Syllabus for
Library and Information Science   *Written Test*

M.L.I.Sc. Revised Syllabus for Choice Based Credit System (CBCS) (w.e.f. 2012)

First Semester

Sl. No.	Code	Title of the Paper
Hard Core		
1		Library, Information and Society
2		Information Sources
3		Information Processing: Cataloguing-I
4		Information Processing: Classification-I
Soft Core		
1		Information Processing: Cataloguing - II
2		Information Processing: Classification - II

Second Semester

Sl. No.	Code	Title of the Paper
Hard Core		
1		Management of Libraries and Information Centers
2		Fundamentals of Information Technology
3		Information Processing: Cataloguing - III
4		Information processing: Classification - III
Soft Core		
1		Public Libraries and Information Centers
2		Academic Libraries and Information Centers
3		Industrial Libraries and Information Centers

1

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4		Bio-Medical Libraries and Information Centers
5		Corporate Libraries and Information Centers
Open Elective		
1		E-Publishing
2		Digital Information Management

Third Semester

Sl. No.	Code	Title of the Paper
Hard Core		
1		Information Retrieval
2		Library Automation and Networks
3		Library Automation Software
Soft Core		
1		Marketing of Information Products and Services
2		Conservation and Preservation of Information Resources
3		Users and User Studies

Fourth Semester

Sl. No.	Code	Title of the Paper
Hard Core		
1		Information Systems and Services
2		Research Methodology
3		Digital Libraries and E-publishing

Soft Core

1		Digital Library Software
2		Webometrics, Informetrics & Scientometrics

2

Hard Core

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Library, Information and Society

Unit -1

- Social and historical foundations of Library: Library as an institution and its evolution, Library as a socio and cultural institution.
- History of Libraries.
- Library movement in India.
- Different types of Libraries - functions, objectives, and activities.
- Role of Library in formal and informal education.

Unit -2

- Definitions and notions of Information. Contributions of Belkin, Robertson, Derwin, Ingwersen, etc.
- DIKW model (Data- Information- Knowledge-Wisdom).
- Information, Information Science, Information society.
- Information as a resource/commodity.
- Information Transfer Cycle-Generation, Collection, Storage and dissemination.
- Role of Information in planning, Management, Socio-economic development, Technology transfer.
- Communication theories and models. Barriers to communication. Levels of communications – Intrapersonal, interpersonal and mass communication.

Unit -3

- Five laws of Library Science and their implications.
- Development of Libraries in India with special reference to Karnataka
- Library legislation – Need and purpose. Library legislation in India – problems and prospects.
- Overview of public Library acts in Indian States, Detailed study of Karnataka Public Library Act 1965.
- Delivery of Books (Public Libraries) and News paper Act, 1954 and 1956, Intellectual Property Rights (IPR) and Copyright Act, Right to Information Act.

Unit - 4

- Library and Information Profession: Attributes of a profession, Librarianship as a profession, Professional ethics and qualities, Professional education and research.

3

- Professional associations – Objectives and functions, Role of professional associations in Library development; Regional Library associations- KALA; National Library associations - ILA, IATLIS, IASLIC ; International Library associations –IFLA, FID,ALA, SLA, and LA.
- Promoters of Library and Information services: National level - RRRLF, International level – UNESCO. Public relations and extension activities.
- National Knowledge Commission (NKC) and its role.

Selected Readings:

1. Burahohan, A. (2000).Various aspects of librarianship and Information Science. New Delhi: ESS ESS.
2. Chapman, E.A. and Lynden, F.C. (2000). Advances in librarianship. 24th Vol. San Diego: Academic Press.
3. IFLA (1977). IFLA standards for Library service, 2nd Ed. Munich: Verlag.
4. Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: Ess Ess Publication.
5. Khanna, J.K. (1987). Library and society. Kurukshetra: Research Publisher.
6. Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.
7. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
8. Parekh, H. (2007) Five laws of Library Science: Continuing foundations in an Information society, DLIBCOM, 2(8-9), p.7-9.
9. Ranganathan, S.R. (1957). Five laws of Library Science. 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.
10. Ranganathan, S.R. (1999). The Five Laws of Library Science, 2nd Ed., Bangalore: Sarada Ranganathan Endowment for Library Science.
11. Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.
12. Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.
13. Rudinow, J. & Graybosch, A. (2000). Ethics & Values in the Information Age. NY.
14. Sadhu, S.N. & Saraf, B.N. (1967). Library legislation in India. Delhi: Sagar, 1967.
15. Sen B.K. (2002). Five laws of Library Science? IASLIC Bulletin, 47(3), p.121-140.
16. Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.
17. Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS.
18. Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.
19. Venkatappaiah, V. (1990). Indian Library legislation. 2nd Vol. New Delhi: Daya.
20. Vyas, S.D. (1993). Library and society. Jaipur: Panchasheel.

Information Sources

Unit -1

- Information sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions, Importance, and Criteria for evaluation.
- Types of sources (Primary, Secondary & Tertiary (print and electronic), Human and Institutional sources)
- Primary sources- Structures and components journals; Patents; Technical Reports, Standards and Specifications; Conference proceedings; Trade literature; Theses and Dissertations.

Unit -2

- Secondary sources- Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Bibliographical sources, Abstracting and Indexing periodicals, Handbooks and Manuals, Current sources, and Statistical Information sources.
- Tertiary sources - Directories, Guides to reference sources, Bibliography of bibliographies, Monographs, Union Catalogues, Textbooks, etc.

Unit -3

- Human Sources: Technological gatekeepers, Invisible colleges, Information consultants, Experts/ Resource persons, Representatives of firms, Personal home pages, common men (priest, village head, postman, receptionist, etc.) and others.
- Institutional / Organisational Sources: Government, Ministries and departments, R& D organizations, Learned societies, Publishing houses, Press, Broadcasting stations, Museums, Archives, Data banks, Information analysis centers, Referral centers, Exhibitions & trade fairs. Institutional web sites, etc.

Unit -4

- Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways.
- Mini Project: Study of the features and functionality of any one source (E.g. Dictionary. com, Encyclopedia Britannica, Wikipedia, ACM digital Library, IEEE / IEE Electronic Library Online (IEL), Emerald, EBSCO, PsycINFO, Elsevier Science, PubMed Central, J-Gate , J-Store, Web of Science, SCOPUS, SciFinder Scholar, PLOS, DOAJ, RePEc, etc.)

Selected Readings:

1. Alan P., Gwyneth T. and Goff S.(1999). The Library and Information Professional's Guide to the World Wide Web. London : Facet Publishing.

2. Chowdhruy, G. G. and Sudatta Chowdhury(2001). Searching CD-ROM and Online Information Sources. London : Facet Publishing.

3. Chowdhury, G. G. and Sudatta Chowdhury(2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

4. Gopinath, M.A.(1984). Information Sources and Communication Media. Bangalore : DRTC.

5. Grogan, Dennis. (1984).Science & Technology: An introduction to literature,   London: Clive Bingley.

6. Katz, W.A. (2000). Introduction to reference work, London: Butterworths. 2V.

7. Krishna Kumar (2003). Reference service, Ed.3, New Delhi: Vikas.

8. Kumar (PSG). Ed.(2001). Indian encyclopedia of Library and Information Science. New Delhi : S. Chand & Co.

9. Rao, I.K.R(2001). Electronic sources of Information. Bangalore: DRTC.s

10. Sewasingh (2001). Hand book of international sources on reference and Information. New Delhi: Crest Publication.

11. Sharma, J.S & Grover, D.R (1998). Reference service and sources of Information. New Delhi: ESS ESS.

12. Subramanayam, K. (1981). Scientific and technical Information resources. New York : Marcel Dekkar.

13. Walford, A.J. (1990). Guide to reference materials, London: Library Association, 3V.

14. http:// www.Libraryspot.com

15. http:// www.refdesk.com

16. http:// www.infolibrarian.com

Information Processing: Cataloguing - I

Unit-1

- Resource description: Concepts and definition. Library Catalogue: Meaning, Definition, Need, Purpose, Objectives and functions. History and development of Catalogue codes and practices:
- Resource description standards: ISBD, AACR2R and FRBR.

Unit-2

- Physical forms and Inner forms of Catalogues.
- Kinds of entries (Card Catalogue to OPAC) their structure and uses. Filing rules and procedures.
- Subject Cataloguing: Design and construction, SLSH and LCSH.

6

Unit-3

- Normative principles of Cataloguing: Canons, Laws, Principles.
- Resource sharing of bibliographic data: Meaning and importance. Centralized Cataloguing, Co-operative Cataloguing, Cataloguing at Source, CIP, Union Catalogues,

Unit-4

- Current developments: WebOPACs, and Z39.50,
- Metadata: Meaning, Definition, Purpose, Use and types. Metadata standards: MARC-21 & Dublin Core. TEI (Text Encoding initiative), METS, TEI, EAD VRA Core etc.
- Consortia approach to metadata- OAI-PMH.

Selected Readings:

1. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. New Delhi: Oxford.
2. Barbara, M W., Ed. (1997).Sears List of Subject Headings, New York: HW Wilson.
3. Byrne, D. J.(1998). MARC manual: Understanding and records. Chicago: ACA.
4. Maxwell, R.L. and Connell, T.H. Eds. (2000). Future of Cataloguing. Chicago: ALA.
5. Maxwell, R. and Maxwell, M.F. (1997).Maxwell's handbook of AACR2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA.
6. Ramalingam, M. S. (2000).Library Cataloguing and Classification systems. Delhi: Kalpaz.
7. Ranganathan, S. R. (1955). Headings and canons. Madras: S Vishwanathan.
8. Ranganathan, S. R. (1998). Classified Catalogue code. Madras: UBSPD.
9. Ranganathan, S R. (1950). Library Catalogue: Fundamentals and procedures. Madras: LA.

Information Processing: Classification - I

Unit -1

- Classification – Meaning, Definition.
- Library Classification – Definitions, Need, Purpose and Functions. Understanding the developments in theory of Library Classification. Study of the contributions of E.C. Richardson, H.E. Bliss, W.C. Berwick Sayer, J.D. Brown, E.W. Hulme, CRG, and S.R. Ranganathan.
- Types of Classification schemes. Understanding the concept of and schemes in Knowledge Classification. Knowledge Classification vs. Library Classification. Understanding the Knowledge Classification Systems such as Vedic Classification, Greek Classification. General theory of Library Classification.

7

Unit-2

- Normative Principles of Classification, Three planes of work. Canons, Principles and Postulates. Devices, Mnemonics. Five fundamental categories and Notation.
- Universe of subjects – Concept, Definition, Structure, and Attributes of subjects. Spiral of Scientific Method; Modes of Formation of Subjects, Different types of subjects. Universe of Knowledge as mapped in different schemes of Classification. Call number and its structure.

Unit 3

- Fundamental categories: Facet analysis and facet sequence, Phase relations, Common Isolates.
- Notational system: Meaning, need, functions and types, mnemonics, Hospitality in array and chain, Devices.
- Classification schemes: Standard schemes of Classifications and their features: CC, DDC, and UDC.
- Major contributions of Ranganathan to Classification theory.
- Design and development of schemes of Library Classification.

Unit 4

- Trends in Library Classification, Thesaurofacet, Classaurus, Automatic Classification, Classification in online systems, Web Dewey.
- Knowledge Organisation Systems: Concepts. Facet Ontologies, Folksanomies, OWL, SKOS. Taxonomies, Authority Files. Knowledge Organisation in Digital Environment

Selected Readings:

1. Berwick Sayers, W.C.(1950). Introduction to Library Classification. London: Andra dautch.
2. Chernyi, A.I.(1973). Introduction to Information retrieval theory. London: ASLIB.
3. Dhyani, P.(1998). Library Classification: Theory and practice. New Delhi: Vishwa Prakashan.
4. Jennifer, E. R.(1987). Organising knowledge: An introduction to Information retrieval. Aldershot: Gower.
5. Krishan Kumar (1980). Theory of Library Classification, 2 Ed. New Delhi: Vikas.
6. Parkhi, R.S. (1977). Library Classification: Evolution of a dynamic theory. Bombay: Asia.
7. Kumar, P.S.G.(2003). Knowledge organization, Information processing and retrieval theory. Delhi: BR.
8. Ranganathan, S.R. (1960).Colon Classification, 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science.
9. Ranganathan, S.R. (1957 &1965). Prolegomena to Library Classification, Ed2, London: LA.
10. Ranganathan, S.R. (1999). The five laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science.

8

11. Rijsbergen, C.J. V.(1070). Information retrieval, 2nd ed., London: Butterworths.

12. Sinha, S.C. & Dhiman, A.K.(2002). Prolegomena to universe of knowledge. New Delhi: ESS ESS.

13. Srivastava, A.P.(1993). Theory of knowledge Classification in Libraries. New Delhi: Sage.

Soft Core

Information Processing: Cataloguing -II

Cataloguing of simple documents according to AACR2R, 2002/RDA and assign subject headings using at least one standard list of subject headings.

Unit -1

- Cataloguing of single author and joint authored books.

Unit -2

- Cataloguing of edited books, multivolume books, and pseudonymous authors.

Unit -3

- Cataloguing of uniform titles and serials publications.

Unit -4

- Cataloguing of corporate authors: Government publications, Institutional publications, Society publications, Conference/Seminar proceedings, workshop materials etc.

Selected Readings:

1. Anglo American Cataloguing Rules (2002). 2nd Ed. Rev. New Delhi: Oxford

2. MARC 21 and Related standards for Bibliographic Records. New York: LC.

Information Processing: Classification – II

Classify the documents according to Dewey Decimal Classification (Latest edition)

Unit -1

- Classification of documents representing simple subjects.

Unit -2

- Classification of documents with standard subdivisions.

9

Unit -3

- Classification of documents representing compound subjects Unit -4

- Classification of documents representing complex subjects.

- Assignment of Book Number

Selected Readings:

1. Raju., A.A.N. (1985). Universal decimal and colon Classification.

2. Chan, Lois Mai and others: Dewey Decimal Classification. A practical guide. 2nd Ed. Albany, New York: OCLC.

3. Satija, M.P. and Comaromi, J.P.(1998). Exercises in the 21st Edition of Dewey Decimal Classification. New Delhi: Concept.

4. Latest Edition of Dewy Decimal Classification.

Second Semester

Hard Core   _____

Management of Libraries and Information Centres

Unit -1

- Management – meaning and definitions. Role, functions and principles of management. Schools of thought in management. Levels of management. Functions and principles of management; Application to Library and Information Centres. Organisational structure.

Unit -2

- Different functional units of Library and Information centre.

  - Acquisitions section: Functions and procedures.

  - Technical section: Functions and procedures.

  - Circulation section: Functions. Methods of charging and discharging systems.

  - Periodical section and its functions and activities.

  - Reference and customer care service.

Unit -3

- Collection development – Book selection policies and principles for print and electronic resources. Problems of Collection development for print and electronic resources (including licensing). Online Bookstores – Identification, Advantages. Online book shops Vs. Traditional book shops. URLs.

10

- Collection management: Stock rectification. Weeding of resources. Conservation and preservation of Library resources.

