KARNATAKA STATE WOMEN'S UNIVERSITY VIJAYAPURA

SYLLABUS FOR MASTER OF LIBRARY AND INFORMATION SCIENCE

(MLISC- CBCS SCHEMEWITH EFFECT FROM THE ACADEMIC YEAR 2015-16)

Semester	Paper No	Title of the paper	Credits	Exam marks	IA
I	ML-1.1	Foundations of Library and Information Science	4	80	20
	ML-1.2	Management of Library and Information Centers	4	80	20
	ML-1.3	Library Cataloguing (Theory)	4	80	20
	ML-1.4	Fundamentals of Computers (Theory)	4	80	20
	ML-1.5	Library Cataloguing (Practical)	4	80	20
	ML-1.6	Fundamentals of Computers (Practical)	4	80	20
	OPT*	One Optional paper as prescribed by the University from time to time	4	80	20
II	ML-2.1	Information Sources	4	80	20
	ML-2.2	Information Services and Systems	4	80	20
	ML-2.3	Library Classification (Theory)	4	80	20
	ML-2.4	Library Automation (Theory)	4	80	20
	ML-2.5	Library Classification (Practical)	4	80	20
	ML-2.6	Library Automation (Practical)	4	80	20
	OPT*	One Optional paper as prescribed by the University from time to time	4	80	20
III	ML-3.1	Research Methodology	4	80	20
	ML-3.2	Information Literacy	4	80	20
	ML-3.3	Information Retrieval, Repackaging and Processing (Theory)	4	80	20
	ML-3.4	Internet Technology (Theory)	4	80	20
	ML-3.5	Information Retrieval, Repackaging and Processing (Practical)	4	80	20
	ML-3.6	Internet Technology (Practicals)	4	80	20
	OPT*	One Optional paper as prescribed by the University from time to time	4	80	20
IV	ML-4.1	Networks, Networking and Consortia	4	80	20
	ML-4.2	Electives: Study of any one of the following ML4.2 (A) Public Library System ML 4.2 (B) Academic Library System ML 4.2 (C) Special Library System	4	80	20
	ML-4.3	Conservation and Preservation of Information Resources	4	80	20
	ML-4.4	Digital Libraries (Theory)	4	80	20
	ML-4.5	Digital Libraries (Practicals)	4	80	20
	ML-4.6	Study tour, Project and Viva-voce ML4.6 A Study Tour ML 4.6 B Project - Internship ML 4.6 C Viva-voce	4	 - 50 30	 20 - -
	OPT	Personality Development,	2	40	10
		Total	110	2200	550

- The University has identified various optional subjects to be studied at different semesters. The students shall study one paper in every semester.

FIRST SEMESTER

ML-1.1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

OBJECTIVE

1. To acquaint students with the basic philosophy of Library & Information Science.
2. To understand the role and evolution of library as a social Institution
3. To familiarize the basic concepts of information and its communication
4. To create awareness about legal, political & ethical aspects of information & its use.
5. To understand and appreciate the Library and information Profession.

Unit 1: Library: Social Institution and development; Social and historical Foundations; Classification of libraries: Their functions and features; Role of libraries in the knowledge society; Growth and development of libraries in India with special reference to Karnataka

Unit 2: Five laws of library science and their implications on libraries

Unit 3: Library Legislation: Need, purpose, factors; Overview of public Library acts in Indian States, detailed study of KPL Act 1965, Copy Right Act 1957, Delivery of Books and Newspapers Act 1954, Press and Registration Act, Intellectual Property Right, Right to Information Act

Unit 4: Librarianship as a profession: Professional Associations and their role in the development of the profession: Study of KALA, ILA, IASLIC, IATLIS, CILIP, ALA, SLA, IFLA and FID; Role of RRRLF, NKC, UNESCO in the development of the profession; LIS education and research

Unit5: Information and Information Science: Information: Meaning, Definition, Nature, Properties; Notions of Information; DIKW model (Data-Information- Knowledge-Wisdom); Information Science: Definition, Evolution, Scope of the discipline and current status

Unit 6: Information communication and Information policy: Communication: Basic concepts, Scientific method of inquiry and scientific communication; Channels and levels of communication; Modes and models of communication; Formal and Informal communication; Barriers to information communication; Information Policy: Need, importance, censorship, data security and fair use, issues relating to framing of information policy; IT Taskforce and its objectives; National and International information policies and programs – UAP, UBC

COURSE OUTCOMES

1. Understand the basic philosophy of Librarianship / LIS profession
2. Identify the different types of libraries and differentiate between Academic / Public / Special libraries.
3. Understand the professional ethics and its / their application / implementation in practicing the profession.
4. Understand the importance of the five laws of library science and their implications In Library and Information Centers' activities.
5. Analyze the salient features of public library legislations enacted by Indian States and their importance in the promotion of library movement in India.

References:

Cawkel, A E (1987) (ed) Evolution of an information society. London: ASLIB

Chapman, E.A and Lynden, F.C. (2000). Advances in librarianship. Vol 24. San Diego: Academic Press.

Girjakuamr (1986). Library development in India New Delhi: Vikas

Guha, B (1983). Documentation and Information services: Techniques and systems. Rev ed 2. Calcutta: World

Isaac, K.A. (2004). Library legislation in India: A critical and comparative study of state Library acts book description: New Delhi: Ess Ess Publication.

Kawatra P S (1983). Fundamentals of documentation. New Delhi: Sterling

Khanna J K (1987). Library and society. Kurukshetra: Research production

Kochen M (1975) (Ed). Information for action: From knowledge to wisdom

Krishankumar (1989). Library organization Ed 1 (Reprint). Delhi: Vikas

Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.

Kumar, P.S.G.(2003) Foundations of Library and Information Science. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Lancaster F W (1978). Towards paperless information system. New York: Academic

McGarry, K (1993). The changing context of information: An introductory analysis. London: LA

Meadows, A J (1991). Knowledge and communication. London: LA

Ranganathan, S R (1989). Five laws of library science. Ed 2. Bangalore: SRELS

Richard E.R. (2000). Foundations of Library and Information Science. Neal-Schuman.

Rout, R.K. Ed. (1999) Library legislation in India. New Delhi: Reliance.

Sharma, P. S.K.(1992). Library and society. 2 Ed. Delhi: ESS ESS.

Surendra S. & Sonal Singh. Ed. (2002).Library, Information and Science and society. New Delhi: ESS ESS

Velaga V. & Madhusudhan, M. (2006). Public Library legislation in the new millennium: New Model Public Library Acts for the Union. Bookwell.

ML-1.2: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

OBJECTIVES

1. To provide an understanding of the concept of management, its theories and principles.
2. To understand principles of organizational structure.
3. To provide a birds eye view of the different sections of the library including the functions and activities.

Unit 1: **Management:** Concept, Definition and Scope; Management theories, styles, schools of thought and approaches; Functions and Principles of scientific management

Unit 2: **Library House Keeping Operations:** Different sections of a library and information center and their functions; Collection Development and Management: Policies and Procedures; Technical processing; Serials control; Circulation; Maintenance; Stock verification; Evaluation and Weeding; Reporting: Types of records, Annual report – compilation, Contents and style; Library statistics

Unit 3: **Management of Human and Financial Sources: HRM**: Meaning, Definition, Need and Importance; Organizational structure, Delegation, Communication and participation; Job description, job analysis, job evaluation, Recruitment process; Interpersonal relations, Motivation, Training and development and Performance appraisal; **Financial management:** Resource mobilization, Budgeting techniques and methods – PPBS, ZBBS etc, Budgetary control, Cost effectiveness and Cost benefit analysis; Outsourcing

Unit 4: **System Analysis and Design:** Library as a system; Project management, PERT/CPM, Decision tables; Performance evaluation standards, MIS; Performance measurement; Reengineering, Time and motion study; SWOT, DFD (Data Flow Diagram)

Unit 5: **Planning:** Concept, Definition, need and purpose; Types; Policies and Procedures, MBO; Building and space management; Furniture and Equipment; Risk and Contingency Management; Standards for Libraries

Unit 6: **TQM:** Definition, concept, elements; Quality audit, LIS related standards; Technology management; Concept of change; Changes in procedures: Methods, tools and techniques; Problems of incorporating change; Techniques of managing change

COURSE OUTCOMES

1. Understanding of basic concepts of scientific management.
2. Understanding and applying the principle management to the library house-keeping operations.
3. Understanding the nature of management resources.
4. Understanding the system analysis and design.

References

Branin, J J (1994). Collection management for the 1990s. Chicago: ALA

Brophy, Peter and Courling Kote (1997). Quality Management for Information and Library Managers. Bombay: Jaico

Bryson, J (1990). Effective library and information management. Aldershot: Gower

Cowley, J (1982). Personnel management in libraries. London: Clive-Bingley

Evans, Edward G. Ed (1986). Management Information Systems. New Delhi: S. Chand & Co.

Harvey R (1993). Preservation in libraries: Principles, strategies and practices for librarians. New York: Bowker-Saur

Katz, W.A (1980). Collection Development Selection of Materials for Libraries. New York: HRW

Krishna Kumar (1987). Library Administration and Management. Delhi: Viaks

Kumar P.S.G (2003). Management of Library and Information Centres. Delhi: B. R. Publishing corporation,

MerDick, Robert G. et.al (1992). Information Systems for Modern Management. New Delhi: Prentice Hall.

Mittal, R L (1987). Library administration. Ed 5. New Delhi: Metropolitan

Paliwal, P.K (2000). Compendium of Library Administration. New Delhi: Ess Ess.

Paranjpe, Vivek (1997). Strategic Human Resource Management. New Delhi: Allied

Pearson, R.J. Ed (1983). Management Process: Selection of Readings for Librarians. Chicago: ALA

Siwatch, Ajit Singh (2004). Library Management: Leadership style strategies and organizational climate. New Delhi: Shree.
Stuert, Robert D and Moran, Barbara B (2004). Library and Information Center Management. Colorado: Libraries unlimited

ML-1.3: LIBRARY CATALOGUING (THEORY)

OBJECTIVES

1. To understand the principles and practices of document description including Electronic documents.
2. To develop ability in applying methods and tools of content description.
3. To familiarize with current trends in resource description.
4. To develop skills in subject analysis and proficiency in using standard schemes of subject cataloguing.
5. To familiarize with current trends in resource description.

Unit 1: **Library catalogue:** Meaning, Objectives, Purpose and functions; Types and Forms of library catalogue; Format and kinds of entries, Data elements in different types of entries; Filing of entries

Unit 2: **Library Catalogue Codes:** History and development of library catalogue codes; Normative principles: Laws, Canons and Principles; Study of AACR2R/RDA

Unit 3: **Subject Headings and Limited cataloguing:** Subject headings: Origin and development, Study of Chain procedure, Sears List of Subject Headings, LCSH, MeSH, SHE; Selective and simplified cataloguing; Centralized, Cooperative and shared cataloguing; Union catalogues- designing and compilation – Manual and automated

Unit 4: **Bibliographic Description and Trends in Cataloguing:** ISBD- ISBN, ISSN, CODEN; MARC, CCF, ISO 2709, RDA; Cataloguing of e-resources; Metadata: Basic features, metadata standards, Study of Dublin Core, TEI, RDF

COURSE OUTCOMES

The student will be able to
1. Apply principles of subject cataloguing
2. Physically describe a document according to different codes of cataloguing.
3. Catalogue different types of documents by applying standard codes of cataloguing Systems.
4. Use different metadata describing techniques.

References:

Anglo American Cataloguing Rules 2nd Revised edition (1998). New Delhi: Oxford
Barbara M Westby, Ed (1977). Sears List of Subject Headings, New York, HW Wilson.

Byrne, Deborah J. MARC manual: Understanding and using MARC Record (1998). Engelwood: Libraries Unlimited

Fritz, Deborah A. Cataloguing with AACR2 and US MARC records (1998). Chicago: ALA

Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R (1997). Chicago: ACA

Krishankumar (1989). Theory of cataloguing. Rev Ed 5. New Delhi: Vikas

Ranganathan , SR (1955). Headings and Canons. Madras, S Vishwanathan.

Ranganathan, SR (1988). Classified Catalogue Code. Madras, UBSPD

Ranganathan, SR (1950). Library Catalogue: Fundamentals and Procedures, Madras, LA.

Tripathi, S M (1978). Modern Cataloguing: Theory and practice. Ed 2New Delhi: Shiralal Agarwal

ML-1.4: FUNDAMENTALS OF COMPUTERS (THEORY)

OBJECTIVE:

1. To get acquaintance with basic concepts of computers
2. To learn the data representation techniques
3. To familiarize with computer softwares
4. To understand the basics of telecommunication and e-publishing

Unit 1: Computers and Computer Architecture: Definition, Components, Characteristics and applications; Historical developments, Generations and Classification of computer; Internal and external storage devices

Unit 2: **Data representation and File organization: Data Representation:** Concept, structure, Binary number system, bit, byte; Computer codes – ASCII, ISCII, UNICODE; **File Organization:** Concept, functions, merits and demerits and methods

Unit 3: Computer Software and Computer languages: System software: Purpose, Operating systems: MSDOS, MS-Windows, Linux, UNIX; Application Softwares: Word processors, Spreadsheets, Internet browsers, Software suites, Database programs, Anti-virus programs, Sharewares, Web design tools, HTML editors; Programming languages; Algorithms and Flowcharts

Unit 4: Software packages: Study and acquaintance with MS-Office- Word, Excel and Power Point and Linux Basics

COURSE OUTCOMES

1. Understand and learn the basic skills of Information Technology and computer
2. Identify and understand the different useful application software and Learn system software
3. Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
4. Analyse the different programming languages (Machine, Assembly and High-Level Languages)
5. Understand fundamentals of Telecommunication and e-publishing

References:

Basandra S K (2002). Computers today. New Delhi: Golgotia
Forester, W H and Rowlands J L (2002). The online searchers companion. London: LA
Hunter and Shelly (2002). Computers and Common sense. New Delhi: Prentice-Hall
Kashyap M M (2003). Database systems. New Delhi: Vikas
Rajaraman, V (1981). Fundamentals of computers. New Delhi: Prentice-Hall of India
Rowley J (1993). Computers for libraries. Ed 3. London: LA
Sinha P K (1992). Computer fundamentals: Concept, systems and applications. Ed 2. New Delhi: BPB
Sunders, R (2000): Computers Today Ed.2, John Wiley
Taxali Ravikant. (2006) PC software made easy, New Delhi

ML-1.5: LIBRARY CATALOGUING (PRACTICALS)

OBJECTIVES

1. To provide practical Knowledge of cataloguing simple documents using different catalog codes.

Unit 1: Cataloguing of simple, compound and complex books (According to AACR2R)

Unit 2: Cataloguing of non-book materials (According to AACR2R)

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

COURSE OUTCOME

1. Will be able to catalog the documents and learn the Skills of subject cataloguing.

ML-1.6: FUNDAMENTALS OF COMPUTERS (PRACTICALS)

OBJECTIVES

1. To develop skills in using application software word processor, spread sheets and Presentation tools

Unit 1: MS-Windows: Hands on experience and work assignments

Unit 2: MS – WORD, MS-EXCEL and MS-POWER POINT: Hands on Experience and work assignments

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

COURSE OUTCOME

1. Should be able to use application software like word processor, spread sheets and presentation tool.

OPT: Credit Transfer paper

Students are required to study one Credit Transfer paper as prescribed by the University from time to time in the semester. The list of credit transfer papers available for students of the Department of Library and Information Science during this semester shall be announced by the University and it can be revised/updated by the University from time to time.

SECOND SEMESTER

ML-2.1: INFORMATION SOURCES

OBJECTIVES

1. To introduce different categories of Reference and information sources.
2. To familiarise with Standard Reference and Information Sources in Print Nom-Print and

Electronic Media, including human and institutional sources.

Unit 1: Information Sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions; Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2: Primary sources (Print and Electronic): Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3: Secondary sources (Print and Electronic): Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4: Tertiary Sources (Print and Electronic): Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Unit 5: Non – documentary sourcesHuman sources: Technological gatekeepers, invisible colleges, Consultants, resource persons; Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6: Electronic sources

Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways. Online databases, Open sources

COURSE OUTCOMES

1.Understand the characteristics of different sources of information

2.Gain the Knowledge of non-print and electronic sources of information.

3.Know the structure of different sources of information.

4.Understand the nature and characteristics of electronic resources.

5.Know about different Human and Institutional sources of information.

References:

Chenny F N and Williams W J (1980). Fundamental reference sources. Ed 2. Chicago: ALA

Chowdhury, G G and Chowdhury, Sudatta (2001). Searching CDROM and online information sources. London: Facet

Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet

Gopinath, M.A (1984). Information Sources and Communication Media. DRTC Annual Seminar, Bangalore

Grogan D J (1982). Science and technology: An introduction to the literature Ed 4. London: Clive-Bingley

Katz, W A (1992). Introduction to reference work. New York: McGraw Hill

Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas

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

Poulter, Alan., Tseng, Gwyneth and Sargent, Goff (1999). The library and information, Professional's guide to the World Wide Web. London: Facet

Rao, I.K.R (2001). Electronic Sources of Information, DRTC Annual Seminar

Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest

Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: EssEss

Shores, Louis (1959). Basic reference sources. Chicago: ALA,

Subramanayam, K (2001). Scientific and Technical Information Resources, New Delhi: Anmol

Teague, S John (1985). Microforms, Video and Electronic media Librarianship, London, Butterwoths

Walford, A.J (1990): Guide to Reference Materials, London, Library Association, 3V.

www.libraryspot.com

www.refdesk.com

www.infolibrarian.com

ML-2.2: INFORMATION SERVICES AND SYSTEMS

OBJECTIVES

1. To provide the basic knowledge of information services.

2. To provide the outline of different kinds of information centers.

3. To know the existing information systems.

4. To understand the concepts of IR, OA, VRD.

5. To get familiarised with the concept of information product.

Unit 1: Libraries, Documentation and Information Centres, Data Banks, Information Analysis Centres, Referral centers, Clearing Houses: Functions, Objectives, Activities, Services

Unit 2: Information Service: Concept, Definition, and trends; Need, Techniques and Criteria for evaluation; Study of various services: Reference service, Alerting (CAS and SDI) services, Bibliographical, Referral, Document Delivery, Translation, Abstracting, Indexing, Web enabled service etc

Unit 3: National documentation and information centers: NISCAIR, DESIDOC, NASSDOC, SENDOC, INFLIBNET, UGC information centers

Unit 4: Information Systems: Concepts, Types, Characteristics and components; International Information Systems and Services: UNESCO – PGI, AGRIS, INIS, INSPEC, DEVSIS, MEDLARS, SPINES, ICSU.ERIC, BIOSIS

Unit 5: Institutional Repositories, Open Archives, 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.

