

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
ANDHRA UNIVERSITY, VISAKHAPATNAM**

**REGULATIONS AND SYLLUBUS RELATING TO TWO -YEAR M.L.I.Sc
DEGREE EXAMINATION (SEMESTER SYSTEM)
(EFFECTIVE FROM 2010-2012 ON WARDS)**

Objectives:

- The primary objective is to train the students in the basics of professional skills for information / knowledge management, so that they serve the society through an institution of library and information centre.
- To give the students an understanding of the basic principles of fundamental laws of Library and Information Science and to enable them to understand, appreciate and develop professionalism to work in contemporary “Information Age”.
- To acquaint the students with the development of the Universe of knowledge and methods of its organization in a library system
- To train students in the techniques of Information Management and equip them with the application of Information Technologies (IT) in libraries and information centers
- To make students fully aware of various sources of information; and train them in techniques of dissemination of information in the context of different user groups.

Admission:

- Candidates for two-year M.L.I.Sc Degree Examination shall be required to have passed a degree examination of this University or a degree examination of any other University recognized by the Academic Council and equivalent thereto.
- Further the candidate should be qualified in AUCET examination to be conducted in May/ June of every year.
- The course is divided into M.L.I.Sc (Previous) and M.L.I.Sc (Final) of two semesters each.

Examination:

- The candidates shall be required to take at the end of each semester an examination as detailed in the scheme of examination.
- Each paper of the examination shall unless otherwise prescribed, be of three hours duration.
- Evaluation of the performance of the candidates in respect of each paper (except papers 18, 19 and 20) shall consist of semester-wise examination for 85 marks.
- In addition to Semester end examination the candidate shall be required to take two mid semester examinations as per the academic calendar during each semester for 15 marks (i.e. the average of marks awarded for two mid semester examinations).
- A candidate shall be declared to have passed in the examination if he/she obtains not less than 50% or Grade ‘C’ with CGPA Grade Point 5.5 of the total marks in all the papers put together and also not less than 40% or Grade ‘D’ in each paper. All other candidates shall be deemed to have failed in the examination.

- The Scheme of Papers and the Scheme of Instruction and Examination shall be given in Annexure-I and II.
- Assessment in the semester–end examination shall be made in accordance with the regulations
- The names of successful candidates at the examination shall be arranged in the order in which they are registered for the examination on the basis of the total marks obtained by each candidate in the semester-end examination.
- Both Previous and Final marks put together will be considered for the award of Grade and pass as follows:

| Range of Marks | Grade | Grade points |
|-----------------------|--------------|---------------------|
| 70.00-100 | O | 10.00 |
| 60.00-69.99 | A | 9.00 |
| 55.00-59.99 | B | 8.00 |
| 50.00-54.99 | C | 7.00 |
| 40.00-49.99 | D | 6.00 |
| 35.00-39.99 | E | 5.00 |
| 0.00-34.99 | F | 0.00 |

Further, classification of successful candidates is based on Cumulative Grade Point Average (CGPA) as follows:

Distinction: CGPA: 8.0

I Class : CGPA 6.5 or more but less than 8.0

II Class : CGPA 5.5 or more but less than 6.5

Pass : CGPA 5.0 or more but less than 5.5

- Only those candidates who appear and pass the examination in all the papers of the degree examination at first appearance are eligible to be placed in Distinction. However no candidate who has not passed all the papers at the first appearance shall be eligible for the Award of Medals or Prizes by the University and to receive certificates of Rank obtained by them in the examination. A candidate who fails to appear for semester-end examinations shall be permitted to appear for the same in the next year semester-end examinations.

Attendance:

- The students are required to put in 100% attendance. However 75% of minimum attendance is strictly required for making them eligible to appear for the examination.
- For cogent reasons like sickness a student is allowed to put up to 25% absence on a bonafide Certificate. This may be scrupulously followed from 2010-2012 admitted batch

Internship Programme:

- The Internship Programme is part of the course.
- The duration of the Internship programme will be for one semester in the libraries assigned to the students.
- The student must complete the Internship in the time specified by the Head of the Department.
- If for some reason he/she does not attend or complete the Internship programme the student must undergo the same in the next year.
- The total number of marks for the Internship programme is 100. The minimum pass percentage required is 40% or Grade 'D'.

**ANNEXURE I
SCHEME OF PAPERS**

| S.No | Paper No | Title of the paper | Remarks |
|-----------------------------------|-----------------|---|----------------|
| 1st Semester | | | |
| | Paper 1 | Information, Communication & Society | Compulsory |
| | Paper 2 | Knowledge Organization (Theory) (Classification and Cataloguing) | Compulsory |
| | Paper 3 | Management of Library and Information Centres | Compulsory |
| | Paper 4 | Information & Communication Technologies (Theory) | Compulsory |
| | Paper 5 | Information Sources and Services (Theory) | Compulsory |
| IInd Semester | | | |
| | Paper 6 | Knowledge Organization Practical I (Classification Practice-DDC) | Compulsory |
| | Paper 7 | Knowledge Organization Practical II (Cataloguing Practice – AACR 2, 2 nd Rev.) | Compulsory |
| | Paper 8 | Information & Communication Technology (Practical) | Compulsory |
| | Paper 9 | Information Systems and Programmes | Compulsory |
| | Paper 10 | Optional: One among the following 10.1. Collection development & Management of electronic resources 10.2. Advanced Classification (Theory and Practical – UDC) 10.3. Information Literacy 10.4. Records Management | |
| IIIrd Semester: | | | |
| | Paper 11 | Research methodology | Compulsory |
| | Paper 12 | Automation and Networking of Library and Information Centres (Theory) | Compulsory |
| | Paper 13 | Automation and Networking of Library and Information Centres (Practical) | Compulsory |
| | Paper 14 | Digital Libraries | Compulsory |
| | Paper 15 | Optional: One among the following 15.1. Marketing of Information Services and Products 15.2. Knowledge Management 15.3. Bibliometrics and Scientometrics 15.4. Publicity and Public Relations | |
| IV Semester: | | | |
| | Paper 16. | Comprehensive Paper (UGC NET Model) | Compulsory |
| | Paper 17: | Optional: One among the following 17.1. Academic Library Information System 17.2. Public Library and Information System 17.3. Special Library and Information System 17.4. Engineering and Technological Library & Information system | |
| | Paper 18. | Seminar and Records | Compulsory |
| | Paper 19. | Internship | Compulsory |
| | Paper 20. | Dissertation and Viva Voce | Compulsory |

ANNEXURE – II
SCHEME OF INSTRUCTION AND EXAMINATION

| Code | Name of the Subject | Class Hours per week | | | Total | Exam Marks | Sessional Marks | Total Marks | Credits |
|--|--|----------------------|----------|-----------|-----------|------------|-----------------|-------------|-----------|
| | | L | T | P | | | | | |
| Ist Year 1st Semester | | | | | | | | | |
| Paper- 1 | Information, Communication and Society | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper- 2 | Knowledge Organization (Theory) (Classification and Cataloguing) | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper- 3 | Management of Library & Information Centres | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper- 4 | Information and Communication Technologies (Theory) | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper- 5 | Information Sources and Services (Theory) | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Total | | 30 | 5 | | 35 | 425 | 75 | 500 | 25 |
| Ist Year 2nd Semester | | | | | | | | | |
| Paper -6 | Knowledge Organization Practical I (Classification Practice-DDC) | 1 | | 6 | 7 | 85 | 15 | 100 | 5 |
| Paper -7 | Knowledge Organization Practical II(Cataloguing Practice – AACR 2, 2 nd Rev.) | 1 | | 6 | 7 | 85 | 15 | 100 | 5 |
| Paper -8 | Information & Communication Technology (Practical) | 1 | | 6 | 7 | 85 | 15 | 100 | 5 |
| Paper -9 | Information Systems and Programmes | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper10 | Optional: One among the following: | | | | | | | | |
| | 10.1. Collection development & Management of electronic resources | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| | 10.2.Advanced Classification (Theory and Practical-UDC) | 3 | | 4 | 7 | 85 | 15 | 100 | 5 |
| | 10.3. Information Literacy | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| | 10.4.Records Management | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Total | | 15 | 2 | 18 | 35 | 425 | 75 | 500 | 25 |
| IInd Year 3rd Semester | | | | | | | | | |
| Paper 11 | Research methodology | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper 12 | Automation and Networking of Library and Information Centres (Theory) | 6 | 1 | | 7 | 85 | 15 | 100 | 5 |
| Paper 13 | Automation and Networking of Library and Information Centres (Practical) | 1 | | 6 | 7 | 85 | 15 | 100 | 5 |
| Paper 14 | Digital Libraries | 5 | | 2 | 7 | 85 | 15 | 100 | 5 |

| | | | | | | | | | |
|--|--|-----------|----------|-----------|------------|------------|------------|------------|-----------|
| Paper15 | Optional: One among the following: | | | | | | | | |
| | 15.1. Marketing of Information Services and Products | 6 | 1 | 7 | 85 | 15 | 100 | 5 | |
| | 15.2 KnowledgeManagement | 6 | 1 | 7 | 85 | 15 | 100 | 5 | |
| | 15.3. Bibliometrics and Scientometrics | 6 | 1 | 7 | 85 | 15 | 100 | 5 | |
| | 15.4. Publicity and Public Relations | 6 | 1 | 7 | 85 | 15 | 100 | 5 | |
| Total | | 24 | 3 | 8 | 35 | 425 | 75 | 500 | 25 |
| IInd Year 4th Semester | | | | | | | | | |
| Paper 16 | Comprehensive Paper (UGC NET Model) | 6 | | 6 | 85 | 15 | 100 | 6 | |
| Paper17 | Optional: One among the following: | | | | | | | | |
| | 17.1. Academic Library Information System | 6 | | 6 | 85 | 15 | 100 | 5 | |
| | 17.2 Public Library and Information System | 6 | | 6 | 85 | 15 | 100 | 5 | |
| | 17.3. Special Library and Information System | 6 | | 6 | 85 | 15 | 100 | 5 | |
| | 17.4. Engineering and Technological Library & Information system | 6 | | 6 | 85 | 15 | 100 | 5 | |
| Paper 18 | Internship** | | | 36 | | | 100 | 5 | |
| Paper 19 | Seminar and Records(60+40) | | | | | | 100 | 5 | |
| (Department Seminars: 1 st , 2 nd , 3 rd and 4 th Semesters @ 15 marks per Semester) (Records: Classification, Cataloguing, Information Sources/services and I.T. Practical records @ 10 marks) | | | | | | | | | |
| Paper 20 | Dissertation* and Viva Voce (70+30) | | | 6 | | | 100 | 5 | |
| Total | | 12 | | 54 | 170 | 30 | 500 | 26 | |

L: Lectures; **T:** Tutorials; **P:** Practical

* Project Guidance: 6 hrs per week per teacher

** Internship: Under supervision of the Department faculty

Note:

a. In papers 1 to 17 internal assessment through mid-semester examinations for 15 marks out of 100 marks (pass mark not less than 40% or Grade 'D')

b. The Examination for Paper 16. Comprehensive Paper will be in the UGC NET Model that includes objective, short notes and essay questions.

