UNIVERSITY OF DELHI

BECHELOR OF LIBRARY AND INFORMATION SCIENCE
(Acronym for the Course)
(Effective from Academic Year 2019-20)

PROGRAMME BROCHURE

XXXXX Revised Syllabus as approved by Academic Council on XXXX, 2018 and Executive Council on YYYY, 2018

Department of Library & Information Science, University of Delhi

CONTENTS

About the Department:

- **INFORMATION ABOUT THE DEPARTMENT**
  The Department of Library and Information Science instituted in 1946, is organized in the Faculty of Arts. The (late) Dr S.R. Ranganathan and (late)Professor S. Das Gupta, renowned librarians and teachers in Library Science took the initiative for establishing this Department, and it was for the first time in the country that a Library Science Department was constituted at par with other teaching departments in this University. (The Department completed its Golden Jubilee in 1996-97 by organizing a national seminar, which was attended by eminent Library and Information Science professionals).The Department has also been recognized as an Associated Project of UNESCO. It is housed in the Tutorial Building, adjacent to the University Central Reference Library.

  The Department during the past 72 years of its existence has played a significant role in Library Science education in the country as whole. Already about 3579 students have taken their Library Science degree from this Department. Out of whom about 2235 students obtained Post graduate Diploma in Library Science/ bachelor's degree in Library Science; 1152 master's degree in Library Science / Master's Degree in Library and Information Science; and 132 M. Phil. Degrees and 60 Ph. D in Library and Information Science (as on May 2018). Old students are occupying senior professional positions not only in India but also outside the country.

  - **Department Highlights in terms of its ranking, courses
    COURSES OFFERED**
    The Department offers the following programmes:
- *Bachelor of Library and Information Science*
- *Master of Library and Information Science*
- *Master of Philosophy*
- *Doctor of Philosophy*

  AVAILABILITY OF SEATS

Course (s)	Number of Seats				
	General	**OBC**	**SC**	**ST**	**Total**
BLISc	31	16	10	05	62
MLISc	23	12	07	04	46
M. Phil	As per the UGC norms- Professor (3); Associate Professor (2) and Assistant Professor (1)				
Ph D	As per the UGC norms- Professor (8); Associate Professor (6) and Assistant Professor (4)				

  *The Department has two air-conditioned Computer Laboratories equipped with various IT gadgets, Department Library and other facilities.
  * **Computer Laboratory for Research Scholars**
  The Computer Laboratory is meant for research scholars (i.e. M.Phil. and Ph.D. scholars) and equipped with 8 high-end Computers, 2 Printers, 1Scanner and 1 Photocopier. All the computers in the lab are connected to University's dedicated Internet connection.
  * **Computer Laboratory for B.L.I.Sc. and M.L.I.Sc. Students**
  This Lab has 20 Computers, 2 Laptops, 2 Projectors, 1 Network Laser printer and 1 heavy-
duty   network printer meant for B.L.I.Sc. and M.L.I.Sc. computer practical's. The Department has Local Area Network(LAN) and all he computers are connected to University's dedicated Internet connection.
  * **Departmental Library**
  The Department has its own Library of professional books and periodicals. Students will also have access to reference works and periodicals available in the Delhi University Library System. The Departmental library is having a rich collection of documents on Library and Information Science courses, which is already computerized. The departmental library has 3

Computers and 1 Printer. The Department has created a database of Textbooks, Theses, Dissertations and Project reports with contents and abstracts. These are now available for on-line access. Barcode system is in use for online circulation of books.

* **Smart Classes**

BLISc. and MLISc. class rooms have overhead projector for smart classes.

* **Faculty Rooms**

All the faculty rooms have been equipped with desktop computer, laser printer and Internet connection.

* **Other Facilities**

(a)   Hostel Accommodation

The University maintains 6 halls/hostels of residence for post-graduate students viz., Jubilee-Hall, Gwyer Hall, University Hostel for Women, Meghdoot Hostel for Women, P.G. Men's Hostel and Mansarowar Hostel Application for admission to the University Halls/Hostel should be made in anticipation of the admission, on the prescribed form obtainable from the respective Halls/Hostels. The Application should reach the Halls/Hostel normally before the first week of July. The Halls/Hostel seats, however, are limited and the University does not guarantee that a seat will be available to a student applying for it. In view of this, the Department cannot entertain requests for reservation of accommodation in advance. Application must be submitted to the Hall's/Hostel's authorities through the Head, Department of Library and Information Science in the prescribed application form available from the Halls/Hostels. Candidates are also advised that they must be in Delhi on the opening day of the session.

(b)   Halls of Residence/Hostel Expenses*

Monthly expenses in various hostels of the University vary between Rs.1500/- to Rs. 2000/-p.m. (approx.). In addition, hostel admission fee (ranging between Rs. 8000/- to Rs. 15,000/-approx.) has to be paid at the time of admission to the hostel as per their fee structure.

* Likely to be revised

(c)   Medical Facilities

The University provides limited medical services for all outside students and full medical services for resident students in the WUS Health Centre (North Campus), University of Delhi.

(d)   Student's Association

Delhi University Library Science Students' Association (DULSA) established in 1959, is a forum for professional and cultural activities of the students. It also organizes special lectures and field trips from time to time during the session.

***Library Tour/ Educational Tour**

Every year the Department organizes visits to reputed Libraries/Documentation Centers in Delhi and outside Delhi in which participation by B.L.I.Sc. students shall be compulsory. An estimated expense to be incurred by the students is approximately Rs. 7,000/-. Which has to be deposited at the time of admission.

***Journal of Library and Information Science (JLIS)**

The Department publishing a research journal known as Journal of Library and Information Science (JLIS) since 1976 in half yearly mode. The Journal attained a prominent status among all periodicals of Library and Information Science. It has been indexing in the major indexing and abstracting /databases of Library and Information Science such as LISA, Library Literature Index and Indian Citation Index. The JLIS also indexed in the approved list of research journals of University Grants Commission (UGC). Subscription price of the journal is of Rs. 1200/-.

* **Gold Medals**

i) The 'Gopal Krishan Medal' in Library Science is awarded to the student of the B.L.I.Sc. Course securing the highest marks with first division in every academic year.

ii) The 'S. Das Gupta Memorial Gold Medal' is awarded to the student of the M.L.l.Sc. Course securing the highest marks with a first division in every academic year.

S.S. Saith Memorial Scholarship
The Scholarship of the value of Rs. 600/- per month shall be awarded to a student who secured   first class and first position in the B.L.I.Sc. Examination of the University of Delhi and joins   the M.L.l.Sc. Course. In case, the first student does not join, the scholarship may be awarded   to the next eligible student strictly in order of merit in every academic year.

*JLIS Scholarship in B.L.I.Sc.
i) There shall be a scholarship known as 'JLIS Scholarship in Bachelor of Library Science (B.L.I.Sc.)' of the value of Rs. 260 pm (approx.) to be awarded every year from July-April out of the annual income accruing from the Endowment fund of Rs. 20,000/- created by   the Department of Library and Information Science, University of Delhi.
ii) The scholarship shall be awarded for the duration of the Course retrospectively to a student of B.L.I.Sc. who has passed securing the highest marks with at least 60% in the 1st semester examination of B.L.I.Sc. Course.
iii) No student shall be eligible for the award of this scholarship if he/she is in receipt of any other scholarship/financial assistance other than free ship from any University/State Government/Central Government or any private body.
iv) In case, a student accepts any other scholarship or financial assistance from any other source as mentioned under clause (iii) above the total amount received from this Endowment Fund shall be refunded by him/her to the University from the date he/she accepts   any other scholarship or financial assistance.
v) If the selected student failed to make satisfactory progress or is found guilty of gross misconduct or   is irregular in attendance or discontinues his/her study in the course, his/her scholarship may be suspended or withdrawn on the specific recommendation of the Head of the Department of Library and Information Science. In such case, the scholarship shall be offered to the next student in the order of merit subject to his/ her fulfilling the other conditions stipulated in this Ordinance.
vi) The payment of the scholarship amount will be made to the student through the Head of the Department from July to April each year on presentation of a bill with the certificate to the effect that   the student was not in receipt of any other scholarship or financial assistance from any other source   during the period and the student is making satisfactory progress in studies.
vii) Any amount accruing from interest from the endowment and not spent in any year shall be added to the fund.
*Freeship
There is a provision of few free studentships for needy students with good academic record. Application for freeship should be made to Head of the Department on the prescribed form after   admission.
*Post Matric Scholarship
There is also provision for post matric scholarship to Scheduled Caste/Scheduled Tribe students   awarded by respective State Governments.

- **About the Programme**
  LIBRARIANSHIP AS A CAREER
  Libraries are now universally recognized as important social institutions. No community is considered complete without a library. The gradual spread of the concept of democracy, the extension of education, the intensification of research activities, and the rapid increase in production of recorded knowledge, have led to the expansion of libraries and the development of their services. A public library is an important element in the life of a community; an academic library is an essential part of an educational institution, school, college or university;   a business or special library is indispensable in government departments and large business and   industrial organizations. Librarianship is a growing field, which has by now

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attained the status and interesting persons with good sciences, social librarian. Library women with a sense of profession should satisfy and the sense of vocation Librarianship as a profession possible to choose the kind of superior record and high university libraries are librarians are high.

of a separate discipline in the universe of knowledge. It presents challenges situations to library personnel. The management of these libraries needs academic and professional qualifications. Proficiency in one of the natural sciences or the humanities is helpful in the professional development of a work is primarily a social service, and therefore, needs young men and dedication and a spirit of service. Those intending to enter the library themselves that they possess the necessary academic qualifications that would enable them to work successfully as librarians. provides a variety of employment opportunities. In fact, it is library to suit one's interest and background. Persons with a qualifications can achieve high positions. The salaries in college and comparable to those of teachers. Indeed, the salaries of special

I. Introduction to CBCS (Choice Based Credit System)

Choice Based Credit System:

The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Grading system provides uniformity in the evaluation and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations enables the student to move across institutions of higher learning. The uniformity in valuation system also enable the potential employers in assessing the performance of the candidates.

Definitions:

(i) 'Academic Programme' mean an entire course of study comprising its Programme structure, course details, evaluation schemes etc. designed to be taught and evaluated in a teaching Department/Centre or jointly under more than one such Department/Centre.

(ii) 'Course' means a segment of a subject that is part of an Academic Programme

(iii) 'Programme Structure' means a list of courses (Core, Elective, Open Elective) that makes up an Academic Programme, specifying the syllabus, Credits, hours of teaching, evaluation and examination schemes, minimum number of credits requited for successful completion of the Programme etc. prepared in conformity to University Rules, eligibility criteria for admission

(iv) 'Core Course' means a course that a student admitted to a particular programme must successfully complete to receive the degree and which cannot be substituted by any other course

(v) 'Elective Course' means an optional course to be selected by a student out of such courses offered in the same or any other Department/Centre

(vi) 'Open Elective' means an elective course which is available for students of all programmes, including students of same department. Students of other Department will opt these courses subject to fulfilling of eligibility of criteria as laid down by the Department offering the course.

(vii) 'Credit' means the value assigned to a course which indicates the level of instruction; One-hour lecture per week equals 1 Credit, 2 hours practical class per week equals 1 credit. Credit for a practical could be proposed as part of a course or as a separate practical course

(viii)   'CGPA' is cumulative grade points calculated for all courses completed by the students   at any point of time.

II.   **Bachelor of Library & Information Science Programme Details:**

Programme Objectives (POs):

a) to educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics;
b) to train the students in the skills of information, knowledge processing, organization   and retrieval;
c) to train the students in the management of Library and Information Centres;
d) to enable the students to understand and appreciate the functions and purpose of Library & Information Centres in the changing social, cultural, technological and economic environment;
e) to provide the basic knowledge of computer and its application in Library and Information activities; and
f) to give the students an understanding of the basics of Information Science.

Programme Structure:

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

A one-year full-time course divided into two semesters leading to the degree of Bachelor of Library and Information Science (BLISc.)

		Semester
Part-I	July-December	Semester-I
Part-II	January-June	Semester-II

COURSE CREDIT SCHME

First Semester								
Paper No.	**Subject**	**Teaching hours Per Week**		**Internal Assessment Marks ***	**Examination Marks**	**Duration**	**Total Marks**	**Credit**
		Lect.	**TUT.**					
B-101	Library, Information and Society	4	2	30	70	3 Hours	100	5
B-102	Library Classification (Theory)	4	2	30	70	3 Hours	100	5
B-103	Library Classification (Practical)	4	2	30	70	3 Hours	100	5
B-104	Basics of Information Technology in LIS (Theory)	4	2	30	70	3 Hours	100	5
B-105	Basics of Information Technology in LIS (Practical)	4	2	30	70	3 Hours	100	5
B-106	Project Work in LIS a) Literature Survey b) Field Survey	4	2	30	70	3 Hours	100	5
	Total Marks				**600**	**Total Credit Score**		**30**
Second Semester								
B-107	Management of Library and Information Centres	4	2	30	70	3 Hours	100	5
B-108	Information Sources and Services	4	2	30	70	3 Hours	100	5
B-109	Library Cataloguing (Theory)	4	2	30	70	3 Hours	100	5
B-110	Library Cataloguing (Practical)	4	2	30	70	3 Hours	100	5
B-111	Internship Programme							
	a) Report on Training Activities b) Viva-Voce (based on Internship Training)			30	70	1 Month	100	5
	Total Marks				**500**	**Total Credit Score**		**25**
Grand Total (Marks) (Sem.-I and Sem.- II)		**1100**			**Grand Total Credits (Sem.-I and Sem. II)**			**55**

Note: as the UGC norms Minimum Credits for Master Programme for two-year degree should be 80. Further both the BLIS/MLIS courses are PG courses having duration one year each and the cumulative total is 115 credits, which is more than the credit score as prescribed by UGC.

*For each Core and Elective Course there will be 4 lecture hours of teaching per week.
*Open Electives to the maximum total of 8 credits.
*Duration of examination of each paper shall be 3 hours.
*Each paper will be of 100 marks out of which 70 marks shall be allocated for semester examination and 30 marks for internal assessment.
*BLISc. is a one year, two semester course.

Eligibility of Admission
BACHELOR OF LIBRARY AND INFORMATION SCIENCE

Candidates seeking admission to the course shall satisfy the following conditions:

a) Candidates must have passed at least a Bachelor 's Degree examination (3 years) with a minimum of 50% marks from the University of Delhi or from any other recognised University.

b) They must fulfil other conditions of knowledge of languages, age etc. as may be laid down by the Library Science Courses Admission Committee from time to time.

2. Age Requirement

Candidates seeking admission to this course must be at least 20 years of age before the first day of July in the year in which admission is sought. The maximum age limit for admission will be 30 years as on first day of July in year which the admission is sought.

However, in the case of persons working in libraries as Semi-Professional Assistants or Senior Library Assistants for a minimum period of three years, the maximum age limit will be 35 years on the first day of July, in which the admission is sought.

3. Merit Categories

In addition to the eligibility conditions mentioned above, the admission to the B.L.I.Sc. Course will be strictly according to the merit categories (in the order of priority) given below:

Category Qualifications
I - Master's Degree II Division with 50% marks and above from the University of Delhi.
II - Master's Degree II Division with 50% marks and above from other Universities.

III- Bachelor's Degree (Hons.) (3 year) with 50% marks and above from University of Delhi.

IV- Bachelor's Degree (Hons.) (3 years) with 50% marks and above from other Universities.

V- Bachelor's Degree (3 years) with 50% marks and above from the University of Delhi.

VI- Bachelor's Degree (3 years) with 50% marks and above from other Universities.

For the purpose of classification of I, II and III Division, the following will be the criteria:
First Division   -   60 per cent and above
Second Division   -   50 per cent and above
Third Division   -   45 per cent and above

Note:
i)   Seats for the above merit categories will be allotted equally to candidates in the Humanities, Social Sciences and Sciences (pure and applied). The criteria for selection with in each of these areas will again be in the order of merit as given above.

ii)   In case sufficient number of candidates are not available to fill the seats allotted for any areas viz. the Humanities, Social Sciences and Sciences (pure and applied), the seats will be allotted to other areas.

iii)   Special consideration will be given to eligible candidates from the field of Medicine, Engineering, Technology, and Computer Science.

Assessment of Students' Performance and Scheme of Examination:

1.   English shall be the medium of instruction and examination.

2.   Assessment of students' performance shall consist of:

2.1 The teachers in the Department will assign marks on account of 'Internal Assessment'. The Head of the Department will send the 'Internal Assessment' marks to the University at the end of each semester.

2.2 A candidate who does not fulfil the attendance requirement as above at the end of the Ist semester, shall not be allowed to appear in the II semester examination. Such a candidate will have to re-join the course in IInd semester in the year immediately following, if otherwise, eligible in the following year, provided requisite attendance is put in by such a candidate in the II semester and the aggregate of his/her attendance in the I semester in the previous year and II Semester of the current year will determine his/her eligibility to appear at the examination of II semester of current year.

