Appendix "C" Item No. 5

LIBRARY AND INFORMATION SCIENCE

Regulations and Syllabus Relating to Two-Year M.L.I.Sc Degree Examination (Semester System) for Choice Based Credit System (CBCS) (effective from 2023-2024 Onwards)

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 information search, retrieval and 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 APPGCET 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.
* The medium of instruction and examination is in English
* 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 20, 21 and 22) shall consist of semester-wise examination for 70 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 30 marks (i.e. the best one of marks awarded for two mid semester examinations).
* 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.
* 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.

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.

**ANNEXURE - I SCHEME OF PAPERS**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Paper</th>
<th>Title of the paper</th>
<th>Remarks</th>
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<tr>
<td><strong>Ist Semester:</strong></td>
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<tr>
<td>Paper-1</td>
<td>CORE</td>
<td>Information, Communication &amp; Society</td>
<td>Core</td>
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<tr>
<td>Paper-2</td>
<td>CORE</td>
<td>Knowledge Organization (Theory) (Classification and Cataloguing)</td>
<td>Core</td>
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<tr>
<td>Paper-3</td>
<td>CORE</td>
<td>Management of Library &amp; Information Centers</td>
<td>Core</td>
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<tr>
<td>Paper-4</td>
<td>CORE</td>
<td>Information Sources &amp; Services</td>
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<td>5.2. Publicity &amp; Public Relations</td>
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<td>5.3. Preservation &amp; Conservation of Information Resources</td>
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<td>5.4. Information Resources in Science &amp; Technology</td>
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<td>Paper-6</td>
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<td>Knowledge organization (practical-I) (Classification Practice - DDC)</td>
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<td>Paper-7</td>
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<td>Knowledge organization (practical-II) (Classification Practice-AACR2.2nd Rev.)</td>
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<td>Information &amp; Communication Technologies (practical)</td>
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<td>Information Systems and Programmes</td>
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<td>10.1. Intellectual Property Rights</td>
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<td>10.2. Advanced Classification (Theory &amp; Practical - UDC)</td>
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<td>10.3. Information Literacy</td>
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<td>Paper-11</td>
<td>Information Resources in Social Sciences</td>
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<td><strong>IIIrd Semester:</strong></td>
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<td>Paper-12</td>
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<td>Research Methodology</td>
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<td>Paper-13</td>
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<td>Automation and Networking of Library &amp; Information Centers (Theory)</td>
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<td>Paper-14</td>
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<td>Paper-15</td>
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<td>Digital Libraries</td>
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<td>16.1. Marketing of Information Services &amp; Products</td>
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<td>16.3. Bibliometrics and Scientometrics</td>
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<td>16.4. Documentation</td>
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<td>Information Literacy Skills Development</td>
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<td>Paper-21</td>
<td>Seminar and Records</td>
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<td>Dissertation and Viva Voce</td>
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<td>Paper-23</td>
<td>Literature Search Techniques</td>
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**ANNEXURE - II**

**SCHEME OF INSTRUCTION AND EXAMINATION**

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**Ist YEAR 1st SEMESTER**

**CORE:**

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<td>Paper-6</td>
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<td>16.1. Marketing of Information Services &amp; Products</td>
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<td>19.5. Agricultural Information System</td>
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<td>Paper-20 Internship</td>
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<td>Paper-21 Seminar and Records(60+40)</td>
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<td>(Department Seminars:1st, 2nd,3rd and 4th Semesters @ 15 marks per Semester) (Records: Classification, Cataloguing, Information Sources/Services and I.T. Practical records @10 marks)</td>
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<td>Paper-22 Dissertation* &amp; Viva Voce(70+30)</td>
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L: Lectures; T: Tutorials; P: Practical
* Project Guidance: 6 hrs per week per teacher Note:
  a. In papers 1 to 19 & 23 internal assessment through mid-semester examinations for 30 marks out of 100 marks.

**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:

20. Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications, 2009

PAPER - 2: KNOWLEDGE ORGANIZATION (THEORY)
(CLASSIFICATION AND CATALOGUING)

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 applications Species of Library classification; Standard Schemes of classification and their features (CC, UDC)

Unit 2: DDC – Structure – Tables 1-7

Unit 3: 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:
5. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996

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 build-
ing, furniture, equipment with standards Green libraries; Reallocation of Library Spaces.

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 effectivenes and Cost benefit analysis; Out Sourcing Library Technology Planning and Management

Unit5: Evaluation of Quality and Performance measurement of LICs PERT/CPM; TQM – applications LIBQUAL+ Library Marker Spaces; ROI (Return On Investment) translating benefits Library Evaluation tools & techniques

Books for study and reference:
11. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
23. Raina, Roshan Lal. TQM in Library and Information services. New Delhi, Infuse Inc., 1999
28. Sharma, Umesh Chandra. The Infometer. (Measuring library cost-effectiveness). Delhi, Ess Ess, 1995

**PAPER- 4 : 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.Application of Cloud Computing-Basics

Books for study and reference:

7
23. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
27. Sehgal, R.L. User Education in Computer Based Libraries. Delhi, Ess Ess, 1998

PAPER - 5.1: INFORMATION AND COMMUNICATION TECHNOLOGIES (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; Types of computer memory and storage-Internal and external storage devices


Unit 4: Data representation & Data manipulation Understanding different kinds of codes-BCB, EBCDIC and ASCII Different types of number systems-Decimal & Binary, Addition, Substraction Understanding the basic of logic gates: AND, OR, NOT, NAND, NOR 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:

PAPER- 5.2 : 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:


PAPER- 5.3 : PRESERVATION AND CONSERVATION OF INFORMATION RESOURCES

Objectives:

1. To create awareness among the students about the concepts of preservation, conservation & maintenance of different types of information resources.
2. To make known to the students regarding the different types of hazards to library materials & how to prevent them.
3. To create awareness on digital preservation, types of binding & binding materials.

Course Content:

Unit 1: Introduction to concepts, need and significance of archiving, preservation and conservation of information resources. Principles and process of weeding of library materials. Maintenance & restoration of library materials. Selection and preservation policies of different types of information resources.

Unit 2: Preservation of print and non print materials: Nature and preservation – Books, Periodicals, Newspapers and Pamphlets; Palm leaves and Manuscripts; Maps; Audio – visual records; Microforms; Optical media etc.

Unit 3: Hazards to Library Materials and Eradication: Environmental hazards - Temperature, humidity, water, light, air pollution, smoke and dust etc. Biological Hazards – Fungi, insects, pests etc. Chemical Hazards – Chemicals used in preservation and Human being as an enemy of library materials. Fumigation and other preservative measures.


Unit 5: Binding: Objectives of binding; Binding policy of libraries; Types of binding; Binding Materials and their varieties.

Books for study and reference:

PAPER- 5.4 : INFORMATION RESOURCES IN SCIENCE AND TECHNOLOGY

Objectives:
1. To familiarize students with different categories of information Resources in print, electronic & Web media available in Science & Technology.
2. To develop practical skills in dealing with information Resources available in Science & Technology.
3. To make the students understand the electronic & web based information Resources in Science & Technology.

Course Content :

Unit 2: Printed Sources in Science & Technology - Primary, secondary, tertiary. Electronic Information Resources – E-Books, E-Journals, E-Databases, E-Theses & Dissertations


Unit 4: Online Information Providers – Knight-Rider, BLAISE, ISI, Informatics India. Library Consortia Based Resources – INFONET, INDEST, N-LIST. Practical demo on Information Search & Access.

Unit 5: Information Systems & Centres in Science & Technology: National - NISCAIR, NISSAT, NCSI; International – MEDLINE, AGRIS, INIS.

Books for study and reference:
9. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
10. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess Ess, 1997

PAPER - 5.5 : WEB 2.0

Objectives:
1. To introduce the students to the concepts, technologies and usage of Web 2.0.
2. To make known the students about the applications of Web 2.0.
3. To acquaint the students on Web 2.0 case studies in libraries, library services based on it and
4. To familiarize students with mobile technology and its applications in Lib 2.0 environment and to develop practical skills.

Course Content:
Unit-1: Web 2.0 Overview: Definition, History, Characteristics, Technologies, Concepts and Usage and its Evolution


Unit-3: Web 2.0 Applications: Podcasting, VODcast and Screencast. WIKIS, Mashups, Real Time Communications

Unit-4: Case Studies of Web 2.0 in Libraries; Web 2.0 Challenges for libraries.

Web 2.0 Based Library Services.

Unit-5: Mobile technology and its applications in Lib 2.0 environment. Design of mobile technology based education/ training and services to library users.
* The course contents of Unit 2 – 5 shall form the basis for conduct of practicals.

Books for study and reference:

SEMESTER - II :

PAPER – 6 : KNOWLEDGE ORGANIZATION – PRACTICAL - I
(CLASSIFICATION PRACTICE – DDC)

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:

PAPER- 7 : KNOWLEDGE ORGANIZATION – PRACTICAL - II
(CATALOGUING PRACTICE-AACR 2, 2nd Rev.)

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 cataloging documents with different types of authorship such as single, multi and corporate authorship.
3. To train the students in the cataloging of simple periodicals and serials.
4. To train the students in the creation of metadata for e-resources

Course Content:
Unit 1: Cataloguing of printed monographs- Single personal authorship
Shared responsibility; editorial direction, Multi-volume and -partdocuments.
Unit 2: Cataloguing of works of Pseudonymous authors; Corporate bodies; Works with Uniform titles
Unit 3: Cataloguing of simple periodicals and serials
Unit 4: Cataloguing of non – print materials – cartographic materials, manu-
scripts, sound recordings, motion pictures, video recordings, Computer files.

Unit 5: E-resources (cataloguing and indexing)-Metadata creation Anglo-American Cataloguing Rules (AACR) MARC, Dublin Core Metadata, BIBFRAME (Bibliographic Framework) Metadata Object Description Schema (MODS)

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
3. Wells, Jean Ed. The Principles and Features of AACC. Ottawa, Canadian Lib., 1997

**PAPER-8: INFORMATION AND COMMUNICATION TECHNOLOGIES (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:** CD ROM and Internet searching and retrieval
- **Unit 5:** Digital content creation and management

**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 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
- **Unit 2:** Systems and Programmes
- **Unit 3:** 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
- **Unit 3:** National Information Systems – their functions and services
- **Unit 4:** Regional information systems – ASTINFO, APINESS, SAARC (SDC)
- **Unit 5:** Organizations promoting information systems and programmes – UGC, DST, ICSSR, DRDO, RRRLF

Books for study and reference:

**Paper : 10.1 Intellectual Property Rights**

**Objectives:**
1. To familiarize the students with different categories of IPR and laws, patent law of India
2. To acquaint the students’ about implications of IPR and Open access movement.

**Course Contents:**
- **Unit 1:** Intellectual Property Rights, Meaning and scope; Categories of IP.
- **Unit 2:** International Treaties on IPR, Berne Convention; Universal Copyright Convention; Stockholm Conference; Paris Conference; WIPO Copyright treaty; GATT; TRIPS.
Unit 3: National Laws, Copyright law of India and its amendments; Fair use provision; Patent law of India and amendments; Other Laws related to IPR.

Unit 4: Implications of IPR, Protection of web-based content; Copyright and libraries; Copy left movement; Creative Commons; Plagiarism.

Unit 5: Open Access movement, History of open access movement, approaches to open access, Stake holders, of OA, policies and guidelines. Open access journals and repositories.

Books for study and reference:


17. History of Open Access Movement https://open-access.net/en/information-on-open-access/history-of-the-open-access-movement


PAPER -10.2 : ADVANCED CLASSIFICATION (THEORY AND PRACTICAL- UDC)

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
3. Satyanarayana, V.V.V. Universal Decimal Classification: A Practical Primer. New Delhi, Ess Ess Pub, 1998

**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:**
- Unit 1: Information literacy – Meaning, definition, objectives and importance of 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.

Books for study and reference:

7. Information Age. V 3 (3 ) July 2009

**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.

**Course Content:**
- Unit 1: Records management vs archive vs libraries. Evolution of records management principles.
- 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:
PAPER -10.5: INFORMATION RETRIEVAL

Objectives:
1. To create awareness among the students about the concepts of information retrieval systems, indexing systems and vocabulary control.
2. To make known the students about information retrieval models and evaluation of information retrieval system - Steps, experiments
3. To acquaint the students with the trends in information retrieval system.

Course Content:

Unit 2: Vocabulary Control: Vocabulary control – Meaning and importance; Controlled Vs. Free Text Indexing; Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurusfacet, Classarurs. Thesaurus construction techniques.

Unit 3: IR models. Concept of Ranking: Structural models – Boolean Model, Probabilistic retrieval model, vector space model.

Unit 4: Evaluation of IRS: Purpose; Evaluation criteria; Design of evaluation programmes; Steps of evaluation; Evaluation experiments: Overview of the Cranfield test, MEDLARS, the SMART Retrieval Experiment, The STAIRS project, TREC.

Unit 5: Trends in IRS: Developments, Searching and retrieval, Full text retrieval, User interfaces, content creation and dissemination, IR standards and protocols.

Books for study and reference:

OPEN ELECTIVE:

PAPER-11: INFORMATION RESOURCES IN SOCIAL SCIENCES

Objectives:
1. To create awareness about importance of different Information Resources in Social Sciences
2. To create awareness about availability of latest information resources on online and offline in Social Sciences.

Course Content:

Unit 2: Printed Sources in Social Sciences - Primary, secondary, tertiary. Electronic Information Resources – E-Books, E-Journals, E-Databases, E-Theses & Dissertations


Unit 5: National Information Systems & Programmes in Social Sciences: NASSDOC, Centre on Rural Documentation, SNDT Women's University Documentation Centre, M.S.University-National Social Science Information Centre. Books for study and reference:

7. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
8. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess Ess, 1997

SEMESTER-III:

PAPER-12: 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: Review of Literature 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:

PAPER -13 : AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES (THEORY)

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-Meanings, definition, need, Advantages and disadvantages Planning of Library Automation Infrastructure requirements for library automation – Hardware, Software, Manpower, Cost, Furniture and Maintenance
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:
17. Malavya V.C. Library Information Technology for the next Millennium. Delhi, Ess Ess, 1999
30. Satyapriya Bhattacharjee. Data Communication and Networks. Delhi, Dominant Pub, 2002
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 -14 : 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:**
- **Unit 1:** Creation of Database using CDS/ISIS and WINISIS- Search and Retrieval;
- **Unit 2:** Training in open source library automation software KOHA
- **Unit 3:** Design and development of digital library using E-Prints; Dspace/ GSDL software
- **Unit 4:** Design and development of digital library using HTML +CSS, Subject Query Language, JAVA
- **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:
2. Raman Nair, R. Basics of CDS/ ISIS for DOS. New Delhi Ess Ess Pub, 1999

**PAPER -15 : 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:

**PAPER 16.1 : 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, NICSAIR SERVICES, BLAISE.

Books for study and reference:
PAPER- 16.2 : 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 Librarians as Knowledge Management centres; K.M. applications in India

Books for study and reference:

PAPER- 16.3 : 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 librametry – 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:
**PAPER - 16.4 : DOCUMENTATION**

**Objectives:**
1. To acquaint the students with the concept, types and forms of scientific communication.
2. To make known the students about the scientific literature & literature search processes and tools.
3. To impart knowledge on the guidelines of scientific writing, presentation and about style manuals and citation practice.

**Course Content:**
- **Unit 1:** Scientific Communication - Definition, types and forms of scientific communication (formal & informal)
- **Unit 2:** Scientific Literature/Information Sources - Primary, Secondary Sources in Print, Electronic and Online.
- **Unit 3:** Literature Search - Search Statement and Strategies, Search Processes; Information gathering tool.
- **Unit 4:** Principles/Guidelines of Scientific Writing (Practical Module). The mechanics of data organization and presentation - oral, posters, writing/graphic - journal articles, thesis/dissertations and research/project proposals for funding, Indexes & Abstracts.
- **Unit 5:** Documentation - Ethics - Academic Integrity & Plagiarism, Style Manuals - MLA, APA, Chicago, and Citation practice.

Books for study and reference:

**PAPER - 16.5 : COMMUNITY INFORMATION SERVICES**

**Objectives:**
1. To introduce the students to the concepts of community information and studies on it.
2. To make known the students about the information needs of different communities and the information providers.
3. To familiarize the students with types of community information services, centres and community information services to specific communities.

**Course Content:**
- **Unit 1:** An Overview of Community Information: Community Information Definition and Scope. Need for Community Information in society. Role of libraries in handling of Community Information. Community Information Studies in India & Abroad.
- **Unit 2:** Study of Communities: Types of communities and their characteristics. Choice of areas and communities. Sampling techniques. Collecting of information: Questionnaire, interviews and other methods. Compilation and interpretation of data.
- **Unit 3:** Information Needs: Information needs- Definition, scope. Types of information needs & their methods of assessment. Everyday information needs. Information sources / providers- Nature & characteristics.
- **Unit 4:** Community Information Services: Meaning, types and target users. Community Information Centres - planning, role in information provision, services.
- **Unit 5:** Community Information Services to Specific Communities: Rural, urban & metropolitan communities. Industrial, business communities. Academic, research, institutional and R &D communities. Physically, mentally disadvantaged communities. Children, old people and illiterates.

Books for study and reference:
for Urban Residents. Baltimore, MD, RPC.

OPEN ELECTIVE:

PAPER-17: INFORMATION LITERACY SKILLS DEVELOPMENT

Objectives:
1. To create awareness among the students about the concept of information literacy and its importance at every stage of their life.
2. To teach the students various information skills required in the contemporary information society to live a dynamic, successful, secured and happy life.