- Financial and records management. Importance. Sources of finance. Mobilisation of financial resources. Budgeting - methods and techniques. Budgetary Control, Cost effectiveness and Cost benefit analysis (PERT & CPM), Out sourcing.

Unit -4
- Human Resource Management: Job Analysis and Description, Job Evaluation; Inter-personal Relations; Staff selection and recruitment; Motivation, Delegation, Decision Making; Education, Training and Development; Job evaluation and Performance Appraisal; Leadership Qualities.
- Library Buildings and Equipments.
- Performance Evaluation of Library and Information Centres,
- Total Quality Management (TQM).
- Library committee. Library rules and regulations. Library statistics. Annual reports.

Selected Readings:

1. Beardwell, I. & Holden, L. Ed.(1996). Human resource management: Contemporary perspective. New Delhi: McMillan.
2. Bratton, J. and Gold, J. (1994). Human resource management: Theory and practice. Basingstoke: Mac Millan.
3. Brophy, P. and Courling K.(1997). Quality management for Information and Library managers. Bombay: Jaico.
4. Bryson, J.O. (1996). Effective Library and Information management. Bombay: Jaico.
5. Edward, E. G.(1982). Techniques for librarians. NY: Academic,
6. Evans, E.G. Ed.(1986). Management Information systems. New Delhi: S. Chand & Co.
7. IASLIC (1979). Application of management techniques in Library and Information systems. (Conference Papers). Kolkata : IASLIC.
8. Katz, W.A.(1980). Collection development selection of materials for Libraries. New York: HRW.
9. Krishna Kumar (1987). Library administration and management. Delhi: Viaks.
10. Kumar, P.S.G. (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation.
11. Mahapatra, P.(1997). Library management. Calcutta: World Press.
12. Mittal, R.L. (1984).Library administration: Theory and practice. 4 Ed. New Delhi: Metropolitan.
13. Paliwal, P.K. (2000). Compendium of Library administration. New Delhi: ESS ESS.
14. Paranjpe, V. (1997). Strategic human resource management. New Delhi: Allied.

15. Parker, C. and Café, T.(1993). Management Information systems: Strategy and action. New York: McGraw Hill.

16. Pearson, R.J. Ed.(1983). Management process: Selection of readings for librarians. Chicago: ALA.

17. Ranganathan, S.R. (1954). Library administration. Bangalore: Sharada Ranganathan Endowment for Library Science.

18. Siwatch, A. S.(2004). Library management: Leadership style strategies and organizational climate. New Delhi: Shree.

19. Stuert, R.D. and Moran, B.B.(2004). Library and Information center management. Colorado: Libraries unlimited.

Fundamentals of Information Technology

Unit 1

- Information Technology - Concepts, Definition, Components and applications
- Historical developments, Characteristics, Applications, Generations and Classification of computer.
- Components of a computer: Central Processing Unit, Input and Output devices, Internal and external storage devices.

Unit 2

- Data representation in computers: Number systems, Binary numbers: Binary addition (1's and 2's complement methods), Subtraction, Multiplication and Division. Representation of integers, Fractions. Character encoding standards – ASCII, EBCDIC, ISCII and UNICODE. Issues with respect to character collation and sorting.

Unit 3

- Computer software: Types and categories
- Programming concepts: system analysis, algorithms and flow charts, Open source and proprietary software.
- System software: Purpose, Operating systems; MS-DOS, Microsoft Windows, UNIX, Linux,.
- Application software: Word processors, Spreadsheets, Presentation packages and Database Management Systems, Internet browsers, Software suites, Anti-virus programs, Sharewares, Web design tools, HTML Editors.
- File organization: Sequential, Indexed Sequential and Direct file.

12

Unit 4

- Fundamentals of Telecommunication – Concepts, Data transmission, Signals, Media, Modes and Devices. Computer network: Types, and Topologies. Internet: Evolution, Importance and applications. WWW.
- Electronic publishing- Micro graphics, Videotext, Teletex and Visual data display Systems.

Selected Readings:

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol.
2. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing corporation.
3. Basandra , S.K(2002). Computers today, New Delhi: Golgotia.
4. Carter, R.(1987). The Information technology hand book, London : Heinemann.
5. Croucher, P.(1996). Communications and networks. 2nd ed. New Delhi: Affiliated East West.
6. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition.
7. Decson, E.(2000). Managing with Information technology. Great Britan: Koganpage Ltd.
8. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
9. Forrester W.H. and Rowlands, J.L.(2002). The online searcher's companion. London: LA.
10. Gupta, V. (2005). Rapidix computer course. New Delhi: Pustak Mahal.
11. Hunter & Shelly(2002). Computers and common sense, New Delhi:s Prentice-Hall.
12. Jain, V.K.(1994). O Level Module I: Computer fundamentals. Delhi: BPB Publications.
13. Johri, A. & Jauhari, B.S. (1993). Computers today. Vol.1, Mumbai: Himalaya.
14. Kashyap, M.M. (2003). Database systems. New Delhi: Vikas.
15. Keren, C & Perlmutter, L,Ed.(1995). The application of mini and micro computers inInformation, documentation, and Libraries. Amsterdam: Elsevier.
16. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: PHI, 1995.
17. Rowely, J. (2001). Information systems, 2 Ed. London: Clive Bingley.
18. Satish Jain. Information Technology : `O' Level made Simple. New Delhi: BPB, Latest Edition (All modules).
19. Satyanarayana, R. (2005).Information technology and its facets. Delhi: Manak.
20. Saxena, S.(2001). A first course in computers. New Delhi: Vikas pub. House.
21. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. NewDelhi: BPB Publications, 1992.
22. Shrivastave, R.K.(2001). A: Text book of Information technology, Delhi: Dominant publishers.

23. Shroff, R.(2000). Computer systems and applications, Mumbai: Himalaya, 2000.

24. Williams, B, Sawyer, S. & Hutchinson, S.E. Using Information technology : A practical Introduction to computers and Communication. New Delhi:TMH, (latest edition)

Information Processing: Cataloguing-III

Cataloguing of non-book materials according to AACR2R/RDA and creating records using MARC21 and Dublin Core.

Unit 1

- Cataloguing of cartographic, microforms, sound recordings, motion pictures, video recordings and electronic resources by using the latest edition of AACR/RDA:

Unit 2
- Creating MARC21 records for simple print documents.
- Creating MARC21 records for simple electronic resources.
- Creating MARC21 records for complex documents – print and e-resources.

Unit 3
- Preparing Simple and Qualified Dublin Core records in HTML.

Unit 4
- Preparing Simple and Qualified Dublin Core records in XML.
- Preparing Simple and Qualified Dublin Core records in RDF.

Selected Readings:

1. Anglo-American Cataloguing Rules (2002) 2nd Rev Ed.

2. MARC 21 and Related standards for Bibliographic Records. New York: LC.

3. http://dublincore.org

Information Processing: Classification   – III

Classify the documents according to Universal Decimal Classification (Latest edition)

Unit 1

- Classification of simple documents.

Unit 2

- Classification of documents using common auxiliary tables.

14

Unit 3

- Classification of documents using special auxiliary tables.

Unit 4

- Classification of complex documents.

Selected Readings:

1. Raju., A.A.N. (1985). Universal decimal and colon Classification.
2. Sehgal, R.L. An Introduction to Universal Decimal Classification, New Delhi: K.K. Publications
3. Universal Decimal Classification. Medium English Edition. 2 Vols.

Soft Core

Public Libraries and Information Centers

Unit-1

- Meaning and definition, origin, objectives, and functions of Public Libraries, History and Development of Public Libraries in India and other countries. Role of Public Libraries in 21st century. Role of government and non-government agencies in the development of public Libraries. Role of public Library in literacy and mass education. Public Library users.

Unit-2

- Public Library Finance and Budgeting: Source of public Library finance, Administration of Budget.
- Study of public Library legislation: Need and importance. An overview of Public Library Acts in UK, USA, and other countries. Public Library Acts in different states with emphasis on Karnataka State Public Library Act, 1965.

Unit-3

- Public Library Services: Planning and Organization of various types of Information services to the different categories of users including the physically and mentally challenged persons and special groups: women and children. Rural Library Services; Need and importance; Library users in rural areas. Library services to rural public.
- Library publicity, exhibition, seminar, book talks, A.V. programs; Mobile Library Services; user awareness programmes. Outreach activities.

15

Unit – 4

- Role of national and international associations and organizations in the promotion of public Libraries. Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA etc. Internet Public Library (http://www.ipl.org).

Selected Readings:

1. Atman, E. Ed. (1980). Local Library administration in association with International City Management Association. 2nd Ed. Chicago: ALA.
2. Penna, C.A. et.al. (1977). National Library and Information services, handbook for planners. London: Butterworths.
3. Mittal, R.L. (1971). Public Library law. Delhi: Metropolitan.
4. American Library Association(1966). Minimum standards for public Library system. Chicago: ALA.
5. White, Carl M. Ed.(1964). Bases of modern librarianship. New York: Pergmon.
6. Kesavan, B.S., (1961). National Library of India, Calcutta: National Library.
7. Great Britain, Ministry of Education (1959). Standards of public Library services in England and Wales. Report. London: HMSO.
8. Esdails, A. (1957). National Libraries of the world. London: Library Association.
9. McCloven, L.R. (1951). Public Library extension, Paris. UNESCO.
10. Ranganathan, S.R. (1950). Library development plan: A 30 year programme for India with draft Library bill, Delhi: Delhi University.
11. McCloven, L.R., (1942). Public Library system of Great Britain: Report on its present conditions with proposals for reorganization. London: Library Association.

Academic Libraries and Information Centers

Unit-1

- Academic Libraries. Meaning, Objectives and Functions. Types of academic Libraries. Role of UGC in academic Library development.
- Collection development and collection management – Book selection principles and policies, procedures and problems.

Unit -2

- Academic Library services: Virtual Reference Services, Documentation and Information services, Current awareness services, SDI services. Abstracting and Indexing services, Information product development services, ILL document delivery services. Literature survey and bibliography.

16

Unit 3

- Academic Library Finance and Budgeting.
- Human Resource Management.
- Library Buildings and Equipments.

Unit 4

- Academic Library networks. Library co-operations: Resource sharing, networks and consortia. International and National scenario. Academic networks: INFLIBNET and its services and activities. OCLC – Its activates and functions.
- Institutional repositories: Meaning, definitions, need, and benefits. Overview of IR projects. IR software.

Selected Readings:

1. Bavakutty, M,(1986). College Libraries in India, Vol.7: A case study, West Yorkshire: MCB University press.
2. Bavakutty, M.(1988). Libraries in higher education. New Delhi: ESS ESS.
3. Cowley, John. (1982). Personnel management in Libraries.
4. Gelfand, M.A.,([1968]). University Libraries for developing countries. [Paris]: Unesco
5. Henry, M and Morgan, S. (2002). Practical strategies for modern academic Library. London: Aslib-IMI.
6. Isaac, D. et.al. (1993). Academic Libraries: Role in the national development.
7. Jenkins C. and Mary M., (1996). Collection development in academic Libraries.
8. Mathu, M.V. and Arora, R.K. Indian University Library System revitalization.
9. Rachel Applegate(2010). Managing the small college library. Santa Barbara, Calif. : Libraries Unlimited.
10. Saini, (1976). Library organisation for higher education.
11. Sewa Singh and Arora, M. Handbook of college Libraries: Problems, finance and related aspects.
12. Srivastava S.N. and Verma S.C., (1980). University Libraries in India. New Delhi: Vikas.
13. Trehan, G.L., (1985). College Library development.

17

Industrial Libraries and Information Centers

Unit 1

- The industry –Features, Objectives, Types and structure, Industrial policies, Industrial Information and its impotence, Roles of industrial Libraries, Function and services Industrial Library. Development of Library systems in different countries such as USA, UK and India. Industrial Library users- Types, Need, User study and techniques. User education – Importance and implications.

Unit 2

- Collection development policies and procedures. Management of industrial Library collection. Industrial Library Collection - Types, Features and procurement with special reference to parents and specifications; Standards and specifications and trade literature. Problems in collection development.

Unit 3

- Human Resource Management- Characteristic of personnel manager, Functional areas of personnel management, Personnel policies. Industrial Library personnel - Kinds, Qualifications, Duties and Responsibilities, Knowledge and skills. Selection and recruitment and performance. Training, Education and performance evaluation. Human Resource Development for management of industrial Information systems and services.

Unit 4

- Library and Information Services: Reference services, CAS and SDI services, Abstraction/ condensation and Indexing service, Bibliographic service, Document supply service, Information product development service, and Marketing service, On-line Information service. Resource sharing and networking among industrial Libraries.
- Example of industrial Library networks in different countries. Activities and services if Industrial Support Organisations and Documentation Centers- INSDOC, SIDO, SENDOC, SISI, NISSAT, CSIR, UNIDO, WIPO, INPADOC, ICICI, IBID STPI, PERA. Chambers of Commerce and Industry. Professional organizations and associations, Research associations- ASLIB, IASLIC, KSIA, TECSOK. Case study of an industrial Library.

Selected Readings:

1. Ashworth, W. (1985). Handbook of special librarianship and Information work. 4the Ed. London: ASLIB.
2. Autherton, P.(1977). Handbook of Information systems and services. Paris: UNESCO.
3. Bakewell, K.G.B., (1969). Industrial Libraries throughout the world. Oxford: Pergaman.

18

4. Burket, J. (1968). Trends in special librarianship. London: Clive Bingly.

5. Chen, C. (1987). Scientific and Technical Information Sources. 2nd Ed. The MIT Press.

6. Claderhead, P . Ed.(1972)l. Libraries for professional practice. London: Architectural Press.

7. Conkling, T. W. & Musser, L.R Ed.(2002). Engineering Libraries: Building collections and delivering Services. Haworth Press.Krishan K. (1973). Research Libraries in the developing countries. Delhi: Vikas.

8. Hurt, C. D.(1998). Information sources in Science and technology. 3rd Ed. London: Libraries Unlimited.

9. Jackson, E.B., (1985). Special librarianship: A new reader. Metuchen: Scarecrow Press.

10. Lord, C. R. (2000). Guide to Information sources in engineering. London: Libraries Unlimited.

11. Macleod, R. A. & Corlett, J.(2005). (Ed.): Information sources in engineering (Guides to Information Sources). New Delhi: K.G.Saur Publications.

12. Malinowsky, H. R.(1994). Reference Sources in Science, engineering, medicine and agriculture. Oryx Press.

13. Mount, E. (1984). Management of scientific and technical Libraries. New York: Haworth.

14. Pruett, N.J. (1986). Scientific and Technical Libraries. 2vols. Orlando: Academic.

15. Singh, S.P and Krishan K.(2005). Special Libraries in the electronic environment. New Delhi: Bookwell.

Bio-Medical Libraries and Information Centers

Unit 1

-   Introduction to health Science Libraries: Growth and development of health Science Libraries . Types of health Science Libraries/Information centres.

-   Information services : Current Awareness Service, SDI service, Indexing and abstracting service, Literature search. Users of health Science Information.