*2.2 The Clause 2.2 is not applicable in case of Library and Information Science courses as the course is One year divided into 2 semester programme.

Pass Percentage & Promotion Criteria:

* The pass marks required for each paper will be 40% and 45% in aggregate of a semester. Marks secured by the candidates in the internal assessment will be included in total marks of each paper.

* The total marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows:

Minimum marks to secure a place in the first division will be 60 percent, in the second division   50 percent, and in the third division and pass 45 percent.

Semester to Semester Progression: As per university norms.

Conversion of Marks into grades: As per university norms.

Grade Points: As per university norms.

CGPA Calculation: As per university norms.

Division of Degree into Classes: As per university norms.

Attendance Requirement:

A minimum 60% of attendance in each semester is mandatory to appear in semester examination.

Span Period:

a) A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.

b) A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

Award of Internal Assessment Mark Programme (Semester Wise)

*Internal Assessment Marks includes Attendance, Written Assignment and Presentation.

Courses of Study for B.L.I.Sc.

First Semester

Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY*

UNIT – I: Role of Libraries

Library as a Social Institution
Development of Libraries in India
Role of Library and Information Centres in Modern Society
Five Laws of Library Science

UNIT– II: Types of Libraries, Professional Associations and Organizations

National Library of India: Concept, Functions and Services
Public Libraries, Academic Libraries and Special Libraries
Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA
National and International Organizations: RRRLF, UNESCO and IFLA
Digital Libraries

UNIT – III: Library Legislation

Library Legislation: Need, Purpose, Objectives and Model Library Act
Library Legislation in India: Structure and Salient Features
Press and Registration Act
Delivery of Books (Public Libraries) Act

UNIT – IV: Information and Communication

Information: Characteristics, Nature, Value and Use of Information
Conceptual difference between Data, Information and Knowledge
Communication channels, models and barriers
National Knowledge Commission and Information Policy
Information Intermediaries

UNIT – V: Library and Information Profession

Professional Skills and Competencies
Professional Ethics
Role of Library and Information Professionals in Digital Era

*This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.

Recommended Books
1.   **BHATT (R K):** History &Development of Libraries in India (1995), Mittal Publications, New   Delhi.
2.   **CHAPMAN (EA) and LYNDEN (FC)**: Advances in Librarianship (2000), Academic Press, San Diego.
3.   **CHOWDHURY (GG), BURTON (PF) and McMENEMY(D):** Librarianship: the complete introduction (2008), Neal-Schuman Publishers, New York.
4.   **FEATHER (J):** The Information Society: a study of continuity and change (Ed. 5. 2008), Facet   Publishing, London.
5.   **KHANNA (JK):** Library and Society (1955), Research Publication, Kurukshetra.
6.   **KRISHAN KUMAR:** Library Organization (1993), Vikas, New Delhi.
7.   **MARTIN (W J):** The information Society (1988) Aslib, London.
8.   **PRASHER (R G):** Information and its Communication (1991), Medallion Press, New Delhi.
9.   **RANGANATHAN (S R):** Five laws of Library Science (Ed. 2,1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
10.   **SINGH (S P):** Special Libraries in the Electronic Environment (2005), Bookwell, New Delhi.

11. **VENKTAPPAIAH (V) and MADHUSUDHAN (M):** Public Library Legislation in the new Millennium (2006), Bookwell, New Delhi.

Paper: B-102   LIBRARY CLASSIFICATION (Theory)

UNIT - I: Elements of Library Classification

Concepts, Terminology
Need, Purpose and Functions
Species of Classification Schemes

UNIT - II: Theory and Development

Historical Development
General Theory: Normative Principles
Modes of Formation of Subjects

UNIT – III: Approaches to Library Classification

Postulational Approach and Systems Approach
Fundamental Categories, Facet Analysis and Facet Sequence
Phase Relation and Common Isolates
Devices in Library Classification

UNIT – IV: Notation and Construction of Classification Number

Notation: Need, Purpose, Types and Qualities
Call Number: Class Number, Book Number and Collection Number
Construction of Class Numbers

UNIT – V: General and Special Classification Schemes

Dewey Decimal Classification
Universal Decimal Classification
Colon Classification
Current Trends in Library Classification

Recommended Books
1. **KRISHAN KUMAR:** Theory of Classification (1993), Vikas, New Delhi.
2. **MANN (Margaret):** Introduction to Cataloguing and the Classification of Books (Ed. 2, 1943) ALA, Chicago.
3. **RANGANATHAN (SR):** Descriptive account of the Colon Classification (1990) Sarada Ranganathan   Endowment for Library Science, Bangalore.
4. **RANGANATHAN (SR):** Prolegomena to Library Classification (Ed 3, 1989), Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (WCB):** Manual of Classification for Librarians (Rev. by Arthur Malt by Ed. 5, 1975), Andre Deutsch, London.
6. **SAYERS (WCB):** Introduction to Library Classification (Rev. by Arthur Maltby Ed. 9, 1958), Grafton, London.
7. **WYNAR (Bohdan S):** Introduction to Cataloguing and Classification (Ed 7, 1985) Libraries Unlimited, New York.

Paper- B-103 - LIBRARY CLASSIFICATION (Practical)

UNIT – I: Colon Classification (Ed. 6)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents with Basic Subjects
Classification of Documents with Compound Subjects

UNIT – II: Dewey Decimal Classification (Latest Edition)

Introduction, Structure and Organisation
Steps in Classification
Classification of Documents using Table 1 and 2
Use of Relative Index

UNIT – III: Colon Classification (Ed. 6)

Use of Common Isolates, Phase Relations and Devices
Classification of Documents with Compound and Complex Subjects

UNIT – IV: Dewey Decimal Classification (Latest Edition)
Classification of Documents using Tables 1 to 7

Recommended Books
1.   **DEWEY (Melvil):** Dewey Decimal Classification (Ed. 21, 1996) Forest Press, Dublin, USA.
2.   **KAULA (P N):** A Treatise on Colon Classification (1985), Sterling Publishers, New Delhi.
3.   **RANGANATHAN (SR):** Elements of Library Classification (1989), Sarada Ranganathan Endowment   for Library Science, Bangalore.
4.   **RANGANATHAN (SR):** Colon Classification (Ed.6, 1960), Sarada Ranganathan Endowment   for Library Science, Bangalore.
5.   **SATIJA (M P):** Manual for Practical Colon Classification (Rev. Ed.3,1995), Sterling Publishers, New Delhi.
6.   **SATIJA (MP):** The Theory and Practice of the Dewey Decimal Classification System (2007), Chandos Publishing, Oxford.

Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY INLIS (Theory)

UNIT – I: Introduction to Computers

Computers: Generations, Types, Input and Output Devices, Computer Architecture
Data Representation and Storage
Introduction to System Software and Application Software
Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.
Word Processing, Spreadsheets, PowerPoint Presentation
Graphics Software: Basic Functions and Potential Uses
Communication Software

UNIT – II: Library Automation

Library Automation: Planning and Implementation
In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.
Bibliographic Standards: CCF and MARC 21
Introduction to Metadata: Types of Metadata Dublin Core
Library Software Packages: Overview and House Keeping Operations
Case Studies: WINISIS, Alice for Windows and SOUL

UNIT – III: Database Management Systems

Database: Concepts and Components
Database Structures, File Organization and Physical Design
Database Management System: Basic Functions, Potential Uses

UNIT – IV: Web Interface to WINISIS Databases

Introduction to Web Interface: WWWISIS
Introduction to Web Servers: Apache Server and Internet Information Server
Web Interface Software: GENISIS

UNIT – V: Introduction to Internet

Basics of Internet
Search Engines and Meta Search Engines
Internet Search Techniques
E-resources and Online Databases

Recommended Books
1.   **DEEPALI (Talagala):** Web Interface for CDS/ISIS: GENISIS (webv.3.0, 2003), Sri Lanka Library Association, Colombo.
2.   **HARAVU (L J):** Library Automation Design, Principles and Practice (2004), Allied Publishers, New Delhi.
3.   **INFLIBNET.** Software for University Libraries User Manual (2003) INFLIBNET, Ahmedabad
4.   **NEELAMEGHAN (A) and LALITHA (S K):** Tutor +: A Learning and Teaching Package
on   Hypertext Link Commands in WINISIS (2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
5.   **NEGUS (Christopher):** Linux Bible. (2005), John Wiley, New York.
6.   **RAJARAMAN (V):** Introduction to Information Technology (2007), Prentice-Hall of India, New Delhi.
7.   **SIMPSON (Alan):** Windows XP Bible. 2004) John Wiley, New York.
8.   **SIMPSON (Alan) and JONES (Bradley L):** Windows Vista Bible. 2007), John Wiley, New York.
9.   **UNESCO**: CDS/ISIS for windows: reference manual (vo1.5, 2004) UNESCO, Paris.
10.   **WALKENBACH (John):** et al. Office 2007 Bible. (2007) John Wiley, New York.

Paper: B-105 BASICS OF INFORMATION TECHNOLOGY INLIS (Practical)

UNIT – I: Operating Systems and Application Software

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux
Setting of Desktop, Library Server and its Maintenance
Creating Presentations with PowerPoint
Editing and Formatting Word Documents

UNIT – II: Database Creation and Library Software
Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS
Alice for Windows: Installation, Configuration and Functions
Installation, Configuration and Application of SOUL

UNIT – III: Database Web Interface
GENISIS: Installation, Configuration and Functions
Web Interface to WINISIS using GENISIS23 24

UNIT – IV: Online and Offline Searching
Web Searching
Advanced Internet Searching
Search through Meta Search Engines
Offline Databases
Internet and E-mail

Recommended Books

1. **CHOWDHURY (GG)and CHOWDHURY (Sudatta):** Searching CD-ROM and Online Information Sources (2000) Library Association, London.
2. **CHOWDHURY (G G) and CHOWDHURY (Sudatta):** Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
3. **COOPER (Michael D):** Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
4. **INFLIBNET:** Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A) and LALITHA (SK):** Tutor +: A Learning and Teaching Package
on   Hypertext Link Commands in WINISIS (2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher):** Linux Bible. (2005), John Wiley, New York.
7. **SIMPSON (Alan):** Windows XP Bible. (2004), John Wiley, New York.
8. **UNESCO.** CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.
9. **WALKENBACH (John):** et al. Office 2007 Bible (2007) John Wiley, New York.
10. **WINSHIP (Ian) and McNAB (Alison):** The Student's Guide to the Internet (2000), Library Association, London.

Paper: B-106 PROJECT WORK: LITERATURE AND FIELDSURVEY

Objectives:
i)   to train the students in literature searching using print and online sources on the assigned area of study;
ii)   to train the students in preparing bibliography and documentation list on the assigned area of study;
iii)   to expose the students with the real working environment of a library by assigning them a
topic   related with the library operations, and
iv)   to train them in preparing the state-of-the-art report on the assigned area of study.

Note: The work for this paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.

SECOND SEMESTER

Paper: B-107   MANAGEMENT OF LIBRARY ANDINFORMATION CENTRES

UNIT – I: Principles of Library Management

Management Vs Administration
General Principles and their Application
Library Organisation Structure and Library Governance
Library Planning: Need, Objectives and Procedures
Basics of Total Quality Management

UNIT – II: Financial and Human Resource Management

Library Finance and Sources of Finance
Library Budget, Budgeting and Accounting
Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

UNIT – III: Library Building and Resources Management

Library Building
Collection Development
Acquisition of Periodicals and Serials
Technical Processing of Documents

UNIT – IV: Services and Maintenance of the Library

Circulation Work
Maintenance Shelving and Stock Verification
Preservation
Library Services
Reference and Information Service

UNIT – V: Library Records and Statistics
Staff Manual
Library Statistics
Annual Report

Recommended Books:
1. **BRYSON (Jo):** Effective library and information centre management (1990) Gower, Hants.
2. **CLAYTON (PR) and GORMAN (GE):** Managing Information Resources in Libraries: Collection Management in Theory and Practice (2006), Facet Publishing, London.
3. **EVANS (GE) and SAPONARO (MZ):** Developing Library and Information Centre Collections (Ed. 5, 2005) Libraries Unlimited, London.
4. **KATZ (WA):** Collection Development- the Selection of Materials for Libraries (1980), Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR:** Library Management in Electronic Environment (2007), Har-Anand Publications, New Delhi.
6. **MATTHEWS (J):** Strategic Planning and Management for Library Managers (2005), Libraries Unlimited, London.
7. **MITTAL (R):** Library Administration- theory and practice (2007), Ess Ess, New Delhi.
8. **RANGANATHAN (SR):** Library Administration (2006), Ess Ess, New Delhi.
9. **SEETHARAMA (S):** Guidelines for Planning of Libraries and Information Centres (1990), IASLIC, Calcutta.
10. **STUEART (R D) and MORAN (B B):** Library and Information Centre Management (2007), Libraries Unlimited, London.

Paper: B-108 INFORMATION SOURCES AND SERVICES

UNIT- I: Fundamental Concepts

Meaning, Definition, Importance, Nature and Characteristics
Printed and Electronic Information Sources
Types of Information Sources and Services
Criteria for Evaluation of Reference Sources

UNIT- II: Sources of Information

Primary Information Sources: General introduction (Periodicals, Conferences, Patents, Standards, Thesis/ Dissertations, Trade Literature etc.)
Secondary Information Sources: Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
Tertiary Information Sources: Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues.

UNIT- III: Reference and Information Services

Users and their Information Needs
Theory and Functions of Reference and Information Service
Enquiry Techniques

Role of Reference Librarian and Information Officer in Electronic Environment

UNIT- IV: Types of Information Services

Documentation Services: Abstracting and Indexing Services
Alerting Services, CAS, SDI, Reprographic Service, Translation Service,
Document Delivery and Referral Service

UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users
Users and their Information needs: Categories of users, Ascertaining users Information needs
Information Literacy Products

Recommended Books
1. **CHENEY (FN) and WILLIAMS (WJ):** Fundamental Reference Sources (Ed. 3, 2000) ALA,   Chicago.
2. **CRAWFORD (John)**: Evaluation of Library and Information Services (2000) ASLIB, London.
3. **FARMER (LSJ)** (E d.2007): The Human Side of Reference and Information Services in Academic Libraries: Adding Value in the Digital World, Chandos Publishing, Oxford.
4. **FOSKETT (DJ)**: Information Service in Libraries (Ed.2. 1967) Archon Book Hamden, Connecticut.
5. **FOURIE (D) and DOWELL (D)**: Libraries in the information age (2002), Libraries Unlimited, New York.
6. **KATZ (William A)**: Introduction to reference work: Reference Service and Reference Process   (v.2,   Ed. 5, 1987) McGraw-Hill, New York
7. **KRISHAN KUMAR:** Reference Service (Ed. 3, 1996) Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**: Reference Service (Ed 2, 1989) Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**: Guide to Reference Books (Vol.3, Ed. 4, 1980) Library Association, London.
10. **WOODSWORTH (Anne) and WILLIAMS (James F)**: Managing the Economics of Owning, learning and contracting out information services (1993) Gower, London.

Paper: B-109 LIBRARY CATALOGUING (Theory)

UNIT – I: Fundamental Concepts and Historical Developments

Library Catalogue: Definition, Objectives, Purposes and Functions
History and Development of Library Catalogue Codes
Physical Forms of Catalogues
Types of Catalogues

UNIT – II: Types of Catalogue Entries

Kinds of Entries
Data Elements in Different Types of Entries
Filing of Entries in Classified and Alphabetical Catalogues

UNIT – III: Choice and Rendering of Headings

Personal Authors: Western and Indic Names
Corporate Authors

Pseudonymous, Anonymous Works and Uniform Titles
Non-Print Resources

UNIT – IV: Subject Cataloguing

Subject Cataloguing: Concept, Purpose and Problems
Chain Indexing
Subject Headings Lists: LCSH, SLSH

UNIT –V: Trends in Library Cataloguing

Centralized and Cooperative Cataloguing
Bibliographic Standards: ISBD, MARC, CCF, etc.
ISBN and ISSN

Recommended Books
1. **AMERICAN LIBRARY ASSOCIATION**, et al. Anglo-American Cataloguing rules (Rev. Ed. 1998) Library Association, London.
2. **BOWMAN (J H)**: Essential Cataloguing (2003) Facet Publishing, London.
3. **HUNTER (EJ) and BAKEWELL (K G B)**: Advanced cataloguing (1989) Clive Bingley, London.
4. **KUMAR (G) and KUMAR (K)**: Theory of Cataloguing (Rev. Ed.5, 1993) South Asia Books, New Delhi.
5. **MILLER (J)**, Ed. Sears List of Subject Headings (Ed.15, 1994) Wilson, New York.
6. **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) 1989) Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**: Cataloguing without tears: managing knowledge in the information society (2003) Chandos Publishing, Oxford.
8. **TAYLOR (AG) and MILLER (David P)**: Wynar's introduction to Cataloguing and Classification (Ed.10, 2006) Libraries Unlimited, London.

Paper: B-110 LIBRARY CATALOGUING (Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition)

UNIT - I: Classified Catalogue Code

Works of Single and Shared Authorship
Works of Mixed Responsibilities
Editorial Publications
Series Publications
Multi-volumed Works & Pseudonymous

UNIT- II: Anglo American Cataloguing Rules (Latest Edition)

Works of Single and Shared Authorship
Works of Shared Responsibilities
Editorial Publications
Multivolume and Pseudonymous

UNIT - III: Classified Catalogue Code

Works of Corporate Authorship
Works of Conflict of Authorship
Periodical Publications
Ordinary and Artificial Composite Books

UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)

Works of Corporate Bodies
Serial Publications
Works of Editorial Direction

Recommended Books
1.   **AMERICAN LIBRARY ASSOCIATION**: Anglo-American Cataloguing rules (Rev Ed. 2, 1998)   Library Association, London.
2.   **MILLER (Joseph)**, Ed. Sears list of subject headings (Ed 15, 1994) Wilson, New York.
3.   **RANGANATHAN (S R)**: Classified catalogue code with additional rules for dictionary catalogue code (Ed. 5 (with amendments) (1989) Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper: B-111 INTERNSHIP PROGRAMME

UNIT- I: Internship Programme

A. Report on Internship Programme
B. Viva-Voce
Objectives:
   i)   to train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month; and
   ii)   to train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

Note: Each student shall have to undergo an Internship Programme at a library, selected by the Department for a period of one month, immediately after the Second Semester Examination.

Master of library & Information Science Programme Details:

Programme Objectives (POs):
   a)   to impart the students a thorough understanding of patterns of knowledge development and its organization;
   b)   to train the students in the advanced skills of information/knowledge gathering, processing, organization and retrieval;
   c)   to train the students in information/ knowledge analysis, repackaging and marketing;
   d)   to provide the advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
   e)   to train the students in the analysis, planning and management of the systems of library and information centres; and
   f)   to provide an understanding of research methods and activities of research organizations.

MASTER OF LIBRARY AND INFORMATION SCIENCE

Programme Structure:

A one-year full-time course divided into two semesters after the Bachelor of Library and Information Science leading to the degree of Master of Library & Information Science (M.L.I.Sc.).

		Semester
Part-I	July-December	Semester-I
Part-II	January-June	Semester-II

COURSE CREDIT SCHEME

	First Semester							
Paper No.	Subject	Teaching hours (Per Week)		Internal Assessment Marks*	Semester Examination	Duration in Hours	Total Marks	Credit
		TH	TUT					
M-101	Information Systems and Programmes	4	2	30	70	3 Hrs	100	5
M-102	Advanced Knowledge Organisation: Classification (Practical)	4	2	30	70	3 Hrs	100	5
M-103	Advanced Knowledge Organisation: Cataloguing (Practical)	4	2	30	70	3 Hrs	100	5
M-104	Information and Communication Technology Applications in LIS (Theory)	4	2	30	70	3 Hrs	100	5
M-105	Research Methodology	4	2	30	70	3 Hrs	100	5
M-106	Marketing of Library and Information Products and Services	4	2	30	70	3 Hrs	100	5
	Total Marks	**600**			**Total Credit Score**			**30**
	Second Semester							
M-107	Information and Communication Technology Applications in LIS (Practical)	4	2	30	70	3 Hrs	100	5
M-108	Information Storage and Retrieval System	4	2	30	70	3 Hrs	100	5
M-109	Information Literacy Applications in LIS	4	2	30	70	3 Hrs	100	5
	M-110 Elective/ Choice Based Papers (Opt any one course from the following courses)							
M110(a)	Public Library and Information System	4	2	30	70	3 Hrs	100	5
M110(b)	Academic Library and Information System	4	2	30	70	3 Hrs	100	5
M110(c)	Research and Technical Library and Information System	4	2	30	70	3 Hrs	100	5
110(d)	Health Science Library and Information System	4	2	30	70	3 Hrs	100	5
110(e)	Agricultural Sciences Library and Information System	4	2	30	70	3 Hrs	100	5
110(f)	Engineering and Technological Library and Information System	4	2	30	70	3 Hrs	100	5
	M-111 Open Elective/ Interdisciplinary Papers (Opt any one course from the following courses)							
111(a)	Print and Electronic Sources and Literature in Humanities	4	2	30	70	3 Hrs	100	5
111(b)	Print and Electronic Sources and Literature in Natural Sciences	4	2	30	70	3 Hrs	100	5
111(c)	Print and Electronic Sources and Literature in Social Sciences	4	2	30	70	3 Hrs	100	5
M-112	Project work: a) Project Report b) Viva-Voce	4	2	30	70		100	5
	Total Marks	**600**			**Total Credit Score**			**30**
	Grand Total Mark (Sem.-I and Sem. II):	**1200**			**Grand Total Credit Score (Sem.-I and Sem. II)**			**60**

Internal Assessment Marks includes Attendance, Written Assignment and Presentation.

Eligibility for Admission

Category I: Direct Admission i.e. Minimum Marks Requirement without Entrance Test

a) B.L.I.Sc. from University of Delhi only; and 60% and above marks in aggregate to General Category. The relaxation will be given for SC/ST/PH and others as per the Delhi University Rules.
b) Bachelor's Degree examination (3 year) from University of Delhi or any other recognized University.
c) Fulfills other conditions of eligibility for admission to M.L.I.Sc. course as laid down in Prospectus.

Category II: Admission through Entrance Test

a) B.L.I.Sc. Course from University of Delhi or any other recognized University with 50% and above marks in aggregate. The relaxation will be given for SC/ST/PH and others as per the Delhi University Rules to sit in the entrance exam.
b) The minimum pass percentage for entrance test examination is 40% marks in aggregate.
c) Fulfills other conditions of eligibility for admission to MLISc. course**.**

Note:

i) In case of any short fall of admission under **Category I**, the remaining seats will be offered to the candidates of **Category II** who have qualified the Entrance Test in order of merit conducted by University of Delhi.

ii) In case of any short fall of admission under **Category II**, the remaining seats will be offered to the candidates of **Category I**.

iii) Candidates having passed their B.L.I.Sc. from the University of Delhi, are advised to apply for admission to M.L.I.Sc.. through Entrance Test also

Assessment of Students' Performance and Scheme of Examination:

1. English shall be the medium of instruction and examination.
2. Assessment of students' performance shall consist of:

* The teachers in the Department will assign marks on account of 'Internal Assessment'. The Head of the Department will send the 'Internal Assessment' marks to the University at the end of each semester.

* A candidate who does not fulfil the attendance requirement as above at the end of the Ist semester, shall not be allowed to appear in the II semester examination. Such a candidate will have to re-join the course in IInd semester in the year immediately following, if otherwise, eligible in the following year, provided requisite attendance is put in by such a candidate in the II semester and the aggregate of his/her attendance in the I semester in the previous year and II Semester of the current year will determine his/her eligibility to appear at the examination of II semester of current year.

Pass Percentage & Promotion Criteria:

* The pass marks required for each paper will be 40% and 45% in aggregate of a semester. Marks secured by the candidates in the internal assessment will be included in total marks of each paper.

* The total marks obtained in the first semester and the second semester examination will determine the classification of the final result which will be as follows:

Minimum marks to secure a place in the first division will be 60 percent, in the second division 50 percent, and in the third division and pass 45 percent.

Semester to Semester Progression: As per university norms.

Conversion of Marks into grades: As per university norms.

Grade Points: As per university norms.

CGPA Calculation: As per university norms.

Division of Degree into Classes: As per university norms.

Attendance Requirement:

A minimum 60% of attendance in each semester is mandatory to appear in semester examination.

Span Period:

a) A candidate who fails in one or more papers in the first semester or the second semester examination will be allowed to reappear in 4 succeeding semesters.
b) A candidate who has secured 40 percent or more marks in any paper shall not be permitted to reappear in that paper at a subsequent examination.

Award of Internal Assessment Mark Programme (Semester Wise)

*Internal Assessment Marks includes Attendance, Written Assignment and Presentation.

Courses of Study for M.L.I.Sc.

FIRST SEMESTER
COMPULSORY COURSES

Paper: M-101 INFORMATION SYSTEMS ANDPROGRAMMES*

UNIT – I: Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System
Kinds of Information System: Libraries, Documentation Centres and Information Centres
Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses
Archives and Translation Pools: Functions and Services

UNIT – II: National Information System and Policy

Planning and Design of National Information System
National Information Policy National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

UNIT – III: Global Information Systems

Programmes and Activities of UNESCO, UNISIST & IFLA, INIS, AGRIS, INSPEC & MEDLARS, etc.

