YBN UNIVERSITY

Established by the Act of Government of Jharkhand Act 15, 2017
Gazette Notification No. 505, Dated 17th July 2017
As per Section 2(f) of UGC Act. 1956

NEP-2020
ALL SEMESTER
SYLLABUS
MLIB

Table of Contents

Introduction

NEP-2020 Based M.Lib.I.Sc. (Master in Library and Information Science) Syllabus is presented with provisions of lateral entry and lateral exit. There will be an exit point after the first year (second semester) of the Two Year Postgraduate/Master's Degree Programme. The students who exit after the successful completion of the first year will be awarded a Postgraduate Diploma equivalent to Bachelor of Library and Information Science (B.Lib.I.Sc.) and after successful completion of second year (fourth semester) will be awarded a Master of Library and Information Science (M.Lib.I.Sc.) witheffect from the academic session 2022-23.

The Department of Library and Information Science, Assam University which started its journey in 2009, shall provide instructions leading to the award of Postgraduate Diploma equivalent to "Bachelors of Library and Information Science (B.Lib.I.Sc.)" and "Master of Library and Information Science (M.Lib.I.Sc.)". This is a Post Graduate full time day course with two years consisting of four semesters.

1. A candidate who has passed the Bachelor degree with 45% marks in any discipline from Assam University or any other recognized university will be eligible to apply for admission.
2. The Schedule of both theoretical and practical papers, distribution of credits and detailed syllabus for the said four semesters is given below in the course structure.
3. Each theoretical and practical paper shall be of 100 marks, comprising 15 marks for class Test based on best two out of three Class Tests (CT) 10 marks for Teacher's Assessment (TA comprising of Assignment, Field Work and Presentations), 5 Marks for Attendance and 70 marks in Semester Examination. Class Test, Assignments/ Field Work / Seminar Presentations and Attendance put together will form the sessional component of the marks.
4. Teacher's assessment will be divided ordinarily in to three components – Class Tests (15 Marks), Assignments / Field Work and Seminar Presentation (10 marks) and Attendance (5 marks). Marks of each class test will be awarded by conducting three Class Tests. Marks for attendance will be divided as:

75%	0
> 75% < 80%	1
> 80% < 85%	2
> 85% < 90%	3
> 90% < 95%	4
> 95% < 100%	5

5. **Instructions for the Paper-Setters / Examiners:**
   The Paper carries 70 (Semester Examination) marks. Duration of examination of each paper is 3 hours for full papers. The candidate will be asked to attempt 5 questions in all. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be only from the syllabus. The question paper should be according to the instructions mentioned above.

Main Objectives

The Main objective of the curse is to orient the students in the basics of humanistic and professional skills and information knowledge management, so that they better serve the society through an institution of library and information centre. To achieve the above objective of the course programme, it needs to realize the following:

1. *To familiarize the students with the basic concepts of library, information and its communication in society;*
2. *To teach the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques;*
3. *To acquaint the students with the activities and services of different Information systems and introduce the repackaging and consolidation techniques;*
4. *To motivate the students for Community Engagement;*
5. *To devote them to undertake research as per NEP guidelines. The courses at 3rd and 4th semesters are designed to give them in depth knowledge of research methods and techniques;*
6. *To identify and make them understand the major issues in the development of new technology in the libraries;*
7. *To develop ICT skills for managing modern library and information centres among the students;*
8. *To introduce modern management techniques to students;*
9. *To manage effectively the libraries and information centres.*

Course Structure of Master in Library and Information Science

First Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 500	Soft Skills and Career Prospects in LIS	Orientation	NIL		
LIS - 501	Foundation of Library and Information Science	Core Course (CC)	4	4	**100**
LIS - 502	Knowledge Organisation–I: Library Classification Theory & Library Cataloguing Theory	Core Course (CC)	4	4	**100**
LIS - 503	Knowledge Organisation –I: Library Classification Practice (DDC & CC)	Core Course (CC)	4	8	**100**
LIS 5 04	ICT and Library Automation Theory	Skill Enhancement Course (SEC)	3	3	**100**
LIS - 505	Knowledge Organisation –I: Library Cataloguing Practice (AACR-II)	Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)	3	6	**100**
LIS - 506	Community Information Services	Compulsory Community Engagement Course (CCEC)	2	2	**100**
Total Credits			**20**	**27**	**600**

Second Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 551	Management of Library & Information Centres-I	Core Course (CC)	4	4	**100**
LIS - 552	Knowledge Organisation –II: Advanced Library Classification Practice & Advanced Library Cataloguing Practice	Core Course (CC)	4	8	**100**
LIS - 553	Reference, Information Sources and Services	Core Course (CC)	4	4	**100**
LIS - 554	Information Literacy (Open)	Interdisciplinary (IDC)	3	3	**100**
LIS - 555	ICT and Library Automation Practice	Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)	3	6	**100**
LIS - 556	Practical Librarianship and Library Internship (Apprenticeship)	VBC	2	2	**100**
Total Credits			**20**	**27**	**600**

Third Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 601	Management of Library & Information Centres - II	Core Course (CC)	4	4	100
LIS - 602	Research Methodology	Interdisciplinary (IDC)	4	4	100
LIS - 603	**603EC.E-1:** Information Retrieval Systems	Elective (ECC):): Two /Three elective papers will be offered in a session subject to availability of teachers and adequate information, Student need to select on among offered papers	4	4	100
	603EC.E-2: Academic Library Systems and Services				
	603EC.E-3: Public Library Systems and Services				
LIS - 604	Advanced Library Automation Practice	Apprenticeship/ Laboratory/Internship/Field (ALIF)	3	6	100
LIS - 605	Dissertation - I	Research Project: Part - I	5	10	100
Total Credits			**20**	**28**	**500**

Fourth Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 651	Digital Library and Web Technology (Theory)	Core Course (CC)	4	4	100
LIS - 652	Digital Library and Web Technology (Practice)	Core Course (CC)	4	4	100
LIS - 653	**653EC.E-1:** Management of E Resources and E-Publishing	Elective (ECC): Two /Three elective papers will be offered in a session subject to availability of teachers and adequate information, Student need to select on among offered papers	4	4	100
	653EC.E-2: Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)				
	653EC.E-3: Preservation and Conservation of Library and Archival Materials				
LIS - 654	Dissertation - II	Research Project - Part II	8	16	200
Total Credits			**20**	**28**	**500**

POST GRADUATE PROGRAMME OUTCOMES

Students of the Post Graduate Programme at the time of graduation will be able to:

PO: 01

Critically Think

Take informed actions after identifying the assumptions that frame thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at ideas and decisions (intellectual, organizational, and personal) from different perspectives.

Effectively Communicate

PO: 02

Speak, read, write and listen clearly in person and through electronic media in Bengali, Assamese, Hindi and English, and make meaning of the world by connecting people, ideas, books, media and technology.

PO: 03

Socially Interact

Elicit views of others, mediate disagreements and help reach conclusions in group settings.

Demonstrate Effective Citizenship

PO: 04

Demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO: 05

Function Effectively

Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

Recognise Ethics

PO: 06

Recognize different value systems including one's own, understand the moral dimensions of one's decisions.

PO: 07

Engage in Life-long Learning

Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of information and technological changes.

PROGRAMME SPECIFIC ATTRIBUTES IN LIBRARY AND INFORMATION SCIENCE

The post graduates in Library and Information Science at the time of graduation will have the following attributes:

PSA: 01

Disciplinary knowledge

Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science and other related fields of study, including broader interdisciplinary subfields such as management, economics, information and communication technologies, etc.

Professional and managerial skills

PSA: 02

Ability to manage technical staff who shall classify simple, compound and complex documents using standard classification schemes; shall have capability to catalogue all types of documents using standard catalogue codes and metadata standards; ability to manage professionals who shall carry out housekeeping operations and provide library and information services by using information and communication technologies, ability to guide information search from OPAC, Internet and electronic databases.

PSA: 03

Skilled communicator

Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner.

Critical thinker

PSA: 04

Capability to critically analyse subjects of documents to help and guide technical staff to classify them properly and guide them to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centres at local, national, regional and global level.

PSA: 05

Problem solver

Apply problem solving skills while providing reference and other services and for formulating search strategies for searching information from Internet and databases.

Team leader and player

PSA: 06

Capable of leading and working effectively in diverse teams at top and middle levels of management in parent institution and in Libraries and Information Centres.

PSA: 07

Digitally literate

Capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

Ethical awareness/reasoning

PSA: 08

Capable of demonstrating the ability to identify ethical issues related with LIS Profession, Intellectual Property Rights, and Copyright etc. while providing library services.

PSA: 09

Lifelong learners

Capable of self-paced and self-directed learning aimed at personal development; for improving knowledge and skills and for re-skilling through continuing educational opportunities.

PROGRAMME SPECIFIC OUTCOMES OF POST GRADUATE COURSE IN LIBRARY AND INFORMATION SCIENCE

The programme specific learning outcomes of Post Graduate Course in Library and Information Science include the following. The post graduates in Library and Information Science at the time of graduation will be able to:

PSO: 01

Demonstrate in depth knowledge of the basic as well as advanced concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as types of libraries, types of information sources, library management, reference and information services.

PSO: 02

Demonstrate understanding of rationality and procedures of (i) selection, acquisition, classification, cataloguing and physical processing of documents; (ii) using Information and Communication Technologies in Libraries and Information Centres; (iii) providing library and information services and managing other library routine activities.

PSO: 03

Apply skills in managing and carrying out professional activities such as (i) acquisition, accessioning, classification, cataloguing, and physical processing of documents; (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) maintaining library collection (iv) educate users

PSO: 04

Demonstrate managerial skills in provision of various library services such as document circulation, reference and information services, Internet and database searching.

PSO: 05

Demonstrate knowledge, understanding and managerial skills that offer job opportunities as librarians in different types of college libraries, as assistant librarian/ senior technical professional in university libraries and other libraries of higher education institutes, as librarians in public libraries and school libraries; as librarians and/or assistant librarians in corporate and industrial libraries, libraries of research institutes, etc.

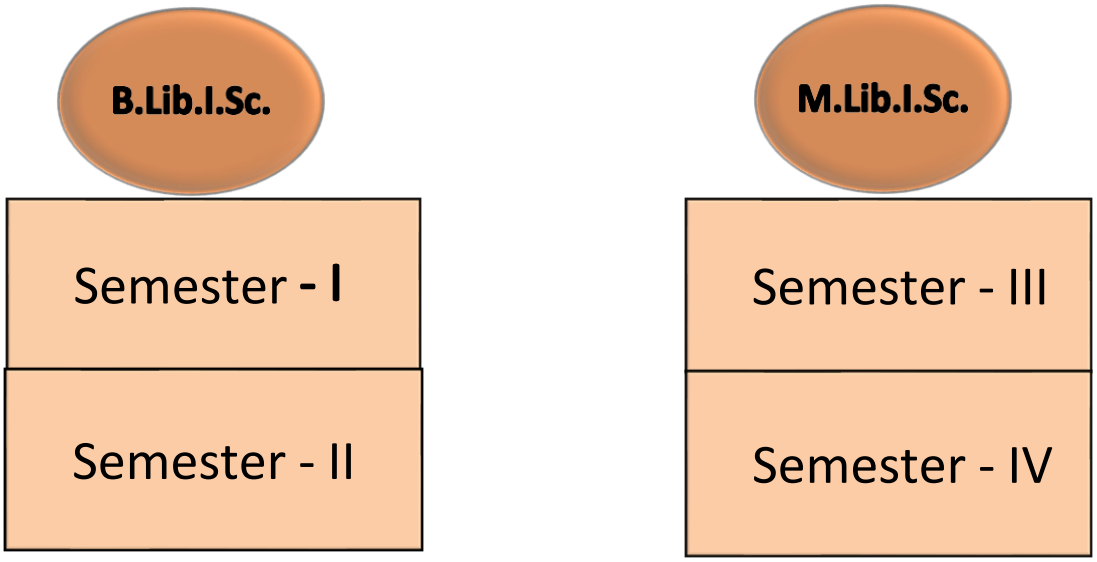
PSO: 06

Demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.

PSO: 07

Demonstrate core values by honouring diversity and insuring inclusion by treating all patrons, students and colleagues with respect and dignity, showing respect for and sensitivity to gender, culture and religious differences; and challenging prejudice, biases and intolerance at the workplace etc. and displaying professional and ethical integrity which involves honest behaviour.

SEMESTER WISE COURSE CONTENTS OF POST GRADUATE COURSE STRUCTURE IN LIBRARY & INFORMATION SCIENCE



First Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 500	Soft Skills and Career Prospects in LIS	Orientation	NIL		
LIS - 501	Foundation of Library and Information Science	Core Course (CC)	4	4	**100**
LIS - 502	Knowledge Organisation–I: Library Classification Theory & Library Cataloguing Theory	Core Course (CC)	4	4	**100**
LIS - 503	Knowledge Organisation –I: Library Classification Practice (DDC & CC)	Core Course (CC)	4	8	**100**
LIS 5 - 04	ICT and Library Automation Theory	Skill Enhancement Course (SEC)	3	3	**100**
LIS - 505	Knowledge Organisation –I: Library Cataloguing Practice (AACR-II)	Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)	3	6	**100**
LIS - 506	Community Information Services	Compulsory Community Engagement Course (CCEC)	2	2	**100**
Total Credit			**20**	**27**	**600**

Paper: LIS - 500
Soft Skills and Career Prospects in LIS

(Orientation)
Credit: Nil

Objectives of the Course

- *To acquaint the students career prospects in LIS.*
- *To develop the soft skills such as communication skill, body language etc.*
- *To gain the knowledge on NEP 2020 and its implementations.*
- *To orient the students with the characteristics of responsible citizen and follow the norms and practices to live in a society.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Understand the various aspects of soft skills development*
- *Understand career prospects and job opportunities in LIS*
- *Aware of NEP 2020 and UGC regulations*
- *Develop required skills for carrier in LIS*
- *Comprehend knowledge in Start-up and entrepreneurship development*

Lectures and Talks will be arranged with engagement of the Internal and External Experts on various issues / topics to make the students aware about the career prospects and soft skills development.

❮ Paper: LIS - 501 ❯
Foundation of Library and Information Science

(Core Course)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To acquaint the students with the role of information in society.*
- *To understand information needed for the different kinds of activities.*
- *To know about the economics & management of information and knowledge.*
- *To get familiarize with the characteristics of the information resources in society.*

Learning Outcomes

After studying this course, students shall be able to:

- *Comprehend the concepts of Data, Information, Knowledge and fair use of information.*
- *Understand the role of information in society and communication channels.*
- *Know about Information Science as a discipline.*
- *Elaborate the concepts of Information Society and Knowledge Society.*
- *Figure out the changing role of libraries and information centres in society.*
- *Understand various law, act, policies, commission, and mission relating to information.*
- *Know about the economics & management of Information and Knowledge.*
- *Understand various types of library systems.*

Unit – 1: Library as a Social Institution

- Library - Definition, Need and Scope
- Library as a Social Institution
- Contribution of Dr. S. R. Ranganathan in LIS Education
- Ethics of Librarianship, Professional Code of Conduct for LI
- Types of Libraries: Public, Academic, Special and National: Objectives, functions, services
- Five laws of Library Science - their Relevance in Present Environment

Unit – 2: Library Movements, Legislation and Role of Library Associations

- UNESCO Public Library Manifesto
- Library Movement in India with special reference to North East India
- Library Legislation: Needs & Purposes
- Library Acts in India: Features and History
- Library Associations in India and their Role: ILA, IASLIC & IATLIS, Assam Library Association
- International Associations: ALA, CILIP & IFLA

Unit – 3: Information, Communication and Society

- Data, Information and Knowledge: Types, Nature, Properties and Scope
- Information as economic resource / Commodity
- Information Communication: Channels, Process, Models and Barriers
- Information Society, Knowledge Society: Definition, Need and Purpose
- Information Science: Definition, Scope and objectives

Unit – 4: Community Information Services

- User Communities: Characteristics, User Study, User Education
- Adult Education, Post Literacy and Library Services
- Library Extension Programmes
- Resource sharing: concept, need, purpose & areas; Impact of IT on Resource Sharing
- Consultancy & Outreach Activities

Unit – 5: Information Acts & Policies

- Intellectual Property Right (IPR)
- Concept of Freedom, Censorship, Copy Right (Print and Electronic Resources) and Fair Use
- Delivery of Books Act; Press & Registration Act
- Right to Information (RTI) Act
- Information Policies: National, International
- National Knowledge Commission: Recommendations and Implication in LIS

Recommended Books

1. Bhatt (R K). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. Bhattacharjee, Sudip, Bhattacharjee, Sucheta and Sinha, Manoj Kumar. Information Seeking Behaviour: Concept, Models and Case Study, LAP: Lambert Academic Publishing, 2013, 90 Pp.
3. Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
4. Chowdhury (G G), Burton (P F) and McMenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
5. Feather (J). The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
6. Khanna (J K). Library and society. 1955. Research Publication, Kurukshetra.
7. Kumar, Krishan. Library organisation. 1993. Vikas, New Delhi.
8. Martin (W J). The information society. 1988. Aslib, London.
9. Prasher (R G). Information and its communication. 1991. Medallion Press, New Delhi.
10. Ranganathan (S. R). Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. Singh (S P). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.

12. Venktappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

❮ Paper: LIS - 502 ❯
Knowledge Organisation–I: Library Classification Theory & Library Cataloguing Theory

(Core Course)
Credit: 4; Marks: 70 + 30 = 100

Part A: Library Classification Theory (Marks: 35 + 15 = 50)

Objectives of the Course

- *To understand the meaning of knowledge organisation*
- *To familiarise the meaning, purpose, functions, theories and canons of library classification*
- *To discuss the characteristics, merits and demerits of different species of library classification schemes*
- *To explain principles of knowledge organisation such as classification of books using standard Scheme of Classification like DDC, UDC, CC etc.*
- *To show the importance of understanding the modes of formation subjects*
- *To elucidate various facets of notation and call number*

Learning Outcomes

After studying this paper, students shall be able to:

- *Explain the nature and attributes of universe of knowledge*
- *Elaborate meaning and types of subjects and modes of subject formation*
- *Illustrate knowledge as mapped in different classification schemes*
- *Express the meaning, purpose, functions, theories and canons of library classification*
- *Elucidate various facets of notation and call number*
- *Discuss the characteristics, merits and demerits of different species of library classification schemes*
- *Highlight salient features of major classification schemes*
- *Review current trends in library classification*

Unit – 1: Concept of Library Classification:

- Library Classification: meaning, need and purpose
- General Theory of Library Classification (Bliss, Sayers and Ranganathan)
- Knowledge Classification and Document Classification
- Role of major Organizations: DRTC, CRG and ISKO

Unit – 2: Methods of Knowledge Organisation

- Concept of Call Number: Class Number, Book Number and Collection Number.
- Notation and Notational System: Definition, Need, Types and Qualities
- Postulates of Five Fundamental categories (PMEST) and Isolates (Common Isolates and Special Isolates)
- Phase Relation, Mnemonics and Devices

Unit – 3: Modes of Formation of Subjects

- Development of Subjects, Structure, Attributes and Modes of Formation of Subjects
- Normative Principles: Basic Laws, Five Laws of Library Science and their Implications
- Species of Library Classification, Standard Schemes of Library Classification and their features (CC, DDC and UDC)
- Facet Analysis and Methodology of Designing Classification Schemes

Recommended Books

1. Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
2. Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.
3. Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
4. Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
5. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
6. Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi:
7. B. R. Publishing.
8. Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
9. Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.
10. Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
11. Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
12. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.

Part - B: Library Cataloguing Theory (Marks: 35 + 15 = 50)

Course Objectives

- *To understand the principles and history of library cataloguing, including the development of different cataloguing standards and systems.*

- *To learn how to create bibliographic records and assigning subject headings, using standardized tools such as MARC (Machine-Readable Cataloguing) and RDA (Resource Description and Access).*
- *To explore the challenges and opportunities presented by emerging technologies and new media formats for cataloguing, such as e-books and online databases.*
- *To analyse the role of metadata in library cataloguing,*
- *To understand the use of controlled vocabularies and authority control to ensure consistency and accuracy of bibliographic data.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Understand the concept of library catalogue*
- *Comprehend various inner and outer forms of library catalogue*
- *Understand the main and added entries of library catalogue*
- *Understand various approaches of deriving subject headings*
- *Know about the normative principles of cataloguing*
- *Understand the concept of co-operative and centralized cataloguing*
- *Explain the current trends in library cataloguing*
- *Know the standards for bibliographic interchange and communication*

Unit – 1: Basics of Cataloguing

- Library Catalogue: Definition, Objectives and Need
- Bibliographic Tools: Bibliographies, Publisher's catalogue, Accession list and Shelf list
- Physical forms of Catalogue- Sheaf, Card, Register and Book
- Inner Forms of Catalogue - Dictionary Catalogue, Classified Catalogue, Alphabetico-classed Catalogue and Alphabetico Subject Catalogue
- Simplified, Centralized, Cooperative Cataloguing, Union Catalogues and Cataloguing in Publication (CIP)
- ISBN and ISSN

Unit – 2: Cataloguing Principles

- Normative Principles
- Laws of Library Cataloguing
- Canons and Principles of Cataloguing
- Filing and Arrangement of Catalogue Entries: Classified and Alphabetical

Unit – 3: Catalogue Entries, Filing and Subject Cataloguing

- Catalogue Entries: Kinds of Entries and their functions
- Subject Cataloguing: Meaning, Purpose, Objectives, Approaches

- Chain Procedure and Sear's list of Subject Headings
- Salient features in AACR II, RDA and CCC

Recommended Books

1. Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
2. Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
3. Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
4. Dhiman, Anil K. (2004). Cataloguing of Non-book Materials. New Delhi: Ess Ess.
5. Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
6. Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
7. Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
8. J. S. C. ed. (2002). Anglo-American Cataloguing Rules. London: Canadian Library Association.
9. Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
10. Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
11. Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
12. Roe, Sandra K (2002). The Audio Visual Cataloguing. New York: Haworth Press.
13. Sharma, Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
14. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
15. Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
16. Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.
17. Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

❮ Paper: LIS - 503 ❯
Knowledge Organisation – I: Library Classification Practice (DDC & CC)

(Core Course)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the principles and theories behind library classification, including the different classification systems used in libraries.*
- *To provide students with the necessary skills and knowledge to organize and classify library materials in an efficient and effective manner.*
- *To develop practical skills in classifying library materials, including books, journals, and multimedia resources.*
- *To make use of classification tools and to make the students proficient in using classification tools such as the Colon Classification, Dewey Decimal Classification etc.*
- *To understand the importance of organization and how proper classification practices can make resources more accessible to library users.*
- *To develop critical thinking skills in analysing and evaluating classification systems, and in making decisions about how to classify materials based on their content and context.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Construct class numbers for documents with simple, compound and complex subjects*
- *Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables.*
- *Compile book numbers and be able to use index of the classification scheme*
- *Develop critical thinking skills in analysing and evaluating classification systems among all different schemes, and in making decisions about how to classify materials.*

Part - A: Classification of Documents (DDC) (35+15=50 Marks)

By Dewey Decimal Classification (22nd / 23rd edition)

- Simple Subjects and Compound subjects

Recommended Books

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi: Ess Ess.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications

Part - B: Classification of Documents (35+15=50 marks)

By Colon Classification (6th revised edition)

- Simple Subjects;
- Compound Subjects; and
- Complex subjects

Recommended Books

1. KAULA (P N). A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
2. RANGANATHAN (S R). Elements of library classification.1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. RANGANATHAN (S R). Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. SATIJA (M P). Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.

❮ Paper: LIS - 504 ❯
ICT and Library Automation Theory

(Skill Enhancement Course)
Credit: 3; Marks: 70 + 30 = 100

Objectives of the Course

- *To generate awareness about ICT and its applications in libraries.*
- *To provide the students basic knowledge on electronic information.*
- *To help them understand basics of library automation*
- *To introduce communication tools and techniques*
- *To understand the Internet and concerns about data security*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand the concept of ICT and its application in libraries.*
- *Know how Internet based communication works and data security*
- *Understand the structure of computer and functions of its various units*
- *Comprehend various aspects of library automation.*
- *Elaborate library Automation planning and Procedures*
- *Assess various integrated library management software.*
- *Know various automated in-house library operations*

Unit - 1: Overview of IT

- Meaning of Information Technology: Components, scope and objectives
- Computer Technology: Evolution and generation of Computers
- Basic components of Computer: CPU, Input-Output devices, computer ports
- Classification of Computers: Laptop, desktop/micro, mini, mainframe and Supercomputer
- Peripheral Devices and their functions and operations – mouse, printers, scanners

Unit - 2: Computer Hardware and Software

- Storage Devices: Types – Primary; Secondary - Floppy Discs, Tape Cartridge, Hard discs, CDs, DVDs and Pen drives
- Software: Meaning, need, functions and types, Algorithm, Flow Chart
- Systems software: Operating systems: DOS, WINDOWS, and LINUX - their basic features
- Application Software: Word Processing, Spread Sheet, Presentation Software, DBMS, Multimedia

- Computer Networking: Concept and Types, Network Topologies, Network Devices, Concept of Ethernet and Subnet

Unit – 3: Basics of Library Automation

- Library Automation: Meaning, importance and purposes
- Advantages and Disadvantages in Library Automation
- Manual Vs Automated Systems
- Planning and Implementation of Library automation
- Auto identification technologies

Unit - 4: Housekeeping operations and Retrospective Conversion

- Automated Acquisition Control
- Automated Circulation Control
- Automated Serials Control
- Library Administration and Report Generation
- Retrospective Conversion: Concept, Need, Purpose and Techniques
- Retrospective Conversion Outsourcing: Planning and Prospects

Unit - 5: Library Networks

- Library Network - Meaning and Scope
- Library Networking in Indian perspectives: INFLIBNET, DELNET
- Library Consortia in Indian context: E-ShodhSindhu, CSIR & Others E-Resources Consortia
- Internet Based Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing)
- Bibliographic Utility Networks Retrospective Conversion in Academic Libraries of India: INFLIBNET Initiative

Recommended Books

1. Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.
2. Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.
3. Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.
4. Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,
5. Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi : BPB Publication.
6. Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.
7. Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai : Vijan Nicole.
8. Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley India.

9. Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press.
10. Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi : B. R. Publishing.
11. Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
12. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
13. Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.
14. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.
15. Deepali (Talagala). Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
16. Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press.
17. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
18. Haravu, L. J. (2004). Library automation design, principles and practice. Allied Publishers, New Delhi.
19. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
20. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
21. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.
22. Sarmah, Mukut. (2013). IT application in college libraries, Estern Book Publishing House, Guwahati
23. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.
24. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
25. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.

❮ Paper: LIS - 505 ❯
Knowledge Organization – I: Library Cataloguing Practice (AACR-II)

[Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)]
Credit: 3; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the principles and concepts of library cataloguing and implement these in practice.*
- *To understand the importance of accurate and consistent cataloguing practices in library settings.*
- *To develop proficiency in using cataloguing tools, such as AACR2.*
- *To learn to identify and resolve common cataloguing problems, such as conflicting or ambiguous information of the documents.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Use the catalogue codes and standards*
- *Prepare catalogue entries for various types of information sources*
- *Derive subject headings using various methods and tools*
- *Gain an understanding of emerging trends and issues in library cataloguing*
- *Apply appropriate cataloguing rules and standards to prepare entries of Single Author, Double, Author, Edited Books, etc.*

Cataloguing of Books and Monographs by AACR - II (Revised) along with Use of Sears List of Subject Headings

- Single Personal Author
- Joint Personal Author
- Pseudonym
- Corporate Author, and
- Editorial Publications

Recommended Books

1. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
2. Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.

3. Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
4. Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings.
6. Sears, M. E. (2010). Sears List of Subject Headings. 20th Ed. New York: H. W. Wilson.
7. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

Paper: LIS - 506
Community Information Services

Compulsory Community Engagement Course (CCEC)
Credit: 2; Marks: 70 + 30 = 100

Objectives of the Course:

- *To understand the importance of community engagement in creating positive social change.*
- *To develop skills and strategies for engaging with diverse communities in a respectful and inclusive manner.*
- *To gain practical experience in planning and implementing community engagement activities by the students, research scholars and teachers by organising educational events.*
- *To build relationships with community leaders and stakeholders, and learn how to effectively communicate and collaborate with them to achieve shared goals.*
- *To reflect on personal values and beliefs related to community engagement, and identify areas for growth and development in becoming a more effective community-engaged leader.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Know the working culture in various libraries of different communities*
- *Understand the importance of engaging with the community*
- *Aware of various library extension services suitable for the local community*

Part A: Community Information and Extension Services

Unit -1: Concept of Community Services

- Community services: meaning, need and purpose
- Community engagement and adoption by libraries
- Crowd Sourcing and Crowd Funding
- Emerging trends in community information services

Unit - 2: Concept of Library Extension Services

- Library Extension Services: meaning, need and purpose
- Forms of Extension Services
- Extension services by Academic Libraries
- Library Extension Services for Community Development

Part B: Library Visits and Community Engagement

- Visits to libraries assigned by the department
- Interact with the library professionals and library users to understand the issues and challenges
- Visit and interact with local communities
- Preparing Field Report based on the libraries and communities visited by the students

Note:

Students will be required to prepare a report on the basis of the community engagement programmes that they have participated. They will submit the report and give a presentation in front of the examiners. The evaluation will be based on the Report and the Presentation.

Second Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 551	Management of Library & Information Centres-I	Core Course (CC)	4	4	**100**
LIS - 552	Knowledge Organisation –II: Advanced Library Classification Practice & Advanced Library Cataloguing Practice	Core Course (CC)	4	8	**100**
LIS - 553	Reference, Information Sources and Services	Core Course (CC)	4	4	**100**
LIS - 554	Information Literacy (Open)	Interdisciplinary (IDC)	3	3	**100**
LIS - 555	ICT and Library Automation Practice	Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)	3	6	**100**
LIS - 556	Practical Librarianship and Library Internship (Apprenticeship)	VBC	2	2	**100**
Total Credit			**20**	**27**	**600**

❮ Paper: LIS - 551 ❯
Management of Library and Information Centres – I

(Core Course)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the role and functions of a library and information centre.*
- *To provide students with a comprehensive understanding of the functions and operations of a library and information centres.*
- *To understand the organizational structure, the various roles and responsibilities of library staff, and the resources and services offered by the centre.*
- *To develop library management skills to effectively run a library and information centre which includes skills such as leadership, planning, budgeting, project management, and staff development.*
- *To manage information resources by developing collection policies, selecting materials, managing electronic resources, and ensuring access to information resources for patrons.*
- *To understand emerging trends and technologies and to expose students to the latest trends and technologies in libraries.*
- *To introduce modern management techniques and its applicability to libraries*
- *To provide basics of effective management of libraries and information centres.*

Course Outcomes

After studying this course, students shall be able to:

- *Understand the concept, history of management and its modern techniques*
- *Elaborate styles, approaches, schools of thought, principles and functions of management*
- *Manage various operations of Library and Information Centres*
- *Manage, preserve and provide access to various print and non-print information sources*
- *Comprehend the concept of decision making, organising and quality management.*
- *Comprehend the concept* of human resource management and financial management

Unit – 1: Principles of Library Management

- Management: Concept, definition, need and scope
- Management schools of thought
- Scientific management: functions and principles; POSDCORB
- Principles of management and their applications in Library and Information Centres

Unit – 2: Collection Developments

- Book selection: concept, need, methods, principles and tools
- Acquisition: Policies and Programmes, Good Offices Committees (GOC)
- Acquisition of Books, Periodicals and Non-book materials
- Recent trends in Acquisition: Web based / online acquisition of reading materials

Unit – 3: Library House Keeping Operations

- Technical Processing, Serial Control, Circulation Methods
- Shelving, Maintenance, Stock Verification & Shelf Rectification Methods
- Preservation, Conservation and Restoration of reading materials
- Archiving - Concept

Unit – 4: Library Reports and Statistics

- Reporting: Types of reports, Annual report
- Library Statistics: Concept, need and purpose
- Fittings and furniture, Space Management
- Library Committee: Concept, Importance, Function, Types of committees, rules and regulations

Unit – 5: Human Resource Management

- HRM: concept, need and purpose, Planning, Policies & Issues
- Staffing: Recruitment methods, Staff training and Development, Staff formula and Manual
- Supervision, Motivation and control, Leadership, Interpersonal relations
- Job Analysis, Job Description, Job Evaluation & Performance appraisal

Recommended Books

1. Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.
2. Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House
3. Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.
4. Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.
5. Evans, G. Edward and Layzell, Patricia. (2007). Management Basics for Information Professionals, Second Edition. Londn: Libraries Unlimited.
6. Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA
7. Kotler, Philip (2003). Marketing Management. 11th ed. New Delhi: Pearson.
8. Mittal, R. L. (2007). Library administration: theory and practice. Ess Ess, New Delhi.

9. Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.
10. Paton, Robert A. (2000). Change Management. New York: Response Books.
11. Ranganathan, S. R. (2006). Library administration. Ess Ess, New Delhi.
12. Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.
13. Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). Records Management. 7th ed. South-western, Division of Thomson Learning.
14. Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10th ed. New York: MC Graw Hill Inc.
15. Stueart, Robert D and Moran (Barbara B. Moran). (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.

❮ Paper: LIS - 552 ❯
Knowledge Organisation – II: Advanced Library Classification Practice & Advanced Library Cataloguing Practice

(Core Course)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the principles and theories behind advanced library classification, using different classification systems such as DDC and UDC which are widely used in libraries.*
- *To provide students with the necessary skills and knowledge to classify complex form of library materials in an efficient and effective manner.*
- *To make use of classification tools and to make the students proficient in using classification tools etc.*
- *To develop practical skills in classifying library materials, including books, journals, and multimedia resources.*
- *To understand the importance of organization and how proper classification practices can make resources more accessible to library users.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Make use of classification tools and to make the students proficient in using classification schemes which are widely used in the libraries, etc.*
- *Construct class numbers for documents with compound and complex subjects*
- *Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables*
- *Compile book numbers and be able to use index of the classification scheme*

Part - A: Advanced Library Classification Practice

(Marks: 35 + 15 = 50)

Section - I: Classification of Documents (DDC)

By Dewey Decimal Classification (22nd / 23rd Edition) Complex subjects

Section - II: Classification of Documents (UDC)

By Universal Decimal Classification (Standard edition) : Simple, compound and complex subjects

Recommended Books

1. Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
2. Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
3. Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi : Ess Ess.
4. Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
5. Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications
6. SATIJA (M P). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

Part - B: Advanced Library Cataloguing Practice

(Marks: 35 + 15 = 50)

Objectives of the Course

- *To develop expertise in creating bibliographic records using advanced cataloguing techniques and standards, (Such as AACR2) for a wide range of library resources, including corporate bodies, multivolume books, serials, electronic, digital, and multimedia resources, etc.*
- *To enhance critical thinking skills related to analysing complex bibliographic records.*
- *To identify and resolve cataloguing problems, and evaluating the quality and effectiveness of cataloguing practices.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Use the catalogue codes and standards for non-book documents and serial publications*
- *Prepare catalogue entries for various types of information sources electronic documents*
- *Derive subject headings using various methods and tools*

Section - I: Cataloguing of Print Materials by AACR-II (Revised Ed, 2005)

- Corporate Bodies,
- Proceedings,
- Multi-volumes, and

- Serials

Section - II: Cataloguing of Non Print Materials by AACR-II (Revised Ed, 2005)

- Cartographic material
- Microforms
- Sound recordings, motion pictures & video
- Electronic & Web-resources

Recommended Books

1. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
2. