FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE (CBEGS) (SEMESTER: I - II)

(Credit Based Evaluation and Grading System)

Session: 2019-20

GURU NANAK DEV UNIVERSITY

AMRITSAR

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

SCHEME OF PAPERS

FIRST SEMESTER

Course No.	Course Title	Credits L-T-P
LSL501	Information and Communication	4-0-0
LSL502	Research Methods and Statistical Techniques	4-0-0
LSP503	Knowledge Organization Advanced Library Classification (Practice)	0-0-4
LSP504	Knowledge Organization Advanced Library Cataloguing (Practice)	0-0-4
Elective papers (Any one of the following options)		
LSL505	Information & Literature Survey in Sciences	4-0-0
LSL506	Information and Literature Survey in Social Sciences	4-0-0
LSL507	Information and Literature Survey in Humanities	4-0-0
LSL508	Bibliography, Literature & Organisation of Publications in Punjabi Language(Gurmukhi Script)	4-0-0

SECOND SEMESTER

Course No.	Course Title	Credits L-T-P
LSL509	Information Retrieval	4-0-0
LSL510	Information Technology: Application (Theory)	4-0-0
LSP511	Information Technology: Application (Practice)	0-0-4
LSL512	Information Analysis, Consolidation & Repackaging (Theory)	4-0-0
LSP513	Information Analysis, Consolidation & Repackaging (Practice)	0-0-2
	One Interdisciplinary Course (Outside the department)	**4-0-0**
Elective papers (Any one of the following options)		
LSL514	Public Library System	4-0-0
LSL515	Academic Library System	4-0-0
LSL516	Special Library System	4-0-0

Ist Semester   = 20
IInd Semester = 26
Total credits   = 46

*Note: Each question shall comprise of four titles of equal marks
**Note: Each question shall comprise of one catalogue entry only.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL501: INFORMATION AND COMMUNICATION

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                             Mid Term: 20 marks
                                            Mid Semester Examination: 20% weightage
                                            End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A

1. Information: Characteristics, nature, value and use.
2. Conceptual difference between data, information and knowledge.
3. Information Generation: Factors responsible for generating information.
4. Communication of information: Communication channels, barriers.

Section B

5. Information Cycle and Information Society.
6. Open access scholarly communication: Open access-concept, significance. OA implementation: Gold & Green routes.

Section C

7. Institutional Repositories (IRs): concept features and advantages.
8. Features of open DOAR and ROAR. Brief information to DA Map. OA publishing models
9. Ethics, vigilance and anti-corruption: concept and related organizations/agencies: central vigilance commission and central bureau of investigation.

Section D

10. Intellectual Property Rights: Data Security and fair use, Right to information, Censorship.
11. Economics of Information: Information as an economic resource/commodity.
12. Information and Knowledge Management: Role of networks, libraries and documentation centres in information and knowledge management.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

Suggested Readings:

1. Bhattacharya, S. D. (2011). Knowledge management for library and information science London: New Central Book Agency.
2. Devarajan,G. and Kurien, Joseph. Information access, tools, services and systems. New Delhi: ESS ESS Publications, 2011.
3. Foskett, D.J. Information Service in Libraries. London: Crossby Lockwood, 1970.
4. Kumar, P.S.G. Fundamentals of Information Science. 2nd ed. New Delhi: Indra Prustha, 2006.
5. Kumar, P.S.G. Information and Communication. Delhi: B. R. Corporation, 2004.
6. Martin, William. The Global Information Society. Hampshire: Aslib, 1995.
7. Mates,Barbure T. Electronic Information and Elctronic Communication for Libraries.New Delhi: ESS ESS Publications, 2012.
8. Narayana, G.J. Knowledge and Information: Perspectives and Prospects. New Delhi: ESS ESS Publications, 2010.
9. Prasher, R.G. Information and Communication. 2nd Ed. Revised. New Delhi: Medallion Press, 2003.
10. UNESCO. World Communication Report: The Media and the Challenge of the New Technologies. Paris: UNESCO, 1997.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL502: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Credits: 4-0-0 (L-T-P) Total marks: 100 marks
Time: 3 Hrs. Major Exam: 80 marks
Mid Term: 20 marks
Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Research: Definition, need, purpose and types.
2. Research Design: Definition; Types of research design, identification and formulation of problem, hypothesis formulation, designing research proposal, literature search- print, non-print and electronic sources.
3. Research Techniques and Tools: Questionnaire, interview, observation, sampling techniques.

Section B
4. Research Methodology: Study of scientific method; Spiral of scientific method; Application of scientific method in the field of Library and Information Science.
5. Research Methods: Historical, Descriptive, Experimental, Statistical, Comparative: Their application in Library and Information Science.

Section C
6. Statistical Techniques: Measures of central tendency- Mean, Median, Mode.
7. Presentation of Data: Tabular, graphic, bar diagram, pie chart etc.
8. Computerized data analysis: Description, analysis and interpretation .Use of SPSS.

Section D
9. Research Reporting: Structure, style, contents, and guidelines for research reporting. Style manuals MLA and APA, e-citation and methods of research evaluation.
10. Bibliometrics, Scientometrics, Informetrics and webometrics: Concept and definition, Bibliometric Laws (Zipf, Lotka, Bradford).

Suggested Readings:

1. Bryman, A. (2012). Social research methods. (4th ed.). Oxford: Oxford University Press.

2. Busha, C.H and Harter, S.P. Research Methods in Librarianship, Techniques and Interpretation. New York: Academic Press, 1980.

3. Devarjan, G. Prolegomena to research methodology. New Delhi: ESS ESS Publications, 2012.

4. Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 6th Ed. New Delhi: EWP, 2004.

5. Henn, M., Weinstein, M. & Foard, N. (2009). A critical Introduction to Social Research. London: Sage.

6. Krishan Kumar, Research Methods in Library and Information Science. Rev. Ed. New Delhi: Har-Anand Pub., 1999.

7. Kumar, P. S. G. Research Methods and Statistical Techniques. Delhi: B. R. Publishing Corporation, 2004.

8. Kumar, R. (2011). Research Methodology: A step-by-step for beginners. (3rd ed.). London: Sage.

9. Nagi, M. S. Research Methods and Statistical Techniques in Library and Information Science. New Delhi: Shree Publishing, 2005.

10. Oliver, Paul. Writing Your Thesis. New Delhi: Vistas Publications, 2004.

11. Pickard, Alison Jane. Research Methods in Information. 2nd ed. London: Facet Publishing, 2013.

12. Pickard, A. J. (2013). Research Methods in Information. (2nd ed.). London: Facet.

13. Sehgal R.L. (1998). Statistical methods for Libraries. New Delhi: Ess Ess Pub.

14. Slater, Margaret, Ed. Research Methods in Library and Information Studies. London: Library Association, 1990.

15. Wildemuth, B. M. (2009). Applications of Social Research to questions in information and libraries Science. Westport: Libraries Unlimited.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSP503: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CLASSIFICATION (PRACTICE)

Credits: 0-0-4(L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                 Mid Term: 20 marks
                        Mid Semester Examination: 20% weightage
                        End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note:Each Quwstiom shall cpmprise of four titles of equal marks.

The aim of this paper is to train students in techniques of classifying titles of documents according to the UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 22nd edition.

Classification of titles from all disciplines by the UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 22nd edition.

Copies of UDC (abridged 3rd revised English ed., 1961) and DDC 22nd Edition will be provided to the candidates for use in examination hall. The candidates will also be provided a standard dictionary for use in examination hall.

Section A
* Classification of simple titles according to UDC.

Section B
* Classification of titles according to UDC using common auxiliaries

Section C
* Classification of titles according to UDC using special auxiliaries

Section D
* Classification of titles according to DDC

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSP504: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CATALOGUING (PRACTICE)

Credits: 0-0-4 (L-T-P)   **Total marks: 100 marks**

Time: 3 Hrs.   **Major Exam: 80 marks**

                                                Mid Term: 20 marks

                              Mid Semester Examination: 20% weightage

                              End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Note: Each Question shall comprise of one catalogus entry only.

The aim of this paper is to give practice to students in the techniques of cataloguing of non- book material.

Transcription of title should be given according to AACRII Supplemented by Sears List of Subject Heading 18th Ed. Copies of Sears List of subject Headings will be provided to the candidates in the examination hall for use.

Section A
- Serial Publications: Complexities

Section B
- Uniform Titles
- Motion Pictures

Section C
- Video Recording
- Sound Recording

Section D
- Electronic Resources: Data and Program
- Microforms

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL505 : INFORMATION AND LITERATURE SURVEY IN SCIENCES

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                              Mid Term: 20 marks
                                   Mid Semester Examination: 20% weightage
                                   End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Scope of Sciences: Meaning, Development and Scope.
2. Major research trends in disciplines in the Sciences: Mathematics, Physics, Chemistry, Botany and Zoology.

Section B
3. Brief survey of contributions made by five prominent scientists each in the fields of Mathematics, Physics, Chemistry, Botany and Zoology.
4. Role of different types of primary, secondary and tertiary documents in the growth and development of Sciences.

Section C
5. Databases: Networked and distributed databases in Sciences.
6. Internet-based resources and services: A brief introduction in the context of Sciences

Section D
7. Evaluation of important secondary sources of information in Sciences available in print and electronic form.
8. Brief survey of the activities of the research institutions and professional organizations in the growth and development of science disciplines with particular reference to India, U.K. and U.S.A.

Suggested Readings

1. Dixit, R.P. (1995). *Information management in Indian medical libraries*. New Delhi: New Concepts

2. McClellan, James E and Dorn , Harold. Science and Technology in World History: An Introduction. Ed. 3. Johns Hopkins University Press., 2015.

3. Picken, F. M., & Kahn, A. M. (1986). *Medical librarianship in the eighties and beyond: a world perspective*. Mansell.

4. Trefil , James and Hazen , Arobert M. The Sciences: An Integrated Approach . Ed. 7. Wiley, 2012.

5. Varalaxshmi, R.S.R. (1993). *Information services in medical college libraries*. New Delhi: Ess Ess Publications.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL506 : INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                               Mid Term: 20 marks
                                    Mid Semester Examination: 20% weightage
                                    End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Social Sciences: Definition and Scope.
2. Major research trends and landmarks in disciplines in the Social Sciences: Economics, History, Political Science and Sociology.

Section B
3. **Evaluation of important secondary sources of information in social sciences available in print, electronic form including web based sources:**
   International Bibliography of Social Sciences (IBSS), Social Science Citation Index, International Political Science Abstracts, Demographic Year Book of the United Nations, Historical Abstracts, IMF World Economic Outlook, Encyclopedia of the social and behavioural sciences, Current Sociology, Sociological Abstracts, Socio Site, ECONLIT, PAIS Index, Blackwell encyclopedia of Sociology Online, New Palgrave Dictionary of Economics, Social Science abstracts, Wealth of India.

Section C
4. **Study of National Institutions and professional organizations in Social Sciences:**
   Centre for Research in Rural and Industrial Development, Indian Council of Historical Research, Centre for Policy research, Indian Council of Social Science Research, Indian Institute of Public Administration, Institute of Economic Growth, National Council of Applied Economic Research, National Social Science Documentation Centre, Tata Institute of Social Sciences.

Section D
5. **Study of International Institutions and professional organizations in Social Sciences:**
   United Nations Educational Scientific & Cultural Organisation, International Political Science Association, International Social Science Council, International Sociological Association. Social Science Research Network (SSRN).

Suggested Readings:

1. Adams, Bert N. Sociological Theory. New Delhi: Visitor Publications, 2002.
2. Aron, Raymond. Main Currents in Sociological Thought-I & II. U.S.A.: Penguin Books Ltd., 1980.
3. Balay, Robert. Guide to Reference Books. 11th ed. Chicago: ALA, 1996.
4. Coser, Lewis A. Masters of Sociological Thought: Ideas in Historical and Social Context. 2nd ed. 2008.
5. ICSSR, Annual Reports and Newsletters.
6. Khanna J.K. and Vishisht K.K. Landmarks and Research Trends in Humanities and Social Sciences. New Delhi: Ess Ess Publications, 1985.
7. Lewis, P.R. The Literature of the Social Sciences: An Introductory Survey and Guide, 1960.
8. McKenzie, W.J.M., Ed. Guide to the Social Sciences. London: Weidenfied and Nicolson, 1966.
9. Shores, Louis. Basic Reference Sources. Latest Edition.
10. Vyas, S.D. Social Science Information in India: Efforts Towards Bibliographic Control. N. Delhi: Concept, 1992.
11. Walford, A.J. Guide to Reference Books. 4th Ed. 3V. London: LA, 1980.
12. Webb, William H Ed. Sources of Information in Social Sciences. 3rd Ed. 1980.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL507 : INFORMATION AND LITERATURE SURVEY IN HUMANITIES

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                              Mid Term: 20 marks
Mid Semester Examination: 20% weightage
End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Scope of the subject
2. Landmarks and research trends in major disciplines in the Humanities: Religion, Philosophy, Fine Arts, and Literature.

Section B
3. Brief survey of the contributions made by five prominent authors each in the fields of Religion, Philosophy, Fine Arts and Literature.
4. Role of primary, secondary and tertiary documents in the growth and development of Humanities.

Section C
5. Databases: Networked and distributed databases in Humanities.
6. Internet-based Resources and Services: A brief introduction in the context of Humanities.

Section D
7. Evaluation of important secondary sources of information in Humanities available in print and electronic form.
8. Brief survey of the activities of the research institutions and professional organizations in the growth and development of Humanities disciplines with particular reference to India, U.K. and U.S.A.

Suggested Readings:
1. Arrington, Robert L. (ed), The World's Great Philosophers, Blackwel Publishing Co., Australia, 2003.
2. Galloway, G.,Philosophy of Religion,T & T. Crark, Edinburgh, 1960.
3. Greig, J.C.C., Religions of Mankind: Today & Yesterday, Fortrees Press, Philadelohia, 1967.

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

LSL508: Bibliography, Literature & Organization of Publications in Punjabi Language (Gurmukhi Script)

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                     Mid Term: 20 marks
                               Mid Semester Examination: 20% weightage
                               End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1.   Punjabi Language and Literature
1.1   Brief History: Major milestones; major authors.
1.2   Institutions, Agencies devoted to promotion of Punjabi.
1.2.1   Bhasha Vibhag, Patiala
1.2.2   Punjab State University Text Book Board
1.2.3   Religious Bodies, e.g., SGPC & other Missionary Bodies
1.2.4   Sahit societies.
1.2.5   Universities; Panjab, Punjabi, and Guru Nanak Dev.
1.3   Punjabi Publishing: Brief history; State-of-the-art.

Section B
2.   Sources of Literature.
2.1   Printed.: Primary, Secondary and Tertiary sources: Bibliographies, Encyclopedias, Dictionaries, Directories, Biographical dictionaries, Statistical data, Government publications, Indexes; Accession lists/printed catalogues of libraries; Indexing/Abstracting services.
Institutional Sources: Special libraries on Punjabi, e.g., Bhai Mohan Singh Vaid Collection (Punjabi University, Patiala). Punjabi Reference Libraries of Punjabi and Guru Nanak Dev Universities, Bhasha Vibhag, Punjab, Sikh history library of Khalsa College, Amritsar. Punjab Sahitya Academy Library, Ludhiana, Bhai Vir Singh Sahitya Sadan(Delhi, Amritsar). Private Libraries.
2.3   Web and other electronic resources

Master of Library & Information Science (Hons.) (Semester-I)
(Credit Based Evaluation and Grading System)

3.   Tools for knowledge organisation

3.0   Problems of document organization in Punjabi script.

3.1.   Special classification schemes for Punjabi language, literature and culture, including Sikh religion.

3.1.1   Adapting the DDC for these subjects.

3.2   Punjabi author table (based on Cutter table) for book numbers.

Section C

4.   Concept and Problems of Vocabulary Control:

4.1   Principles of subject headings (based on C A Cutter and Sears ' List) applied to Punjabi language.

4.2   Standards for alphabetization of Gurmukhi alphabets and punctuation marks.

4.3   Cataloguing of Books in Punjabi: Adapting AACR-II with local modifications. (To begin with we can translate the concise AACR-2 by Michael Gorman in Punjabi) Cataloguing of Monographs, Works produced under Editorial direction, Conference volumes, Institutional publications, Government documents, Simple Periodical publications

4.4   Library Science Literature in Punjabi: Text books, Conferences.

4.5   English-Punjabi library science glossary, challenges and issues of translating library and information science books in Punjabi.

4.6   Prospects of research in Punjabi librarianship.

Section D

5.   Punjabi Manuscriptology: Types, forms and format:

5.1   Life cycle.

5.2   Major locations of Punjabi Manuscripts.

5.3   National Mission for Manuscripts: A brief introduction.

5.4   Care and maintenance of Punjabi manuscripts.

Note: Medium of Instructions: Examinations will be in English and Punjabi depending upon the topic.

Suggested Readings:

1. Bhasha Vibhag, Punjab. Angrezi-Punjabi Takniki Shabdaveli: Library Science. Patiala: The Author, 1995.

2. Bhasha Vibhag, Punjab, Punjabi Prakshna Di Suchi, 1971.

3. National Seminar on LIS. Teaching and Research in Telugu and other major Indian Languages.

4. Satija. M. P. " Library Science Literature in Punjabi Language". Inf. Lib. Movement. 9(4) 1987: 170-181.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL509: INFORMATION RETRIEVAL

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                               Mid Term: 20 marks
                   Mid Semester Examination: 20% weightage
                   End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Information Retrieval Systems: Purpose, functions, components and types
2. Indexing: Concept, theory and methods; Types of indexing systems-Pre-Coordinate and Post-Coordinate (keyword indexing (KWIC), POPSI, PRECIS, Chain Indexing, Citation Indexing and Automatic Indexing).

Section B
3. Indexing Languages: Types and characteristics.
4. Vocabulary Control: Vocabulary control tools- subject heading lists, Sears list of subject headings, Library of Congress Subject Headings, Medical Subject Headings, thesaurus, thesaurofacet.
5. ERIC, UNESCO Thesaurus.

Section C
6. IR Models: Boolean Search. Search Strategies: Manual / Machine
7. Information Searching in different media: Print, Electronic and Internet, search engines, Meta Search engines, Data Mining.

Section D
8. Evaluation of Information Retrieval Systems: Recall, Precision and Relevance, Relevance feedback.
9. Library Information Retrieval system: Web-OPAC, digital libraries etc.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

Suggested Readings:

1. Bates, M.J. (2012). Understanding information retrieval systems: management, types and standards. Boca Raton, FL: CRC press

2. Chowdhury, G.G. Introduction to Modern Information Retrieval. London: LA, 2004.

3. Cleveland, Donald B. and Cleveland Ana D. Introduction to Indexing and Abstracting. U.S.A.: Libraries Unlimited, 2001.

4. Foskett, A.C. Subject Approach to Information. Ed. 5. London: Library Association, 1996.

5. Guha, B. Documentation and Information Services, Techniques and Systems. Calcutta: World Press, 1999.

6. Kawalski, Gerald J. and Maybuny Mank T. Information Storage and Retrieval Systems. Ed. 2. London: Kluwer, 2000.

7. Kowalski, G.J. & Maybury, M.T. (2002). Information Storage and Retrieval System: theory and implementation. (2nd ed.). New York: Kluwer.

8. Lancaster, F. Wilfred. Indexing and Abstracting in Theory and Practice. Ed. 3. London: Facet Publishing, 2003.

9. Mukhopadhyay, Asoknath, Guide to MARC 21, For Cataloguing of Book and Serial with Functional Definition, Examples and Working Resources. New Delhi: Viva Books Private Ltd., 2007.

10 Riaz, M. Modern Techniques of Documentation and Information Work. New Delhi: Atlantic Pub., 1989.

11. Rowley J. and Farrow, John. Organizing Knowledge: An Introduction to Managing Access to Information. 3rd Ed. London: Gower, 2000.

12. Rowley, J. Organizing Knowledge: An Introduction to Information Retrieval. Ed. 2. London: Gower Aldershot, 1992.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL510: INFORMATION TECHNOLOGY: APPLICATION (Theory)

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                   Mid Term: 20 marks
                        Mid Semester Examination: 20% weightage
                        End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Library Automation: Planning and implementation.
2. Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management.
3. RFID (Radio Frequency Identification): Concept and Application in Library automation.

Section B
4. Library Automation Software Packages: (SOUL, WINISIS, and KOHA): their study and composition.
5. Databases: Concept, types and generations
6. The Internet: Multimedia, Hypermedia, World Wide Web.

Section C
7. Web 2.0: Concept, features, tools and services. Library 2.0: Concept.
8. Cloud Computing: Concept, Benefits, Application in Libraries.
9. Digital Libraries (DL): Concept, Objectives and Advantages. Recent developments: Traditional Knowledge Digital Library (TKDL) and World Digital Library (WDL). Concepts of Virtual and Hybrid libraries.

Section D
10. Digitation: Scanning and OCR. Digital Library Softwares
11. Library and Information Networks with special reference to India: Delnet, Inflibnet, Ernet, Nicnet.
12. Impact of IT on Society.

Suggested Readings:

1. Bala Krishnan Shyama and Paliwal, P. K. Eds. Networking and the Future of Libraries. New Delhi: Anmol Publishing, 2001.

2. Bradley, P. World Wide Web: How to Design and Construct Web Pages. 2nd Ed. London: ASLIB, 2000.

3. IASLIC. IT Products of 1990's and Library. Lucknow: 28th IASLIC Conference, 1995.

4. Iyer, V.K. Networking and Future of Libraries. Delhi: Rajat, 1999.

5. Kaul, H.K. Library Networks: An Indian Experience. New Delhi: Virgo, 1992.

6. Kent, Allan and Galvin, Thomas J., Eds. Information Technology: Critical Choices for Library Decision Makers. New York: Marcel Dekker, 1982.

7. Kumar, P.S. G. Information Technology: Applications. Delhi: B.R. Publishing Corporation , 2004.

8. McDermott, Irenge E. The Librarians Intelligent Survival Guide. New Delhi: Ess Ess Publications, 2008.

9. Prosedale, Jeff. Managing Electronic Reserves in digital ages. New Delhi: ESS ESS Publications, 2010.

10. Rajshekharan, K., Nair, R. Raman and Nafala, K.M. Digital Library Basics: A Practical Manual. New Delhi: ESS ESS Publications, 2010.

11. Ravichandra, Rao. I.K. Library Automation. 2nd Ed. New Delhi: Wiley Eastern, 1996.

12. Rowley, J. The Electronic Library. 4th Ed. London: LA, 1998.

13. Satyanarayana, B. Ed. Information Technology: Issues and Trends. New Delhi: Cosmo, 1998.

14. Sharma, Neelam. Automation and Digitization of Universties Libraries: Status, Prospects and Problems. New Delhi: Northern Book Centre, 2012.

15. Winship, I. The students' Guide to the Internet. London: LA, 2001.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSP511: INFORMATION TECHNOLOGY: APPLICATION (Practice)

Credits: 0-0-4 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                            Mid Term: 20 marks

Section A

1. Keyword and Boolean Searching. Search using Wildcard/Truncations.
2. Searching web directories, subject gateways and library portals.

Section B

3. Designing library webpage using HTML.
4. Designing and developing library blogs.

Section C

5. Use of mailing lists and scholarly discussion groups.
6. Installation and creation of databases: Import, export and printing of records using WINISIS.

Section D

7. Installation and application of Koha.
8. Accessing electronic content available through UGC Infonet Digital Library Consortium, E-Shodhsindhu and Shodhganga.

NOTE: Practical Exam will be conducted by an external Examiner.

Recommended Books:

1. Chowdhury, G. G. and Chowdhury, Sudatta. Organizing information: from the shelf to the web. London: Facet Publishing, 2007.
2. Donnelly, V. Designing easy-to-use websites: a hands-on-approach to structuring successful websites. Boston: Addison-Wesley, 2000.
3. INFLIBNET. Software for university libraries user manual. Ahmedabad: INFLIBNET, 2003.
4. Lynch, P. J. and Horton, S. Web style guide: basic design principles for creating web sites. Ed.3. London: Yale University Press, 2009.
5. Neelameghan, A. and Lalitha, S. K. Tutor: A learning and teaching package on hypertext link commands in WINISIS. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
6. Ullman, Larry. Building a web site with ajax: visual quickpro guide. Berkeley: Peachpit Press, 2007.
7. Winship, Ian. and McNab, Alison. The student's guide to the Internet. London: Library Association, 2000.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL512: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING (Theory)

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                                            Mid Term: 20 marks
                                Mid Semester Examination: 20% weightage
                                End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Information Analysis and Consolidation: Concept, need and purpose.
2. Guiding principles for arrangement and presentation of ideas in a helpful sequence.
3. Packaging and repackaging: Concept, need, purpose and criteria.

Section B
4. Abstracting: Types and guidelines for preparing abstracts.
5. Information Consolidation Products: Concept, types, design, and development.
6. Marketing of Information products and services, 5Ps of Information, marketing, Trends in marketing of information services, information Marketing in India.

Section C
7. Knowledge and skills required for Information analysis and consolidation.
8. Content creation and management.
9. Methodology for preparation of Handbooks, Newsletters and State-of-the-art Report, Trend Report and Technical Digests.

Section D
10. Evaluation of Information products: Criteria and steps.
11. Trends in Information analysis, repackaging and consolidation including electronic content creation.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

Suggested Readings:

1. Bhattacharya, G. and Gopinath, M.A., Ed. Information Analysis and Consolidation: Principles, Procedures and Products. DRTC Annual Seminar No. 18. Bangalore: DRTC, 1981.

2. Crawford, J. Evaluation of Library and Information Services. 2nd Ed. 2000.

3. Garvin, David: " Information Analysis Centre and the Library". Special Libraries Vol. 62(1) Jan 1971, pp 17-23.

4. Gupta, B.M and others, Ed., Handbook of Libraries, Archives and Information Centres in India. 16 Vols, New Delhi: Information Industry Pub. 1988-2000 (only Relevant Chapters in Various Vols.).

5. Saracevic, T. and Wood,J.S. Consolidation of Information:A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information. Paris: UNESCO,1981

6. Seetharama, S. Information Consolidation and Repackaging. New Delhi: Ess Ess, 1997.

7. UNESCO Symposium on "Information and Consolidation" Colombo, Sri Lanka, Sept. 12-15, 1978, Final Report. Paris: Unesco, 1979.

8. UNESCO Study Report on the Role of Information Analysis Centres in a World Science Network. Paris: UNESCO, 1975.

9. Vijda, Eric, Comp. UNISIST Guide to Standards for Information Handling, Paris: Unesco, 1980.

10. Weisman, H.M. The Importance of Information Analysis Centres in the Performance of Information Services. Washington, D.C.: National Institute of Education, 1973.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSP513: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING
(Practice)

Credits: 0-0-2 (L-T-P)   **Total marks: 50**
Time: 3 Hrs.   **Major Exam: 40 marks**
                                                               Mid Term: 10 marks

Section A

Abstracting

As class work each students will prepare (Informative) Abstracts of at least 5 journal papers to be assigned by the teacher.

Section B

Writing of Book Reviews:

In the Class each student will be assigned by the teacher five different books to prepare their book reviews.

Section C

Book Indexing:

Each student will prepare an index for a book assigned by the class teacher.

Section D

Every student shall maintain separate record of the work done in the class during the session for submission to the Examiner on the day of the practical exam.

NOTE: Practical Exam will be conducted by an external Examiner.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL514: PUBLIC LIBRARY SYSTEM

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
       Mid Term: 20 marks
       Mid Semester Examination: 20% weightage
       End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A
1. Role of Public Library in information society.
2. Development of the Public libraries with special reference to India.
3. Role of RRRLF, National Library (Kolkata) in the development of Public Libraries.

Section B
4. Library Organisation and Administration: Administrative organisation of the library; Authority and its decentralization.
5. Human Resource Management: Staffing, job description and analysis, job training and development, performance appraisal.
6. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

Section C
7. Collection Development and Management: Print and non- print media including electronic documents, policy and procedures.
8. Planning and Organisation of Information Services: CAS, SDI, Indexing and abstracting, Newspaper clippings, Literature searching,
9. Library Building: Planning, basic elements in the design of Public library buildings; Furniture and fittings.

Section D
10. Resource Sharing and Networking: Need, prospects and problems.
11. Marketing of library and Information products.
12. Change and quality management with special reference to library automation and networking.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

Suggested Readings

1. Indian Library Association. National information policies and programmes. Delhi: ILA, 1991.
2. Iyer, V.K. (1999). Public library systems in India. Delhi: Rajat.
3. Jordan, P. (1996). Staff management in library and information work. Bombay: Jaico.
4. Nair, R. R. (Eds). (1993). Public library development. New Delhi : Ess Ess Pub.
5. Ramaiah, L.S. (1997). Public library systems: services and networking. (Vol. 2). New Delhi : Ess Ess Pub.
6. Venkatappaiah, V. (1990). Library legislation in India. (Vol. 2.). New Delhi: Daya Pub. House
7. Nair, R. R. (2000). Public library movement. New Delhi : Concept.
8. Viswanathan, C.G. (1990). Public library organisation: with special reference to India. New Delhi : Ess Ess.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL515 : ACADEMIC LIBRARY SYSTEM

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
          Mid Term: 20 marks
          Mid Semester Examination: 20% weightage
          End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A

1. Development of University and College libraries with special reference to India.
2. Role of UGC in the development of college and university libraries in India.
3. Study of the recommendations of various committees and commissions with regard to academic libraries in India.

Section B

4. Role of academic libraries in open and distance education/ learning.
5. Human Resource Management: Staffing, job description and analysis, job training and development, performance appraisal.
6. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

Section C

7. Collection Development and Management: Print and non- print media including electronic documents, policy and procedures. National Knowledge Commission guidelines for collection development and evaluation.
8. Planning and Organisation of Information Services: CAS, SDI, Literature searching.
9. Library Building: Planning; Basic elements in the design of Academic library buildings; Furniture and fittings.

Section D

10. Resource Sharing and Networking: Need, prospects and problems.
11. Marketing of library and Information products and services.
12. Change and quality management with special reference to library automation and networking.

Suggested Readings:

1. Albitz, B., Avery, C., & Zabel, D. (2014). Rethinking collection development and management. Santa Barbara, California: Libraries Unlimited.

2. Anne Langley, Edward Gray and KTL Vaughan. The Role of the Academic Librarian. Oxford: Chandos Publishing, 2005.

3. Bavakutty, M., Aziz, T. & Abdul, A. (2014). Redefining Academic Libraries in the Knowledge Society. India: Ess Ess Pub.

4. Brophy, Peter. The academic Library. Ed. 5. London: Facet Publishing , 2005.

5. Brophy, Peter. Quality Management for Information and Library Managers. London: ASLIB, 1996.

6. Dalitso, N & Saarbrucken, K. (2012). Measuring service quality in academic libraries : a Malawian case study. NY: Lap Lambert Academic Publishing.

7. Ennico, Cliff and Shebley, Cindy. The ebay marketing Bible: Everything you need to know to reach more customers and maximize your profits. New York: AMACOM, 2009.

8. Johnson, Paggy. Fundamentals of collection development management. New Delhi: ESS ESS Publications, 2011.

9. Jordan, P. Staff Management in Library and Information Work. Bombay: Jaico, 1996.

10. Krishna, C. Murali. Manpower Planning in University Libraries, New Delhi : Ess Ess Publications, 1993.

11. Kumar, N. (2013). *Academic library system*. New Delhi: Shree Publishers & Distributors.

12. Mathews, Brian. Marketing Today's Academic Library: A bold new approach to Communicating with Students. New Delhi : Ess Ess Publications, 2010.

13. Ryan, B. (2013). Optimizing academic library services in the digital milieu : digital devices and their emerging trends. Oxford : Chandos Pub.

14. Sharma, D. (2013). Excellence in academic libraries: vision for future. New Delhi : L.G. Publishers Distributors.

15. University Grants Commission (India) Library Committee, 1957. Report, University and College Libraries, New Delhi: UGC, 1967.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

LSL516 : SPECIAL LIBRARY SYSTEM

Credits: 4-0-0 (L-T-P)   **Total marks: 100 marks**
Time: 3 Hrs.   **Major Exam: 80 marks**
                                              Mid Term: 20 marks
                     Mid Semester Examination: 20% weightage
                     End Semester Examination: 80% weightage

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). Questions may be subdivided into parts (not exceeding four). Candidates are required to attempt five questions, selecting at least one question from each Section. The fifth question may be attempted from any Section.

Section A

1. Role of Special Libraries in R and D in information society.
2. Development of Special libraries with special references to India.
3. Role of CSIR, ICAR and ICSSR in development of special libraries in India.

Section B

4. Library Organisation and Administration: Administrative organisation of the library; Authority and its decentralization.
5. Human Resource Management: Staffing, job description and analysis, job training and development, performance appraisal.
6. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

Section C

7. Collection Development and Management: Print and non- print media including electronic documents, policy and procedures.
8. Planning and Organisation of Information Services: CAS, SDI, Indexing and abstracting, Newspaper clippings, Literature searching.
9. Library Building: Planning, basic elements in the design of Special library buildings; Furniture and fittings.

Master of Library & Information Science (Hons.) (Semester-II)
(Credit Based Evaluation and Grading System)

Section D

10. Resource Sharing and Networking: Need, prospects and problems.
11. Marketing of library and Information products.
12. Change and quality management with special reference to library automation and networking.

Suggested Readings

1. Burton, P. F. & Patic, J. H. (1991). Information management technology : A librarian's guide. London : Chapman and Hall.
2. Pruett, N. J. (1986). Scientific and technical libraries : Functions and Management. (Vol.
3. Orlando: Academic Press.
4. Scammell, A. (Ed). (1997). Handbook of special librarianship and information work. London : ASLIB.
5. Strauss, L. J. (1972). Scientific and technical libraries: their organisation and administration. New York: Becker and Hayes,.