UNIT – IV: Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET
CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

UNIT – V: Information Services and Information Products

Information Services
Literature Search
Documentation Services, Translation Services
CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services
Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

* This is only a broad outline, the coverage of topics in each Paper will be elaborated by the concerned teacher.

Recommended Books
1.   **ATHERTON (Pauline):** Handbook for information system and services (1997), UNESCO, Paris.
2.   **BAMAN (P)**: Studies on information systems, services and programs in India and abroad (1993) Ajanta, Delhi.
3.   **BARUA (B P)**: National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakash an, New Delhi.
4.   **BURCH (J G) and GRUDNITSKI (G)**: Information systems: theory and practice (1986) Wiley, Singapore.
5.   **KENT (A):** Resource sharing in libraries: why, how, when next action step (1974) Marshal Dekker, New York.
6.   **KOCHTANEK (TR) and MATTHEWS (JR):** Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
7.   **NEELAMEGHAN (A) and PRASAD (K N),** Eds. Information systems, networks and services in India (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.
8.   **ROWLEY (J)**: The basics of information system (Ed 2, 1996) Library Association, London.
9.   **VICKERY (BC):** Information systems (1973) Butterworths, Washington.

PAPER: M-102 ADVANCED KNOWLEDGEORGANISATION: CLASSIFICATION (Practical)

UNIT- I: Fundamentals of UDC

Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation
Classification of Simple and Compound Subject Documents

UNIT- II: Advance Applications of UDC

Introduction to Common Auxiliaries and Special Auxiliaries
Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.
Classification of Complex Subject Documents

Recommended Books
1.   **FOSKET (A C):** Universal Decimal Classification (1973) Clive Bingley, London.
2.   **McLLWAINE (I C):** The Universal Decimal Classification: a guide to its use (2007) UDC Consortium, The Hague, Netherlands.
3.   **UNIVERSAL DECIMAL CLASSIFICATION:** (Latest Edition) British standards institution, London.

Paper: M-103 ADVANCED KNOWLEDGE ORGANISATION: CATALOGUING
        (Practical)

Cataloguing of Non-Book Material and Electronic Resources According to AACR (Latest Edition)

UNIT–I: Non-Book Materials

Complexities of Periodicals
Manuscripts
Cartographic Materials
Microforms Graphic Materials

UNIT–II: Electronic Resources

Sound Recordings
Motion Pictures
Video Recordings
Computer Files
Web Resources

Recommended Books
1.   **AMERICAN LIBRARY ASSOCIATION:** Anglo-American Cataloguing Rules (Latest Edition) Library Association, London.
2.   **LIBRARY OF CONGRESS SUBJECT HEADINGS:** (Latest Edition) Library of Congress, Washington.
3.   **WILKIE (Chris):** Managing film and video collections (1999) ASLIB, London.

Paper: M-104 INFORMATION AND COMMUNICATIONTECHNOLOGY APPLICATIONS IN LIS (Theory)

UNIT–I: Web Technologies in Libraries
Implication of WWW on Library Websites, Web OPACs
Web 2.0 and Web 3.0: Features and Functions
Web Directories, Subject Gateways, Library Portals, etc.
Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT-II: Integrated Library Automation and Networking Software

Open Source Library Software and Applications
Web based Library Management Software
Library Software Securities Parameters
Virtual Library

UNIT–III: Multimedia and Institutional Repositories

Multimedia Applications in Libraries
Image Creation using Photoshop and Corel Draw etc.
Institutional Repositories: Greenstone Digital Library, Dspace, and E-prints etc.

UNIT–IV: Introduction of Networks

Types of Networks: Network Components, Categories, LAN Standards and Inter-Network
Wireless Networking and Emerging Networking Technologies
Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.
OSI Network Model and TCP/IP Reference Model

UNIT–V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries
Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.
Video Conferencing and Audio Conferencing
Functional Requirements for Bibliographic Records (FRBR)
Digital Content Management System
Federated Search and Multimedia Databases Search
Protocols: Z39.50 Standard for Retrieval and OAI-PMH
Artificial Intelligence and Libraries
Expert Systems in Libraries

Recommended Books
1. **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
2. **CLYDE (Laurel)**: Weblogs and libraries (2004) Chandos Publishing, Oxford.
3. **EVANS (Woody):** Building library 3.0: issues in creating a culture of participation (2010) Chandos Publishing, Oxford.
4. **GRIFFITHS (Peter):** Managing your internet and intranet services: the information professional's   guide to strategy (Ed.2, 2004) Facet Publishing, London.
5. **JANCZEWSKI (Lech)**: Internet and intranet security management: risks and solutions (2000) Idea, Hershey.
6. **KROSKI (Ellyssa):** Web 2.0 for librarians and information professionals (2008) Neal Schuman Publishers, New York.
7. **LIU (Jia):** Metadata and its applications in the digital library: approach sand practices (2007) Libraries Unlimited, Westport.
8. **PRIMARY RESEARCH GROUP STAFF:** Academic library websites benchmarks (2008) Primary Research Group, New York.
9. **VINCE (J):** Introduction to virtual reality (2004) Springer, London.
10. **WISE (Richard):** Multimedia: a critical introduction (2000) Routledge, London.

Paper: M-105   RESEARCH METHODOLOGY

UNIT–I: Introduction to Research

Research: Concept, Need and Purpose
Research Problem and Research Design
Literature Review
Hypothesis: Definition, Types, Sources and Functions

UNIT–II: Types of Research Methods

Historical, Survey and Experimental
Case Study
Scientific Research and Statistical Research etc.

UNIT–III: Research Techniques

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc.
Library Records and Reports

UNIT–IV: Statistics and its Applications

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.51 52
Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.
Report Writing
Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT–V: Metric Studies and Style Manuals

Scientometrics, Infometrics and Webometrics
Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Books
1.   **ALVESSON (M) and SKOLDBERG(K):** Reflexive methodology: new vistas in qualitative research (Ed. 2 Rev. 2010) Sage Publication, London.
2.   **BUSHA (CH):** Research methods in librarianship (1990) Academic Press, New York.
3.   **GOODE (WJ) and HATT (PK):** Methods in social research (1982) McGraw-Hill, New York.
4.   **GREENFIELD (T):** Research methods: guidance for postgraduates (1996) Hodder Arnold, London.
5.   **KRISHAN KUMAR:** Research methods in library and information science (Rev. Ed. 1999) Har-Anand Publications, New Delhi.
6.   **LANCASTER (F W) and POWELL (R R):** Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7.   **POWELL (RR) and SILIPIGNI (CL):** Basic research methods for Librarians (Ed. 4, 2004) Libraries Unlimited, Westport.
8.   **SINGH (SP):** Research methods in social sciences: a manual for designing questionnaires (2002) Kanishka, New Delhi.
9.   **SLATER (M):** Ed. Research methods in library and information studies (1990) Library Association Publishing, London.
10.   **YOUNG (PV):** Scientific social survey and research (Rev. Ed. 4, 1984) Prentice Hall, New Delhi.

Paper: M-106 MARKETING OF LIBRARY ANDINFORMATION PRODUCTS AND SERVICES

UNIT–I: Fundamental Concepts

Needs, Objectives and Philosophy
Marketing Environment: Producer, Consumer – Buyer Behaviour
Marketing Information System
Market Segmentation Marketing Mix

UNIT–II: Strategies and Techniques

Strategic Planning
Marketing Research
Marketing Process

UNIT–III: Promotion of LIS Products and Services

LIS Products and Services as a Marketable Commodity
Pricing, Distribution Channels and Communication Strategies
Advertising, Sales Promotion
Public Relations

Electronic Marketing

UNIT–IV: Management Consultancy

Evolution, Need and Objectives
Voluntary versus Authenticated Consultancy
Impact of Management Consultancy on Librarianship
Role of Library Associations and LIS Schools

UNIT–V: Information Analysis, Consolidation and Re-Packaging

Information Analysis and Consolidation: Concept, Need and Purpose
Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
Information Consolidation Products: Concept, Types, Design and Development

Recommended Books
1.   **BAKEWELL (K G):** Managing user-centred libraries and information services (Ed. 2, 1997) Maxwell, London.
2.   **BUTCHER (Helen):** Meeting manager's information needs (1998) ASLIB, London.
3.   **CARPENTER (J) and DAVIES (R):** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.
4.   **COOTE (Helen) and BATCHELOR (Bridget):** How to market your library services effectively (Ed. 2, 1997) Aslib, London.
5.   **GUPTA (D K):** et al. Marketing library and information services: international perspectives (2006) K.G. Saur, Munich.
6.   **HELINSKY (Z):** A short-cut to marketing the library (2008) Chandos Publishing, Oxford.
7.   **JAIN (Abhinandan K)**: et al. Marketing information products and services: a primer for libraries and information professionals (1999) Tata McGraw-Hill, New Delhi.
8.   **KOTLER (Philip): L** Marketing management (Ed.12, 2002) Prentice Hall, Delhi.
9.   **KOTLER (Philip) and ARMSTRONG (Gary)**: Principle of marketing (Ed. 7, 1996) Prentice- Hall of India, New Delhi.
10.   **ROWLEY (Jenifer):** Information marketing (2001) Ashgate London.