Unit 6: Information product: Concept, meaning and utility; Types – Alerting products, Newsletters, Discussion forums, (CAS and SDI), Bibliographic, Reference, Referral, Document Delivery, Reprographic and Translation

COURSE OUTCOMES

1.Understand the importance of information services.

2.Identify different kinds of Information Centers and their role in information dissemination.

3.Familiarize with different types of information systems at the National and International level.

4.Understand the significance of institutional repositorics, open and archives and VRD. understand the nature of information products.

References:

Colin, H. Ed (1989). Management Information Systems in Libraries and Information Services. London: Tayler Graham.

Guha, B (1983). Information and Documentation. Calcutta: World Press

Gupta, B.M. et.al (1991). Handbook of Libraries, Archives, Information Centres in Indian. New Delhi, Aditya Prakashan,

Krishan Kumar (1977). Reference Service. New Delhi:Vikas

Lancaster, F.W (1978). Towards Paperless Information System. New York: Academic Press

Lucas, Amy, Ed (1989). Encyclopaedia of Information systems and services. Detroit: Gale Research

Medow, C.T (1967). Analysis of Information Systems. New York: Wiley.

Murdick, Rober G. et.al (1996). Information systems for modern management. 3rd ed. New Delhi: Prentice-Hall

Osborne, Larry N and Nakamura, Margaret (2004). System analysis for librarians and information professionals. 2nd ed. Engewood: Libraries unlimited

Ranganathan, S.R (1967). Reference Service. Bombay: Asia

Vickery, B (1987). Information Systems. London: Butterworths.

Wiseman, H.M (1972). Information Systems, Services and Centres. New York: Becker and Hanyes,

ML-2.3: LIBRARY CLASSIFICATION (THEORY)

OBJECTIVES

1. To introduce to the students the structure and attributes of Universe of Knowledge.
2. To understand the theories and principles library classification.
3. To develop skills in subject analysis and proficiency in using standard schemes of classification.
4. Understand the role of classification in Interal Resource Description.'

Unit 1: **Library classification:** Definitions, Need, Purpose and Functions; Historical perspectives; Theory of Library Classification; Types of Classification schemes; Knowledge Classification vs. Library Classification.

Unit 2: **Study of Schemes of library classification:** Colon Classification: Features, structure, and applications; Dewey Decimal Classification: Features, structure, and applications; Universal Decimal Classification: Features, structure, and applications

Unit 3: Normative Principles of Classification: Universe of subjects – Concept, Definitions, Structure and Attributes of subjects, Modes of Formation of Subjects; Planes of work. Canons, Principles and Postulates; Fundamental categories; Devices; Mnemonics; Facet analysis and facet sequence, Phase relations, Common Isolates; Notational system: Meaning, need, functions and types, Mnemonics; Call number and its structure;

Unit 4: Trends in library classification: Role of library classification in Internet Resource Description and Discovery; Web design and faceted classification: Case studies- Epicurious, lawforwa, CMS Review etc; Knowledge organization systems (KOS), Concept maps of KOS in the Internet world; Ontologies, Taxonomies, Folksonomies, Clustering, Categories; Automatic classification: Basics, Automatic classification research at OCLC; Case studies: GERHARD,SCORPIO, DESIRE, CORA, OASIS etc

COURSE OUTCOMES

After completing this Paper, the students will be able to: Understand the native of Universe of Knowledge

1.Understand the the basics of classification, importance of Library Classification

2.Understand the logic of Knowledge Organization by learning different schemes of Library Classification

3.Familiarize with latest trends in Library Classification.

References:

Berwick Sayers, WC (1950). Introduction to Library Classification. London, Andra dautch

British Standard Institution. BS100M: 1985 (1985). Universal Decimal Classification. London: BSI

Dewey Decimal Classification. (2003) Ed 22. edited by Joan S. Mitchell, Julianne Beall, Giles Martin, Winton E. Matthews, Jr., Gregory R. New. Dublin, Ohio: OCLC Online Computer Library Center

Dhyani, Pushpa (1998). Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan

Krishankumar (1986). Theory of Classification, Ed 2. New Delhi: Wiley Eastern

Kumar PSG (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR.

Maltby, A (1976). Classification in the 1970's London: Clive-Bingley,

Raju, A A N (1993). Universal Decimal and Colon Classification. New Delhi: Ess Ess

Ranganathan S R (1985). Colon Classification 6th Ed (reprint) Bangalore: SRELS, 1985

Ranganathan S R (1995). Prolegomena to library classification. Ed 3 (Reprint). Bangalore: SRELS, 1995

Ranganathan, S R (1953). Depth classification. Delhi, ILA

Sinha, Suresh C and Dhiman, Anil K (2002). Prolegomena to Universe of Knowledge. New Delhi: Ess Ess

Srivastava, AP (1993). Theory of Knowledge Classification in Libraries. New Delhi, Sage.

Williamson, N J and Hundra M (1992). Classification research for knowledge representation and Organization. Proceedings of the International study Conference on Classification Research. Amsterdam: Elsevier

ML-2.4: LIBRARY AUTOMATION (THEORY)

OBJECTIVES

1. To prepare the students to get the basic knowledge of library automation.
2. To impart knowledge skills in using different library automation softwares
3. To provide an overview of emerging technologies.
4. To familiarize them in the use of DBMS.

Unit 1: Library automation: Genesis, history, need, rationale, types and areas of library automation; Infrastructure requirements: Manpower, Financial, Hardware, Software, Furniture and equipment, Library automation feasibility study; Planning and preparation; Library automation subsystems: Acquisition, Cataloguing, Circulation, Serials control systems

Unit 2: DBMS: Concept of database, and DBMS; Types, design, Structure, Organization and Development of databases; Data security; MS-Access and WINISIS: Overview, System installation, Database construction, Techniques, Menus, Tools and Creation of databases; Data conversion techniques – ISISASCII, ISISMARC and MARC Edit

Unit 3: Library Software packages: SOUL, EASYLIB, NIC-E-Granthalaya, Koha, NewGenLib; Evaluation of Library automation systems. Criteria for evaluation; Evaluation techniques; Study of standards relevant to Library automation.

Unit 4: Application of Barcode and RFID and Artificial Intelligence and QRCODE Technology for Library Functions

COURSE OUTCOMES

After completing this paper, the students will be able to:

1.Understand the basics of Library Automation.

2.Learn different Library Software Packages including Open-Source Software DBMS

3.Get acquainted with different kinds of CBMS and understand their structure and components.

4.Know about emerging technologies including Barcode, RFID, QR Code Smart card and Artificial Intelligence.

References:

Cibbarelli, P.R (1995). Library automation: a back to basics guide. Washington, D.C., USA: Special Libraries Association.

Cohn, J M., Kelsey, A L and Feils, K M (1992). Planning for automation. New York: Neal-Saumann

Duval, BK and Main L (1993). Automated library systems: A librarians guide and teaching Manual. Westport: Meckler

Haravu, L J (2004).Library Automation: Design, Principles and Practice. New Delhi: Allied Publishers

Head, J.W.; and McCabe, G.B (1993). Insider's guide to library automation: essays of practical experience. New Directions in Information Management. Westport, Connecticut, USA: Green-wood Publishing Group

Kimbler, R T (1974). Automation in libraries Ed 2. Oxford: Pergoman

Madras Library association (1986). Library automation. Madras: MLA

Ravichandrarao, IK (1992). Library automation. New Delhi: New Age International

Reynolds, Dennis (1985). Library automation: Issues and applications. New York: Bowker

Rice, J (1984). Introduction to library automation. Littleton, Colorado, USA: Libraries Unlimited

Rowley, J (1993). Computers for libraries. Ed 3. London: LA

Saffady, W (1989). Introduction to automation for librarians. 2nd ed. Chicago, USA: American Library Association

Salmon, S.R (1975). Library automation systems. New York, USA: Marcel Dekker, 1975.

Tracy, J.I. Library automation for library technicians. Metuchen, New Jersey, USA: Scarecrow Press, 1992.

ML-2.5: LIBRARY CLASSIFICATION (PRACTICALS)

OBJECTIVES

1. To provide hands–on-experience to Classify different types of documents by applying standard classification schemes.

Unit 1: Classification of simple, compound and complex documents using Dewey Decimal Classification

Unit 2: Classification of simple, compound and complex documents using Universal Decimal Classification

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

COURSE OUTCOMES

After completing this paper, the students will be able to:

1.Identify the Specific subject of the Document by analyzing the contents.

2.Devise all numbers of the documents by constructing class numbers and book numbers

3.Understand the logic of mapping of subjects.

ML-2.6: LIBRARY AUTOMATION (PRACTICALS)

OBJECTIVES

1. To develop skills in the use of library software's.

Unit 1: Acquaintance, hands on experience and work assignment with any two of the library software packages: SOUL, EASYLIB, LIBSYS, NewGenLib, Koha, NIC- E-Granthalaya

Unit 2: Acquaintance, hands on experience and work assignment with MS-Access and WINISIS

COURSE OUT COMES

1. Should be able to understand technology and issues involved in using library automation software's.

2. To select appropriate library automation software and effectively use it.

3. To plan and design automated library system

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

OPT: Credit Transfer paper

Students are required to study one Credit Transfer paper as prescribed by the University from time to time in the semester. The list of credit transfer papers available for students of the Department of Library and Information Science during this semester shall be announced by the University and it can be revised/updated by the University from time to time.

THIRD SEMESTER

ML-3.1: RESEARCH METHODOLOGY

OBJECTIVES

1. To understand and articulate the role and importance of research in library and information science.

2. To provide a birds eye-view on the different methods and techniques of research.

3. To familiarise in the use of statistical tools and techniques.
4. To develop research reporting skills.
5. To identify and discuss ethical issues related to Research.

Unit 1: Research: Meaning, Definition, Significancee, Need and Purpose; Types of research; Barriers to research; Identification, selection and formulation of a research problem

Unit 2: Hypothesis and Research Design: Hypothesis: Meaning, Definitions, Types, Formulation; Research design: Definition, Need, Types and their characteristics; Preparation of a research proposal

Unit 3: Research Methods and Tools for data collection: Research Methods: Scientific method, Historical method, Descriptive method, Survey method, Case Study method, Experimental method, Delphi method, Content analysis and Informetrics and Scientometrics; Data collection tools: Questionnaire, Schedules, Interview, Observation, Scales and Checklists, Library records and reports

Unit 4: Sampling methods and Techniques: Concept of study population and Sampling, Need for sampling, Types of sampling – Random and Non-random sampling techniques, Sample Bias and error

Unit 5: Data Analysis, Interpretation, Reporting and Evaluation: Descriptive analysis, inferential analysis, Data processing and analysis using SPSS; Interpretation of data including statistical testing of hypothesis; Research reporting: Structure, Style and Contents, Guidelines for reporting; Style manuals – Chicago, MLA, APA and ACS; Criteria for evaluation of research report

Unit 6: LIS research: LIS Research worldwide and in India: Overview, Trends, Issues

COURSE OUTCOMES

1. The Student should be able to understand the basic theory and practice of research and be familiar with qualitative and quantitative methods.
2. Carry out a small research project under the guidance/supervision of a teacher.
3. Evaluate and use a wide range of research techniques and methods.
4. Analyse, present and interpret the qualitative and quantitative data.
5. Draw the appropriate findings and produce research report.

References:

Busha, C H. and Harter, S P (1980). Research methods in librarianship. New York: Academic

Fowler, F J Jr (1993). Survey research methods. New Delhi: Sage

Glazer, J D and Powell, R R (1992). Qualitative research in information management. Englewood: Libraries Unlimited

Goode, W J. and Hatt, P K (1981). Methods in social science research. Auckland: McGraw Hill

Kin, Robert K (1989). Case study research: Design and methods. New Delhi: Sage Publications

Kraft, D H and Royce, B R (1991). Operations research for libraries and Information Agencies. San Diego: Academic Press

Krishnaswamy, O R (1993). Methodology for research in social sciences. Delhi: Himalayan Publishing House
Lancaster, F W (1993). If you want to evaluate your library. London: LA
Line, M B (1967). Library surveys. London: Clive-Bingley
Savanur, S K (2008). Research methodology for information sciences. Pune: Universal Prakashan
Simpson, I S (1990). How to interpret statistical data. London: LA

ML-3.2: INFORMATION LITERACY

OBJECTIVES

1. To learn the techniques of assessing user needs, and identifying information seeking
2. To identify the role of libraries in providing IL Programmes.
3. To understand the trends in information literacy.

Unit 1: Information Users and their information needs: Categories of information users: Academic community, Scientists and Technologists, R & D Personnel,Other Professionals, Planners, Policy makers, Ethnic groups etc; Information needs: definition and models; Information seeking behaviour: Models and procedures

Unit 2: User and User Studies: User studies: Planning, and Organization in different environments; Methods, Techniques and strategies; Use studies in different types of libraries: Different user groups and disciplines; Quantitative and qualitative techniques, Information studies

Unit 3: Information Literacy: Meaning, Definition, Need, Evolution of the concept. Historical perspectives; Types of Information Literacy: Technology literacy, media literacy, computer and digital literacy; Levels of Information Literacy: Entry level, Mid level, High level, Advance level. Partners of Information literacy; Lifelong learning and its components.

Unit 4: Models, Guidelines and Standards: Models of Information literacy: SCONUL model and CAUL (Australian) model; Guidelines and standards for Information literacy programs: ALA and ACRL; Use of a-v aids, programmed instructions in specified disciplines, resource based instructions etc; Information Literacy missions, forums and task forces

Unit 5: IL Programmes: Information literacy programmes; Role of Libraries in Information literacy; Information literacy instructions in different types of Library and Information centers; Integration of information literacy in different levels of education

Unit 6: Trends: Current trends in Information literacy; Study of Information literacy programs in the world; Information Literacy Competencies; Challenges facing Information literacy.

COURSE OUTCOMES

Students will be able to:

1.Understand the different category of library users and their information needs and information seeking behavior

2.Conduct User Study by adopting different methods and techniques.

3.Understand the importance of information literacy in the life – long learning

4.Understand various information literacy models and to apply them in different settings.

References:

American Library Association (1995). Information for a new age: Redefining the librarian. Chicago: ALA

American Library Association. Final Report of Presidential Committee on Information Literacy. www.ala.org/at/nill/litt1sthtml

Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.

Bawden, D (2001). Information and digital literacies: a review of concepts. http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf.

Eisenberg, Michael B., Lowe, Carrie, A and Spitzer, Karthleen (2004). Information literacy: Essential skills for the information age. London: Libraries Unlimited

Gaur, Ramesh C (2003). Re-engineering library and information services: Process, People and Technology. Mumbai: Allied

Grassian, E S. and Kaplowitz, J R (2001). Information literacy instruction: Theory and Practice. Edison., NJ: Schuman

Jukes, I., Dosaji, A and Macdonald. B F (2000). Net savvy: Building information literacy in the Classroom. Ed 2. Thousand Oaks: Crowin press

Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the Information chain. London: Library Association.

Pantry, Sheila and Griffiths, Peter (2002). Creating a successful e-Information service. London: Facet.

Prasher, R G, (Ed) (2003). Indian libraries in IT environment. Ludhiana: Medallion

Zorana Ercegovac (2008). Information literacy: search strategies, tools & resources for high school students and college freshmen. California: ABC-CLIO

ML-3.3: INFORMATION RETRIEVAL, REPACKAGING AND PROCESSING

OBJECTIVES

1. To familiarize the students with information retrieval, repackaging process.
2. To develop capability in Indexing abstracting Techniques.
3. To catch up with trends in vocabulary control.
4. To get acquainted with evaluation of information.

Unit 1: Information Retrieval System: Concept, Meaning, Definition, Objectives, Characteristics, Components and Functions; Evaluation experiments: ASLIB, The Cranefields, MEDLARS etc; Trends in IRS; IR standards and Protocols

Unit 2: Abstracts and Abstracting: Definition, Uses, Types and their qualities, guidelines for abstracting; Automatic abstracting: Concept, Text summation system, automatic extraction – Concept selection, Abstractor's workbench

Unit 3: Indexing: Basic concepts, Indexing languages: Types and characteristics;

Pre-Coordinate and Post Coordinate indexing; Computer based indexing (auto indexing); Vocabulary control, Thesaurus: Structure, Function and Design; Citation indexing

Unit 4: Information Search process and Retrieval Models: Common features of search process, Steps in creation of a search file; Search features, Query search and steps in query formulation; Search process – strategies and techniques, search software, search engines, multiple database searching; Basic retrieval models – manual and automated; Boolean logic, Cognitive, Fuzzy and Probabilistic

COURSE OUTCOME

At the end of the module the student will have acquired:

The student will be able to

1. Produce/generate manual and computerized indexes by applying different indexing techniques and methods.
2. Abstract documents using standard guidelines.
3. Design and construct an IR thesaurus.

References:

Atchison, Jean and Gilchrist, Alan (1972). Thesaurus construction: A practical manual. London: ASLIB

Austin, D and Dykstra, Mary (1984). PRECIS: A manual of concept analysis and subject Headings. Ed 2. London: British Library

Brophy, Peter (2001). The library in the 21st century: New services for information age. London: LA

Chowdhury, G G (2003). Introduction to modern information retrieval. Ed 2. London: Facet

Crawford, Marshall Jean (1988). Information broking: A new career in information work. London: LA

Ghosh, S B and Satpathi, J N (1998). Subject Indexing Systems: Concepts, Methods and Techniques. Calcutta: IASLIC

Fosket A C (1991). Subject approach to information Ed 5. London, LA

Lancaster, F W (1968). Information retrieval systems, characteristics, testing and evaluation

Lancaster, F W (1991). Indexing and abstracting in theory and practice. Champaighn: University of Illinois

Seetharama S (1997). Information consolidation and repacking: Framework, methodology, Planning. New Delhi: Ess Ess

Van Rijsbergen. C J (1970). Information retrieval. Ed 2. London: Butterworths

Vickery, B C (1970). Techniques of information retrieval. London: Butetrworths

ML-3.4: INTERNET TECHNOLOGY (THEORY)

OBJECTIVE:

1. To get acquaintance with basic concepts of computers
2. To learn the data representation techniques
3. To familiarize with computer softwares

4. To understand the basics of telecommunication and e-publishing

Unit 1: Internet: Basic features, origin, development and definition; Internet Technology; tools and protocols: TCP / IP and others; Internet connectivity, Dial up, leased line etc.; Intranet, Extranet and Internet;

Unit 2: Search Engines: Concept of search engines; Parts of a search engines; Meta search engines; Search tools; Web search strategies.

Unit 3: Internet services: E-mail; File Transfer Protocol (FTP); Remote Login, WWW; web 2.0; Teleconferences, Videoconferencing; Bulletin Board Services and Document Delivery Service

Unit 4: Cyber laws: Electronic Document; Digital signatures, Digital certificates, Electronic contracts; Regulations of cyber laws; IT act 2000 and its amendments

Unit 5: Acquaintance with search engines and search options and search techniques

Unit 6: Acquaintance with the use of Internet resources and services

COURSE OUTCOMES

1. Understand and learn the basic skills of Information Technology and computer
2. Identify and understand the different useful application software and Learn system software
3. Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
4. Analyse the different programming languages (Machine, Assembly and High-Level Languages)
5. Understand fundamentals of Telecommunication and e-publishing

References:

Bradely, Phil (2002). The advanced Internet searcher's Handbook. Ed 2. London: LA

Dawson, Andy (1995). The Internet for Library and Information service professionals. London: Aslib

Lancaster, F W (1990). Electronic publishing and their implications for libraries and beyond. London: Clive Bingley

Parekh, Harsha (1999). Internet in the scholarly communication process. Mumbai: Knowledge ware

Poulten, Allen and Others (1999. The library and Information professionals guide to the world wide web. London: LA

Zen, B P (1992). The art of the Internet: A beginner's guide. New Delhi: Prentice-Hall

ML-3.5: INFORMATION RETRIEVAL, REPACKAGING AND PROCESSING (PRACTICALS)

Unit 1: Preparation of abstracts for micro-documents following guidelines of abstracting and preparation of index entries and creation of indexes – PRECIS

Unit 2: Preparation and compilation of various information products

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

ML-3.6: INTERNET TECHNOLOGY (PRACTICALS)

Unit 1: Acquaintance with search engines and search options and search techniques
Unit 2: Acquaintance with the use of Internet resources and services

Note: Each student shall compulsorily maintain practical record and submit the same at the time of practical examination

OPT: Credit Transfer paper
Students are required to study one Credit Transfer paper as prescribed by the University from time to time in the semester. The list of credit transfer papers available for students of the Department of Library and Information Science during this semester shall be announced by the University and it can be revised/updated by the University from time to time.

FOURTH SEMESTER

ML-4.1: NETWORKS, NETWORKING AND CONSORTIA

OBJECTIVES

1. To familiarise with the standards connected with networking and consortia
2. To get acquainted with the functioning of library net work in India
3. To understand various aspects of Internet technology and Internet services.
4. To know cyber laws.
5. To develop skills in searching e-resources and services.

Unit 1: Networks: Concept, Definition, Need, uses, Network topologies and types of networks – LAN, WAN and MAN; Network architecture, Comparison of different network architectures; Network protocols – TCP/IP, OSI, Net Bul, IPv4, IPv6, IPX; Network protection and security
Unit 2: Network Media and Hardware: UTP, Thick and Thin ethernet, Optical fiber, Wireless; Networks Interface cards, Hubs/Switches
Unit 3: Communication Networks: NICNET, I-NET, BSNL, ERNET
Unit 4: Library Networks: INFLIBNET, CALIBNET, DELNET, ADINET
Unit 5: Consortia: Concept, Definition, Need, uses, and types of consortia; Criteria for selection of consortia: Content, Added values, Functionality, Technical considerations, Licensing agreements, and service impact
Unit 6: Consortia Initiatives in India: INDEST, CSIR e-journals consortia, UGC-Infonet, FORSA consortia, IIM's consortium

COURSE OUTCOMES

1. Aware of standards connected with networking and consortia.
2. Learn the activities of library network.

3. Able to search Internet resources and use Internet services.
4. Aware of the implications of cyber laws.

References:

Bose, Kaushik. Information networks in India: Problems and prospects. New Delhi: Ess Ess, 1994
DRTC. Library Networks in India: Seminar papers, 1993
Gopinath M A. and Rama Reddy E (eds). Information access through networks. Hyderabad: Book links,
1996
Kaul, H K. Library networks: An Indian experience. New Delhi: Virgo, 1992
Tanenmbanum, Andrew S. Computer networks. Ed 3. New Delhi: Prentice-Hall of India, 1998
UGC (India). INFLIBNET report. New Delhi: UGC, 1989

ML- 4.2: Optional: A candidate has to study one of the following papers

ML-4.2 (A): PUBLIC LIBRARY SYSTEM

OBJECTIVES

1. To study the nature and development of public library system to understand the collection development policy in the libraries.
2. To study the management resources in the public library.
3. Study the public library legislation.

Unit 1: Public Libraries: Meaning and Definition, Origin, Objectives, Functions and characteristics; UNESCO Public Library Manifesto: 1972 and 1994; Role of public libraries in knowledge society; History and Development of Public Libraries in USA, UK and India; Rural Libraries; Need and importance; Library users in rural areas. Library services to rural public.

Unit 2: **Collection Development, Organization and Management:** Steps in collection development process, selection and acquisition of different types of documents including non-book materials; Organisation of Information Resources; Planning and Organisation of various types of information services to the different categories of users including the disadvantaged- physically and mentally challenged persons and special groups: women and children.

Unit 3: Management of Resources: Library and Information Personnel: Nature, Size, Selection and Recruitment, Qualifications, Training and Education, Duties and Responsibilities, service conditions, motivation and control.
Financial resources mobilization and estimation of Public Library Finance, Administration of Budget; Buildings and Furniture and equipment.

Unit 4: Study of Library Legislation: Library Legislation: UK, USA and India; Karnataka Public Libraries Act, 1965 and its features; Comparative and Critical study of Public Library Acts in India.

Unit 5: Public library promotion: 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).

Unit 6: Public Relations and Extension Activities: Concept, Definition and Scope Library publicity, exhibition, seminar, book talks, A.V. programs; Mobile Library Services; user awareness programmes. Outreach activities Library Path Finders (Guides)

COURSE OUTCOMES

1. Trace the history and development of public library.
2. Identify the collection development policy.
3. Identify the nature of management resources.
4. Identify the human resources system in public library.
5. Practically study the public library legislation.

References:

American Library Association (1966). Minimum Standards for Public Library System. Chicago ALA

Atman, E. Ed (1980). Local Library Administration in Association with International City Management Association. Ed. 2. Chicago: ALA

Esdails, A (1957). National Libraries of the World. London: Library Association

Great Britain, Ministry of Education. Standards of Public Library Services in England and Wales (1959). Report. London: HMSO.

Kesavan, B.S (1961). National Library of India, Calcutta. National Library

McCloven, L.R (1951). Public Library Extension, Paris. UNESCO

McCloven, L.R (1942). Public Library System of Great Britain: Report on its present conditions with proposals for reorganization. London: Library Association

Mittal, R.L (1971). Public Library Law, Delhi: Metropolitan

Penna, C.A. et.al (1977). National Library and Information Services, Handbook for planners. London: Butterworths.

Ranganathan, S.R (1950). Library Development Plan: A 30 year Programme for India with Draft Library Bill, Delhi: Delhi University.

White, Carl M. Ed (1964). Bases of Modern Librarianship. New York: Pergmon.

ML-4.2 (B): ACADEMIC LIBRARY SYSTEM

OBJECTIVES

1. To study the nature and development of Academic library system to understand the collection development policy in the libraries.
2. To study the management resources in the Academic library.

Unit 1; Academic Libraries: Meaning, Definition, Importance, Functions, Services and Types of Academic Libraries. Role of libraries in higher education; Role of UGC in development of Academic Libraries

Unit 2: Collection Development, organization and Management in Academic Libraries: Types and character of Academic Library collection; Acquisition of Documents: Selection, Policy and procedures, Maintenance; User

participation in collection development. Information Technology Impact. Problems of Collection development; Organization and management techniques

Unit 3: Library and Information Services in Academic Libraries: Reference Service/Referral; Library Use and Information Literacy; Documentation and Information Service; Current Awareness and SDI Service; Abstracting and Indexing Services; Information Product Development Services; Document Delivery Services; Virtual Reference service

Unit 4: Use and User Studies: Users of Academic Libraries: Types of users and their needs; User study: Need, importance and techniques. User Education

Unit 5: Management of Resources: Academic Library Finance and Budgeting; Human Resource Management; Library Buildings and Equipments.

