FACULTY OF ARTS & SOCIAL SCIENCES

SYLLABUS

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE (HONS.)

(SEMESTER: I & II)

(Under Credit Based Continuous Evaluation Grading System)

Session: 2013-14

GURU NANAK DEV UNIVERSITY

AMRITSAR

Master of Library & Information Science (Hons.) (Semester System)
(Under Credit Based Continuous Evaluation 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	Advanced Library Classification (Practice)	2-0-2
LSP504	Advanced Library Cataloguing (Practice)	2-0-2
LSL505 LSL505(a) LSL505(b) LSL505(c) LSL505(d)	**Elective papers (Any one of the following options)** Information & Literature Survey in Sciences (Theory & Practice) Information and Literature Survey in Social Sciences (Theory & Practice) Information and Literature Survey in Humanities (Theory & Practice) Bibliography, Literature & Organisation of Publications in Punjabi Language Gurmukhi Script) (Theory & Practice)	3-0-1

SECOND SEMESTER

Course No.	Course Title	Credits L-T-P
LSL506	Information Retrieval	4-0-0
LSL507	Information Technology: Application (Theory)	4-0-0
LSP508	Information Technology: Application (Practice)	0-0-4
LSL509	Information Analysis, Consolidation & Repackaging (Theory)	4-0-0
LSP510	Information Analysis, Consolidation & Repackaging (Practice)	0-0-2
LSL511 LSL511(a) LSL511(b) LSL511(c)	**Elective papers (Any one of the following options)** Public Library System Academic Library System Special Library System	4-0-0

Total credits   = 42
Ist Semester   = 20
IInd Semester = 22

Note: Students are required to opt for one interdisciplinary course (outside the department) in the first semester.

Master of Library & Information Science (Hons.) (Semester – I)
(Under Credit Based Continuous Evaluation Grading System)

LSL501: INFORMATION AND COMMUNICATION

UNIT-I
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.

UNIT-II
5. Information Science: Definition and scope
6. Information Science as a discipline and its relation with other subjects.
7. Librarianship, Documentation and Information Science.

UNIT-III
8. Information Society: Genesis, characteristics and implications.
9. Information Cycle: Generators, Providers and intermediaries.
10. National and International programmes and policies regarding information (NAPLIS, UAP and UBC)

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

Suggested Readings:
1. Foskett, D.J. Information Service in Libraries. London: Crossby Lockwood, 1970.
2. India Ministry of Law, Copyright Act, 1957, as amended upto date, New Delhi: The Author.
3. Kumar, P.S.G. Fundamentals of Information Science. 2nd ed, New Delhi: Indra Prustha, 2006.
4. Kumar, P.S.G. Information and Communication. Delhi: B. R. Corpn., 2004.
5. Martin, William. The Global Information Society, Hampshire: Aslib, 1995.
6. Prasher, R.G. Information and Communication. 2nd Ed., Revised, New Delhi: Medallion Press, 2003.
7. Suliman Al-Hawamdeh, Knowledge Management: Cultivating Knowledge Professionals. 2005.
8. UNESCO. World Communication Report: The Media and the Challenge of the New Technologies. Paris: UNESCO, 1997.

LSL502: RESEARCH METHODS AND STATISTICAL TECHNIQUES

UNIT-I

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.

UNIT-II

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.

UNIT-III

6. Statistical Techniques: Measures of central tendency- Mean, Median, Mode; Measures of Dispersion-Mean deviation, Standard deviation.

7. Presentation of Data: Tabular, graphic, bar diagram, pie chart etc.

8. Computerized data analysis: Description, analysis and interpretation .Use of SPSS.

UNIT-IV

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 and Informetrics: Concept and definition, Bibliometric Laws (Zipf, Lotka, Bradford).

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Suggested Readings:

1. Bailey, Kenneth D. Methods of Social Research, New York, Free Press, 1987.

2. Bajpai, S.K. Methods of Social Surveys and Research, Kanpur, Kitabgarh, 1985.

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

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

5. Ghosh, B.N. Scientific Methods and Social Research, New Delhi, Sterling, 1982.

6. Goode, W.J. and Hatt, P.K. Methods in Social Research, New York, McGraw Hill, 1952.

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

8. Kumar, P. S. G. Research Methods and Statistical Techniques. Delhi; B. R. Publishing Corpn., 2004,

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. London. Facet Publishing, 2007.

12. Sardana, J.L and Sehgal R.L Statistical Methods for Libraries. Delhi, Ess Ess Pub., 1982.

13. Sharma, C. K Research Methodology New Delhi, Shree Publishers, 2000.

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

Master of Library & Information Science (Hons.) (Semester – I)
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LSP503: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CLASSIFICATION (PRACTICE)

Separate titles will be given for classification according to UDC and DDC.