SEMESTER I

PAPER 1: INFORMATION, COMMUNICATION AND SOCIETY

Objectives:

1. To introduce the students to the role of information and knowledge in the society
2. To acquaint the students with various theories, channels of & barriers to communication and types of libraries and their functions
3. To provide an overview of the professional developments in Library and Information Science.
4. To make the students to understand the philosophical principles of LIS Profession.

Course Content:

Unit 1: Information: Definition, characteristics, nature, value and use.

Information Society Vs Knowledge Society

Communication – Definition, Components; Communication models.

Information Transfer Cycle

Channels of Communication; Barriers to Communication

Unit 2: Role of libraries in society

Types of libraries – National, public, academic, special– Functions & Services

Unit 3: Five laws of library science and their implications

Library Movement in Andhra Pradesh

Unit 4: Library legislation: Need

Library legislation in India – an overview

Detailed study of AP Public Library Act

Intellectual property Rights – an overview; Role of WIPO;

Indian Copy Right Act

Unit 5: LIS Profession and Professional ethics

Professional associations and their role

LIS Education in India

Books for study and reference:

1. Agarwal, S.N. Perspectives in Library and Information Science Vol.I and II. Lucknow, Print House, 1982.
2. Balakrishnan, Shyama & Paliwal, P.K.Eds. Libraries in Information Age. Delhi, Anmol, 2001
3. Chapman (E A) and Lynden (F C). Advances in Librarianship. 24V. San Diego Academic Press, 2000.
4. Devarajan, G. (Ed). 50 years of Indian Librarianship. Delhi, Ess Ess Pub., 1999
5. Feather, John. The Information Society. 2nd Ed. London, Lib. Assoc, 1998
6. Guha B (ED). In the Library and Information Science horizon. New Delhi, Allied pub, 1984.
7. Gupta, B.M. et al, Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.
8. Khan, M.A. Principles and perspectives of copyrights. New Delhi: Sarup & Sons, 1996.
9. Khanna, J.K.: Library and Society, Kurukshetra, Research Publicagions, 1987.
10. Kumar, P.S.G. Foundations of Library and Information Science. Delhi, B.R.Pub., 2003

11. Kumar, P.S.G. Fundamentals of Information Science. New Delhi, S.Chand, 1998
12. Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. National Knowledge Commission, India. Libraries – Gateways to Knowledge. Delhi, NKC, 2007
14. Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.
15. Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985
16. Ranganathan, S.R.: Five Laws of Library Science. Delhi, 1957.
17. Routh,R.K. : Indian Library Legislation. N.Delhi, Ess Ess Pub., 1991.
18. Satarkar, S.P. Intellectual Property Rights & Copyright. Delhi, Ess Ess Pub. 2003
19. Sengar, Shailendra. Library and Information Science. New Delhi, Anmol Pubs.,2007
20. Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications , 2009
21. Sharma,Pandey, S.K. : Development of Public Libraries in India. New Delhi, Ess Ess Pub., 1985
22. Smith, Kelvin. Freedom of information. London, Facet, 2004.
23. Vashishth, C.P & Satija, M.P. (Dr. P.S.G. Kumar Festschrift) Library and Information Profession in India. Vol. 1 Part I & Part II Reflections and Redemptions. (Vol.1, 2 parts).Delhi, B.R.Pub.,2004
24. Venkatappaiah,V.: Indian Library Legislation.2 Vols. New Delhi, Daya Publishing House, 1990.

PAPER 2: KNOWLEDGE ORGANIZATION - THEORY

Objectives:

1. To introduce the concepts of knowledge organization.
2. To create awareness on principles and laws in knowledge organization

Course Content:

Unit 1: Knowledge organization – Need and purpose of classification

General theory of classification
 Growth of Universe of Knowledge; Modes of formation of subjects
 Normative Principles of classification and their application
 Species of Library classification; Standard Schemes of classification and their features (CC,UDC)

Unit2: DDC – Structure – Tables 1-7

Unit3: Planes of classification work: idea plane, verbal plane and notational plane

Notation – types, qualities
 Call number
 Catalogue – purpose, types; principles of cataloguing
 Forms of catalogue – Inner and Outer
 Filing rules and procedures

Unit 4: Bibliographic Description - Cataloguing codes – AACR-2

Standardization of Bibliographic description
 ISBD (M), ISBD(S), ISBD (NBM)
 Bibliographic Record Format – MARC21, UNIMARC, CCF

Unit 5: Content representation – standards

Subject Headings - General – Sear’s List, L.C. List;

Subject oriented – MESH, SHE

Metadata- Definition and importance, types, levels, elements

Metadata Standards – Dublin core, TEI, RDF

Books for study and reference:

1. Abdul Majid Baba. Dewey Decimal Classification, Universal Decimal Classification and Colon Classification (Development Structure – Comparison). Srinagar, Gulshan Pub, 1988
2. Anglo-American Cataloguing Rules, 2nd ed. Chicago, American Library Association, 2nd Revised ed. 1988 (Modified 1993)
3. Chan, Lois Mai : Cataloguing and Classification: An introduction, New York, McGraw Hill, 1985.
4. Coates, E.J.: Subject Catalogues: Readings and structure, London, LA, 1981.
5. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996
6. Girija Kumar and Krishan Kumar: Theory of cataloguing, 5th ed., New Delhi, Vikas, 1991.
7. Gorman and Dorner. Metadata applications and management. London, Facet, 2004
8. Gorman, G.E. Metadata applications and management. International year book of Lib. & Information Management 2003-2004. London, L.A., 2003
9. Hayenes, David. Metadata for information management and retrieval. London, Facet, 2004
10. Hunter, Eric J. Classification made simple. Grover, USA. PAP 2002
11. Hunter, Eric, J. and Fox, Nicholas, J.: Examples illustrating AACR-2, LA, 1980
12. Khan, M.A. Cataloguing in Library science. Delhi, Sarup and Sons, 2003
13. Krishan Kumar: Theory of Classification, 4th ed., New Delhi, Vikas, 1989.
14. Kumar P.S.G and Riaz Muhammad. Cataloguing Theory and Practice. 2 copies. New Delhi, S. Chand & Co , 1999
15. Kumar, P.S.G. Knowledge organization Information processing and Retrieval theory (Paper II of UGC Model Curriculum). Delhi, B.R.Pub., 2003
16. Melvil Dewey: Dewey Decimal Classification, 21st ed., 4 Vol.s, New York, Forest Press, 1996.
17. Melvil Dewey: Dewey Decimal Classification, 22nd ed., 4 Vol.s Dublin, OCLC, 2003.
18. Needham, C.D.: Organizing knowledge in Libraries: An introduction to classification and cataloguing, 2nd ed., London, Andre Deulah, 1977.
19. Ranganathan, S.R.: Elements of Library Classification, 3rd ed., Bombay, Asia, 1962.
20. Ranganathan, S.R: Prolegomena to Library Classification, 3rd Ed., Bombay, Asia, 1967.
21. Sears, M.E.: Sear’s List of Subject headings, 19th ed., NY, H.W. Wilson, 2007.
22. Shabahat Husain. Library Classification Facets & Analysis : 2nd Rev. & Enlarged ed. Delhi, B.R.Pub,2004
23. Soma Raju, P.: Dewey Decimal Classification in libraries-Ed.20, 1989. (A practical work book), Visakhapatnam, Rajkamal, 1998.
24. Tripathi, S.M.: Modern cataloguing – Theory and Practice, 2nd rev. and enlarged. Ed. Agra, Shiva Lal Agarwala and Co., 1978.

PAPER 3: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objectives:

1. To introduce the students to the work flow of various sections of the LICs.
2. To acquaint students with various functions of library / information centers.

Course Content:

Unit 1: Concept; Functions and principles of management – their application in LICs

Unit 2: Planning, management and organization of LICs - Concept, Need, Stages/ Phases, Types, features

Physical facilities – planning of library building, furniture, equipment with standards

Unit 3: House keeping routines of Library and Information Centres in traditional and electronic environment

Acquisition;

Serial control;

Technical processing

Circulation control – Browne, Newark; Bar-coding and RFID

Maintenance of LICs -Library rules and regulations – library statistics – stock verification; Reporting – annual reports; Preservation and Conservation

Unit 4: Human Resource Management in LICs – staff formula

Training & Development, Performance appraisal; Motivation theories;

Leadership

Financial Management in LICs - Sources of finance; resource mobilization

Budgeting techniques

Cost effectiveness and Cost benefit analysis; Out Sourcing

Unit 5: Quality and Performance measurement of LICs

PERT/CPM

TQM – applications

Evaluation of Library and information System

Books for study and reference:

1. Evans, G Edward. Developing Library and Information centre Collections. New York, Libraries Unlimited, 2005
2. Evans, G Edward: Management techniques for librarians, 2nd Ed., New York, Academic Press, 1983.
3. Gaur, C. Ramesh. Re-engineering Library and Information Services: process, people & technology. Mumbai, Allied, 2003
4. Gorman, G.E. International yearbook of Library and Information management 2003-2004 metadata applications and management. London, L.A., 2003
5. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.3: Managing electronic government information in libraries. Delhi, Pentagon, 2009.
6. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.2: Fundamentals of collection development and management. Delhi, Pentagon, 2009
7. Khan, M.A. The Principles and practice of Library science. Delhi, Academia Pub., 2004

8. Kishan Kumar. Management of libraries in Electronic environment. Delhi, Har-Anand Publications, 2007
9. Kishore, Jugal. Personal Management in Libraries. Delhi, Ess Ess, 1981
10. Krishan Kumar. Library Manual. Delhi, Vikas, 2003
11. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
12. Kumar, P.S.G. Management of Library and Information Centres (paper V of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. Lahiri, Ramansu. Management of Libraries concepts and practices. New Delhi, Ess Ess, 1996
14. Lancaster, F.W. Technology and Management in Library and Information Services. London, Lib. Assoc., 1997
15. Libraries as places: buildings for the 21st century: Proceedings of the Thirteenth Seminar of IFLA's Library Buildings and Equipment section together with IFLA's Public Libraries Section, Paris, France, 28 July-1 August 2003 / edited by Marie-Françoise Bisbrouck [et al.] IFLA Publication No. 109
16. Mahapatra, Piyush Kanti, Chakrabarti, Bhubaneswar. Preservation in Libraries perspectives principles and practice. Delhi, Ess Ess, 2002
17. Mahapatra, Piyush Kanti. Collection Management in Libraries. Delhi, Cyber Tech Pub., 2006
18. Mittal, R.L. Library Administration: Theory and Practice. Delhi, Metropolitan Pub., 1973
19. Mukhopadhyay K K and Guha PS. Library Conservation. Calcutta, Information Research Academy, 1990.
20. Narayan, G.J. Library and Information Management. New Delhi, Prentice Hall, 1991
21. Osborne, Larry N & Nakamura Margaret. Systems Analysis for Librarians and Information professionals. 2nd Ed. Greenwood Pub., 2000
22. Poll, Roswitha et al. - Measuring quality: international guidelines for performance measurement in academic libraries. - Munich: K.G. Saur, 1996. - 171 p. - ISBN 3598218001 - (IFLA publication no. 76)
23. Raina, Roshan Lal. TQM in Library and Information services. New Delhi, Infuse Inc., 1999
24. Ramesh Chandra and Shrivastava, A.P. Information preservation in Library Management. Delhi, Gyan Books, 2003
25. Ramesh Chandra and Shrivastava, A.P. Technological changes in Libraries. Delhi, Gyan Books, 2003
26. Saini, A.K. & Pradeep Kumar. Computer Applications in Management. Delhi, Anmol, 2003
27. Scammell, Alison. Handbook of Information management. Routledge, 2001
28. Sharma, Umesh Chandra. The Infometer. (Measuring library cost-Effectiveness). Delhi, Ess Ess, 1995
29. Singh, Ram Shobhit. Encyclopaedia of library manual: A practical approach to management. New Delhi, Anmol Pub, 2008
30. St. Clair, Guy. Total Quality Management in information services. New York, K.G.Saur, 1997
31. Stewart, Robert D and Moran, Barbara B. Library and Information Center Management. 6th ed. Libraries Unlimited, 2002

PAPER 4: INFORMATION AND COMMUNICATION TECHNOLOGY – THEORY

Objectives:

1. To introduce the students to the basics of information technology
2. To acquaint the students with computer technology and its development
3. To acquaint the student with the aspects of computer applications

Course Content:

- Unit 1:** Information Technologies - Definition, scope, components
Generations and Classification of Computers
Information technology applications to LICs
- Unit 2:** Components of the computer – hardware – CPU; Input/Output devices;
Internal and external storage devices
- Unit 3:** Computer Software - types
System software – WINDOWS, LINUX
Application software – M S Office, DBMS
- Unit 4:** Data representation – Binary code;
File organization – Concept and methods
Over view of programming languages; Algorithms, flowcharts
- Unit 5:** Communication Technology – Definition, evolution, trends
Networking – basic concepts
Communication media – wire pairs, Coaxial cables, optical fiber, Satellite, VSAT; Band width;

Books for study and reference:

1. Balakrishanan, Shyama & Paliwal, P.K. Current Scenario of Information Technology. Delhi, Anmol, 2001
2. Balakrishanan, Shyama & Paliwal, P.K. Information Technology for the Next Millennium. Delhi, Anmol, 2001
3. Brophy, Rowley. The basics of information systems. London, Library Association, 1996.
4. Carter, Roger. Information Technology Handbook. London, Heinemann, 1997
5. Dhiman, A.K. Basics of Information Technology for Library and Information Scientists. 2 Vols., Delhi, Ess Ess, 2003
6. Ferris Jeffrey A. WINDOW 2000: Development and desktop management. Pearson Education, New Riders, 2000.
7. Kumar, P.S.G. Information Technology: Basics: (Paper IV of UGC Model Curriculum). Delhi, B.R.Pub., 2003
8. Mahapatra, M. and Ramesh, D.B. Information Technology Applications in Libraries: A text book for Beginners. Bhubaneswar, Reprint, 2004
9. Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 1 Vol.1. Washington, Microsoft Press, 1998.
10. Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 2 Vol.2. Washington, Microsoft Press, 1998.
11. Microsoft Corporation. Microsoft Visual C++ 6.0 RUN - TIME Library Reference –Vol.4. Washington, Microsoft Press, 1998.

PAPER 5: INFORMATION SOURCES AND SERVICES

Objectives:

1. To familiarize students with different categories of information sources in print, Non-print and electronic media.
2. To develop evaluation and practical skills in dealing with information sources.
3. To acquire skills in providing reference and information services.
4. To train the students in developing various information services and products.
5. To make the students understand the digital information sources and web based services

Course Content:

Unit 1: Information Sources – Definition, characteristics, importance, types – Primary, secondary, tertiary; Documentary and non-documentary (human and organizational)

Study and evaluation of print and electronic reference sources: Encyclopedias, Dictionaries Biographical sources, Geographical sources

Unit 2: Study and evaluation of print and electronic ready reference sources:

Yearbooks, Almanacs, Directories, Handbooks and Manuals, Statistical sources, Current event sources

Print and electronic Bibliographic sources: bibliographies; Union Catalogues;

Indexing, Abstracting and reviewing periodicals

Unit 3: Users – categories of users; Information needs of users – models; User studies- methods, techniques; User education and Information literacy

Reference services – concept, trends; different types of reference services; Bibliographic services – compilation of bibliographies and documentation lists

Unit 4: Current awareness services – CAS, SDI

Information analysis and consolidation services – Digest Services, State – of the- Art and Trend reports and latest trends in electronic environment

Document delivery services – Inter library Lending, Translation

Unit 5: Internet based information services; Library 2.0 and 3.0

Books for study and reference:

1. Ackerman, Earnest & Hartman, Karen. The Information Specialist's Guide to Searching and Researching and Researching on the Internet and the World Wide Web. Chicago, Fitzroy Dearborn, 1999
2. Atherton, Pauline. Handbook of Information Systems and Services. Paris, UNESCO, 1977
3. Balakrishnan, Shyama & Paliwal, P.K. Abstracting practices in Libraries. Delhi, Anmol, 2001
4. Balakrishnan, Shyama & Paliwal, P.K. Library and Multimedia Resource. Delhi, Anmol, 2001
5. Balakrishnan, Shyama & Paliwal, P.K. Modern Information Retrieval. Delhi, Anmol, 2001
6. Bradley, Phill. How to use web 2.0 in your library. London, Facet, 2008
7. Chowdhury, G.G. Introduction to modern information retrieval. 2nd Ed. London, Facet, 2006
8. Crawford, John. Evaluation of Library and Information Services. UK, ASLIB, 2000

9. Ganguly, R.C. Transformation of library services. Delhi, Isha books, 2007
10. Girija Kumar and Krishnan Kumar: Bibliography, 2nd Rev.Ed., New Delhi, Vikas Pub. House, 1981;
11. Guha, B.: Documentation and Information, 2nd Ed., Calcutta, World Press, 1982.
12. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.1: Fundamentals of technical services management. Delhi, Pentagon, 2009
13. Katz, A.: Introduction to Reference Work, Vol. II Reference Services and Reference Processes. New York, McGraw Hill, 1982
14. Katz, A: Introduction to Reference Work, Vol. I Basic Information Sources, New York, McGraw Hill, 1982;
15. Krishan Kumar: Reference service, 3rd Rev.Ed., New Delhi, Vikas Pub., 1987.
16. Kumar, P.S.G. Information Analysis, Repackaging consolidation & Information retrieval (paper X and XI of UGC Model Curriculum)). Delhi, B.R.Pub., 2003
17. Kumar, P.S.G. Information Sources and Services: theory and practice (Paper VI and VIII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
18. Kumar, P.S.G. Library and Users: theory and Practice (Paper VIII of UGC Model Curriculum)). Delhi, B.R.Pub., 2003
19. Lancaster, F.W.: Information Retrieval Systems: Characteristics testing and evaluation, London, Butterworth, 1981
20. Mukherjee, A.K.: Reference work and its tools, Ed. 2, Calcutta, World Press, 1971;
21. Pandey, S.K. Ed. Library Information Retrieval. Delhi, Anmol, 2000
22. Prasher, R.G: Information & its communication, New Delhi, Medallion Press, 1991.
23. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
24. Rowley, J.E. and Turner, M.D.: The Dissemination of Information, London, Andre Deutsch, 1978.
25. Rowley, J.E: Abstracting and Indexing. London, Clive Bingley, 1982.
26. Seetharama, S. Information Consolidation and Repacking: Framework, Methodology, Planning. New Delhi, Ess Ess Pub, 1997
27. Sehgal, R.L. User Education in Computer Based Libraries. Delhi, Ess Ess, 1998
28. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess Ess, 1997
29. Sweetland and Cheney, Frances Neel: Fundamentals of Reference Sources, Chicago, ALA, 2009
30. Tedd, Wilson: Guidelines for Developing and Implementing a National Plan for Training and Education in Information Use, UNESCO, 1981
31. Walford's Guide to Reference Material, 7th Ed. 3 Vols., London, LA, 1996

SEMESTER II

PAPER 6: INFORMATION PROCESSING AND RETRIEVAL:

CLASSIFICATION PRACTICE (Dewey Decimal Classification 21st Ed)

Objectives:

1. To acquaint students with the recent developments in DDC
2. To train the students in practical classification using DDC 21st edition

Course content:

Unit 1: Classification of documents representing Simple subjects

Unit 2: Use of standard subdivisions-Table-1

Unit 3: Use of tables 2, 3, 4, 5, 6, and 7

Unit 4: Classification of documents representing
Complex subjects

Unit 5: Use of 'add' instruction, and citation order

Books for study and reference:

1. Dewey, Melvil: Decimal Classification and Relative Index, 21st Edition, New York, Forest Press, 1996.
2. Comaromi, John P. and Satija M.P. Exercises in the 21st Edition of Dewey Decimal Classification. Delhi, Sterling, 1998.