Unit 6: 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.

COURSE OUTCOMES

1. Trace the history and development of Academic library.
2. Identify the collection development policy.
3. Identify the nature of management resources.
4. Identify the human resources system in Academic library.

References:

Cowley, John (1982). Personnel management in libraries

Gelford, M.A (1974). University libraries for developing countries

Henry, Mike and Morgan,Steve (2002). Practical strategies for modern academic library. London, Aslib-IM.

Isaac, D. and others (1993). Academic libraries: Role in the national development.

Jenkins C. and Mary Morely (1996). Collection development in academic libraries.

Mathu, M.V and Arora, R.K. Indian University Library System revitalization.

Sewa Singh and Arora, M (. Handbook of college libraries: Problems, finance and related aspects.

Srivastava S.N. and Verma S.C (1980). University libraries in India. New Delhi, Vikas, 1980.

Trehan, G.L (1985). College library development

ML-4.2 (C): SPECIAL LIBRARY SYSTEM

OBJECTIVES

1. To study the nature and development of Special library system to understand the collection development policy in the libraries.
2. To study the management resources in the Special library.

Unit 1: Special library system: Meaning, Definition, Aims, Objectives, and

Functions, Types of special libraries; Characteristics and their role in R&D environment, industries and decision making; History and development of special libraries in India

Unit 2: Information Resource Development and Management: Books, Periodicals, Technical reports, Standards, Learned society publications, Government documents, Non-book materials, Electronic publications; Organization of Information Resources: Classification, Cataloguing, Indexing, Shelving: Modes and methods

Unit 3: Planning and Organization of Conventional and Web enabled services: Abstracting Service, Indexing Service, Current Awareness Service, Selective Dissemination of Information, Newspaper Clipping Services, Digest Service, Reference and Referral Service, Literature Searching and Bibliographic Service, Micrographic Service

Unit 4: Management of Resources: Human Resoucres: Nature, Size, Selection and Recruitment, Qualifications, Duties, and Responsibilities, Service Conditions, Training and Education, Motivation and Control; Resource mobilization, and sources of finance, Budgeting techniques, Budgetary control; Building, Furniture and Equipment: Planning and Designing

Unit 5: Resource sharing, networking and Consortia: Study of existing practices

Unit 6: Use and User Studies: Users of Academic Libraries: Types of users and their needs; User study: Need, importance and techniques. User Education

COURSE OUTCOMES

1. Trace the history and development of Special library.
2. Identify the collection development policy.
3. Identify the nature of management resources.
4. Identify the human resources system in Special library.

References:

Ashworth W (Ed) (1982). Handbook of special librarianship and information work. Rev Ed 5. London: Aslib

Ashworth W (1985). Special librarianship. London: Clive-Bingley

Bakewell, K G B (1965). Industrial libraries throughout the world. Oxford: Pergoman

Griffith, J M and King D W (1993). Special libraries: Increasing the information edge. Washington D C: SLA

Grogan, Dennis (1982). Science and Technology: An introduction to the literature. Ed 4. London: Clive-Bingley

Houghton, B (1985). Technical information sources Ed 2. London, New York: Scarecrow

Jacksob, F B (1985). Special librarianship: A new reader. New York: Scarecrow

Jones, N and Jordon, P (1982). Staff management in library and information work. Gower: Grafton Book

Pruett, Nancy Jones (1986). Scientific and technical libraries. London: Academic, 2V

Rowley, J E and Turner, C M D (1978). Dissemination of information. London: Andre Deutsch

Saha, J (1969). Special libraries and information services in India and USA. New York: Scarecrow

Silva, Mania (1970). Special libraries. London: Grafton

Sridhar, M S (1992). Problems of collection development in special libraries. New

Delhi: Concept
Strauss, L J (1972). Scientific and technical libraries. Ed 2. New York: Becker and Hayes
Subramanyam, K (1981). Scientific and technical information resources. New york: Marcel Dekker

ML-4.3: CONSERVATION AND PRESERVATION OF INFORMATION RESOURCES

OBJECTIVES

1. To prepare specialised man power for handling conservation and preservation of information resources.
2. To equip them with proper preservation techniques to enable them to practice.
3. To make aware about digital preservation techniques

Unit 1: Introduction to concepts: Archiving, Preservation and Conservation; Need and significance of Archiving, Preservation and Conservation of Information Resources; Records management; Information Resource Management; Electronic Resource Management

Unit 2: Different types of Library materials: Their preservation and maintenance: Evolution of writing materials; 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

Unit 4: Preservation program: Techniques and strategies; Core activities; principles of preservation assessment, planning and budgeting; Copyright framework and its applications on preservation; Disaster preparedness planning, risk management, security issues; Establishment of preservation unit; Code of Ethics

Unit 5: Digital Preservation: Overview; Digitization – Introduction, selection of material for digitization, digital technologies – hardware and software, project management and costs of digitization; Digital reformatting – Text, photos, audio, video and other formats. Open formats v/s Proprietary formats Digital preservation strategies

Unit 6: Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public archives of Canada, National Library of India etc. for Archivists; Trends in preservation

COURSE OUTCOMES

1. Will be able to understand the issues of preservation of information sources.
2. Will be able to preserve and conserve the information resources based on scientific preservation and conservation techniques.
3. Will be able to understand the practice of digital preservation.

References:

Balloffet, N., Hille, J., and Reed, J. A. (2005). Preservation and conservation for Libraries and archives. Chicago: American Library Association.

Belicove, M. E., and Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online. Indianapolis, Ind.: Que.

Henderson, K. L. (1983). Conserving and preserving Library materials. Urbana-Champaign, Ill.:University of Illinois, Graduate School of Library and Information Science.

Johnson, P. (2009). Fundamentals of collection development and management, 2nd Ed. Chicago: American Library Association.

Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and Information Science annual. Englewood, Colo.: Libraries Unlimited.

ML-4.4: DIGITAL LIBRARIES

OBJECTIVES:

1. To introduce the concept of digital libraries, and Digital resource management.
2. To introduce the concept of multimedia.
3. To develop knowledge and skills in web designing.
4. To develop capability in the designing digital library multimedia products.

Unit 1: Digital Libraries: Meaning and Definitions, Nature, Objectives, Characteristics, Digital library collections; Architecture, Interoperability, Compatibility, Protocols, standards, Metadata, Searching and Harvesting, and User Interfaces, Usability and use studies, Cross language retrieval, semantic web, multi-lingual and multi scripts issues; Digital library technology.

Unit 2: Digital Resource Management: Identification, DOI/Persistent URL, Accessing, Processing, Storage and retrieval/usage of digital resources; Study of Greenstone, Dspace and E Prints: Objectives, Design, Platform, Features.

Unit 3: Multimedia and Multimedia Authoring Tools: Multimedia: Meaning and Definition, Nature, Historical development, Branches of Multimedia: Web designing, Animation; Formats: Visual-Image Formats, Audio-Image Formats, Internet-Related Formats; Multimedia Authoring tools: Graphics and drawing packages, Image editing and animation software's; Digital representation and compression; Designing a multimedia product for Web or Optical disk; Overview of multimedia software's: Ominipage, Flash, Photoshop etc.

Unit 4: Web Technology: Project planning, Technical brief of the website, contents outline and content delivery plan, templets-HTML, HTML5 (Responsive web design), Xml, Front page, Appearance of text, adding images, creating links, creating tables, adding sounds and hosting the web page, Subject gateways.

Unit 5: Hands on assignments: Installation of Greenstone/DSpace/EPrints. Building digital collections; Creating Metadata. Searching, Indexing. Modifying user interface etc.

Unit 6: Hands on assignments: Use of multimedia software's: Ominipage, Flash, Photoshop.

COURSE OUTCOMES

After completing this paper, the students will be able to:

1. Get Familiarized with cepluatization of digital library

2. Understand the design and organization of digital library for accessing information online.
3. Know the scripts and standards required for web design.
4. Identity computer hardware, software and other infrastructure required to develop digital

library and Multimedia products.

References:

Arms, Williams (2000). Digital libraries. Cambridge: MIT press

Carpenter, Leona., Shaw, Simon and Prescott, Andrew (1998). Towards the Digital Library. London: LA

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

Cooper. Michael D (1996). Design of Library Automation System: File Structure, Data Structures and Tools. New York: John Wiley

Deegan, Marylin and Tanner, Simon (2002). Digital futures: Strategies for information age. Chennai: Allied

Dspace: Open source digital library system http://www.dspace.org

Greenstone. http://www.greenstone.org/english/home.html

Lesk, M (1997). Digital libraries: Books, Bytes and Bucks. San Franscisco, Morgan Coffman

Pedley, Paul (2001). The invisible Web: Searching the hidden parts of the Internet. London: Aslib

Stem, D (1999). Digital libraries: Philosophies, technical design consideration and example Scenarios. New York: Haworth

TERI. ICDL 2004 (2004) International conference on digital libraries: Conference papers. 2V. New Delhi: TERI

Xavier, C (2000). World Wide Web Design with HTML. New Delhi : TMH

ML-4.5: DIGITAL LIBRARIES (PRACTICALS)

OBJECTIVES

1. To develop skills in working with different digital library collections.
2. To provide hands on experience with multi –media software.