Unit 2

-   Health Science Information sources: Sources of Information - Print, Non-print and Electronic media, Institutional Sources of Information. Electronic Sources – e-journals, e-books, databases, Websites – identification, Selection and access. Open Access Sources

Unit 3

-   Health Science Information Institutions: National Medical Library. WHO. UNICEF, ICMR. Department of Biotechnology. Council of Ayurveda and Siddha. Council of Homeopathy. National Institute of Health and Family Welfare. CDRI. CFRI. CFTRI. NIN.NII. NIC

19

Unit 4

- Information Systems and Networks: HELLIS, MEDLARS, BIOSIS. Trends in Health Science Information System. Application of Hypertext, Hypermedia, Multimedia. Expert System and Artificial Intelligence- PubMed, Open access in Biomedical. Health Information Networks and Resource Sharing and Consortia approaches. HELINET Consortium, HeLLIS, Northeast Florida Health Information Consortium

Selected Readings:

1. Bakewell, K.G.B. ([1969]). Industrial libraries throughout the world. Oxford, New York, Pergamon Press.
2. Carmel, M Ed.(1995). Health care librarianship and Information work. 2nd Ed.. London: LA.
3. Dixit, R.P.(1995).Information management in Indian medical Libraries. New Delhi: New Concepts.
4. Gupta, S.P. & others (1993). Information technology and health Science Libraries. MLAI Special Publication.
5. Malinowsky, H.R.(1994). Reference sources in Science, engineering, medicine and agriculture. Oryx Press.
6. Prudence W. Ed.(1993).: Library trends: Libraries and Information services in the health Sciences, Summer 1993. University of Illinois Graduate School.
7. Sasikala, C.(1994). Industrial library systems. New Delhi: Reliance Pub. House.
8. Wood, M.Sandra Ed. (1994). Reference and Information services in health Science Libraries. Scarecrow Press.

Corporate Libraries and Information Centers

Unit 1

- Introduction- Definition, Need, Nature and Functions of corporate Libraries and Information centers. Learning resources, Types of corporate Libraries and types of users and their Information need. Business school Libraries case analysis.

Unit 2

- Collection Development: Objectives and Purpose. Advantages of collection development planning, Implementation and evaluation. Book selection principles and policies, Procedures and problems. Information searching and access. Use of various search techniques

Unit 3

- Web based Information services, Corporate librarian 2.0 and Social networks- Blogs, Twitters, Face book, Google buzz etc. for communication. Information analysis and consolidation. Packaging and delivery.

20

Unit 4

- Corporate communications systems and tools-news letter. Bulletins, preparing for organizing events, Social talks, Conference, News briefs, Press releases, Editing, Reporting. Knowledge management in corporate Libraries.

Selected Readings:

1. Bopp, R E., & Smith, L. C. (2011). Reference and Information services: An introduction, 4th Ed.. Santa Barbara, Calif.: Libraries Unlimited.

2. Campbell, M. J(1982). Business Information services: Some aspects of structure, organisation and problems. London: Clive Bingley

3. Gunningham, N. (2009). Corporate environmental responsibility. Farnham, Surrey, England: Ashgate.

4. Malone, S. A. (2003). How to set up and manage a corporate learning centre, 2. Ed.. Aldershot, Hampshire, England: Gower.

5. Matarazzo, J. M. (1999). Knowledge and special Libraries. Boston: Butterworth-Heinemann.

6. Mitchell, L. E. (2009). Corporate governance. Farnham, Surrey, England: Ashgate.

7. Moss, R. W(2003). Strauss's handbook of business Information: A guide for librarians, students and researchers. 2nd Ed. Santa Barbara, Calif.: Libraries Unlimited.

8. Taylor, A. and Farrel, S.(1994). Information management for business. London: ASLIB.

9. Thwaite, J. H.(1990). The Business Information maze: An essential guide. London: ASLIB.

10. Zaqorsky, J. L(2002). Business Information: Finding and using data in the digital age. McGraw-Hill/Irwin.

6. Bates, M. E., & Basch, R.(2003).Building and running a successful research business: A guide for the independent Information professional. Information Today, Inc.

7. Lavin, M. R., (2004). Business Information: How to Find It, How to Use It. 3rd Ed. Oryx Press.

8. Greasley, A. etal..(2002). Business Information systems: Technology, development and management for the E-Business. Financial Times Management.

9. Daniells, L. M.,(1993). Business Information sources. 3rd Ed. University of California Press.

Open Elective

E-Publishing

Unit-1

- Content: Types of content. Digital content types, File formats, Encoding systems ASCII, UNICODE and ISCII.

21

Unit-2

- Markup Languages, SGML, HTML and XML.

Unit-3

- Page Description Languages: Adobe PDF and Photoshop. Legacy documents- Conversion from analog to digital, OCR Software and Adobe Capture.

Unit-4

- Electronic Publishing and scholarly communication, E-journals and e-books. Platforms, Standards and formats. DTP software. Delivery devices. Social, economic, and legal issues in electronic publishing. Use and usability issues. Economics of e-publishing. IPR and copyright issues.

Selected Readings:

1. Karen S. W. Marilynn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.

2. Klostermann, D. (2011). The e-book handbook - A thoroughly practical guide to formatting, publishing, marketing, and selling your e-book. Cambridge: Full Stop.

3. Loton, T. (2011). E-book publishing DIY: the do it yourself guide to publishing e-books, 2nd ed. United States: LOTONtech.

4. Meckler, L. (2011). E-book formatting, self-publishing, marketing tips updated . USA: Linda E meckler on smash words.

5. Sahida, f. k. (2010). Publishing e-book for dummies. USA: CreateSpace .

6. Schuster, C. (2011). E-publishing for writers: Trends and opportunities/Fall 2011 (Kindle Edition ed.). UK: Books to Go Now .

Digital Information Management
Unit 1

- Notion and Nature of Information: Data, Information, Knowledge and Wisdom. Information Life Cycle. Information explosion in modern world and need for Information organization.

- Introduction to digital Libraries. Electronic documents - Files and file formats. Electronic Publishing and scholarly communication, Web 2.0 concepts and applications – Wikis, RSS, Blogs, Social book marking, Tags, Folksonomny, Meshups, Social Networking.

Unit 2

- Search through general Search Engines, Search engines for scholarly literature, Meta Search Engines, Web Indexes, Advanced Search Techniques –Keyword search, Boolean operators,

22

Proximity search, Phrase search, Field searching, concept searching, Wild Card search , Truncation, Searching of databases, Catalogues etc.

- Tools of Internet search: Local search. Vertical search. Search engine optimization. Search oriented architecture. Selection-based search. Social search. Document retrieval. Text mining. Web crawler. Multi search. Federated search. Search aggregator. Index/Web Indexing. Focused crawler. Spider trap. Robots exclusion standard. Distributed web crawling. Web archiving. Website mirroring software. Web search query. Voice search. Natural language search engines. Web query Classification. Image search. Video search engine. Semantic search.

Unit 3

- Protocols and standards: Z39.50. Search/Retrieve Web Service. Search/Retrieve via URL. OpenSearch. Representational State Transfer. Website Parse Template. Wide Area Information Servers. OAI/PMH.

- Practical component: Searching of databases, Catalogues. Searching in general search engines and meta search engines. Studying the searching features of the search engines. Searching Proquest, Pubmed, Emerald, EBSCO, JCCC.

Unit 4

- Technical Writing and Presentation –Tools, techniques and standards. Writing a technical paper, Making PPT. Foot notes and references. Study of citation style manuals- APA, MLA, and Chicago. Citation Machines, Automatic citation builder, Endnote, Refwork.