SECOND SEMESTER

Paper: M-107 INFORMATION AND COMMUNICATIONTECHNOLOGY APPLICATIONS IN LIS (Practical)

UNIT–I: Website Designing and Navigational Tools

Designing Static and Dynamic Library Websites
Designing Mobile Websites
Developing Web Directories, Subject Gateway and Library Portals
Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr etc.
Image Creation using Photoshop, Corel Draw etc.

UNIT–II: Integrated Library Management Systems and Institutional Repositories

Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System (Open Source)
Web based Library Management Software
Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes and Metadata Creation

Customization of Green stone Digital Library Software

UNIT–III: Audio and Video Conferencing

Audio Conferencing
Video Conferencing

UNIT–IV: Advanced Searching and Metadata Creation

Downloading MARC 21 Records using Z39.50 Protocol
Federated Search
Creation of Metadata

Recommended Books
1.   **BATES (Chris):** XML in theory and practice (2003) John Wiley, Chichester.
2.   **BRADLEY (Phil):** How to use web 2.0 in your library (2007) Facet Publishing, London.
3.   **COX, (Christopher N):** Federated search: solution or setback for online library services (2006) The Haworth Press, Philadelphia.
4.   **DONNELLY (V):** Designing easy-to-use websites: a hands-on approach to structuring successful websites (2000) Addison-Wesley, Boston.
5.   **LOWERY (Joseph W):** Dreamweaver MX bible. (2002) Wiley Publishing, Indian a polis.
6.   **LYNCH (P J) and HORTON (S)**: Web style guide: basic design principles for creating web sites. (Ed.3, 2010) Yale University Press, London.
7.   **McCLELLAND (Deke):** Photoshop 7 bible. (2003) Wiley Publishing, New York.
8.   **SIMMONS (Curt):** Microsoft office front page 2003 bible with CDROM (2003) Wiley Publishing, Indian apolis.
9.   **ULLMAN (Larry)**: Building a web site with ajax: visual quick proguide (2007) Peachpit Press,   Berkeley.
10.   **WITTEN (Ian H), BODDIE (Stefan) and THOMPSON(John):** Greenstone digital library user's guide (2006) New Zealand Digital Library Project, New Zealand.

Paper: M-108   INFORMATION STORAGE AND RETRIEVAL SYSTEM

UNIT–I: Fundamental Concepts

Concept, Characteristics, Objectives, Types, Operations and Design
Compatibility of ISAR System
Information Retrieval Process and Search Strategy
Evaluation of ISAR System
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
Need, Structure and Construction of Thesaurus
Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management

Introduction to Indexing Systems
Introduction to Indexing in Corporate System
Introduction to Indexing in Research System

UNIT–III: Bibliographic Description

Rules for Bibliographic Description
Standards for Bibliographic Record Formats
Metadata Concept

Metadata Standards: Dublin Core, MARC 21, etc.

UNIT–IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System
Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.
Internet Searching and Meta Search Engines
Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

Recommended Books
1. **CHOWDHURY (GG):** Introduction to modern information retrieval (1999) Library Association, London.
2. **CLEVELAND (Donald B) and CLEVELAND (Ana D):** Introduction to indexing and abstracting (2001) Libraries Unlimited, Colorado.
3. **FOSKETT (AC):** Subject approach to information (Ed.5, 1996) Library Association, London.
4. **GOSH (S N) and SATPATHI (J N):** Subject indexing system: concepts, methods and techniques (1998) IASLIC, Calcutta.
5. **KORFHAGE (R R)**: Information storage and retrieval (1997) John Wiley, New York, USA.
6. **LANCASTER (F Wilfred):** Vocabulary control for information retrieval (Ed. 2, 1985) Information Resource Press, Arlington.
7. **LANCASTER (F Wilfred):** Indexing and abstracting in theory and practice (Ed. 3, 2003) University of Illinois, Urbana.
8. **ROWLEY (J):** The basics of information system (Ed. 2, 1996) Library Association, London.
9. **SOERGEL (D):** Indexing languages and thesauri: construction and maintenance (1974) John Wiley and Sons., New York.
10. **WALKER (G) and JANES (J)**: Online retrieval: a dialogue of theory and practice (1993) Libraries Unlimited, Englewood, London.

Paper: M-109   INFORMATION LITERACY APPLICATIONS IN LIS

UNIT–I: Fundamental of Information Literacy

Concept, Need and Objectives
Areas of Information Literacy
Standards and Models in Information Literacy
Role of Institution in Information Literacy

UNIT-II: Information Literacy Programmes

Scope of Information Literacy Programme
National Programmes in Information Literacy
International Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy

Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions, Information Bulletin
Designing of Information Literacy Programme
Implementation of Information Literacy Programmes

UNIT-IV: Application of Information Literacy in Library and Information Centres

Information Literacy for Users
Information Literacy for Professionals
Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy

Web based Information Literacy System
OPAC Information Literacy System
Life Long Learning System

Recommended Books
1.   **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR   EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.
2.   **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: apposition paper on information problem solving (2000) available at: www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)
3.   **ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES:** Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at:
        www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).
4.   **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech (2005) University of Nebraska, Lincoln. Available at: http://digitalcommons.unl.edu/library_talks/11
5.   **DELCOURT (M) and HIGGINS (CA)**: Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education   (1993) 27; 31-7.
6.   **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd   ed. 2004) Libraries Unlimited, Westport.
7.   **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.
8.   **GRASSIN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice(2001) Neal Schuman, New York.
9.   **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association, Chicago.
10.   **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies (Vol. 46; 3 September 1998); 251-263.

CHOICE BASED COURSES (Opt Any One Course from the available Electives)

Paper: M-110 (a)   PUBLIC LIBRARY AND INFORMATIONSYSTEM

UNIT–I: Public Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Public Libraries in Society
Agencies and their Role in Promotion and Development of Public Libraries in India

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials

Electronic Sources and Online Databases

UNIT–III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1.   **BARUA (B P):** National policy on library and information systems and services for India: perspectives and projections (1992) Popular Bombay
2.   **BATT (Chris):** Information technology in public libraries (1998) London Library Association   Publishing, London.
3.   **BHATT (R K):** UNESCO: development of libraries and documentation centres in developing countries (2004) KK Publications, New Delhi.
4.   **HIGGINS (S E):** Youth services and public libraries (2007) Chandos Publishing, Oxford.
5.   **IFLA**: Guidelines for public libraries (revised 2000) The Hague, IFLA.
6.   **INDIA:** Advising committee for libraries (Ed. 2, 1958) Manager of Publications, Delhi.
7.   **JAGANAYAK (S S):** Role of libraries in socio-economic, cultural and educational development. (1997) Classical Publication, New Delhi.
8.   **PATEL (Jashu) and KRISHAN KUMAR:** Libraries and librarianship in India (2001) Greenwood Press, Westport, Connecticut.
9.   **THOMAS (V K):** Public libraries in India: development and finance (1997) Vikas Publication,   New   Delhi.
10.   **WOODRUM (Pat)**, Ed. Managing public libraries in 21st century (1989) The Hawork Press, New   York.

Paper: M-110 (b)   ACADEMIC LIBRARY AND INFORMATIONSYSTEM

UNIT–I: Academic Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Libraries in Formal and Non-Formal Education System
UGC and its Role in the Development of College and University Libraries

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications
Non-Book Materials

Electronic Resources and Online Databases61 62

UNIT–III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1.   **BAKER (David),** Ed. Resource management in academic libraries (1997) Library Associations, London.
2.   **BROPHY (Peter):** The academic library (2000) Library Association, London.
3.   **BUDD (J M):** The academic library: the context, its purpose and its operation (1988) Libraries   Unlimited, London.
4.   **CHAPMAN (Liz):** Managing acquisitions in library and information Services (2001) Library Association, London.
5.   **DOWLER (L)**: Ed. Gateways to knowledge: the role of academic libraries in teaching, learning   and research (1998) The MIT Press, London.
6.   **JORDON (Peter):** The academic library and its users (1998) Gower Publishing Limited, London.
7.   **LINE (Maurice B),** Ed. Academic library management (1990) Library Association, London.
8.   **RANGANATHAN (S R):** School and college libraries (1942) Madras Library Association, Madras.
9.   **WEBB (Sylvia P):** Personal development in information work(Ed2.1991) Aslib, London.
10.   **WHITE (Carl M):** Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi

Paper: M-110(c) RESEARCH & TECHNICAL LIBRARY& INFORMATION SYSTEM

UNIT-I: Research and Technical Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Special Libraries and its Relationship with Parent Organization
Types and Functions of Special Libraries
Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT-II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
Non-Book Materials
Electronic Resources and Online Databases

UNIT-III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT-IV: Planning and Organization of Various Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networks: RLIN, OCLC etc.