PAPER 7: KNOWLEDGE ORGANIZATION – PRACTICAL

Objectives:

1. To impart Practical training to the students in cataloguing of various types of documents according to the AACR-2, 1988 (1993).
2. To train the students in the techniques of cataloguing documents with different types of authorship such as single, multi and corporate authorship.
3. To train the students in the cataloguing of simple periodicals and serials.

Course Content:

Unit 1: Cataloguing of printed monographs- Single personal authorship
Shared responsibility

Unit 2: Mixed responsibility - editorial direction, Multi-volume and -part documents.

Unit 3: Cataloguing of works of Pseudonymous authors;
Corporate bodies; Works with Uniform titles

Unit 4: Cataloguing of simple periodicals and serials

Unit 5: Cataloguing of non – print materials – cartographic materials,
manuscripts, sound recordings, motion pictures, video recordings,
Computer files

Books for study and reference:

1. Eritz, Deborah A. Cataloging with AACR2 and MARC21 for books, electronic resources, sound recording, video recordings and serials. 2ne ed. Delhi, Pentagon, 2009
2. Singh S.N and Prasad, H.N. Cataloguing Manual AACR – II. Delhi, B.R.Pub,1985
3. Weilis, Jean Ed. The Principles and Features of AACR. Ottawa, Canadian Lib., 1997

**PAPER 8: INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS
– PRACTICAL**

Objectives:

1. To make the students familiar with a range of different types of hardware, software and peripherals.
2. To develop familiarity with personal computer for word processing, spread sheets and databases.

Course Content:

Unit 1: Use of Operating Systems- MS Windows

Unit 2: Use of Word processors - MS Word; Use of Spreadsheet Software-MS Excel

Unit 3: Presentation – Power point; Photo editing - Photoshop

Unit 4: Creation of database using MS Access

Unit 5: CD ROM and Internet searching and retrieval

PAPER 9: INFORMATION SYSTEMS AND PROGRAMMES**Objectives:**

1. To provide an overview of information systems and programmes
2. To acquaint the student with various types of information systems and programmes at national, regional and global level
3. To acquaint t the student with the organizations promoting Information Systems and Programmes at the international and national level

Course content:

Unit 1: Information system – basic concepts, components, characteristics

Kinds of information systems - their functions and services – Libraries, documentation centres, information centres, databanks, information analysis centres, referral centres, clearing houses.

Unit 2: Planning and design of a National Information System – NAPLIS, NATIS
Recommendations of National Knowledge Commission, (India) on Libraries

Unit 3: National Information Systems – their functions and services
NISCAIR, DESIDOC, SENDOC, NASSDOC, ENVIS

Unit 4: Regional information systems – ASTINFO, APINESS, SAARC (SDC)
Global Information Systems – UNESCO – PGI, INIS, AGRIS, MEDLARS

Unit 5: Organizations promoting information systems and programmes – UGC, DST, ICSSR, DRDO, RRRLF

Books for study and reference:

1. Atherton, Pauline. Handbook of Information Systems and Services. Paris, Unesco, 1977
2. Bell, Simon. Learning with information systems: Learning cycles in information systems development. London, Routledge, 1996
3. Falkeberg, Eckhard D et al., *Ed.* Information system concepts: Towards a consolidation of views. 1995. Chapman and Hall, London.
4. Gopinath, M.A. and Rama Reddy, E. Information access through networks. Hyderabad, Booklinks Corporations, 1996.
5. Grembergen, Wim Van. Information technology evaluation methods and management. London, Idea Group Publishing, 2001.
6. Kakabadse, Nada K and Kakabadse, Andrew K. Creating future: Leading change through information systems. Ashgate, USA, 2000.
7. Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
8. Rowley J. The basics of information system. Ed2. London, Library Association, 1996.

PAPER 10.1: COLLECTION DEVELOPMENT AND MANAGEMENT OF ELECTRONIC RESOURCES

Objectives:

1. To familiarize the students with different types of electronic resources and policies of their acquisition / access
2. To acquaint the students' about e-consortia and its implementation issues.

Course Contents:

Unit I: Electronic resources – concept and evolution. Types & nature of electronic resources

Unit II: Collection Management in Libraries - the Organizational issues.

Collection Development Policies - guidelines for electronic sources

Unit III: Acquisition of Electronic Resources- Selection, Licensing Policies and Access; Financial management; problems in organization and access

Unit IV: Library Consortia, e Journal Consortia – development trends and initiatives in India.

Unit V: Performance indicators for electronic resources management. Evaluation Criteria

Books for study and reference:

1. American Library Association. Fundamentals of collection development and management. Chicago, A.L.A., 2004
2. Jenkins, Clare and Morley, Mary Ed. Collection Management In Academic Libraries, Bombay, Jaico Publishing House, 1996.
3. Colman, Michael. Collection Management Handbook. New York, Wiley John and Sons, 2003
4. Evans, G. Edward. Developing Library and Information Centre Collections, with the assistance of Margaret R. Zarnosky , 4 ed, Colorado, Libraries Unlimited a division of Greenwood Publishing Group, 1999
5. Gorman, G.E and Ruth H. Miller. Collection Management for 21st century: A handbook for librarians West port, Greenwood Publishers, 1997
6. Lancaster, F.W. If you want to evaluate your library...2 ed. Chicago, University of Illinois, 1988
7. Mahapatra, Piyush Kanti. Collection Management in Libraries, New Delhi, Ess Ess Publication, 1999.
8. Sharma, Pandey S.K. Electronic media and Library Information Technology (Enc. of Library Systems and Networks series). New Delhi, Anmol, 2000

PAPER 10.2: ADVANCES IN KNOWLEDGE ORGANIZATION

Objectives:

1. To acquaint the students with subject representation techniques of knowledge organization
2. To impart practical skills in the use of classification with special reference to Universal Decimal Classification, IME, 1993

Course Content:

Unit 1: Knowledge/ subject representation - Indexing Languages-Nature and Purpose; Subject indexing – pre- and post coordinated indexing; Automated Indexing;

Vocabulary control – thesaurus construction

Recent trends in Classification – automated keyword classification

Unit 2: Universal Decimal Classification (IME, 1993)-Structure- Common and Special Auxiliaries; Filing order and Citation order

Use of classification in organizing internet resources

Classification Practice: (According to UDC-IME-English, 2nd ed, 1993)

Unit 3: Classification of Simple Subjects-and use of Common auxiliaries

Unit 4: Classification of Compound subjects

Unit 5: Complex Subjects- Using common and special auxiliaries

Books for study and reference:

1. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996
2. Lancaster, F.W. Indexing and Abstracting in Theory and Practice. 2nd Ed. London, Lib. Assoc., 1998
3. Satyanarayana, V.V.V. Universal Decimal Classification: A Practical Primer. New Delhi, Ess Ess Pub, 1998
4. UDC Consortium. Universal Decimal Classification, International MEDIUM Edition, 1993.
5. Raju, A.A.N. Universal Decimal Classification IME 1993: Theory and practice (A self instructional manual). Delhi, Ess Ess Publications, 2007
6. Soma Raju, P. Universal Decimal Classification IME 1993. Visakhapatnam, Author, 1997

PAPER 10.3: INFORMATION LITERACY**Objectives:**

1. To introduce to the students the concept of information literacy and its importance in contemporary knowledge society
2. To make the student familiar with the various models of information literacy and their application

Course content:

Unit1: Information literacy – Meaning, definition, objectives and Importance

Information Literacy and User Orientation programmes

Information literacy in an information society

Information literacy and lifelong learning

Unit 2: Information literacy – Effect on education

Information literacy programmes – In schools and higher education institutions including distance education

Unit 3: Information literacy models – Features and examples

Instructional techniques and Methods

ILP and technology

Unit 4: Information literacy standards and guidelines – ACRL, ALA, IFLA, National Forum on Information Literacy, USA

ILP – Online resources – Example

PRIMO (Peer Reviewed Instructional Materials Online database) of ALA – Purpose and scope

Unit 5: Information literacy programmes – Planning and implementation – Issues involved

Collaboration with Academics, Administration and Public

Information literacy curriculum – Components

Assessment evaluation of information literacy programmes

Books for study and reference:

1. A.L.A. Final Report of the A.L.A. Presidential Committee on information Literacy. Chicago, A.L.A., 1989
2. Blanchett, Helen. A guide to teach Information Literacy. London, Facet, 2010
3. Corral, Sheila. Information literacy through inquiry. London, Facet, 2010
4. Devine, Jane. Going Beyond Google: The invisible web in learning and teaching. London, Facet, 2009
5. Godwin, Peter and Parker, Jo. Eds. Information literacy meets Library 2.0. London, Facet, 2008
6. Martin, Allan and Rader, Hannelore. Information and IT Literacy: Enabling learning in the 21st century. London, Facet, 2003
7. Information Age. V 3 (3) July 2009
8. Proceedings of the *National Seminar on Information Literacy for Higher Education*, January 29-30, 2007. Organized by Dept. of Library and information Science, University of Madras

PAPER 10.4: RECORDS MANAGEMENT

Objectives:

1. Understand records management concepts, and the place of records management in library.
2. Understand filing systems and develop file classification plans.
3. To learn different types of inventory records and their maintenance
4. Creating awareness on electronic records and their management

Course Content:

Unit 1: Records management vs archive vs libraries. Evolution of records

management principles

Unit 2: Records Functions—Manual and Automated Environments

Acquisitions functions - Ordering information, Receipt and distribution of

incoming materials, Payment record, claiming

Processing functions - Initial physical processing; Bindery control

Public access functions - Catalogue records; Holdings records; In-house serials

lists; Union lists;

Unit 3: Electronic records: definition, scope and purpose
Electronic records keeping - system requirements; Integration with the Library's web site

Unit 4: Storage and Access – Organization of paper formats and other collections;

Organization of Non-paper formats – Housing; Equipment for use; Special issues related to digital versions: licensing, access, etc.