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

Unit – I

Classification of titles according to UDC

Unit – II

Classification of titles according to DDC

Unit – III

Classification of titles according to UDC & DDC

Master of Library & Information Science (Hons.) (Semester – I)
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LSP504: KNOWLEDGE ORGANIZATION ADVANCED LIBRARY CATALOGUING (PRACTICE)

Transcription of titles 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.

In no case, a title be given outside the syllabus.

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

Unit I

Serial Publications: Complexities
Uniform Titles

Unit II

Motion Pictures/Video Recording
Sound Recording

Unit III

Electronic Resources: Data and Program
Microforms

LSL505 (a): INFORMATION AND LITERATURE SURVEY IN SCIENCES
(Theory)

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

UNIT-II

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

UNIT-III
6. Databases: Networked and distributed databases in Sciences.
7. Internet-based resources and services: A brief introduction in the context of Sciences

UNIT-V
8. Evaluation of important secondary sources of information in Sciences available in print and electronic form.
9. 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.

(PRACTICAL) (20 Marks)

1. Evaluation of important secondary sources in sciences.   **05 Marks**.
2. Preparation of documentation list/ bibliography/current awareness list. **10 Marks.**
3. Searching networked information in sciences   **05 Marks.**

Note: List of Suggested Readings to be provided by the concerned teacher.

LSL505 (b): INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES
(Theory)

UNIT-I
1. Social Sciences: Meaning, Development and Scope.
2. Major research trends in disciplines in the Social Sciences: Economics, History, Political Science and Sociology.

UNIT-II
3. Brief survey of the contributions made by prominent social scientists in the fields of Economics, History, Political Science and Sociology.
4. Role of primary, secondary and tertiary documents in the growth and development of social sciences.

UNIT-III
5. Databases: Networked and distributed databases in Social Sciences.
6. Internet based Resources and Services: A brief introduction in the context of Social Sciences.

UNIT-IV
7. Evaluation of important secondary sources of information in social 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 Social Science disciplines with particular reference to India, U.K., U.S.A. (List of Social Science Institutes is enclosed).

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. Coser, Lewis A.. Masters of Sociological Thought: Ideas in Historical and Social Context. 2nd ed. 2008.
4. ICSSR, Annual Reports and Newsletters.
5. Lewis, P.R. The Literature of the Social Sciences: An Introductory Survey and Guide, 1960.
6. McKenzie, W.J.M. Ed., Guide to the Social Sciences. London: Weidenfied and Nicolson, 1966.
7. Khanna J.K. and Vishisht K.K. Landmarks and Research Trends in Humanities and Social Sciences, New Delhi: Ess Ess Publications 1985.
8. Shores, Louis. Basic Reference Sources. Latest Edition.
9. Balay, Robert. Guide to Reference Books. 11th ed. Chicago: ALA, 1996.
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)
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Part II (Practical)

Unit-I
Evaluation of important secondary Sources in Social sciences.

The Class teacher will guide the students to describe and evaluate at least 10 important social sciences reference sources of different categories available in the university library.

Unit-II
Preparation of documentation list/bibliography/current awareness list
The class teacher will assign each student a different topic to prepare a systematic up to date current awareness list of references of the last 2-3 years.

Unit-III
Searching networked information in Social Sciences:
Each Student may be given a different topic of social sciences to search information on the Internet. The students shall maintain a record of the work done in separate note books and submit those to the Examiner on the day of examination.

INSTITUTES OF SOCIAL SCIENCES:
National:
1. Indian Council of Social Science Research, New Delhi.
2. National Social Science Documentation Centre, New Delhi.
3. Indian Institute of Public Administration, New Delhi.
4. Indian Council of Economic Affairs, Calcutta.
5. Indian Council of Historical Research, New Delhi.
6. Tata Institute of Social Sciences, Mumbai.
7. Institute of Economic Growth, New Delhi.
8. Centre for Research in Rural and Industrial Development, Chandigarh.

International:
9. International Committee for Social Science Information and Documentation. UNESCO.
10. International Political Science Association.
11. International Sociological Association.
12. International Social Science Council.

IMPORTANT INFORMATION SOURCES IN SOCIAL SCIENCES:
1. Asian Social Science Bibliography.
2. Social Science Citation Index.
3. London Bibliography of the Social Sciences.
4. International Bibliography of Social Sciences: Economics. Political Science, Social Cultural Anthropology, Sociology.
5. Bibliographic Index.
6. Current Contents: Social Behavioural Sciences.
7. Index India.
8. Index Translations.
9. Social Sciences Abstracts.
10. Yearbook of International Organisations.
11. India: A Reference Annual.
12. Encyclopaedia of the Social Sciences.
13. International Encyclopaedia of the Social Sciences.
14. Dissertation Abstracts International.
15. ICSSR Research Abstracts.

