munchen, K.G.Saur, 2001.
54. Lazinger, Susan S. : *Digital preservation and metadata : history, theory, practice* Colorado, Libraries Unlimited, 2001.
55. *Library of Congress Subject Heading List*. 2007. ALA
56. Lihitkar, S., & Veeranjanyulu, K. (2012). ***Cataloguing: Theory and Practice***. B S Publications.
57. Mallby, A. (Ed.) : *Sayer's manual of classification for librarians*, London, Andre Deutsch, 1975.
58. Marceella, R. & Newton, R. : *New manual of classification*. Aldershot, Gower, 1994.
59. Marcella, Rita and Newton, Robert : *A New manual of classification*. Hampshire, Gower, 1994.
60. Martin, A. and others : *Information and IT literacy in the 21st century*. London, Facet Publishing, 2003.
61. Meadow, C. T. (1992). *Text Information Retrieval System*. New York: Academic Press, Inc.
62. Mellwaine, I.C. : *Standards for international exchange of bibliographic information*. London, Library Association, 1991.
63. *Metadata application and management*. London, Fecet Publication, 2004.

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65. Miller, R. & Terwillegar, J. C. (1983). *Commonsense Cataloguing: a Cataloger's manual*. 3rd Edition. New York: H W Wilson.
66. Mills, J. : *Modern outline of library classification*. Bombay, Asia, 1962.
67. Mukhopadhyay, Ashoknath : *Guide to MARC 21 for cataloguing of books & series*. New Delhi, Viva Books Private Ltd., 2007.
68. Needham, C. D. : *Organising knowledge in libraries: an introduction to information retrieval*, 2nd rev. ed. London, Andre Deutsch, 1971.
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79. Satija, M.P. : *The Theory and practice of Dewey Decimal Classification scheme*. Oxford, Chandos, 2007.
80. Satyanarayana, N. R. (ed.) *Ranganathanism & knowledge society : relevance of Dr. S. R. Ranganathan in the present day knowledge society and other essays*. New Delhi, EssEss, 2011
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85. *Sears List of Subject Headings*. (2004). Edited by Joseph Miller. 18th ed. New York: The H W Wilson.
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87. Sengupta, B.: *Cataloguing : its theory and practice*. Calcutta, World Press, 1970.
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92. Vickery, B. C. : *Classification and indexing in science*, 3rd Ed. London, Butterworths, 1975.
93. Vishwanathan, C. G. : *Cataloguing : theory and practice*, 5th rev. ed. Lucknow, Print House, 198
94. Welsh, Anne and Batley, Sue. *Practical Cataloguing AACR, RDA and MARC21*. Facet
95. Welsh, Anne. *Cataloguing and Decision-making in a Hybrid Environment*
The Transition from AACR2 to RDA. Facet

Course 3: Library Administration

Objectives:

- a. To be familiar with library procedures
 - b. To understand the principles of Library administration and library as an organization
 - c. To have an idea of 'Quality' in library procedure and services
-
1. Schools of Management: an overview (classical, neoclassical, scientific, systems), functions and principles of management. Management and administration: concept, definitions and distinction. Functions of Management: POSDCORB, Library Committee. Organizing library and library departments.
 2. Acquisition: Policies for different types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition (traditional, online), accessioning, records maintenance. Serials Management: policies, selection criteria, methods of subscription and procurement, e-journals, binding of periodicals, access to back volumes of e- journals, records maintenance Collection Management Policies, selection, acquisition, maintenance.
 3. Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance. Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance. Computer applications to Library and Information Work.
 - i. In-house operations – acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems.
 - ii. Preservation: Preservation, conservation, restoration of print, non-print, electronic material, archiving of digital and non-digital material.
 4. Library Services:
 - i. Circulation Services : Policies, Methods and Procedures, Barcoding, Interlibrary loan, records maintenance.
 - ii. Extension Services: Policies, branches, outreach methods - extension counters, mobile libraries, display and exhibitions, extension lectures, discussion groups, cultural and other extra-mural activities.
 - iii. Information Services: Search through CD-ROM, Internet, online databases and e-journals, retrieval from electronic archival material.

Select Reading List

1. Anthony, L. J. (ed.) (1982). *Handbook of Special Librarianship & Information work*. London : ASLIB, 5th ed.
2. Bonn, G. (n.d.). Collection evaluation.p.29-74. IN : *Are we there yet?. Wisconsin*, University of Wisconsin.
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4. Buckland, M. K. (1988). *Library services in theory and context*. Oxford: Pergamon.
5. Chapman, Liz : *Managing acquisitions in library and information services*. London, Library Association, 2001.
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9. Dossett, P. (Ed.) (1992): *Handbook of special librarianship and information work*. London: Aslib, 6th ed..
10. Evans, G. E. (2000). *Management Basics for Information Professionals* Neal Schuman.
11. Evans, G. E. : *Management techniques for librarians, 2nd ed*. New York, Academic Press, 1983.
12. Garter, Edward D. (ed.) : *Advances in library administration and organization*. Amsterdam, Elsevier, 2005.
13. Godden, I. P. (ed.) (1991). *Library Technical services: Operations & mgt*. San Diego : Academic Press.
14. Godden, Irene P.,(ed.) : *Library technical services : operation and management*, 2nd ed., San Diego, Academic Press, 1984.
15. Gorman, G. E. (ed.) (2000). *Collection Management*. London: Library Association Publishing,
16. Gupta, S. R. : *Stock verification in libraries : problems and solutions*. Delhi, Ken Publication, 1990.
17. Harrison, C. & Beenham, R. (1991). *The basics of librarianship. 3rd ed*. London: Clive Bingley
18. Harvey, Ross : *Preservation in libraries : a reader*. London, Bowker Saur, 1993.
19. Hubbard, William J. : *Stock management : a practical guide to shelving and maintaining library collections*. Chicago, A.L.A., 1981.
20. Johnson, Peggy and MacEwan, Bonnie (ed.). (1993). *Collection Management and Development: Issues in an Electronic Era*. Chicago: ALA
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24. Miller, K. (2010) *Public libraries going green*. Chicago, American Library Association.
25. Mittal, R. L. (1983). *Library Administration: Theory and Practice. 5th rev. Ed*. New Delhi: Metropolitan Books.

26. Mookerjee, Subodh Kumar & Sengupta, Benoyendra : *Library organization and library administration*. Calcutta, World Press Pvt. Ltd., 1977.
27. Morrow, C.C. : *The Preservation challenge, a guide to conserving library materials*. New York, Knowledge Industry Publication, 1983.
28. Mukherjee, A. K. : *Book selection : Principles, practices and tools*. Calcutta, World Press Pvt. Ltd., 1974.
29. Murthy, S. S [et al.]. (ed.) (1990). *Bibliographic Databases and Networks : Proceedings of the International Conference*. New Delhi : India 22-25 February, 1989. New Delhi : Tata McGraw-Hill.
30. Narayana, G. J. : *Library and information management*. New Delhi, Prentice Hall of India, 1991.
31. Prajapati, C. L. : *Conservation of documents : problems and solutions*. New Delhi, Mittal Publications, 2005.
32. Prasher, R. G. : *Developing library collection*. New Delhi, Medallion Press, 1993.
33. Raina, R. (1997). *Library Resource Sharing and Networking: An Approach amongst Schools of India*. New Delhi: Vikas.
34. Saffady, William : *Introduction to automation for libraries*, 3rd ed., Chicago, A.L.A., 1994.
35. Singh, R. S. P. (1990). *Fundamentals of Library Administration and Management*. Delhi: Prabhat.
36. Singh, S. K. (2000) *Library technical services*/S K Singh. Delhi: Authors Press.
37. Spiller, D. (1991). *Book Selection Principles and Practices*. 5th ed. London : Library Association Publication.
38. Spiller, David : *Book selection*, 4th ed. London, Clive Bingley, 1986.
39. Stuart, R. D. & Eastlick, J. T. : *Library management*, 2nd ed. Littleton (Colorado), Libraries Unlimited, 1981.
40. Webb, S. P. (1988). *Creating an information service*. London: Aslib.
41. Weihrich, Hein & Koontz, Harold : *Management : a global perspective*, 10th ed. New York, McGraw Hill, 1993.

Course 4: Computer Applications to Libraries

Objectives:

- a. To understand the fundamentals of Computer, its hardware, software
- b. To get familiar with applications of Computers and Information Technology in libraries
- c. To know the concept of RDBMS in library environment

1. Introduction to Computers:

- i. Essential components of computer system, overview of historical developments.
- ii. Data representation and storage – binary system, character codes, barcodes, records and files.

Hardware: Memory – core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB.

2. Software Concepts:

- i. System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages, Assemblers, Compilers, Interpreters.
- ii. Application Software – features of word processing software, spreadsheet, Database Management Systems (DBMS), desktop publishing.

3. Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite. Data Communication Systems : Introduction, band-width and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems.

Networks and Networking:

- i. Network topology
- ii. Networking – LAN, MAN, WAN, Intranet, Extranet, Internet.
- iii. Networks in India with special reference to library networks– INFLIBNET, UGC-INFONET, DELNET, ERNET.

4. Database : Concepts, components and use, database management tools, an outline of WINISIS. RDBMS – MS Access, SQL, MySQL, Oracle, and information retrieval system, database design – bibliographic and non-bibliographic databases, Library Management Software: SOUL- Introduction to open source software: KOHA.

Select Reading List

1. Arora, A. & Bansal, S. (1999). *Computer Fundamentals*. New Delhi: Excel books.
2. Aswal, R. S. (2006). *Library automation for 21st Century*. New Delhi: EssEss Publications.
3. Aswal, R.S. : *CDS/ISIS for windows*. New Delhi, Ess Ess, 2003.
4. Chakraborty, U. K. & Ghosh, D. D. (1995). *Software and Systems: an introduction*. New Delhi: Wheeler Publishing.
5. Collier, M. : *Telecommunication for information management and transfer*. Aldershot, Gower, 1988.
6. Cooper, Michael D. : *Design of library automation systems : file structures, data structures and tools*. New York, Wiley, 1996.
7. Devraja, G. & Rehelamma, A.V. (Eds.) : *Library computerization in India*. New Delhi, Ess Ess, 1980.
8. Dolby, J.L. : *Computerised library catalogues : their growth, cost and utility*, Cambridge, MIT press, 1989.
9. Gocsch, Audrie : *Libraries and information technology networks*. New York, marcel Dekker, 1995.
10. Godden, Irene P. (Ed.) : *Library technical services : operations & management*. Orlando, Academic Press, 1994.
11. Haravu, L. J. (2004). *Library automation design, principles and practice*. New Delhi: Allied publishers.
12. Haravu, L.J. : *Library automation : design, principles and practice*. New Delhi, Allied, 2004.
13. Hunter, E.J. : *Computerised cataloguing*. London, Clive Bingley, 1985.
14. Ingram, P. (2001). *Networking in Easy Steps*. New Delhi: Dreamtech Press.
15. Jacso, P., & Lancaster, F. W. (2010). ***Build Your Own Database***. New Delhi: EssEss Pub.
16. Jordal, G. (1992). *Networking: the productivity*. New Delhi: Sterling Info Technologies.
17. Judge, P., & Gerrie, B. (eds). (1996). *Small scale bibliographic databases*. Sydney: Academic Press.
18. Kashyap, M.M. : *Database system : design and development*. New Delhi, Sterling, 1993.
19. Kaul, H. K. : *Library networks : and Indian experience*. New Delhi, Virgo, 1992
20. Kennard, J. (2010) *Joomla! 1.5 development cookbook*. Mumbai, Shroff Publ.
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23. Lancaster, F. W & Sandore, B. (1997) *Technology and management in library and information services*. London : Library Association.
24. Lankes, D. R. (2011) *The atlas of new librarianship*. Cambridge, The MIT Press
25. Lankes, R. D. (Ed.) (2003). *Implementing Digital Reference Services: setting standards and making it real*. London: Facet Publ.
26. LeBlanc, J. L. (2009) *Learning Joomla! 1.5 extension development*. Mumbai, Shroff Publ.
27. Lee, S. D. (2001) *Digital imaging : a practical handbook*. London : Facet Publications.
28. Lesk, M. (1997). *Practical digital libraries : books, bytes and Bucks*. San Francisco: Morgan Kaufmann.

29. Lesk, M. (2005). *Understanding digital libraries. 2nd ed.* San Francisco: Morgan Kaufmann; 424 p.
30. library user's guide. New Zealand Digital Library Project, New Zealand.
31. Limb, Peter (2004). *Digital dilemmas and solutions.* Oxford :Chandos Publ.
32. Lynch, P. J., & Horton, S. (2009). *Web style guide: basic design principles for*
33. Manduca, C. A. , Fox, S., & Iverson, E. R. (2006). Digital Library as Network and Community Center *D-Lib Magazine*, DOI:10.1045/december2006-manduca
34. Maran, R. D. & Feistmantl, E. (1994). *Computers Simplified.* New Delhi: Prentice Hall of India.
35. Marks, Kenneth and Nielson, Steven P. (1991). *Local area networks in libraries.* Westport :Meckl
36. Minasi, M. (1998). *The complete PC Upgrade and Maintenance Guide.* New Delhi: BPB Publications.
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40. Ravichandra, Rao I.K. : *Library automation.* New Delhi, Wiley, 1990.
41. Rochester, J. B. (1993). *Computers: Fundamentals.* New Delhi: Excel Books.
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43. Rowley, J. E. (1985). *Computers for libraries. 2nd Edition.* London: Clive Bingley.
44. Rowley, J.E. : *Computers for libraries, 2nd Ed.* London, Clive Bingley, 1980.
45. Saffady, W. (1994). *Introduction to Automation for Librarians.* Chicago: American library Association.
46. Saffady, W. (1994). *Introduction to Automation for Librarians.* Chicago: American Library Association.
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48. Sanders, D. M. (1998) *Computers today. 3rd ed.* New York: McGraw Hill.
49. Sportack, M. A. (1998). *Networking Essentials.* New Delhi: Techmedia.
50. Sportack, M. A. (1998). *Networking Essentials.* New Delhi: Techmedia
51. Stallings, W. (2011). *Network security essentials.: Applications and standards.* Chennai: Pearsons. 417p.
52. Stallings, William : *Computer organization and architecture : designing for performance,* 6th Ed.. New Delhi, Prentice-Hall, 2003.
53. Tanenbaum, A. S. (2006). *Computer networks.* New Delhi: Prentice-Hall of India
54. Tedd, L. A. (1985). *An Introduction to computer based library systems. 2nd Edition.* Chichester: John Wiley.
55. Tedd, Lucy A. : *An Introduction to computer based library systems, 2nd Ed.* Chichester, Wiley, 1985.
56. Turban, E., Rainer, R.K. & Potter, R.E. : *Introduction to information technology.* New York, Wiley, 2003.

Practical

2 Credits

48 Hours

P1: Cataloguing and Classification I

Books: Personal Authors [single to multiple authors including collaborators/translators (Shared Responsibility)] [Note: Single, compound and multi-volume books to be covered.]

Book classification using DDC, simple number building without tables

Minimum fifty examples of Classification and Cataloguing respectively.

2 Credits

48 Hours

P2: Computer: Use of Operating System, MS-Office and Creation of database using MS Access and WINISIS

MS-Office 1 Credit

WINISIS 1 Credit

Semester 2

4 Credits
80 Hours

Course 5: Reference Sources and Services

Objectives:

- a. To understand the basic concept of reference and information service and its organization
 - b. To be familiar with different categories of reference and information sources with examples
 - c. To develop the skills of critical evaluation of reference sources
-
1. Reference Service: Concept, definition, need & scope, Reference & Information Sources: types, criteria for selection and Evaluation (authority, scope, treatment, arrangement, special features and utility) different physical formats (print, non-print, internet, electronic reference sources); Reference Librarian : role, functions, qualities.
 2. Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes including 'Citation Indexes', Biographical Sources, Statistical Sources, Geographical Sources.
 3. Reference Services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, quick and long range reference service, pro active and responsive services. Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview.
 4. Internet based information services, Subject gateways.

Select Reading List

1. Bopp, Richard E & Smith, Linda C. : *Reference and information services : an introduction*, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Cassell, Hay Ann & Hiremath, Uma : *Reference and information services in the 21st century : an introduction*. London, Facet Publishing, 2006.
3. Chakraborti, A. K. : *Reference service*. Hyderabad, Andhra Pradesh Public Library Association, 1983.
4. Chowdhary, G.G. & Chowdhary, S. : *Searching CD ROM and Online Information Sources*. London, LA, 2001.
5. Craven, Jenny (ed.) : *Web accessibility : practical advice for the library and information professional*. London, Facet Publishing, 2008.
6. Davinson, D. (1980). *Reference Services*. London: Clive Bingley.
7. Hutchins, Margaret : *Introduction to reference work*. Chicago, A.L.A., 1944.
8. Katz, Bill : *Opportunities for reference service*. New York, Haworth Press, 1991.

9. Katz, W. A. : *Introduction to Reference Work. Vol 1 & 2.* New York, McGraw Hill, Knight, G. N. : *Indexing – the Art of.* London, George Allen & Unwin, 1979.
10. Korfhag, R. R. : *Information storage and retrieval.* New York, John Wiley, 2006
11. Krishna Kumar : *Reference service*, 5th rev. ed. New Delhi, Vikas Publishing House, 2002.
12. Kumar, P.S.G. (2004). *Information Sources and Services.* Delhi: B. R. Publishing.
13. Lancaster, I. W. & Warner, Amy : *Intelligent technologies in library and information service applications.* Medifsd, American Society for Information Science, 2001.
14. Lankes, R. David and others (eds). *Virtual reference desk: creating a reference future.* London, Facet Publishing, 2006.
15. Low, K. : *The Roles of reference librarians : today and tomorrow.* New York, Howarth Press, 1996.
16. Mukherjee, A. K. : *Reference work and its tools*, 3rd. ed. Calcutta, World Press, 1975.
17. Pandey, R., & Pillai, M. N. V. (2011). *Reference Services in Libraries.* New Delhi : JnanadaPrakashan.
18. Ranganathan, S. R. : *Reference service*, 2nd ed. Bombay, Asia Publishing House, 1961.
19. Sengupta, B. : *Indian reference and information sources.* Calcutta, World Press, 1981.
20. Sharma, J. S. & Grover, D.R. (1987). *Reference Services and sources of information.* New Delhi: EssEss Publications.
21. Sheehy, E. P. (Ed). (1986). *Guide to reference books. 10th ed.* Chicago: ALA.

Course 6: Information Services and Systems

Objectives:

- a. To understand different methods of processing information
 - b. To be familiar with different the information centres at national and international level
 - c. To assess the information needs and to know the factors affecting information organization
-
1. Information service: Concept, definition, need and scope.
 2. Information Processing: Need identification and design, different methods of processing: indexing- types of indexes – pre and post co-ordinate indexing, chain indexing, PRECIS, keyword indexing- KWAC, KWIC and KWOC; Citation Indexing, Thesaurus concept. Annotation, abstracting- types of abstracts – informative, indicative, statistical, special purpose- telegraphic, graphic, slanting. Standards for Information processing: ISO standard for abstracting and thesaurus. Consolidation and Repackaging: In-house information Products: Bibliographies, state-of-the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs; translation services .
 3. Information Dissemination: Need identification and design, indicative and substantive form, generalized and customized services, CAS and SDI services, RSS Feed; on line information services: Information Retrieval: Search process, search strategies, Boolean expressions, formulations of search statement, Document Delivery Services. Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, National Informatics Center. Information Systems: INIS, AGRIS, MEDLARS, INSPEC, COMPENDIX, PIS, India, Commercial Information Vendors: Knight Rider, EBSCO, Emerald.
 4. Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies – methods, techniques and evaluation, needs of distance users and e-learners.

Evaluation of information storage and retrieval systems: relevance, recall, precision, and other criteria, information audit.

Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis, Information Literacy.

Select Reading List

1. Aitchinson, Jean & others : *Thesaurus construction and use : a practical manual*. London, Aslib, 2000
2. Alberico, R. & Mico, M. : *Expert Systems for Reference & Information Retrieval*. Westport, Meckler, 1990.
3. Allan, B. : *E – Learning and teaching in library and information services*. London, Facet Pub., 2002.
4. Atherton, P. (1977). *Handbook for Information System and Services(UNESCO)*. Paris :Unesco.
5. Baker, D. (2004). *The Strategic Management of Technology: A Guide for Library and Information Services*. Oxford: Chandos Publishing.
6. Batley, Sue : *Information Architecture for information Professionals*, Oxford, Chandos, 2007.
7. Bopp, Richard E & Smith, Linda C. : *Reference and information services : an introduction*, 3rd ed. Colorado, Libraries Unlimited, 2001.
8. Borgman, Christine L. : *From Gutenberg to the global information infrastructure access to the information in the networked world*. Cambridge, M. I. T., 2000.
9. Borko, H. P., & Bernier, C. L. (1978). *Indexing concepts & methods* New York ; Academic Press.
10. Borko, Harold & Bernier, Charles L : *Abstracting concepts & methods*. New York, Academic Press, 1975.
11. Bradford, S.C. : *Documentation*. London, Crosby Lockwood, 1953.
12. Brown, A. G. (1982). *An introduction to subject indexing*. London : Clive Bingley.
13. Cassell, Hay Ann & Hiremath, Uma : *Reference and information services in the 21st century : an introduction*. London, Facet Publishing, 2006.
14. Chakraborty, A. R., & Chakrabarti, B. (1984). *Indexing: Principles, Processes and Products*. Calcutta: World Press.
15. Chakraborty, A.K. : *Introduction to documentation science*. Hyderabad, Andhra Pradesh Library Association, 1980.
16. Chakraborty, A.R. : *Indexing : principles, processes and products*. Calcutta, World Press, 1984.
17. Choukhande, V. G. (2008) *Information needs and information seeking behaviour (Library and Information Science Research)*. Amravati, Shivneri Publisher & Distributors
18. Chowdhary, G.G. & Chowdhary, S. : *Searching CD ROM and Online Information Sources*. London, LA, 2001.
19. Cleveland, D. B., & Cleveland, A. (1983). *Introduction to indexing and abstracting*. Colorado: Libraries Unlimited Inc.
20. Cleveland, D.B. & Cleveland, A.D. : *Introduction to indexing & abstracting*, 3rd Edn., Colorado, Libraries Unlimited, 2001.
21. Convey, J. (1992). *On line information retrieval*. London: LA.
22. Craven, Jenny (ed.) : *Web accessibility : practical advice for the library and information professional*. London, Facet Publishing, 2008
23. Eisenberg, Michael B. & others : *Information literacy : essentials skills for the information age*, 2nd rev. ed. Westport , Libraries Unlimited., 2004.

24. Foskett, A. C. : *Subject approach to information*, 6th ed. London, Library Association, 1982.
25. Foskett, D. J. (1990).*Information Service in Libraries*. New Delhi: Akashdeep.
26. Godwin, Peter & Parker, Jo (eds.) : *information literacy meets library 2.0*. London, Facet Publishing , 2008.
27. Gorman, G. E. (Ed.) : *Information services in an electronic environment*. London, LA, 2002.
28. Gorman, G. E. : *Digital factor in library & information services*. London, Facet, 2002.
29. Gorman, G.E. (Ed.) : *Information service in an electronic environment*. London, LA, 2002.
30. Guha, B. : *Documentation & information services : techniques and systems*. Calcutta, World Press, 1999.
31. Harter, Stephen : *Online information retrieval concepts, principles and techniques*. London, Academic Press, 1986.
32. Henezel, Susan : *Information audit : a practical guide*. Munchen, K. G. Saur, 2001.
33. Kawatra, P. S. (1992). *Library User Studies: A Manual for Librarians and Information Scientists*. Ned Delhi: Jaico.
34. Korthage, Robert R. : *Information storage & retrieval*. New York, Wiley, 2006.
35. Martin, A. and others : *Information and IT literacy in the 21st century*. London, Facet Publishing, 2003.
36. Rajan, T. N. (1981).*Indexing Systems: concepts, models and techniques*. Calcutta: IASLIC
37. Riaz, M. (1989). *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic
38. Rowley, J.E. & Turner, C.M.D. : *The Dissemination of information*. London, Andre Deusche, 1978.
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41. Seetharama, S. : *Information consolidation and repackaging*. New Delhi, Ess,Ess, 1997.
42. Sengupta, B. & others : *Documentation & information retrieval*. Calcutta, World Press, 1977.
43. Shera, Jesse H. : *Documentation & the organisation of knowledge*. London, Crosby Lockwood, 1966.
44. Sorgal, Dagobert : *Organising information : principles of database and retrieval systems*. Orlando, Academic Press, 1985.
45. Sturges, Paul : *Public internet access in libraries & information services*. London, Facet, 2002.
46. UNESCO : *Consolidation of information : a handbook of evaluation, restructuring, repackaging of scientific and technical information*. Paris, 1981.
47. Varma, A. K. (1984). *Trend in Subject Indexing*. Delhi: Mittal Publications.
48. Vickery, B.C. & Vickery, A. : *Information science : theory and practice*. London, Butterworths, 1987.
49. Webb, S. P. (1988). *Creating an information service. 2nd Ed*. London: Aslib.

Course 7: Cataloguing and Classification II

Objectives:

- a. To understand the different standards of subject approach to documents
 - b. To get familiar with the select schemes of classification
 - c. To analyze, apply and evaluate DDC Scheme
 - d. To acquaint with special schemes of classifications and latest development in the field of classification
-
1. Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML) MARC21: Background and Features, RDA, FRBR, Z39.50, Metadata Harvesting
 2. Practical aspects of Cataloguing:
 - i. Selective and simplified cataloguing
 - ii. Centralized (Cataloguing in Publication and Cooperative Cataloguing: use of Bibliographical Utilities like OCLC
 - iii. Cataloguing in the Internet and Digital Era
 3. Library Classification Schemes:
 - i. DDC – a detailed study (latest edition)
 - ii. UDC, CC., Library of Congress classification scheme– an introductory study
 - iii. Comparison of DDC, UDC and CC
 4. Special Classification Schemes: Needs and Purpose, Classification schemes for Patents, Pamphlets, Computer Science, Music, Mathematics, Medicine, LIS. Current development trends in classification: Ontology, Taxonomy, Folksonomy. Institutions in Classification: CRG, ISKO, B.S.O.

Reading List for Course 2 and Course 7 is same.

Course 8: ICT in Library

Objectives:

- a. To introduce the elements of Information and Communication Technology
- b. To familiarize with internet and digital libraries
- c. To understand the managerial aspect of computer application in LIC

1. Information Technology (IT) in libraries: Components of IT, impact of IT on libraries, IT based library and information services. Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0, Data and Information Mapping.

2. Internet

- i. Internet : Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem
- ii. Protocols – Telnet, FTP, HTTP.
- iii. Digital Subscriber Lines
- iv. E-mail, SMTP, wireless, POP3.
- v. Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome
- vi. Web servers – Apache, Internet Information Server.
- vii. Server side scripting language – PHP/ASP
- viii. Database Connectivity – ODBC, IDBC.
- ix. Search Engines and Meta Search Engines and their evaluation.
- x. Web design – SGML, HTML, DHTML, XML
- xi. Evaluation of websites
- xii. Internet security – Firewalls, proxy servers.

3. Digital Library: Concept, definition, evolution, emerging trends in Digital Library

- i. Digital Libraries of the world – Gutenberg, Alexandria, World Digital Library, Digital Library of India
- ii. Image formats: JPEG, GIF/BMP
- iii. Audio formats : WAV, MIDI, MP3 MPEG, AV1, QuickTime
- iv. Storage media formats: ISO 9660, DVD
- v. Software-Digital library software: D-Space and GreenStone, OCR and image editing software.
- vi. Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras.
- vii. Data warehousing, data mining.

4. Managerial aspects of Computerization: Maintenance of hardware, software security, Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development. Institutional repositories, consortia, aggregators, J-store. Design and implementation of Information and Communication Technology in Libraries: restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects, web content management, data migration.

Select Reading List

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Practical

P3: Reference and Information Sources

**2 Credits
48 Hours**

P4: Cataloguing and Classification II

**2 Credits
48 Hours**

Corporate Authors, Serial Publications and Non-Book Materials

Building class numbers using tables

Minimum Fifty examples each to be covered

Semester 3

4 Credits
80 Hours

Course 9: Information, Communication and Society

Objectives:

- a. To understand the role of library in the communication process
 - b. To understand the concept of information society and its implications
 - c. To study the role of professional library associations
-
1. Information and Information Science: Concept, Characteristics, definitions, scope and objectives. Applications of information in different fields of knowledge including components of Information Sciences. Economics of Information and Information Economics, Information Science.
 2. Information Society-its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Fair Use.
 3. Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers, role of libraries in communication process.
 4. Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Role of professional associations and federations; ILA, IASLIC, IATLIS, ALA, SLA, CLIP, ASLIB, IFLA, Education and training in LIS in USA, UK and India. Library cooperation, resource sharing and library networking, Knowledge Commission.

Select Reading List

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Course 10 Library Management

Objectives:

- a. To get familiar with principles and techniques of management
- b. To apply the concepts of planning, marketing, Human Resource Development and control- both budgetary and non-budgetary in libraries and information centres
- c. To monitor and evaluate library performance

1. Management approach to Library:

- i. Management – concept, definition and scope, management styles and approaches.
- ii. Systems approach: Concept – Library as a system, environmental influence and responses,.
- iii. Management of change.
- iv. Knowledge Management.

2. Planning: Need and importance of planning.

- i. Types of plans – Short Term, Long Range, Strategic, components of planning process, time and motion study, data flow diagram, SWOT analysis.
- ii. Planning tools – MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.
- iii. Planning of library building and its interior.
- iv. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit, matrix structure
- v. Marketing: Marketing of library services: need, policies, methods, annual reports, publicity, Public Relations, library promotion programmes, library guides
Identification of markets for libraries, market segmentation, information as a marketable commodity, marketing of library services and products, promotion techniques including use of electronic media, , best and innovative practices, extension services, outreach services.

3. Human Resource Management:

- i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.
- ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.
- iii. Communication in library – methods and barriers.

4. Financial Management:

- i. Control: Techniques, budgetary and non-budgetary techniques.
- ii. Financial Planning – Sources of funds, funds generation, different types of budgets, accounting and auditing practices, costing, cost analysis of library services.
- iii. Library Insurance, Disaster Management.
- iv. Evaluation and Feedback: Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures.

Select Reading List

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84. Tough, Alistair & Moss, Michael (eds.) : *Record keeping in a hybrid environment : managing the creation, use, preservation and disposal of unpublished information*

- objects in context*. Oxford, Chandos Publishing, 2006.
85. Trumpeter, M. C & Rounds, R. S. : *Basic budgeting practices for librarians*, Chicago, American Library Association, 1985.
 86. Underwood, P. (1990). *Managing Change in Libraries*. London : Clive Bingley.
 87. Vashishth, C. P. (ed.) (1987). Quality in Libraries (Procedures to be followed in designing the new library system - p.66-78). Seminar papers : 32 All India Library Conference. 1987. Delhi :
 88. Weihrich, H & Koontz, H. : *Management : a global perspective*. New York, McGraw hill, 1993.
 89. Weihrich, Hein & Koontz, Harold : *Management : a global perspective*, 10th ed. New York, McGraw Hill, 1993.
 90. Whitten, J. L., Bentley, L., & Barlow, V. M. (2001). *Systems Analysis and Design*. 5th ed. New Delhi: Galgotias.
 91. Willams, D. E., Nyce, J. M., & Golden, J. (Eds) (2009) *Advances in library administration and organization vol.28*. Bingley, Emerald Group Publishing.
 92. Woodsworth, A. (ed) (2011) *Advances in librarianship vol. 33*. Bingley, Emerald Group Publishing.
 93. Yorke, D. A. : *Marketing library services*. London, Library Association, 1977.

Course 11: Research Methodology

4 Credits
80 Hours

Objectives:

- a. To understand the value of research in Library and information Science
 - b. To understand the process of research in Library and Information Science
-
1. Research Process and elements: Relevance of RM in LIS, Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research.
 2. Research Design: Problem identification, selection of suitable approach and method, steps in research, formulation of hypotheses, variables – dependent and independent. scales of measurement.
 3. Research Methods: Historical, Experimental, Descriptive Methods, Survey, Use and User Study, Case Study, Delphi method, content analysis, operations research, evidence based librarianship. Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – questionnaire, interview, observation, Checklist, field visit.
 4. Research report writing: Structure, style, content; style manuals – Chicago, MLA, APA, E-Citations.

Select Reading List

1. Beck, S. E., & Manuel, K. (2008). *Practical research methods for librarians and information professionals*. Neal Schuman.
2. Bell, Judith : *Doing your research : a guide for first time researcher in education and social science*. Buckingham, Open University press, 1997.
3. Blaxter, Loraine & Others : *How to research*. Buckingham, Open University Press, 1997.
4. Bundy, M. L. & others (ed.) : *Reader in research methods for librarianship*. Washington, NCR Microcard ED., 1970.
5. Busha, C. H., Harter, S. P. (1980). *Research methods in librarianship*. New York : Academic Press.
6. Busha, Charles H. & Harter Stephen p. : *Research methods in librarianship Techniques and interpretation*. New York, Academic Press, 1980.
7. Denscombe, M. (1999). *The Good Research Guide for Small - Scale Research Projects*. New Delhi: Viva.
8. Devarajan, G. : *Applied research in library and information science*. New Delhi, Ess Ess, 2005
9. Egghe, L, & Neelameghan, A. (ed.) : *Lectures on informatics and scientometrics*. Bangalore, SRELS, 2000.

10. Egghe, L. & Rousseau, R. : *Introduction to informatics : quantitative methods in library , documentation and information science*. Amsterdam, Elsevier Science, 1990.
11. Finte, a : *Conducting research : from paper to the internet*. London, Sage, 1998.
12. Ghosh, B. N. : *Scientific method and social research*. New Delhi, Sterling Publishers, 1987.
13. Goldhor, Hernert : *Introduction to scientific research in librarianship*. Urbana, University of Illionls. Graduate School of Library Science, 1972.
14. Goswami, P. R. : *Statistical information system and libraries*. New Delhi, Anmol Pub., 1989.
15. Gupta, B. M. (Ed.). (1996). *Handbook of Libraries.Archives& Information Centres in India. Vol.13 Bibliometrics, Scientometrics and Infometrics* (1996)Ed. By B.M. Gupta New Delhi : Segment Books.
16. Krishnaswami, O. R. (1993). *Methodology of Research in Social Sciences..* Mumbai: Himalaya Publishing House.
17. Lancaster, F. W. : *Bibliometric methods in assessing productivity and impact of research*. Bangalore, SRELS, 1991.
18. Lastrucci, C. L. : *The scientific approach : basic principles of scientific method*. Combridge, M. I. T., 1967
19. Matyn, John & Lancaster, F. W. : *Investigative methods in library and information science*. Arlington, Information Resources Press, 1981.
20. McClure, C. R., &Hernon, P.(eds) (1991). *Library and information science research: perspectives and strategies for improvement* .New Jersey: Ablex.
21. Moore, Nick : *How to do research : a practical guide to designing and managing research projects*. 3rd ed. London, Facet publishing, 2006
22. Nicholas, D., & Ritchie, M. (1978) *Literature and Bibliometrics* London, Clive Bingley.
23. Padgett, D. K. (1998). *Quantitative Methods in Social Work Research: Challenges and Rewards*. New Delhi: Sage.
24. Pichard, Alison Jane : *Research methods in formation*. London, Facet Publishing, 2007.
25. Powell, R. R., &Connaway, L. S.(2004) *Basic Research methods for Librarians*. Westport : Libraries Unlimited.
26. Powell, R. R., &Silipigni, C. L. (2004).*Basic research methods for librarians*.Ed. 4.Libraries Unlimited, Westport.
27. Powell, Ronald R.: *Basic research methods for librarians*, 2nd ed. Norwood, Ablex Pub., 1994.
28. Publication manual of the American Psychological Association (latest available edition: 6th edition 2009). Washington, DC: American Psychological Association.
29. Rao, R. I. K (1983). *Quantitative methods for Library and Information Science*. New Delhi : Willey Eastern
30. Ravichandra Rao, I. K. (ed.) : *Informatics – 91*. Bangalore, SRELS, 1992.
31. Ravichandra Rao, I. K. : *Quantitative methods for library and information Science*. New Delhi, Wiley Eastern, 1983.
32. Savanur, S .K.((2008) *Research Methodology for Information Sciences*. Pune : Universal
33. Srikantaiah, T. and Hoffman, H. H. *Introduction to quantitative research methods for librarians*, 2nd Rev. ed., California, Headway Pub. 1978.
34. Walliman, Nicholas : *Your research project : a step by step guide for the first time researcher*. New Delhi, Vistaar Pub., 2005.

Course 12: Statistics and Computer Application in Research

Objectives:

- a. To understand the importance of qualitative and quantitative aspects of research and management
 - b. To interpret and infer based on data/information
1. Data Analysis :
 - Sampling, need for sampling, types of samples Morgan Table
 - Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, graphical presentation.
 - Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry,
 2. Use of Excel and Statistical Packages
 3. Bibliometrics: Concept, method, application
 - Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis.
 - Librametry, informetrics, scientometrics, webometrics. Impact Factor.
 4. Current trends in Library and Information Science research, criteria for research evaluation, peer reviewing, research ethics, plagiarism. Plagiarism detection software.

Select Reading List

1. Carpenter and Vasu (1978). *Statistical methods for Librarians*. Chicago: ALA.
2. Hafner, Arthur W. : *Descriptive Statistical techniques for libraries*. Chicago, A. L. A., 1989.
3. Sehgal, R. L. (n.d.). *Statistical Techniques for Librarians*, EssEss Publications, New Delhi.
4. Sehgal, R. L. (1998). *Applied Statistics for Library Science Research* (2 vols.). EssEss,

5. Sehgal, R. L. : *Applied statistics for library science research*, Vol I and II. New Delhi, Ess. Ess,1998.
6. Stephen, P., & Hornby, S. (1998) *Simple Statistics for Library and Information professionals*. London : Library Association.
7. Wildemuth, B. M. (2009). *Applications of Social Research Methods to Questions in Information and Library Science*. Westport, CT: Libraries Unlimited.
8. Wilkinson, T. S., & Bhandarkar, P. L. (1984). *Methodology and techniques for social research. 4th edition*. Bombay : Himalaya .
9. Young, P. (n.d.). Scientific Social Surveys and Research, V. 3. Applied Statistics for Library Science Research, vol. 2, R.L. Sehgal, EssEssPublications, New Delhi.

Practical

2 Credits
48 Hours

P5: Abstracting, Indexing and Thesaurus Construction

2 Credits
48 Hours

P6: Information Communication Technologies

- Advanced Internet Search and RSS Feed, Folksonomy, [Internet based Reference Service]
- Blog Creation
- Web Page Creation
- Creation of Digital Library and Content Management using Open Source Software

Semester IV

4 Credits
80 Hours

Course 13: Soft skills and Communication

Objectives:

- a. To prepare students to get into the profession and society
 - b. To train students to be employable
 - c. To know the current trends in Library and Information Science
-
- Soft skills: Listening, Facing interviews.
 - Tactful handling of library problems with internal and external customers.
 - Work Culture, organizational culture: Building support within the organization.
 - Written and spoken communication skills. Building image of the library and LIS profession.
 - To acquaint with periodical literature in LIS.

Select Reading List

1. Butterfield,Jeff.; *Soft Skills for Everyone.and Over*, CENGAGE Learning, 2011

Course14: Dissertation (12 Credits)

Dissertation (8 Credits)

Seminar Presentation (2 Credits)

Viva (2 Credits)

Objectives:

- a. To develop independent thinking and problem-solving skills
- b. To apply research methods to a project
- c. To acquaint with report writing skills

P 8: Internship: Four Weeks (4 Credits)

Recommended Websites

ALA

www.ala.org-
www.liszen.com

ARIADNE

www.ariadne.ac.uk

Morton Grove Public Library's Webrary

www.webrary.org

D- Lib Magazine

www.dlib.org

National Knowledge Commission

www.knowledgecommission.gov.in

Directory of Open Access Journals

www.doaj.org

Online Computer Library Centre

www.oclc.org

DLST

www.dlist.sirarizona.edu

Open Archives Initiative – Protocol for Metadata Harvesting

www.openarchives.org

Dublin Core Metadata Initiative

<http://dublincore.org-19-Open J – Gate>

www.openjgate.org

Emerald Publishers

www.emeraldinsight.com

Project Gutenberg

www.gutenberg.org

First Mondy

www.firstmonday.com

PubMed service of the US National Library of Medicine

www.ncbi.nlm.nih.gov/pubmed

HowStuffworks – Learn how everything Works

www.firstmonday.com

Researching Librarian

www.researchinglibrarian.com

Infoliberalian

www.infolibrarian.org

Special Library Association

www.sla.org

International federation of Library Association

www.ifla.org

SourceForge.net : the source code repository

<http://sourceforge.net>

Librarian's Index to Internet

www.lii.org

University of Mumbai

www.mu.ac.in

Librarian World

www.librarianworld.com

World Wide Web Consortium

www.w3c.org

Digital library of India

<http://www.dli.cdacnoida.in/>