Selected Readings:

1. Alan S. P and Sarah S O. (2009). Technical writing 101: A real-world guide to planning and writing technical content. London: Scriptorium Publishing Services.
2. Chowdhury, G.G. and Chowdhury, Sudatta (2000). Searching CD-ROM and online Information sources. London: Library Association.
3. Chowdhury, G.G. and Chowdhury, Sudatta (2002). Introduction to digital Libraries. London: Facet publishing.
4. Chowdhury,G G. (1999). Introduction to modern Information retrieval. London: Library Association.
5. Forrester,W.H. & Rowlands, J. L. (1999). The online searcher's companion. London: Library Association.
6. http://www.apastyle .org/
7. http://www.chicagomanualofstyle .org/
8. http://www.mla.org/style

23

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9. Jennifer G., Gradiva C. (2011). Search engine optimization: An hour a day. London: John Wiley & Sons.

10. Karen S. W. Marilynn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.

11. Kenna, S. & Ross S. (1995). Networking in the humanities: Proceeding. Bowker-Saur, London.

12. Winship, I. & Alison, M. (2000). The student's guide to the Internet. London: Library Association.

Third Semester

Hard Core

Information Retrieval

Unit 1

- Information Retrieval Systems: Basic concepts, Definitions, Objectives, Characteristics, Components and functions. Functional model of an IRS.

- Indexing Systems: Indexing - Meaning, Purpose and Need. An overview of historical development in Indexing. Pre-coordinate Indexing Vs. Post-coordinate Indexing. Pre-coordinate Indexing systems – Brief outline of Chain procedure, POPSI, PRECIS and Keyword Indexing. Post-coordinate Indexing Systems – Uniterm Indexing. Citation Indexing – Meaning and importance, Different citation indexes: Shepard's Citations, SCI, SSCI. Automatic Indexing – Techniques and methods. Uncontrolled vocabularies.

Unit 2

- Vocabulary Control: Vocabulary control – Meaning and importance; Controlled Vs. Free text Indexing; Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurofacet, Classarus. Thesaurus construction techniques. Case Study of Controlled vocabularies/ Ontologies such, ERIC, MeSH, INSPEC, UNESCO-IB, AgroVac, UMLS

Unit 3

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

24

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.
- Trends in IRS: Developments, Searching and retrieval, Full text retrieval, User interfaces, IR standards and protocols.

Selected Reading

1. A course in Information consolidation: a handbook for education and training in analysis, synthesis and repackaging of Information. General Information Programme and UNISIST, UNESCO, PGI, Paris. 1986.

2. Alberico, R. and Micco M.(1990). Expert systems for reference and Information retrieval. West Port : Meckler.

3. Atchison, J. & Alan G. A.(1072). Thesaurus construction: a practical manual. London: Aslib.

4. Atchison, J. & Gilchrist, A.(1972). Thesaurus construction: a practical manual. London: Aslib.

5. Austin, D.(1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.

6. Chowdhruy, G.G.(2003). Introduction to modern Information retrieval. 2nd Ed. London, Facet Publishing.

7. Cleaveland, D. B.(2001). Introduction to Indexing and abstracting. 3rd Ed. Englewood, Colo. : Libraries Unlimited

8. Crawford, M. J.(1988). Information broking: a new career in Information work. London: LA.

9. Ford, N.(1991). Expert systems and artificial intelligence : An Information manager's guide. London : LA.

10. Ghosh, S.B. and Biswas, S.C. (1998). Subject Indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.

11. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.

12. Lancaster, F.W.(2003).Indexing and Abstracting in Theory and Practice. London: Facet Publishing.

13. Pandey, S.K. Ed.(2000).Library Information retrieval. New Delhi: Anmol.

14. Seetharama, S. (1997).Information consolidation and repackaging. New Delhi: ESS ESS.

15. Van, R.C. J.(1970). Information retrieval. 2nd ed. London: Butterworths.

16. Vickery, B.C.(1970). Techniques of Information retrieval. London: Butterworths

25

Library Automation and Networks

Unit 1

- Library automation: Definition, Need, Purpose and Advantages. Historical development. Planning for Library automation.
- Automation of Library operations. Acquisitions, Cataloguing, OPACs, Circulation and Serials control.
- Evaluation of Library automation systems. Criteria for evaluation. Evaluation techniques. Study of standards relevant to Library automation.
- Application of Barcode and RFID Technology for Library Functions.
- Application of Artificial Intelligence to Library and Information Centres

Unit 2

- Network concepts: Meaning, and Definition. Digital and analogue signals, Modulation, Frequency, Spectrum, Bandwidth, Multiplexing (FDM, TDM, STDM, and WDM), Asynchronous and synchronous transmission, Transmission Modes - Simplex, Half-duplex and Full duplex channels.
- Network devices: File server, Work station, Network Interface Unit, Transmission media, Hub, Repeater, Bridge, Router, Gateway, and Modem.
- Types of computer networks: Local Area Networks – Concept, Topologies (Bus, Star, Mesh, Tree, and Ring). Wide Area Networks and Metropolitan Area Networks- Concepts, Circuit switching and Packet switching. Difference between LAN and WAN. Wireless Networks – Mobile telephones.

Unit 3

- Network architectures. OSI and TCP/IP Reference models.
- Internet Technologies: Internet- History and development. World Wide Web (WWW).
- Protocols and its functions. Understanding TCP/IP.
- Network Security Issues and Measures: Understanding the following issues in Network security- Security requirements and attacks, Confidentiality with conventional encryption, Message authentication and hash functions, Public-key encryption and digital signatures. Fire walls and anti- virus software.

Unit 4

- Historical Developments of Library Cooperation and Networking.
- Library Networks: Study of the functions and activities of OCLC, RLIN, BLAISE, ERNET, JANET, NICNET, INFLIBNET,DELNET, BALNET, MANLIBNET.

26

Selected Readings:

1. Andrew S. T. & David J.W. (2011). Computer networks. Boston: Pearson Prentice Hall.

2. Balakrishnan, S.(2000). Networking and the future of Libraries. New Delhi: ESS ESS.

3. Barcode basics. http://www.makebarcode.com/info/info.html

4. Bose, K.(1994). Information networks in India: Problems and prospects. New Delhi: ESS ESS.

5. Carter, R.(1987). The Information technology hand book. London: Henemann.

6. Chapman, E.A.(1970). Library systems analysis guidelines. New York: John Wiley.

7. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists. ESS ESS .

8. DRTC(1999). Library networks in India (Seminar Papers). Bangalore, DRTC, ISI.

9. Haravu, L.J.(2004). Library automation: design, principles and practice. London: Allied publishing.

10. Jeanne, F.M. (2006). A librarian's guide to the Internet: A guide to searching and evaluating Information. Oxford: Chandos publishing.

11. Kaul, H K(1992). Library networks: an Indian experience. New Delhi: DELNET.

12. Kumar, P.S.G. (2004). Information technology: Applications (Theory and Practice). DelhiL: B.R. Publishing.

13. Lucy, A. T.(2005). An introduction to computer based Library system. 3rd Ed. Chichester: Wiley.

14. Patnaik, S.(2001). First text book on Information technology. New Delhi: Dhanpat Rai.

15. Ravichandra Rao (1996). Library automation. New Delhi: New Age International.

16. Rich, E. and Knight K.(1994). Artificial Intelligence, 2nd Ed. New Delhi: T.M.H.

17. Richard J.(2006). The institutional repository. Oxford: Chandos publishing.

18. Vishwanathan, T.(1995). Communication technology. New Delhi: T.M.H.

19. Zorkoczy, P .(2005). Information technology: An introduction, London: Pitman.

12. http://www.inflibnet.ac.in

14. http://www.delnet.nic.in

15. http:// www.oclc.org

Library Automation Software

Unit 1

- Creation of Database: CDSISIS / WINISIS.

Unit 2

- Use of Library software: Koha/Libsys/SOUL etc.,

27

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Unit 3

- Database Searching. Webcats and WebOPACs, LC Catalog, OCLC etc. Internet Searching,

Unit 4

- Use of search engines: Google, Yahoo etc.

Communication skills – Effective speaking. Improving vocabulary and grammar. Elements of

Soft Core

Marketing of Information Products and Services

Unit 1

- Emergence of Information Society and Knowledge Society and conceptualization of Information as a Resource: as a commodity and Information economics, Economics of Information; Growth of Information Industry and Implications on Library and Information Services and Products. Trans border data flow: agencies in TBDF, types of TBDF, barriers in BDF – access, linguistic, legal, economic and cultural (Information Consolidators, Aggregators, and Consortia etc.)

Unit 2

- Marketing concepts; - Corporate Mission; Marketing Strategies. Concept of Marketing in Non-profit Organizations
- Portfolio Management BCG Matrix Model; Product Market Matrix; Product Life Cycle, Pricing Information.

Unit 3

- Marketing Mix; Kotler's Four C's; McCarthy's Four P's. Packing, Branding and Advertising

Unit 4

- Marketing Plan & Research: Corporate Identity, Marketing plans: Marketing Research. Market Segmentation and Targeting; Geographic and Demographic Segmentation; Behavioral and Psychographics Segmentation; User Behavior and Adoption. Costing and Pricing of Information products and service – objectives and Importance. Influencing factors in pricing. Techniques of pricing
- Marketing Information Products & Services.

28

Selected Readings:

1. Cawkell, A.E., Ed. (1987). Evolution of an Information society. London : ASLIB.

2. Cronin, B(1981). Marketing of Library and Information services. London: ASLIB..

3. Eileen, E. D.S.(2002). Marketing concepts for Libraries and Information services. 2nd Ed. London: Facet Publishing.

4. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: IIM.

5. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall.

6. Saez, E.E. (1993). Marketing concepts for Libraries and Information services.

7. IASLIC (1988). Marketing of Library and Information services (13th IASLIC Seminar papers), Calcutta: IASLIC.

Conservation and Preservation of Information Resources

Unit 1

- Introduction to concepts of archiving, Preservation and Conservation. Need and significance of Archiving, Preservation and Conservation of Information Resources.

- Evolution of writing materials: Clay, Papyrus, Metallic plates, Skin, Parchment, Vellum, Palm leaves, etc. - Their history, Nature, Use as writing materials and their preservation. History of paper making, Different types of paper and their nature.

Unit 2

- Different types of Library materials, their preservation and maintenance: Paper Based materials - Book and Non Book materials, Library Binding, Binding Standards. Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc.

Unit 3

- Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials. Disaster prevention and recovery.

- To study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public archives of Canada etc.

29

Unit 4

- Records Management: Concepts and issues involved. Information Resource Management.(include Electronic Resource Management), Code of Ethics for Archivists.
- Digital Preservation

Selected Readings:

1. Balloffet, N., Hille, J., & Reed, J. A. (2005). Preservation and conservation for Libraries and archives. Chicago: American Library Association.
2. Belicove, M. E., & Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online. Indianapolis, Ind.: Que.
3. Henderson, K. L. (1983). Conserving and preserving Library materials. Urbana-Champaign, Ill.: University of Illinois, Graduate School of Library and Information Science.
4. Johnson, P. (2009). Fundamentals of collection development and management, 2nd Ed. Chicago: American Library Association.
5. Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and Information Science annual. Englewood, Colo.: Libraries Unlimited.

Users and User Studies

Unit 1

- Information seeking and use: Need for a conceptual framework; Need for a theory of Information seeking; the desired characteristics of the theory: integrating theories of. Information seeking with broader theories and framework study of attempts towards developing conceptual frameworks; Classification of approaches to conceptual framework; sources of theory; contributions of Mensal, Paisley, T.J. Allen, Dervin, Crane and others.

Unit 2

- Information need: Definitional and conceptual problems. Distinction between needs, wants, demands and requirements; Levels of Information need -Taylor's model, Lancaster's four levels, Cronin's three levels; Koikela's two levels of Information need; Kinds of Information needs: Continuous and Discreet needs; Application needs and Nutritional needs. Factors affecting Information need: Classification of factors, Dynamics of Information need situation; Paisley's schema of factors, Wilson's categorization of factors. Mick et.al's model of factors. Taylor's variables of Information need and contribution of others.

Unit 3

- User:-Understanding the psychology of Information user; categorization of user; Identifying users and potential users; users by professional groups-industrial, commercial etc.,

- Information use & user studies: Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

- Usage study

Unit 4

- Methodology of user studies: Study of various methods and tools: Quantitative and Quantitative and Quantitative methodologies; survey methods and experimental approach; Questionnaire, interview and other traditional tools/methods: Participant observation, Diary method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Selected Readings:

1. Brittain, J. M. (1970). Information and its users: a review with special reference to the social Sciences, Bath: Bath University Press.

2. Chowdhury, G. G., & Chowdhury, S. (2011). Information users and usability in the digital age. New York: Neal-Schuman Publishers, Inc.

3. Dobreva, M. (2012). User studies for digital Library development. S.l.: Facet Publishing.

4. Kim, C. H., & Little, R. D. (1987). Public Library users and uses: a market research handbook. Metuchen, N.J.: Scarecrow Press.

5. Kopycinski, D., & Sando, K. (2007). User surveys in college Libraries. Chicago: College Library Information Packet Committee, College Libraries Section, Association of College and Research Libraries.

6. Sridhar, M. S. (2002). Library use and user research: with twenty case studies. New Delhi: Concept Pub. Co..

7. Wysocki, A. (1968). Studies of users' needs in scientific Information. Paris: Conseil international des union's scientifiques.

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Hardcore

Information Systems and Services

Unit 1

- Information systems: Basic concepts, Meaning, Objectives and Functions.
- Components of Information System: Structure, Functions and Services, Libraries, Documentation Centres, Information centres, Data centres, Information analysis centres, Clearing houses, Data banks, Data Curation centres, Museums, Memories, Institutional Repositories, Open Archives, Referral, Translation Centres, and Publishing Houses.

Unit 2

- Understanding the different systems and their services. Understanding the user communities- Identification of user communities; Introduction to the user centered approach to Information seeking behavior. User Education - methods and techniques. User studies.

Unit 3

- Study of National Documentation Centres, Information Systems and programmes- NISCAIR, DESIDOC, NASSDOC. NISSAT.

- Study of International Information Systems and programmes- CAS, INSPEC, AGRIS, BIOSIS, INIS, MEDLARS, ASINFO, COMPENDEX. ISI.

- Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks- OCLC, INFLIBNET, UGC-INFONET, DELNET, , and INDEST.

- Information policies and programmes. Planning, Design and Evaluation of Information systems.

Unit 4

- Information Services- Reference and Documentation Services: Introduction to references services, Examination of reference collection for various types of Libraries. Current Awareness Services

(CAS): SDI service. Abstracting service - Abstracting techniques, Types of abstract, abstracting writing (style, content) Abstracting bulletins. Indexing services. Alerting services- List Serves and other email based services. Survey of List servs in different disciplines. FAQs –Developing FAQs – methods and techniques.

- Virtual Reference Desk. VRD- Management, technology and resources. The evolution of VRD. Major VRD projects. Virtual Libraries. Developing portals and virtual Libraries. Data mining for Information.

Selected Readings:

1. Sunitha Asija(1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
2. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Calcutta: World Press.
1. Gupta, B.M. and others(1991). Handbook of Libraries, archives, Information centres in India. New Delhi: Aditya Prakshan.
2. Krishan Kumar (1990). Reference service. New Delhi, Vikas.
3. Lucas, Amy. Ed.(1989). Encyclopaedia of Information systems and services. Detriot: Gale Research.
4. Neelameghan A. and Prasad, K.N. Eds. (2005).Information systems and services in India. Bangalore: SRELS.
5. Vickery, B.(1987). Information systems. London: Butterworths.