Unit 5: Physical Retention & Preservation - Development of preservation policy;

Evaluation of the records for long-term retention and preservation; Binding; Microforms; digitization; Problems of mutilation and theft

Books for study and reference:

1. A.L.A. American Library Laws (includes records management laws) Ed.3. Edited by Alex Landenson. Chicago, A.L.A., 1979
2. Cox, Richard J. Managing institutional archives: Foundation, principles and practices. New York, Greenwood press, 1992
3. Cox, Richard J. Managing records as evidence and information. Westport, CT., Quorum Books, 2001
4. McLeod, Julie and Hare, Catherine, Eds. Managing Electronic Records. London, Facet Pub., 2005
5. Read, Judith and Ginn, May Lea. Records Management. New York, South-Western Educational Pub., 2006
6. Robertson, Guy. Paper crazy no more: Records management for Library chaos junkies. <http://www.provenace.ca/2002-vol.4/articles/RM-robertson2002.html>
7. Schwartz, Candy and Herson, Peter. Records management and the library: issues and Practices. Norwood, NJ., Ablex pub., 1993
8. Stewart, Jeffrey and Melesco, Nancy M. Professional records and information management. 2 Ed. New York, McGraw Hill, 2000

SEMESTER III

PAPER 11: RESEARCH METHODOLOGY

Objectives:

1. To familiarize the student with the concept of Research and various types of research
2. To acquaint the students with various research techniques and tools applicable to Library & Information Science.
3. To acquaint students with the process and tools of data analysis and interpretation

Course Contents:

Unit 1: Research methodology - concept-Need in library and Information Science
Scientific method of research; Kinds of research

Unit 2: Formulation of the Problem/Topic
Hypothesis: Concept, Need, Qualities, Sources, Types;
Research Design--- Objectives—Need at different Phases

- Unit 3:** Research Methods—Scientific, Historical, Survey, Case Study, Experimental Delphi, etc,
Methods of data collection - techniques and tools
Bibliometrics - concept, need; Laws; Webometrics - basics
- Unit 4:** Sampling Technique and Methods
Data Analysis and Interpretation—
Measures of Central Tendency, Mean, Mode, Median
Measures of Dispersion, Variance and Co-variance
Standard Deviation, Chi-square Test
Graphical Presentation of Data-Methods
- Unit 5:** Statistical Packages – general features. Ex SPSS
Report Writing, Style Manuals,
LIS Research in India

Books for study and reference:

1. Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, Latest Ed.
2. Busha, Charles H. and Houter, S.P: Research Methods in Librarianship. New York, Academic Press, 1980.
3. Devarajan, G. Research in Library and Information Science. Delhi, Ess Ess Pub., 2002
4. Kothari, C.R.: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985.
5. Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
6. Kumar, P.S.G. Research methods and Statistical Techniques (Paper XII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
7. Line, M.B.: Library Surveys, 2nd Ed., London, Clive Bingley, 1982.
8. Ravichandra Rao, I.K. Quantitative methods for Library and Information Science: New Age International, 2009
9. Ravichandra Rao, I.K.: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
10. Sehgal, R.L. Applied Statistics for Library science Research. Vol. I and II. New Delhi, Ess Ess Pub., 1998
11. Sehgal, R.L. Designing and Evaluation of Research in Library Science Vol.1. New Delhi, Ess Ess Pub., 1998
12. Sehgal, R.L. Statistical Techniques for Librarians. New Delhi, Ess Ess Pub., 1998
13. Sharma Pandey S.K. Universe of Knowledge and Research Methodology. Delhi, Ken Pub., 1990.
14. Simpson, I.S.: Basic Statistics for librarians, 2nd ed., London, Clive Bingley, 1983.
15. Singh, Ram Shobit. Encyclopaedia of research techniques in library and information science. New Delhi, Anmol pub, 2008

PAPER 12: AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES

Objectives:

1. To acquaint the students with the planning and management of automated library systems
2. To impart practical training in the use of DBMS
3. To give practical training in the use of electronic storage device

4. To impart practical training in the use of Internet and its tools.

Course Content:

Unit 1: Library automation-planning and implementation - Selection of hardware and

Software- Specifications

Unit 2: Automation and networking of Library Housekeeping routines- Acquisition, Cataloguing, Circulation, Serials control, Information Retrieval and Services, Office Management

Unit 3: Emerging new environment – automated, hybrid, digital and virtual libraries Databases – use of visual Basic and SQL

Unit 4: Networks – topologies; types

Networking of libraries in different environments - LAN, WAN, Internet, intranet;

Resource sharing and networking – library consortia models

Data security in automated and networked environment

Unit 5: Online databases and web resources – searching and retrieving information; Websites and blogs for librarians; development of Subject gateways

Books for study and reference:

1. Agarwal, Vibhuti. Library Networking: Challenges & Opportunities. Delhi, Rajat Pub., 2000
2. Arunima Baruah ed. Library Database Management. Delhi, Gyan Books, 2002
3. Bradley, Phil. World Wide Web: How to Design and construct Web pages. 2 nd edition. London, Europa Publications Ltd., 2000
4. Chellis, James, Charles Perkins, Matthew Strebe. Networking Essentials: MCSE Study Guide. BPB Pub., 1998
5. Chopra, Y.L. & Chopra, Mamta (ed). Challenges before Library and Information science new Millennium. Delhi, Ess Ess, 2001
6. Elemenri and S. Navathe. Fundamentals of Database System. Delhi, Dorling Kindersley, 2008
7. Faruqi, KK and Alam, M. Library Information systems and E- Journal Archiving. New Delhi, Authors Press, 2005.
8. Garkoti, G.K. Concise Encyclopaedia of Library and Information Technology. Delhi, Ess Ess, 2001
9. Gopal, Krishan. Library Online Cataloguing in Digital Way. Delhi, Authors Press Pub, 2000
10. Gopal, Krishan. Technological future of Library and Information Science. Delhi, Authors Press, 2001.
11. Haravu, L.J. Library Automation – design, principles and practice. New Delhi, Allied, 2004.
12. Kashyap, Madan Mohan. Computer based library systems designing techniques. New Delhi, Sterling, 1999
13. Kochtanek and Matthews. Library Information Systems. Connecticut, Libraries Unlimited, 2004
14. Kochtanek, Thomas R & Matthews, Joseph R. Library Information systems: from Library Automation to Distributed Information Access solutions. Connecticut, Libraries Unlimited, 2002

15. Kumar, P.S.G. Information Technology: Applications (Theory & Practice (paper XI and XIV of UGC Model Curriculum). Delhi, B.R.Pub., 2004
16. Mahender Pratap Singh. Use of Information Technology in Library and Information Science. Delhi, Abhijeet Pub, 2004
17. Malavya V.C. Library Information Technology for the next Millennium. Delhi, Ess Ess, 1999
18. Milan Milen Kovic. Operating System Concepts and Design. New York, Tata McGraw Hill, 2008
19. Mishra, R.C. Information Warfare & Cyber Security. Author Press, 2003
20. Palmer, Martin. Making the RFID most useful in libraries. London, Facet, 2009
21. Pandey, S.K. Electronic Media and Library Information Technology. Delhi, Anmol, 2000
22. Pedley, Paul. Free Business and Industry Information on the Web. London, Taylor & Francis Ltd, 2001.
23. Prasanna Kumar H.E. Multimedia: Its application in Library and Information Science. Delhi, Ess Ess, 2002
24. Rai, A.N. Communication in the Digital Age. Delhi, Authors Press, 2000
25. Ramamurthy, C.R. Globalisation & Library Information Networking. Delhi, Authors Press, 2003
26. Rowley, Jennifer. The Electronic Library. 4th Ed. London, Lib. Assoc., 1996
27. S.K.Basandra & S. Jaiswal, Local Area Networks. Delhi, Galgotia Pub., 2001
28. Sashikala Subbarao V. Library Management through Automation and Networking. Bombay, Allied pub, 1999.
29. Satyanarayana B and Others. Multimedia: Its Applications in Library and Information Science. Chennai, TR Pub, 1998
30. Satyapriya Bhattacharjee. Data Communication and Networks. Delhi, Dominant Pub, 2002
31. Silberschatz and Galvin. Operating System Concepts. 8th Ed. International Student Edition. Delhi, Wiley India, 2009
32. Singh, Shanker.,Ed. World Wide Web Handbook for Librarians. Delhi, Ess Ess, 2000
33. Somasekhara Rao and others. Eds. Advances in Library and Information Science (Festschrift in honour of Dr Sai Ramesh). Visakhapatnam, Sai Pub., 2008
34. Sooryanarayana, P.S. & Mudhol, M.V. Communication Technology its Impact on Library and Information science. Delhi, Ess Ess. 1999
35. William Stallings. Operating Systems. Delhi, Dorling Kindersley (India), 2009

PAPER 13: AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES - PRACTICAL

Objectives:

1. To impart practical training in the use software to develop bibliographic databases
2. To give practical training in the use of library automation software
3. To impart practical training in design & development of web pages and web blogs

Course Content:

Unit1: Creation of Database using CDS/ISIS and WINISIS– Search and Retrieval;

Unit 2: Training in open source library automation software KOHA

- Unit 3:** Training in open source library automation software NewGenlib
Unit 4: Design and development of digital library using GSDL software
Unit 5: Creation and hosting of Web blog with links to various library OPACs; online libraries; open source – e-books, e- journals, e-learning packages.

Books for study and reference:

1. Hopkinson, A. and Buxton, A.: The CDS/ISIS Handbook, LA, London, 1994.
2. Raman Nair, R. Basics of CDS/ ISIS for DOS. New Delhi Ess Ess Pub, 1999

PAPER 14: DIGITAL LIBRARIES

Objectives:

1. To make the student understand the concept of digital libraries and major digital library initiatives
2. To create an awareness on management of digital resources
3. To make them familiar with digitization techniques and their application

Course content:

Unit 1: Digital Library –Definition, evolution; nature and scope; Types
 Digital Library Initiatives – an overview

Unit 2: Digital library technologies
 Digital data formats
 Digital representation and compression
 Digital library software Open source software – Basic features of Fedora, GSDL, E-Prints, DSpace

Unit 3: Digitization process
 Selection of material;
 Copyright and licensing
 Preparation / curation
 Image capturing and production
 Creation of metadata
 Creation of full text and file management

Unit 4: Digital libraries access - economic, ethical and social issues
 User interfaces – tools and techniques
 Digital Rights Management
 Data security and privacy

Unit 5: Management of digital libraries
 H.R. needs for digital libraries
 Financial management
 Digital preservation and archiving
 Evaluation of digital libraries

Books for study and reference:

1. Balakrishnan, Shyama & Paliwal, P.K. Library Digital Technology. Delhi, Anmol, 2001
2. Brogan, Martha L. A survey of Digital Library Aggregation service. Washington, Digital Library Federation, 2003
3. Brogan, Martha L. Contexts and Contributions: Building the distributed library. Washington, Digital Library Federation, 2003

4. Deegan and Tanner. Digital Futures. London, L.A., 2002
5. Ganguly, R.C. Digital libraries: Challenges and prospects. Delhi, Isha books, 2007
6. Hughes, Lorna M. Digitizing Collections: strategic issues for the information manager. Newyork, Neal Schuman Pub., 2004
7. Iorna and Hughes. Digitizing Collections. London, Facet, 2004
8. Pedley, Paul. Digital Copyright. 2nd ed. London, Facet, 2009
9. Singh, Ram Shobhit. Encyclopaedia of digital libraries. 2 Vols, Vol.1&2. New Delhi, Anmol Pub, 2008

PAPER 15.1: MARKETING OF INFORMATION SERVICES AND PRODUCTS

Objectives:

1. To introduce the students to the concepts of marketing and their application in information work.
2. To familiarize the student with marketing strategies and promotion design applicable for information products and Services.
3. To acquaint the student with the information industry and its agencies.

Course content:

- Unit 1:** The Marketing Concept-Definition –Relevance and Application in the Information Field
Economics of Information costs, value, benefit, transaction, Production
- Unit 2:** Planning and Design of Marketing Strategy-
Types, Stages-Marketing Audit
Measurement and Forecasting-
Applying Marketing Strategies in Libraries and IC's
- Unit 3:** Marketing Research-Objectives and Strategies
Marketing Segmentation and Targeting-Methods-
Consumer /User Behavioral Analysis-Models
Application to Library and IC Users
- Unit 4:** Marketing Mix-New Product Development and
Designing Products; Product Life Cycle
Pricing Decisions; Promotion Strategies
Dissemination and Delivery Systems
Product Development and Dissemination in L & IC's
- Unit 5:** The Information Industry-Components
Information and Information Product Marketing-
Agencies and Services-in India and abroad
INFORMATICS, NISCAIR SERVICES, BLAISE.

Books for study and reference:

1. Bellardo, Trudi & Waldhart, Thomas, J.: "Marketing products and services in academic libraries, Libri, 27(3), September 1977.
2. Berry, John: "The Maerketisation of Libraries", Library Journal, 106(1), Jan. 1981.
Brindley, Lynne J.: "Information service and information product pricing", Aslib Proceedings, 45(11/12), Nov/Dec. 1993.
3. Blaise, Cronin, Ed.: Marketing of library and information services, Aslib, London, 1992.

4. Bryson, Jo: Effective library and information Centre management, Jaico Publishing, Bombay, 1996.
5. Carroll, Daniel: Library Marketing: Old and new truths, Wilson Library Bulletin, 57, 1982.
6. Casper, Cheryl A.: Pricing policy for library services, JASIS, 30(5), May 1979.
7. Chopra, H.S., Ed.: Information marketing. Delhi, Rawat Pub., 1996
8. Christou, C.: "Marketing the information centre: a blueprint for action", Wilson Library Bulletin, 62(8), August 1988.
9. Condous, C.: "Non-profit marketing – library's future", Aslib Proceedings, 35(10), Oct., 1983.
10. Cronin, Blaise: "New technology and marketing – the challenge for libraries", Aslib proceedings, 34(9), Sept., 1982.
11. De Saez, E.E.: Marketing concepts for libraries and information centres, LA, London, 1993.
12. Eileen Elliott, De Saez. Marketing Concepts for Libraries and Information Services. 2 nd Edition. New York, Neal-Schuman Publishers, 2002
13. Flaton, Trine Kolderup ed. Management, marketing and promotion of library services based on statistics analysis and evaluation. Munchon, K.G. Saur Verlage Pub., 2006
14. Gorchels, Linda, M.: "Trends in Marketing services", Library Trends, 43(3), Winter, 1995.
15. Hannabuss, S.: "Measuring the value and marketing the service: an approach to library benefit", Aslib Proceedings, 35(10), Oct., 1983.
16. Jain, Abhinandan et.al., Ed.: Marketing of library and information services, IIM, Ahmedabad, 1995.
17. Kapoor, S.K., Ed.: Marketing of library and information services in India: XIIIth IASLIC All India Conference held at Calcutta in 1988, IASLIC, Calcutta, 1988.
18. Kotler, Philip and Armstrong, Gary. Principles of Marketing. 12th Ed. Delhi, Dorling Kindersley (India) Pvt Ltd, 2008
19. Massey, M.E.: "Market analysis and audience research for libraries", Library Trends, 24(3), January, 1976.
20. Narayan, G.J. Library and Information Management. New Delhi, Prentice Hall, 1991
21. Pickup, J.A.: "What business are we really in", Aslib Proceedings, 39(10), October 1987.
22. Rowlands, G.: "Towards an information market model", Aslib Proceedings, 40(1), Jan. 1988.
23. Seetharama, S. Libraries and information centres as profit making Institutions. New Delhi : Ess Ess Publications , 1998
24. Smith, R.: "Marketing the library", Aslib Proceedings, 39(9), September 1987.
Woods, B.: "Evaluation of marketing information: some current practices and trends, Aslib proceedings, 44(10), October 1992.
25. Web, Sylvia P. and Winterton Jules. Fee-based services in Library and Information Centres. London, Europa Yearbook, 2003

PAPER 15.2: KNOWLEDGE MANAGEMENT

Objectives:

1. To acquaint the student with the knowledge society and the changing role of librarian as knowledge manager
2. To make the student understand the role of technology in knowledge management
3. To familiarize the student with knowledge management tools.

Course Contents:

Unit 1: Sociology of Knowledge; Knowledge society. Knowledge environment; Types of Knowledge: Tacit and Explicit;

Unit 2: Introduction to KM – evolution, definition, objectives and perspectives of KM; Significance of KM. Information Management Vs. Knowledge Management; Role of Technology in KM – knowledge management tools

Unit 3: KM Cycle – Knowledge Creation, Acquisition, Capture, Codification, discovery and data mining, Sharing and Application; KM frame work and Models;

Unit 4: Knowledge and Organization - Knowledge Workers, essential skills for knowledge workers. Role of LICs as Knowledge Management centres; K.M. applications in India

Unit 5: KM tools - Selection and Evaluation of KM Tools: Content Management Systems, Business Intelligence, Search Engines, Enterprise Knowledge Portals, Technologies and Tools for Collaboration: Blogs, Wikis, Groupware, Discussion Groups, Collaborative Tagging.

Books for study and reference:

1. Abell, Angela and Oxbrow, Nigel. Competing with knowledge: the library professional in knowledge management age. London, L.A., 2002
2. Al Hawarden, S. Knowledge Management: cultivating knowledge professionals. Oxford, Chandos Pub., 2003
3. Byron Bergeron. Essentials of Knowledge Management. New York, John Wiley and Sons, 1990
4. Elias M. Awad, Hassan M. Ghaziri Knowledge Management. Prentice Hall, 2004.
5. Groff, T.R., and Jones, T.P. Introduction to Knowledge Management. Butterworth Heinemann, 2003.
6. Irma Becerra-Fernandez, Avelino Gonzalez, Rajiv Sabherwal. Knowledge Management Challenges, Solutions, and Technologies. Prentice Hall, 2004
7. Philippe Baumard. Tacit Knowledge in Organizations. Sage Pub., 1999
8. Seetharama, S. Ed. Libraries and Information Centres as Profit Making Institutions. New Delhi, Ess Ess Pub., 1998
9. Stuart Barnes (ed) Knowledge Management Systems Theory and Practice. Thomson learning, 2002

PAPER 15.3: BIBLIOMETRICS AND SCIENTOMETRICS

Objectives:

1. To acquaint the student with concepts of bibliometrics, scientometrics and webometrics
2. To introduce various techniques of bibliometric analysis and application of laws, citation analysis

Course content:

Unit 1: Bibliometrics – definition, historical perspective

Concept of librmetry – application in libraries

Unit 2: Bibliometric laws – Bradford’s laws, Zipf’s Law, Lotka’s law – Characteristics and application

Unit 3: Citation analysis – definition and application

Citation studies – citation indexing

Bibliographic coupling

Unit 4: Informetrics and Scientometrics – definition and scope

Information flow-quantitative studies

Scientometric analysis – communication patterns in science – scientific

Productivity

Price law; half-life and obsolescence

Unit 5: Webometrics – definition and scope; methods and tools

Application of bibliometrics to the Internet

Quantitative and qualitative studies on the Web

Books for study and reference:

1. Bookstein, A.–Bibliometric Distribution. *Library Quarterly* 46[4], 1934. P 416-23
2. Brookes B.C: Numerical Methods of Bibliographic analysis. *Lib. Trends*, 22.1973.P18-43.
3. Brookes, B.C. Derivation & Application of the Bradford Zipf’s Distribution *Journal of Doc.* 24[4], 1968, P247-69.
4. Brooks B.C.: Theory of the Bradford’s law. *Journal of Documentation.* 33(3) 1977 P.180-209
5. Brooks, B.C. Bradford’s law and the Bibliography of Sc. *Nature*, 224, 1969. P955-6
6. Devarajan, G. Ed. *Bibliometric Studies.* . New Delhi, ESS ESS Pub, 1997
7. Frost, C.O.: Use of citations in Literary Research – a preliminary classification of citation function. *Lib. Quarterly*, 44, 1979, P399-414.
8. Govindaraju, N. *Bibliometric applications: Study of literature use pattern among Economics faculty and scholars.* New Delhi, Akansha pub House, 2009
9. Heine.M.A. Indius of Literature Dispersion Based on Qualitative attributes. *Jl of Documentation*, 34, 1978, P175-88.
10. Heinzkill J.R.: Characteristics of References in selected scholarly English Literary Journals. *Lib Quarterly.* 50, 1980, P352-365.
11. Lancaster, F.W. *Measurement of Evaluation of Library Services.* Washington, Resource Press, 1979
12. Leimkuhler, F.F. Bradford Distribution. *Journal of Documentation.* 23,Sep. 1967,P.187-207
13. Meghanadha Reddy, K.: Phenomenon of scatter of subject literature *IASLIC Bulletin.* 29(1), 1984P.11-18.