Course content:

Unit 1: Information literacy – Meaning, definition, objectives and Importance. Information literacy skills in Educational and research environment. Information literacy and lifelong learning

Unit 2: Information literacy models – Features and examples. Instructional techniques and methods. Information Literacy Programmes – planning & design.

Unit 3: Information Literacy Skills for Students – Print literacy skills, Computer Skills, Internet search Skills and Multimedia literacy skills.

Unit 4: Digital literacy skills, Media literacy skills, Legal and ethical literacy skills. Information access and use-implications of Copyright, Plagiarism and fair use.

Unit 5: IL skills for evaluation of print and online information and information sources. Tests and Assignments to evaluate information literacy skills and competencies of target groups.

Books for study and reference:
7. Information Age. V 3 (3) July 2009

SEMESTER - IV:

Paper 18: Electronic Resources Management (ERM)

Objectives:
1. To familiarize the students with different types of electronic resources and policies of their acquisition/ access
2. To acquaint the students about current trends in electronic and information resources.

Course Contents:

Unit 1: Electronic Information Sources: Meaning, definition, characteristic, and use; Types of Electronic Information resources: E-journals, e-books, e-theses, e-newspapers, Blogs, and wikis, online dictionaries and Encyclopaedias: free and proprietary, and other e-resources. Evaluation of electronic information sources.
Unit 2: Electronic Resources Selection and Procurement

1. The Economic Context of Electronic Resource Selection: Consortial Purchasing and Pricing

Unit 3: Electronic Information Sources - Access, Preservation & Archiving


Unit 4: Electronic Information Services: Conceptual foundations, types and characteristics, traditional vs. digital information sources; Bibliographic databases, Citation databases; Full-text databases; Portals, gateways, open access, Alerting services (e-CAS, e-SDI) Bibliographic, referral, e-DDS.

Unit 5: Current Trends in Electronic Information Sources and Services

4. Institutional Repositories: Social media and networking; Mobile Technology Applications: Discussion forums and information gateways; Information search – types; On-line searching, search techniques.

Books for study and reference:

14. https://doi.org/10.1300/J123v48n01_14

**PAPER - 19.1: 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 cataloging – 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:


PAPER -19.2 : PUBLIC LIBRARY AND INFORMATION 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:


**PAPER - 19.3 : 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:
**PAPER -19.4 : ENGINEERING AND TECHNOLOGICAL LIBRARY AND 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:

**PAPER - 19.5 : AGRICULTURE INFORMATION SYSTEM**

**Objectives:**
1. To create an awareness on the growth and development of Agricultural Information System in India
2. To make known the students about the Information Sources & Services in Agriculture and organization and management of resources.
3. To acquaint the students the information needs and studies of agricultural information users and trends in agricultural information systems and networks.

**Course Content:**

Unit 1:Agricultural Education and Agricultural Libraries : Growth and development of Agricultural education and research in India. Role of libraries in Agricultural education, research and extension. Development of Agricultural Libraries in India.

Unit 2:Information Sources and Services in Agriculture : Specialized collections and Information sources. Information services and products in Agricultural Science and technology with special reference to India. Agricultural Information Centres – National and International.

Unit 3: Organization and Management of Resources : General Principles of Information Management. Information organization , processing and dissemination. Developing need based and on demand specialized services.


Books for study and reference:

PAPER - 20 : INTERNSHIP PAPER - 21 : SEMINAR AND RECORDS
PAPER - 22 : DISSERTATION AND VIVA – VOCE
OPEN ELECTIVE :
PAPER - 23 : LITERATURE SEARCH TECHNIQUES

Objectives:
1. To create awareness about the importance of systematic search of literature in different environments and for different purposes.
2. To teach the student how to plan, design and execute the literature search for precise retrieval of information in the electronic and digital environment.

Course Content:

Unit 2: Types of Literature search- Retrospective and current; Manual vs. automated; Offline vs. online; CD-ROM vs. Online. Method of conducting literature search-step by step process. Search Strategy. Tools and techniques of literature search.

Unit 3: Searching and locating library resources- Use of a library catalogue, Searching in-house databases, CD-ROM databases, OPAC, Institutional Repositories and digital Archives

Unit.4: Searching and retrieving online sources- Internet and WWW resources. Online Databases, Open source resources in different subjects.

Unit.5: Methods and techniques to evaluate print and online information and information Sources.
Books for study and reference:


3. Fink, Arlene G. Conducting Research Literature Reviews: From the Internet to Paper. 3rd Ed. Los Angeles, Sage, 2010