UNIT - V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1. **AUGER (C P):** Information sources in grey literature (Ed. 3, 1994) Bowker, London.
2. **CHAPMAN (Liz)**: Managing acquisitions in library and information services (2001) Library Associations, London.
3. **GROGAN (N):** Science and technology: an introduction to the literature (Ed. 4, 1982) Clive Bingley, London.
4. **HERNON (Peter) and WHITMAN (John R):** Delivering satisfaction and service quality: a customer-based approach for libraries (2001) American Library Association, Chicago.
5. **LAWES (Ann),** Ed. Management skills for the information manager (19930 Gower Publishing, London.
6. **RAITT (David):** Ed. Libraries for the new millennium (1997) Library Association, London.
7. **SAHA (J):** Special libraries and information services in India and the USA (1969) Scarecrow, New York.
8. **SCAMMELL (AW):** Ed. Handbook of special librarianship and information work (Rev. Ed. 7, 1997) Aslib, London.
9. **SINGH (S P):** Special libraries in the electronic environment (2005) Book well, New Delhi.
10. **STRAUSS (L J):** Scientific and technical libraries: their organization and administration (Ed. 2, 1972) Beckey and Hayes, New York.

Paper: M-110 (d) HEALTH SCIENCE LIBRARY ANDINFORMATION SYSTEM

UNIT–I: Health Science Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Medical Libraries
Information Policies in Health and Family Welfare

Agencies and their Role in the Promotion and Development of Medical Libraries in India

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Note: Reading list to be provided by the concerned Teacher.

Paper: M-110(e)   AGRICULTURAL SCIENCES LIBRARY& INFORMATION SYSTEM

UNIT–I: Agricultural Science Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of ICAR, Committees and Other Agencies in the Development of
Agricultural Libraries in India

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc.
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Recommended Books
1.   **BHATT (V S):** Information resources in agricultural research in 40years of agricultural research in India (1989) ICAR, New Delhi.
2.   **CHOTEY LAL (C):** Agricultural libraries and information systems: a hand book for users (1998) R K Techno Science Agency, New Delhi.
3.   **DAYMATH (Y) and RUTTAN (V W):** Agricultural development: an international perspective (1979) John Hopkins, Baltimore.
4.   **DESHMUKH (P P):** Standardization of library and information services with special reference   to scientific and agricultural libraries (1990) ABC, New Delhi.
5.   **KUMAR (P S G):** Agricultural librarianship: M.L.I.Sc. elective paper (2008) B.R. Publication,   New Delhi.
6.   **SHARMA (R D):** The agricultural information network for India (1989) Society for Information Science, New Delhi.
7.   **SUBBAIHA (R):** Agricultural librarianship in India: an overview (1988) Metropolitan, New Delhi.
8.   **SWAMINATHAN (M S):** Report of the working group on agricultural research and education   for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.

Paper: M-110(f) ENGINEERING & TECHNOLOGICAL LIBRARY & INFORMATION SYSTEM

UNIT–I: Engineering and Technological Libraries and their Development

Objectives and Functions
History and Development of Libraries with Special Reference to India
Role of Engineering and Technological Libraries
Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

UNIT–II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards,
Specifications and Government Publications67 68
Non-Book Materials
Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

Organizational Structure
Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

CAS, SDI, Abstracting and Indexing Services
Library Bulletin, Newspaper Clipping Services
Computerized Services
Resource Sharing and Networking: INDEST – AICTE Consortium
Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

Determination of Finance, Sources of Finance
Types of Budget
Nature, Size, Selection, Recruitment, Qualification and Training
Responsibilities and Duties
Competency Development

Note: Reading list to be provided by the concerned teacher.

OPEN/INTERDISCIPLINARY COURSES (Opt any one course from the available electives)

Paper: M-111(a)   PRINT, ELECTRONIC   SOURCES   &   LITERATURE   IN HUMANITIES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Humanities: Religion, Philosophy, Fine Arts and Literature

UNIT–II: User Studies and Information Seeking Behaviour

Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation

Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services

Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of Humanities with Particular Reference to India, UK and USA

Contributions made by the Prominent Thinkers in the field of Religion, Philosophy, Fine Arts and Literature

Recommended Books
1.   **ASHEIM (Lester):** et al. Humanities and the library: problem in the interpretation, evaluation   and use of library materials (1970) ALA, Chicago.
2.   **BALAY (Robert)**, Ed. Guide to reference books (Ed.11, 1996) ALA, Chicago.
3.   **CHANDLER (G):** How to find out about literature (Rev. Ed. 5, 1982) Pergamon Press, Oxford.
4.   **CRANE (R S)**: Idea of the humanities (v. 1. 1967) University of Chicago Press, Chicago.
5.   **JONES (W T):** Sciences and the humanities: conflict and reconciliation (1965) University of California Press, Berkeley.
6.   **KENNA (Stephanie) and Ross (Seamus),** Ed. Networking in the humanities: Proceeding (1995) Bowker-Saur, London.

Paper: M-111 (b) PRINT, ELECTRONIC SOURCES & LITERATURE IN NATURAL SCIENCES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Natural Sciences: Physical and Biological Sciences

UNIT–II: User Studies and Information Seeking Behaviour

Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation

Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services

Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Natural Scientists in the field of Physical and Biological Sciences

Recommended Books
1.   **AMERICAN CHEMICAL SOCIETY**: Searching the chemical literature (1979) American Chemical Society, Washington.
2.   **BERNAL (J D):** Social function of science (1964) MIT Press, Cambridge.
3.   **BROWN (C H):** Scientific serials (1956) Association of College and Research Libraries, Chicago.

4. **DAMPIER (William Cecil):** History of science and its relations with philosophy and religion (1961) Cambridge University Press, London.
5. **GROGAN (Denis):** Science and technology: introduction to the literature (Ed. 4, 1982) Clive Bingley, London.
6. **MOSER (Diane K) and SPANGENBUR (G):** The history of science (1994) University Press, New Delhi.
7. **SPANGENBURG (R) and MOSER (D K):** The History of Science in the 19th century (1994) University Press, Hyderabad.
8. **WELFORD'S GUIDE TO REFERENCE MATERIAL:** (Vol.1, Ed.8, 1999) Library Association, London.

Paper: M-111 (c) PRINT, ELECTRONIC SOURCES & LITERATURE IN SOCIAL SCIENCES

UNIT–I: Historical Development

Scope of the Discipline and its Development
Research Trends in Social Sciences: History, Political Science, Economics and Sociology

UNIT–II: User Studies and Information Seeking Behaviour

Information Needs of Users
Information Seeking Behaviour
User Studies: Importance, Objectives and Types
Planning User Survey
Methods of User Service

UNIT–III: Information Sources and Evaluation

Primary, Secondary and Tertiary Sources
Evaluation of Secondary Sources: Print and Electronic Resources

UNIT–IV: Databases and Internet Services

Networked and Distributed Databases
Consortia and Subject Gateways
Internet Resources and Services

UNIT–V: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and Development of Social Sciences with Particular Reference to India, UK and USA
Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economics and Sociology

Recommended Books
1. **DEUTCHER (C G):** et al. Guide to historical literature (1951) Macmillan, New York.
2. **HOSELITZ (Bert F):** Reader's guide to the social sciences (Rev. Ed.1972) Free Press, Glencoe.
3. **MAJUMDAR (R C):** Historiography in modern India (1970) Asia Publishing House, Bombay.
4. **MANN (Peter H):** Methods of sociological enquiry (1968) Schocken Books, New York.
5. **McKENZIE (W J M):** Ed. Guide to the social sciences (1966) Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N):** Ed. Sociology for India (1967) Prentice Hall, New Delhi.

7.   **WHITE (C M):** et al. Sources of information in the social sciences (Ed. 2, 1973) Bedminster Press, Tolowa, N.J

Paper:M-112   PROJECT WORK

The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department.