14. Pope, Andrew. Bradford's Law & the periodical literature of Inf. Sci. J ASIS 26[4], 1975, P 207-13.
15. Price, Derek De Solla. General Theory of Bibliometric & other Cumulative Advantage process. J. of American Society for Information Science. 27(2), 1976, P292-307.
16. Pritchard, Allan. Statistical Bibliography or Bibliometrics. Journal of Doc. 25[4].1969 p-348-9
17. Ravichandra Rao, I.K: Bibliometric Models - An Entropy Approach & their application/ IASLIC Special Publication No.25, Bangalore, 1995. p 1-7
18. Roy Chowdhury S.P & Mahapatra M: Validity & Scope of Bradford's scatter laws. Some observations. IASLIC Special Publication, Doc. No 25. 15th IASLIC Conference Bangalore, p 71-78.
19. Sengupta I.M.: Recent growth of the literature of Biochemistry & Changes of ranking of periodicals. Journal of Doc, 29, 1973 P192-287
20. Subba Rao, C V: Librametry - A statement of limitations & values IASLIC Spl Doc no.25 15th IASLIC Conference, Bangalore P.92-100
21. Tague. J.M. : Success – Breeds – Success phenomenon & Bibliometric process.
22. Valasayya, G. Literature use pattern of scholars in Telugu language and literature: A bibliometric study of the PhD theses submitted to Andhra university during 1945-1992. Visakhapatnam, A.U. Press, 2005.
23. Vickery B.C: Statistics of Scientific & Technical articles. J.of Doc-24 1968. P192
24. White E.c.: Bibliometrics from curiosity to convention. Special Libraries. 76(1) 1985 P35-43

PAPER 15.4: PUBLICITY AND PUBLIC RELATIONS

Objectives:

1. To make the student understand the importance of publicity and public relations in LICs
2. To impart various methods and techniques of publicity and public relations

Course content:

Unit 1: Public Relations - Definition, Facets and Programmes. Publicity tools.

Unit 2: PR writing skills – Production of PR Literature handout and press-notes- Preparing of Press Release; Notification – rejoinders; Poster, broucher, folder; Various forms of writing for Broadcast media Radio and T. V. public relations presentations.

Unit 3: Extension / outreach activities – National library week, librarian's day; foundation day, World book day etc.

Unit 4: Delivering and promoting library services among different user groups; patterns of library services delivery – extension programmes, learning centres, book mobile projects. Introduction of best practices

Unit 5: Positioning and marketing of library services and products – segmentation of audience, building programmes and products, promotion of products

Books for study and reference:

1. Agee, Wilcox Ault. Public relations: strategies and tactics. Benjamin Cumming Pub., 2003

2. Doty, Dorothy I and Piness, Marylyn. Publicity and Public Relations. Barrons Educational Series Inc., 2007
3. Feinglass, Art. The public relations handbook for non-profits: A comprehensive and practical guide. N.J., Jossey-Bass (Wiley). 2005
4. Iyengar, Srinithi. Library Public Relations. New Delhi, Anmol, 1996
5. Kies, Cosette N. Marketing and public relations for libraries. N.J., Scarecrow Press, 1987.
6. Lindsay, Anita Rotwell. Marketing and Public Relations Practices in College Libraries. Chicago, ACRL, 2004
7. Public Relations: Theory and Practice. Allen and Umvin Epz titles. 2010
8. Watson, Noble. Evaluating Public Relations (A Best Practice Guide to Public Relations Planning, Research and Evaluation.) Kogan Page Ltd., 2005

SEMESTER IV

PAPER 16: COMPREHENSIVE PAPER

Objectives:

1. To give the student thoroughness in on all concepts of LIS
2. To prepare the student for UGC NET and SLET examinations

Course Content:

- Unit 1:** Information, information science and information society; information as a commodity; economics of communication
 Information transfer cycle – generation, collection, storage & dissemination
 Communication – types, channels, models, barriers
 Types of libraries – National, public, academic and special – objectives, structure and functions
 Digital libraries – concept; digital collection, digital rights management, digitization. Virtual libraries – concept; Web blogs, wikis
 Role of libraries – library as social institution; role of libraries in digital era
 National Information Policy; National Knowledge Commission – India;
 Laws of Library Science
 Library Movement; Library Legislation in India
 Intellectual property Rights – print and non print media
 Library and Information Profession
 LIS Education and research
 Library Associations in India, U.K. and U.S.A.
 Library Associations and organization – international level – IFLA, UNESCO; Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India. Role of RRRLF.
- Unit 2:** Sources of information – primary, secondary and tertiary – documentary and non-documentary
 Reference sources –Salient features and evaluation of Encyclopaedias, Dictionaries, Geographical sources, Biographical sources, Yearbooks, Directories and Handbooks, Statistical sources

Bibliographical sources – Salient features and evaluation of bibliographies, Union catalogues, Indexing and Abstracting Journals
Electronic documents – e- books, e- journals, e-learning sources
Databases – bibliographic, numeric and full text – evaluation
Reference service – types;
Information services – CAS, SDI, Digest, Trend Report
Bibliographic services; indexing and abstracting services
Types of users, user studies and user education; information literacy
Online services – web based services; Library 2.0 and 3.0
Document Delivery Services - Translation and reprographic services

Unit 3: Organization of Knowledge / information

Modes of formation of subjects
Library Classification – cannons and principles
Library Classification Schemes – DDC, CC, UDC
Library Cataloguing Codes – AACR –II and CCC
Bibliographic Records – international standards – ISBDs, MARC, CCF, MARC 21
Electronic information exchange formats – ISO 2709, Z39.50
Indexing – pre and post coordinate
Vocabulary control – thesaurus; Lists of Subject Headings
Databases – search strategies, Boolean Operators
OPACs, Web OPACs
Metadata – features of features of Dublin core, MARC
OCLC- WorldCat; Infonet – IndCat
Digital Object Identifier (DOI)
Knowledge Management

Unit 4: Management – Principles, functions, Schools of thought

Planning, Organizational structure
Decision making
System study – analysis, evaluation, design
Collection development – books, serials, Non- books materials- selection, acquisition, and maintenance; Licensing policies of e-resources
ISBN, ISSN, CIP
Human Resource Management – manpower planning, job analysis, job description; Selection, recruitment, motivation, training and development; staff manual; Leadership and Performance evaluation
Financial management – resource generation, types of budgeting, Cost effective and cost benefit analysis. Outsourcing
PERT, CPM; Total Quality Management – TQM; ISO - 9000
Library buildings and equipment
Performance evaluation of libraries/information centres and services
Marketing information services and products

Unit 5: Information Technology – components, impact of IT on society

Computer –hardware, software, storage devices, Input / output devices
Telecommunication – transmission media, switching systems, bandwidth, multiplexing. Modulation, protocols, Wireless communication
Fax, e-mail, tele-conferencing / video conferencing; Bulletin Board service
Networking – concepts, topologies, types
Hypertext, hypermedia, multi media

Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI)

Library automation – areas of automation, planning, hardware and software selection; OPAC

Networks – ERNET, NICNET; INFLIBNET, DELNET; JANET, BLAISE, OCLC

Internet – components, services, browsing – Web browsers, search engines; Internet connectivity – types; Data security

National International information systems – NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, MEDLARS/MEDLINE, INSPEC

Unit 6: Types of research - basic, applied, interdisciplinary

Research design

Scientific method, hypothesis, data collection, sampling

Methods of research – historical, descriptive, cases study, survey, comparative and experimental

Statistical methods and data analysis

Report writing; citation style manuals

Research methods in Library and Information Science and services

Bibliometrics; citation analysis

Books for study and reference:

1. A Team of Experts. Modern UGC NET / SLET: Library science.
2. Asundi, A.Y. MCQ in Library and Information science
3. Kumar, P. S.G. A Student's Manual of Library and Information Science (on the lines of the Net syllabus of UGC. Delhi, B.R.Pub., 2004
4. Lal, C. & Kumar, K. UGC (NET) Examination Guide
5. Raju, A.A.N. Objective Question Bank for Library and Information science Ability Tests (NET/SLET/JRF)
6. Sivagnana Murthy. Encyclopaedia of Modern UGC NET curriculum: XI Plan and Grants. 5 volumes. Delhi, Anmol, 2008
7. Somasekhara Rao and others. Eds. Objective Questions in LIS for U.G.C.Net, and State Level Eligibility Test. Visakhapatnam, Sai pub., 1998.
8. Sood, S.P. objective type Questions in Library and information Science for U.G.C.Net.
9. Tripathi S.M. & Lal. C. Objective Questions in Library and Information SC. (for NET (UGC) SET and others)
10. Tripathi, S.M. and Others. Descriptive Questions in Library and Information Science (Based on New Syllabus for Net (UGC) SLET? SET and other Tests)
11. Umesh Chandra Sharma. Netting objective Tests in Library & Information science. NewDelhi, Ess Ess Pu., 1995

PAPER 17.1: ACADEMIC LIBRARY AND INFORMATION SYSTEM

Objectives:

1. To create an awareness on the evolution and development trends of academic library system in India
2. To make the student understand workflow in different sections of academic libraries
3. To abreast them with the technology based services and practices

Course Content:

- Unit 1:** Higher education and academic libraries - Landmarks in Education since 19th century in India; Academic Library as a support system in formal and informal system of education.
Growth and development of college and university libraries in India. UGC and its role in the development of academic libraries
- Unit 2:** Academic Library organization and administration - organizational structure; Library Governance – authority, Committee
Standards for academic libraries – recommendations of the various committees and commissions
- Unit 3:** Organization and management of various sections of academic libraries -
Human Resource Management
Financial management
- Unit 4:** Collection development and management – Print and electronic books and serials
Technical processing in electronic environment; copy cataloguing – World Cat; IndCat; Dewey Browser etc.
Planning and organization of information services – traditional and web based
- Unit 5:** Resource Sharing and Networking – JISC, OCLC, INFLIBNET
Library consortia; UGC Infonet – its functions and services

Books for study and reference:

1. American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. American Library Association. Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
3. Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
4. Balakrishanan, Shyama & Paliwal, P.K. Academic Library automation
5. Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
6. Bhaskara Rao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
7. Biddiscombe, Richard, Ed. The end – user revolution. 1996. Library Associations, London.
8. Brophy, Peter. The academic library. 2000. Library Association, London.
9. Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
10. Deshpande, Neela J, & Patil, S.K. University and college Librarianship in India in the 21st century: Prof. S.G. Mahajan Festschrift.
11. Gelfand, M.A. ELFAND (M A).University libraries for developing countries. 1968. UNESCO, Paris.
12. Jordon, Peter. The academic library and its users.1998. Gower, London.
13. Line, Maurice B. Ed. Academic Library Management. 1990. Library Association, London.
14. Lyle, G R. Administration of the college library. Ed. 4. 1974. Wilson, New York.
15. Metcalf, K D. Planning academic and research library building. 1965. McGraw Hill, New York.
16. Mitchel, Eleanor and Walters, Sheila A. Document delivery services: Issues and answers. 1995. Learned Information Inc., Medford, NJ.

17. Pawar, Sarbjit Singh. University Grants Commission (UGC) and Development of Library. New Delhi, Deep & Deep Pub., 1998
18. Ranganathan, S.R. School and College libraries. 1942. Madras Library Association, Madras.
19. University Grants Commission (India), Library (Committee) (1957). Report: University and College libraries. 1967. UGC, New Delhi.
20. University Grants Committee (Great Britain) Libraries (Committee) (1963). Report. 1967. HMSO, London.
21. Webb, Sylvia P. Personal development in information work. Ed 2. 1991. Aslib, London.
22. White, Carl M. Survey of University of Delhi. 1965. Planning Unit, University of Delhi.
23. Wilson and Tauber. University Library. Ed. 2. New York, Columbia University Press, 1956.

PAPER 17.2: PUBLIC LIBRARY SYSTEM

Objectives:

1. To create an awareness of the role of public libraries in the society
2. To give an idea to the student about the development of public libraries in India and Andhra Pradesh
3. To introduce students to different activities of public libraries

Course Content:

Unit 1: Introduction to Public libraries – concept, nature and characteristics
 Role of public libraries in contemporary knowledge society;
 Recommendations of National Knowledge Commission on Libraries

Unit 2: Development of Public libraries in India
 Library legislation in India – comparative study
 Critical study of model Act suggested by S.R.Ranganathan
 Library movement and legislation in Andhra Pradesh

Unit 3: Public library Management
 Human Resources Management
 Financial Management

Unit 4: Organization of public libraries
 Standards and norms for public libraries
 Physical facilities - library building, furniture and equipment
 Collection development – book selection and collection development policies
 Technical processing

Unit 5: Public library services and products
 Traditional and web based services
 Community information services
 Resource sharing and network activities of public libraries

Books for study and reference:

1. Bunch, Allan. Community Information Services: Their origins, scope and development. London, Clive Bingley, 1982.

2. Campbell, H.C. Developing Public Library System and Services. Paris, UNESCO, 1983.
3. COMLA Seminar on Libraries as Rural Community Resource Centers (1992). Proceedings, ed. by C.P. Vashishth. Delhi, B.R. Publishing Corp., 1995.
4. Ekbote, Gopal Rao. Public Libraries System : Hyderabad, Ekbote , 1987
5. Gopala Krishnayya, Vavilala. Library Movement in Andhra Pradesh. Hyderabad, Directorate of Inf. & Public Relations, 1977.
6. Government of India, Advisory Committee for Libraries (1958) Report.2nd ed. Delhi, Manager of Publications, 1971.
7. Government of India. NAPLIS Report on Public Libraries as accepted by the Empowered Committee. CLIS Observer. 5(1-2), 1988
8. Govt. of India, National Knowledge Commission. Libraries: Gateways to Knowledge. New Delhi, National Knowledge Commission, 2007.
9. Guruswamy Naidu ,N. Public Library Finance. New Delhi, ESS Pub. 1990.
10. Harrison, K.C. The Library and the Community. London,Deutsch,1977.
11. Khanna, J.K.: Library and Society, Kurukshetra, Research Publications, 1987.
12. Library Association. Community Information: What Libraries Can Do.? A consultation Document. London, LA, 1980.
13. McMenomy, David and Poulter, Alan. Delivering digital services: A handbook for Public libraries and learning centres. London, Facet, 2005
14. Murison, W. J. The Public Library. London, GG, Harrap.
15. Neelameghan, A. Ed. Public Library System .Bangalore, Sarada Ranganathan Endowment for Library Science, 1972.
16. Prytherch, Ray *Ed.* Handbook of library and information management. 1998. Gower Publishing, England.
17. Raju,A.A.N. Library Movement in Andhra Pradesh. Delhi, Ajanta Publication,1988.
18. Ranganathan S.R. Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
19. Rath, P. K. and Rath, M.M. Fundamentals of a State Library System. Delhi, Parimal Pub., 1990.
20. Routh,R.K. : Indian Library Legislation. New Delhi, 1991.
21. RRRLF. A Comprehensive plan for rural libraries in India. Calcutta, RRLF, 1995.
22. Sharma,Pandey, S.K. : Development of Public Libraries in India. New Delhi
23. Tamilnadu Directorate of Public Libraries. National Seminar on Public Library Movement: Education through public libraries (conference volume). Madras, 1991.
24. Venkatappaiah,V. Indian Library Legislation.2 Vols. New Delhi,Daya Publishing House,1990.

PAPER 17.3: SPECIAL LIBRARY AND INFORMATION SYSTEM

Objectives:

1. To introduce the student to the special nature of different managerial perspectives of special libraries
2. To make the student understand workflow in different sections in automated and networked environment
3. To abreast them with the technology based services and practices for specialized users

Course Content:

- Unit 1:** Special library – concept, evolution, scope, characteristics, functions
Role of libraries in R and D institutions, Industries, Government departments
- Unit 2:** Human resource management: education and training-related standards
Financial management – budgeting and costing – related models
- Unit 3:** Collection development and resource management – policies and guidelines for
books, periodicals, reports, patents, standards and other special materials;
Audio visual, electronic and digital sources
Library space and accommodation – design and planning
- Unit 4:** Planning and organization of information and dissemination services –
CAS, SDI;
Information consolidation and repackaging; technical information services;
document delivery services; digital and virtual reference services
- Unit 5:** Resource sharing and networking; Consortia models for special libraries
in India (CSIR Consortia, HELLIS, INDEST etc.)
Internet and emerging special library scenario

Books for study and reference:

1. Chapman, Liz. Managing acquisitions in library and information services. 2001. Library Associations; London.
2. Hernon, P and Whitman, J.R. Delivering satisfaction and service quality: A customer-based approach for libraries. Chicago, A.L.A., 2001.
3. Kumar, P.S.G. Agricultural librarianship. New Delhi, B.R. Pub., 2008
4. Kumar, P.S.G. Business / Industrial librarianship. New Delhi, B.R. Pub., 2008
5. Raitt, David, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
6. Renuka, P. Library and Information Science in Agricultural Education, Research and Extension. New Delhi, Akansha Pub., 2009
7. Sasikala, C. Industrial information System. Reliance Pub., 1994
8. Scammel, A. W. Ed. Handbook of special librarianship and information work. Rev. ed. 7. London, Aslib, 1997.
9. Varalakshmi, R.S.R. information Services in Medical College Libraries. New Delhi, Ess Ess Pub., 1992.
10. Wilkie, Chris. Managing film and video collections. London, Aslib, 1999

PAPER 17.4: ENGINEERING AND TECHNOLOGICAL INFORMATION SYSTEM**Objectives:**

1. To introduce the student to the special nature of engineering and technological libraries
2. To make the student understand workflow in different sections in automated and networked environment of engineering college libraries
3. To abreast them with the technology based services and practices developed for academicians and practitioners of the specific discipline

Course content:

- Unit 1:** Emerging trends in engineering education in India. The role of AICTE in development of Engineering and Technology libraries. Information needs of engineering and technology libraries
- Unit 2:** Planning and designing of Engineering Information Systems
Application of ICTs in library house keeping operations
Management of Engineering Information System – professional staff and training; Financial management
- Unit 3:** Users community – categories, levels of their information requirements.
Management of electronic and digital sources – internet sources and online data bases in engineering and technology
- Unit 4:** Information Literacy –
Engineering information systems and networks; Consortia models – INDEST
- Unit 5:** Networking and resource sharing of engineering and technological Information Consortia models – IEEE Transactions; INDEST; Open courseware - NPTEL

Books for study and reference

1. Bhaskara Rao, P. Information networks and Resource sharing. Delhi, Reliance, 1998
2. Conkling, T.W. and Mussler, L.R. Engineering Libraries: Building Collections and Delivering Services. Routledge, 2002
3. Crommer, Donna. Reference Service in Science and Engineering Libraries: Management Training and Continuing Education (Reference Services). Libraries Unlimited, 2006
4. Osif, Bonnie A. Using the Engineering Literature (Routledge Studies in Library and Information Science). New York, C.R.C., 2006
5. Pruett, Nancy Jones. Scientific and Technical Libraries Volume 2: Functions and Management (Library and Information Science). New York, Academic press, 1987
6. Wright Paul H. Introduction to Engineering Library, 3rd Ed. New York, Wiley, 2002