Unit 1: Hands on assignments: Installation of Greenstone/DSpace/EPrints. Building digital collections; Creating Metadata. Searching, Indexing. Modifying user interface etc.

Unit 2: Hands on assignments: Use of multimedia software's: Ominipage, Flash, Photoshop.

COURSE OUTCOME

1. Able to work with DL Software's like Graeenstone /DSpace/Eprints
2. Able to use multi-media Software like Omnipage, Flash Photograph.

ML- 4.6: STUDY TOUR, PROJECT AND VIVA-VOCE

OBJECTIVES

1. To Show different types of libraries and the services.

2. To create professional internet in working with different libraries.
3. To develop public relationship with LIS Professionals.
4. To learn practical Knowledge of working in Libraries.
5. To be aware of Practical the management of Libraries.

ML-4.6 A: STUDY TOUR
There shall be a study tour after the third semester but before the commencement of fourth semester. Each student shall compulsorily attend the tour, prepare and submit a detailed "tour observation report". The teacher in charge of the study tour shall evaluate the tour report for twenty marks
ML-4.6 B: PROJECT: There shall be a project work in the form of an Internship for a period of one month immediately after the completion of fourth semester examination. Each student shall compulsorily undergo internship in any one of the reputed library and information centers attached to institutions of higher learning, R& D institutions, industries approved by BOS in Library and Information Science (PG). After completion of the internship each candidate has to submit an Internship Observation Record to the Chairman of the Department, which shall be evaluated by both external and internal examiners for fifty marks.
ML-4.6 C: VIVA-VOCE: There shall be a viva-voce to be conducted by the viva-voce board comprising of BOE Chairman, Chairman of the department and one external examiner. They shall assess the performance of the candidate based on the study tour report and internship observation record submitted and award 30 marks..

COURSE OUTCOMES
After completing this paper, the students will be able to:
1. Gain exposure to different kinds of libraries and their services.
2. Gain the practical knowledge of library housekeeping activities.
3. Understand the practical problems of library management.
4. Develop leadership qualities.

OPT: Credit Transfer paper
Students are required to study one Credit Transfer paper: Personality Development as prescribed by the University from time to time in the semester.

OPEN ELECTIVES TO BE OFFERED BY THE DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

SECOND SEMESTER

IL-2.1: INFORMATION SOURCES

OBJECTIVES
1. To create awareness among non library science students about information sources and their uses.

Unit 1: Information Sources: Meaning, Definition, Nature, Evolution,

Characteristics, Functions, Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2: Primary sources (Print and Electronic): Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3: Secondary sources (Print and Electronic):Dictionaries, Encyclopedias, Year books and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4: Tertiary Sources (Print and Electronic): Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues,

Unit 5: Non – documentary sources: Human sources: Technological gatekeepers, invisible colleges, Consultants, resource persons, Institutional sources: Government ministries, and Departments, R & D Organizations, Learned societies, Publishing houses, archives, databanks, information analysis centers, referral centers, institutional websites

Unit 6: Electronic sources: Online databases, Internet sources, List serves, Subject gateways

COURSE OUTCOME

1. Students will be aware of varioces information sources.

References:

Chenny F N and Williams W J. Fundamental reference sources. Ed 2. Chicago: ALA, 1980

Chowdhury, G G and Chowdhury, Sudatta. Searching CDROM and online information sources. London: Facet, 2001

Chowdhury, G G and Chowdhury, Sudatta. Information sources and searching on the world wide web. London: Facet, 2001

Grogan D J. Science and technology: An introduction to the literature Ed 4. London: Clive-Bingley, 1982

Katz, W A. Introduction to reference work. New York: McGraw Hill, 1992

Krishankumar. Reference service Rev Ed 3. New Delhi, Vikas, 1987

Poulter, Alan., Tseng, Gwyneth and Sargent, Goff. The library and information, Professional's guide to the World Wide Web. London: Facet, 1999

Sewa Singh. Handbook of International sources on reference and information. New Delhi: Crest, 2001

Shores, Louis. Basic reference sources. Chicago: ALA, 1959,

Subramanyam, K. Scientific and Technical information resources. New York: Marcel Dekker, 1981

THIRD SEMESTER

IL-3.1: INFORMATION LITERACY

OBJECTIVES

1. To provide basic knowledge about libraries.
2. To get familiarized with library operations.
3. To provide the characteristics of users and their information needs.

Unit1: Libraries: Meaning, Aims, Functions, Types: Role of libraries in modern society – social, educational and cultural

Unit 2: Library Tools, Services and Facilities: Classification and Cataloguing of books, Organization of library resources; Catalogues, OPAC, Web OPAC, Union Catalogues, Kardex Circulation of books; Reading room facilities, Photocopying facility, Bookbanks

Unit 3: Library Users and their needs: Categories of users: Academic community, Scientists and Technologists, R & D Personnel, Other Professionals, Planners, Policy makers, Ethnic groups etc. Information needs and Information seeking behaviors of various users; Role of users in collection development

Unit 4: Information Literacy: Definition, Need and Scope. History and evolution – Library/ Bibliographic instruction, library tour, initiation to freshman, library orientation and user education; Selective study of Information Literacy missions, forums and task forces, National and International standards, guidelines and policies,

Unit 5: IL Skills and competencies: B-6 skills with theoretical and practical orientation

Unit 6: Referencing: Internal and External Referencing; Footnotes, Endnotes, References, Preparation of bibliography; Style manuals

COURSE OUTCOME

1. Understand the role of libraries in modern society.
2. Understand the basic library operations like classification, Cataloguing Circulation of books.
3. Understand the information gathering needs and gathers habits of users.

References:

ACRL (2000). Information literacy competency standards for higher education: ACR: Chicago

American Library Association. Final Report of Presidential Committee on Information Literacy. www.ala.org/at/nill/litt1sthtml

Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.

Benge R C (1970). Libraries and cultural change. London: Clive Bingley

Bawden, D. (2001). Information and digital literacies: a review of concepts. http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf.

Bruce C (1997), The seven facets of information literacy. Auslib press: Adelaide

Buschman J (1993). Critical approaches to information technology in librarianship: Foundation and applications London: Greenwood press

Chowdhury, G G and Chowdhury, Sudatta (2001). Information sources and searching on the world wide web. London: Facet

Dordick H S and Wang G (1993). The information society: A retrospective view. Newbury: California: Sage

Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L. (2004). Information Literacy: Essential Skills for information age. London: Libraries unlimited.

Galhotra, Mohan Kumar (2008). Information technology in Library and information services, New Delhi: Ess Ess Publications

Garg, Suchi (2006). Information and Communication Technology. New Delhi: Alfa Publications
Guha, B (1983). Documentation and Information services: Techniques and systems. Rev ed 2. Calcutta: World
Kawatra P S (1983). Fundamentals of documentation. New Delhi: Sterling
Khanna J K (1987). Library and society. Kurukshetra: Research production
Meadows, A J (1991). Knowledge and communication. London: LA.

SYLLABUS FOR CERTIFICATE COURSE IN LIBRARY SCIENCE

Paper No	Title of the paper	Credits	Exam marks	IA
ML-1.1	Foundations of Library Science	4	80	20
ML-1.2	Management of Libraries	4	80	20
ML-1.3	Library Cataloguing	4	80	20
ML-1.4	Library Classification	4	80	20
ML-1.5	Information Sources	4	80	20
ML-1.6	Applications of Computers	4	80	20

C-1.1: FOUNDATIONS OF LIBRARY SCIENCE

OBJECTIVES

1. To provide the basic knowledge of libraries and highlight their role in society.
2. To highlight the role of library profession.

Unit 1: Library as a social institution: Library: Concept, Social and historical foundations; Classification of Libraries: Their functions and features; Role of libraries in the development of a society: Implications on libraries and information centers

Unit 2: Library development: History of library movement: Growth and development of libraries in India

Unit 3: Normative principles of LIS: Five laws of library science and their implications on libraries

Unit 4: Library legislation: KPL Act 1965, Copy Right Act 1957, Delivery of Books and Newspapers Act 1954, Press and Registration Act: Overview

Unit 5: **Documentation Centers:** NISCAIR, DESIDOC, NASSDOC

Unit 6: Library and Information Profession: Librarianship as a profession: Professional ethics; Professional Associations: ILA, IASLIC and UNESCO;

COURSE OUTCOMES

1. Understand the role of libraries in society.
2. Understand the importance of five laws of library science.
3. Get acquainted with laws related to libraries.
4. Became aware of the activities of national documentation centers.
5. Will understand the professional ethics.

References:

Girjakumar. Library development in India New Delhi: Vikas 1986

Guha B. Documentation and Information services: Techniques and Systems. Rev ed 2. Calcutta: World, 1983

Kawatra P S. Fundamentals of documentation. New Delhi: Sterling. 1983

Khanna .J. K. Library and Society. Kurukshetra: Research production, 1987

Krishankumar. Library organization Ed 1(Reprint). Delhi: Vikas, 1989
Ranganathan, S. R. Five laws of library science. Ed 2. Bangalore: SRELS, 1989
Unesco. National Libraries: The Problem and Prospects. Paris: Unesco, 1960

CL-1.2: MANAGEMENT OF LIBRARIES
OBJECTIVES

1. To introduce the concept of library management.
2. To provide basic knowledge of FRM and HRM
3. To get familiarized with different section of libraries and learn different hour keeping opportunity.
4. To become aware of library building and familiarized.
5. To Know the different kinds of reports

Unit 1: Management: Concept, Definition and Scope; Functions and Principles of Scientific Management

Unit 2: **Management of Library Personnel:** Library Staff: Nature, Duties and Responsibilities; Interpersonal relations, Motivation, Training and Development and Performance Appraisal

Unit 3: Financial Management: Financial Resource mobilization: Budgeting techniques and methods;

Unit 4: Different Sections of Library; Library house keeping operations: Book selection, Acquisition, Technical Processing, Serials Control, Circulation, Maintenance, Stock Verification, Book Binding, Evaluation and Weeding

Unit 5: **Library building and Space Management; Library Furniture and Equipment**

Unit 6: Reports: Types of records, Annual report – compilation, Contents and style Library statistics etc

COURSE OUTCOMES

1. Will understand the basics of library management.
2. Understands the basics of FRM & HRM
3. Able to identity different section and their activities.
4. Know the importance of library.

References:

Bryson, J. Effective library and information management. Aldershot: Gower, 1990
Cronin, Blasé. Information management: From strategies to action. London: Aslib, 1985
Evans S E. Management techniques of librarians. Ed. 2 New York, Academic, 1978
Harvey R. Preservation in libraries: Principles, Strategies and practices of librarians. New York: Bowker-Saur, 1993
Mittal, R. L. Library administration: Theory and Practice, Ed 5. 1983
Ranganathan, S. R. Library Administration. Bangalore: SRELS, 1989

The concerned course teacher should take the students to different types of libraries in Vijayapura

CL-1.3: LIBRARY CATALOGUING

OBJECTIVES

1. To develop essential knowledge of classification and cataloguing.
2. To develop theoretical knowledge of RDA and DDC.

Unit 1: Library Catalogue: Basics: Library catalogue: Meaning, Objectives, Purpose and functions; Types and Forms of library catalogue – Conventional and Non-conventional forms

Unit 2: **Catalogue Entries:** Catalogue Entries: Format of catalogue entries; kinds of entries: Data elements in different types of entries; Filing of entries

Unit 3: **Normative principles:** Laws, Canons and Principles

Unit 4: **Library Catalogue Codes:** History and development of library catalogue codes; Study of AACR2R and CCC

Unit 5: Cataloguing of simple and compound titles according to AACR2R

Each student shall compulsorily maintain practical workbook and submit the same at the time of examination

COURSE OUTCOMES

1. Will understand the significance of cataloguing and classification.
2. Become aware of normative principles of library cataloguing and classification.
3. Understand the features, structures and applications of RDA and DDC.

References:

Anglo American Cataloguing Rules 2nd Revised Ed. New Delhi: Oxford, 1998

Brne, Deborah J. MARC Manual: Understanding and Using MARC Record. Engelwood: Libraries Unlimited, 1998

Fritz, Devorah A. Cataloguing with AACR2 and US MARC records. Chicago: ALA, 1998

Girijakumar and Krishan Kumar. Theory of Library Cataloguing. New Delhi: Lokar, 183

Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R, Chicago: ACA, 1997

Krishankumar. Theory of Cataloguing. Rev. Ed5. New Delhi: Vikas, 1989

Ranganathan, S. R. Theory of Library Catalogue. Madras Library Association, , 1938

CL-1.4: LIBRARY CLASSIFICATION

OBJECTIVES

1. To develop essential knowledge of classification and cataloguing.
2. To develop theoretical knowledge of RDA and DDC.

Unit 1: **Library Classification : Basics:** Definition, Need, Purpose, Historical Perspective

Unit 2: **Postulations Approach – I:** Normative principles and their applications;

Planes of work; Fundamental categories, Facet analysis, and facet sequence

Unit 3: **Postulations Approach – II:** Notation, Mnemonics an Devices, Systems and specials; Common isolates, Space isolates, Time isolates; Call Number: Class Number, Book number, Collection number

Unit 4: Study of Dewey Decimal Classification: Features, Structure and applications

Unit 5: Classification of simple and compound titles according to DDC

Each student shall compulsorily maintain practical workbook and submit the same at the time of examination

COURSE OUTCOMES

1. Will understand the significance of cataloguing and classification.
2. Become aware of normative principles of library cataloguing and classification.
3. Understand the features, structures and applications of RDA and DDC.

References:

Dewey Decimal Classification Ed 22
Krishankumar. Theory of Library Classification. New Delhi: Vikas, 1989
Ranganathan, S. R. Prolegomena to Library classification. Bangalore: SRELS, 1989
Ranganathan, S. R. Colon Classification Ed. 6 (amended). Bangalore: SRELS, 1989

CL 1.5: INFORMATION SOURCES:

OBJECTIVES

1. To make them aware of different information sources.

Unit 1: Information Sources: Meaning, Definition, Nature, Evolution, Characteristics, Functions; Types of information sources and their Importance; Criteria for evaluation of information sources

Unit 2: Primary sources (Print and Electronic): Periodicals, Technical reports, Patents, Standards and specifications, Theses and Dissertations, Conference and seminar proceedings, Trade literature

Unit 3: Secondary sources (Print and Electronic): Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, Bibliographies, Catalogues, Abstracting and Indexing sources

Unit 4: Tertiary Sources (Print and Electronic): Directories, Guides to reference sources, Bibliography of bibliographies, Union catalogues

Unit 5: Acquaintance with various types of information sources (Print and Electronic)

Each student shall compulsorily maintain practical workbook and submit the same at the time of examination

COURSE OUTCOMES

1. Become aware of the users of different types of inf ^{n} sources.

References:

Krishnakumar (2003). Reference Service, Ed.3, New Delhi, Vikas
Kumar PSG. (Ed) (2001). Indian Encyclopedia of Library & Information Science. New Delhi: S. Chand & Co.
Sewa Singh (2001). Handbook of International sources on reference and information. New Delhi: Crest
Sharma,J.S and Grover, D.R (1998): Reference Service and Sources of Information, New Delhi: EssEss

CL-1.6: APPLICATIONS OF COMPUTERS

OBJECTIVES

1. To make them aware of basics of computers and library automation.
2.To get acquainted with library automation process and Lib Auto software.

Unit 1: Computers: History and Development, Generation of Computers, Types of Computers, Applications of computers; Components of a Computer: CPU, Input and Output devices, Internal and External storage devices – ROM, RAM, Magnetic Devices, Optical Devices; Computer Software

Unit 2: Library Automation: Genesis, History, Ned, Rationale, Types and areas of Library automation; Study of Library Software Packages – SOUL, NIC E-Granthalaya

Unit 3: Internet: Origin, History and Evaluation; Resource and Facilities; Internet Tools; Applications to Libraries

Unit 4: **Technologies for Information Management:** Micrographics, Multimedia, CD ROM, and Networking technology; Information Technology, Communication Technology, Barcode, Wi-fi, and RFID technology

Unit 5: Acquaintance with computer; Hands on experience with MS-Word, MS-Excel; MS-PowerPoint; MS-Access

Unit 6: Hands on experience with SOUL/NIC E-granthalaya

COURSE OUTCOMES

1. Will be able to work on computers.
2. Able to work with SUUL/NIC- e-granthalaya.

References:

Basandra S K. Computers Today, New Delhi: Gogotia, 2002
Benfold J. Welcome to CD – ROM, New York: MIS Press, 1993
Haravu, L. J. Library Automation: Design, Principle and Practice, New Delhi, Allied, 2004
Rajaraman, V. Fundamentals of Computers. New Delhi: Prentice-Hall of India, 1981
Sinha P. K. Computer Fundamentals: Concepts, Systems and Applications Ed. 2 New Delhi: BPB, 1992

Model Question Paper

Code No:

MLISC _____ Semester degree Examination _____
(CBCS)

Paper No: Paper Title:

Time: 3 Hours Maximum Marks: 70

Instruction to Candidates:

i) All the questions are compulsory
ii) Marks are indicated against each section

Q 1 Fill in the blanks 1 X 10 = 10 marks

A
B
C
D
E
F
G
H
I
J

Q 2 Answer any ten of the following in two or three sentences 2 X 10 = 20 Marks

A
B
C
D
E
F
G
H
I
J
K
L
M

Q 3 Answer any six of the following 5 X 6 = 30 Marks

A
B
C
D
E
F
G
H

Q 4 Answer any two of the following 10 X 2= 20 Marks

A
B
C