Research Methodology

Unit 1

- Foundations of research: Meaning and definition, nature, and objectives of research, Types of research, Basic concepts of research. Ethics in research. Areas of research in Library and Information Science. Role of research in the development of scholarship.

Unit 2

- Planning of research, The Planning process; Review of literature.
- Selection of a problem for research - Mode of selection, Sources of problems, Process of identification, Criteria of selection, Formulation of the selected problem.
- Hypothesis – Meaning, Types, Sources, Functions, Hypothesis; Conceptualization;
- Research design - Essentials of good research design & its importance, Ethical aspects of research; Literature search – print, non-print and electronic sources.
- Research design / writing the research proposal.

33

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Unit 3

- Research methods: Quantitative and qualitative methods of LIS research - Scientific Method, Historical method, Descriptive Method, Survey method, Observation method, Experimental method, Case-Study method. Delphi method and Interview method.
- Research techniques and tools: Questionnaire - types of questions, structured and unstructured questions, Cautions regarding questions & questionnaires. Interview schedule – Types, Merits & limitations; Measurements indices, Pilot studies. Rating scales and check lists.

Unit 4

- Sampling & data collection: Sampling techniques, Sample design or choice of sampling techniques, sample size, Sampling and non-sampling errors. Meaning and importance of data, Sources of data, Types of data, Use of secondary data
- Statistical analysis of data : Descriptive Statistics – measures of central tendency, mean, median & mode; Tabulation and Generalization; measures of dispersion – Range, intermediate ranges, measures of aggregate dispersion, mean-absolute deviation, the variance and covariance , and standard deviation & normal distribution. Chi-square test.

- Graphical presentation of data and report writing: Meaning & importance, commonly used graphics forms-line graphs or charts. Histograms, Frequency polygons, Ogive bar charts, pie charts & pictogram. Sociometry, Statistical Packages – SPSS.
- Research reporting: Organisation of report, Structure, Style, Contents, Guidelines of Research Reports, Style Manual – Chicago – MLA-APA etc. E-Citation and Methods of Research Evaluation.

Selected Readings:

1. Busha, C.Hand Harter, S.S. (1980). Research methods in librarianship: Techniques and interpretation. Orlando, Academic press.
2. Charles, H. et.al.(1993). Research methods in librarianship: Techniques and interpretations, New Delhi: Sage.
3. Fowler, F.J. (1993).Survey research methods. New Delhi: Sage.
4. Goode, W.J. and Hatt, P.K. (1986). Methods in social Science research. New Delhi: McGraw Hill.
5. Krishan Kumar(1992). Research methods in Library and Information Science. New Delhi: Vikas,.
6. Krishnaswami, O.R. (1993). Methodology of Research in Social Sciences. Bombay:Himalaya.
7. Leddy, P. D. (1980).Practical research: Planning design. London: Clive-Bingley.
8. Line, M.B. (1967). Library surveys, London: Clive Bingley.
9. Nicholas D. and Ritchil, M. (1979). Literature and bibliometrics. London: Clive Bingley.

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10. Ravichandra Rao, I.K. (1985). Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern.

10. Slater, M. (1990). Research methods in Library and Information studies. London: L.A.

11. Stevens, R.E. Ed.(1971). Research methods in librarianship. London: Clive Bingley.

Digital Libraries and E-Publishing

Unit 1

- Digital Libraries: Concepts and issues. Understanding digital Libraries. Evolution of digital Libraries- Important milestones- Pre- DLI 1, NSF and DLI 1 and 2. Development of literature on digital Libraries. DL communities - Agencies and organizations responsible for the development of DLs- CNI, CNRI, DLF. DL conferences- JCDL, ECDL and ICADL.

- Design and Organization of Digital Library :Architecture, Interoperability, Compatibility, Protocols, standards and User Interfaces,

Unit 2

- Content creation – Electronic documents, files and file formats. Study of different file formats. Studying PDF in detail- features of PDF. Born digital and legacy documents. Digitization- scanning, OC Ring and conversion to PDF. Electronic Publishing and scholarly communication, E-journals and e-books

- Digital Preservation, Conservation and Archival Management – Problems and prospects

Unit 3

- Creating Web documents- Mark Up Languages- SGML, HTML and XML. Creating documents in HTML. HTML editors and tools. Front Page and Dream Weaver. XML and its features- XML tools. DL architecture .Elements of a DL. DOI, Open URL, Cross Ref and other aspects. Study of the DL content management issues- Metadata and other resource discovery issues. Access Control and DRM, Security and preservation issues.

Unit 4

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

Selected Reading:

1. Chowdhury, G.G: Introduction to Digital Libraries. London: Facet Publishing, 2003.

2. ICADL: Tutorials on Digital Libraries. Bangalore, 2001.

3. Karen S. W. Marilynn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.

4. Leona Carpenter, Simon Shaw & Andrew Prescott: Towards the Digital Library. London: LA, 1998.

5. Lee, Stuart D: Digital imaging: A practical handbook. 2000.

6. Malwad, N.M. and others (1992): Digital Libraries: Conference papers.

7. Marilyn Deegan and Simon Tanner (2010). Digital Futures Strategies for the information age. London: Facet Publishing.

8. Andrew Cox (2010). Introduction to Digital Library Management. London: Facet Publishing.

9. Jenny Craven (2010). Web Accessibility Practical advice for the library and information professional. London: Facet Publishing.

10. David Nicholas and Ian Rowlands (2010). Digital Consumers Reshaping the information professions. London: Facet Publishing.

Soft Core

Digital Library Software

Unit 1

- Installation of Greenstone. Building digital collection using Greenstone

Unit 2

- Creating Metadata. Searching, Indexing. Modifying user interface etc. in Greenstone

Unit 3

- Installation   of

DSpace/Eprint. Unit 4

- Building collection to DSpace/Eprint.

Webometrics, Informetrics & Scientometrics

Unit 1

- Basic concepts: Bibliometrics, Informetrics, Scientometrics – Meaning, definitions and scope. Historical development. Study of bibliographic organizations: ISI, NCB, NISTAD.

Unit 2

- Study and application of Classical Bibliometric Laws – Lotka's law of scientific productivity, Bradford's law of scatter, and Zipf's law of word occurrence. Other notable regularities: 80/20 rule, Success-breeds-success model, law of Price.

36

Unit 3

- Study of the citation concepts: citation analysis, citation network, citation matrix, bibliographic coupling, co-citation analysis, Journal Citation Reports,
- Growth and obsolescence of literature. Various growth models, the half-life analogy, determination of aging factor and half life, real vs apparent, synchronous and diachronous.

Unit 4
- Science Indicators and Policy. Science Indicators. Science Policy Development. Web Impact Assessment. Link Analysis. Trends in informetrics.

Selected Readings:

1. Egghe, L. and Rousseau, R.(2001). Elementary statistics for effective Library and Information services management. London: Aslib,

2. Garfield, E.(1979). Citation Indexing: Its theory and applications in Science, technology and humanities. New York: John Wiley.

3. Meadows, A.J.(1974). Communication in Science. London: Butterworths.

4. Neuendorf, K. (2002). The content analysis guidebook. London: Sage.

5. Nicholas D. and Ritchi, M. (1979). Literature & bibliometrics. London: Clive Bingley.

6. Ravichandra Rao, I.K. (1985). Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern, 1985.

7. Thelwall, M. (2009). Introduction to webometrics: Quantitative web research for the social Sciences. Morgan and Claypool Publishers.

37

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