Political Science:
16. Brock (Clifton): The Literature of Political Science.
17. Wynar (I.R.): Guide to Reference Materials in Political Science.
18. Holler (FL): Information Sources of Political Science.
19. Bibliography of Asian Studies.
20. International Political Science Abstracts.
21. Dunner (Joseph). Ed: Dictionary of Political Science.
22. Year Book of the United Nations.

History:
23. Guide to Historical Literature.
24. International Bibliography of Historical Sciences.
25. Historical Abstracts.
26. India: A Current Bibliography.
27. American Historical Review.
28. English Historical Review.
29. Economic History Review.
30. Person (JD): South Asian Bibliography: A Handbook and Guide.

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Economics:
31. Maltbty (Arthur): Economics and Commerce: the sources of information and their organization.
32. Key to Economic Science (Formerly Economic Abstracts)
33. Economic Titles Abstracts.
34. Journal of Economic Literature (Formerly Journal of Economic Abstracts).
35. Business Periodical Index.
36. American Economic Review.
37. World Economic Survey.
38. The Economist: The World in Figures.

Sociology:
39. Clarke (Jack Alden) Research Material in the Social Sciences.
40. Population Index.
41. Sociological Abstracts.
42. Current Sociology.
43. Demographic Yearbook.
44. American Journal of Sociology.
45. Duncan (Mitchell C) Dictionary of Sociology.
46. D'Corness (Peter J): Encyclopaedia of Sociology.

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LSL505 (c): INFORMATION AND LITERATURE SURVEY IN HUMANITIES
(THEORY)

UNIT-I

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

UNIT-II

3. Brief survey of the contributions made by prominent authors 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.

UNIT-III

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

UNIT-IV

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.

(PRACTICAL) (20 marks)

1. Evaluation of important secondary sources in Humanities.   5 marks.
2. Preparation of documentation list/ bibliography/ current awareness list.   10 marks.
3. Searching networked information in Humanities.   5marks.

Note: List of Suggested Readings to be provided by the concerned Teacher.

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LSL505 (d): Bibliography, Literature & Organization of Publications in Punjabi Language (Gurmukhi Script)

Part-I (Theory)

Unit-I

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.

Unit-II

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

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.

Unit-III

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.

Unit-IV

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 and Projects will be both in English and Punjabi depending upon the topic.

Part-II   Marks=20.
Teacher concerned will assign one project of 20 marks to each student to be completed before theory papers.

Suggested Readings:

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

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

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

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

Master of Library & Information Science (Hons.) (Semester – II)
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LSL506: INFORMATION RETRIEVAL

UNIT-I

1. Information Retrieval Systems: Purpose, functions, components and types
2. Bibliographic Formats: Standards for bibliographic records-ISBD, CCF, MARC, UNIMARC, MARC-21.

UNIT-II

3. 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).
4. Indexing Languages: Types and characteristics.

UNIT-III

5. Vocabulary Control: Vocabulary control tools- subject heading lists, thesaurus, thesaurofacet.
6. Thesaurus: Structure, functions, construction and use.
7. Abstracts and Abstracting: Types, qualities and uses of abstracts; Art of abstracting, Automatic abstracting.

UNIT-IV

8. IR Models: Boolean Search and Hypertext Search. Search Strategies: Manual / Machine.
9. Evaluation of Information Retrieval Systems: Purpose, evaluation criteria, steps of evaluation.
10. Trends in information retrieval.

Assignment: The students are required to design computerized IRS systems in a specific subject/s putting at least 50 records. The students shall prepare a report covering an evaluation using the standard parameters (10 search queries) of the system.

Suggested Readings:

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

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

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

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

5. Lancaster, F. Wilfred, Information Retrieval System, Characteristic, Testing and Evaluation, New York, Wiley, 1968.

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

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

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

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

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

11. 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.

Master of Library & Information Science (Hons.) (Semester – II)
(Under Credit Based Continuous Evaluation Grading System)

LSL507: INFORMATION TECHNOLOGY: APPLICATION
(Theory)

UNIT-I

1. Library Automation: Planning and implementation.
2. Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management.
3. Library Automation Software Packages: (LIBSYS, SOUL, WINISIS): their study and composition.

UNIT-II

4. Communication Technology: Fundamentals of Telecommunication Technology.
5. Network Types: LAN, MAN and WAN.
6. Network Topologies: Bus, Star, Ring, Tree, Mesh, Hybrid.

UNIT-III

7. Databases: Types and generations; Salient features of selected bibliographic databases.
8. The Internet: Multimedia, Hypermedia, World Wide Web.
9. Internet-based Resources and Services: E-mail, FTP, Remote login, HTTP, Browsers, Search engines, Portals, Gateways, Electronic journals, Mailing lists and Scholarly discussion lists, Bulletin Boards, Teleconferencing.

UNIT-IV

10. Digital, Virtual and Hybrid libraries: Definition and scope; Recent developments.
11. Library and Information Networks with special reference to India: Delnet, Inflibnet, Ernet, Nicnet.
12. Artificial Intelligence and Expert Systems with special reference to library and information science.
13. Impact of IT on Society.

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Suggested Readings:

1. Bala Krishnan Shyama and Paliwal P. K. Ed. 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., Ed. 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 Coprn, 2004.

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

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

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

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

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

Master of Library & Information Science (Hons.) (Semester – II)
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LSP508: Information Technology: Applications (Practice)

Unit-I
Database Creation and Use of Library Software Packages.
1. Installation and creation of databases: Import, export and printing of records using WINISIS.
2. Installation and application of SOUL.

Unit-II
Web Page Design and Creation
3. Designing library websites.
4. Designing and developing library blogs.

Unit-III
Advanced Internet Searching
5. Keyboard and Boolean Searching. Search using Wildcard/Truncations.
6. Search through metasearch engines.
7. Searching web directories, subject gateways and library portals.

Unit-IV
Internet based Resources and Services
8. Use of mailing lists and scholarly discussion groups.
9. Accessing electronic journals available through UGC Infonet e-journal consortium.

Recommended Books:
1. Chowdhury (G G) and Chowdhury (Sudatta). Organizing information: from the shelf to the web. 2007, Facet Publishing, London.
2. INFLIBNET. Software for university libraries user manual 2003. INFLIBNET, Ahmedabad.
3. 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.
4. UNESCO. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
5. Winship (Ian) and McNab (Alison). The student's guide to the Internet 2000. Library Association, London.
6. Donnelly (V). Designing easy-to-use websites: a hands-on-approach to structuring successful websites. 2000. Addison-Wesley, Boston.
7. Lynch (P J) and Horton (S). Web style guide: basic design principles for creating web sites. Ed.3. 2009. Yale University Press, London.
8. Ullman (Larry). Building a web site with ajax: visual quickpro guide. 2007. Peachpit Press, Berkeley.

Master of Library & Information Science (Hons.) (Semester – II)
(Under Credit Based Continuous Evaluation Grading System)

LSL509: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING (Theory)

UNIT-I
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.

UNIT II
4. Information Consolidation Products: Concept, types, design, and development.
5. Marketing of Information products and services
6. Information consolidation methodology: Pre-requisites and stages/steps in preparation of information consolidated products.

UNIT-III
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.

UNIT-IV
10. Abstracting: Types and guidelines for preparing abstracts.
11. Evaluation of Information products: Criteria and steps.
12. Trends in Information analysis, repackaging and consolidation including electronic content creation.

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)
(Under Credit Based Continuous Evaluation Grading System)

LSP510: INFORMATION ANALYSIS, CONSOLIDATION & REPACKAGING
(Practice)

Unit I

Abstracting

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

Unit II

Writing of Book Reviews:

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

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.

Unit III

Book Indexing:

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

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LSL511 (a): PUBLIC LIBRARY SYSTEM
UNIT-I
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.

UNIT-II
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.

9. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

UNIT-III
8. Collection Development and Management: Print and non- print media including electronic documents, policy and procedures.

9. Planning and Organisation of Information Services: CAS, SDI, Indexing and abstracting, Newspaper clippings, Literature searching,

10.Library Building: Planning, basic elements in the design of Public library buildings; Furniture and

fittings.

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

Note: List of Suggested Readings to be provided by the concerned teacher.

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LSL511 (b): ACADEMIC LIBRARY SYSTEM

UNIT-I

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.
4. Role of academic libraries in open and distance education/ learning.

UNIT-II

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

UNIT-III

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

UNIT-IV

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

Master of Library & Information Science (Hons.) (Semester – II)
(Under Credit Based Continuous Evaluation Grading System)

Suggested Readings:

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

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

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

4.   Corral, S. Strategic Management of Information Services, A Planning Handbook. London, ASLIB, 2000.

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

6.   Line, M.B. Ed., Academic Library Management. London, L.A, 1990.

7.   Narayana, G.J. Library and Information Management. Delhi, Prentice Hall, 1991.

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

9.   Wilson, L.R. and Tauber, M.F. University Library.2nd Ed., New York: Columbia University Press, 1956.

Master of Library & Information Science (Hons.) (Semester – II)
(Under Credit Based Continuous Evaluation Grading System)

LSL511 (c): SPECIAL LIBRARY SYSTEM

UNIT-I

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.

UNIT-II

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.

UNIT-III

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.

UNIT-IV

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.

Note: List of Suggested Readings to be provided by the concerned Teacher.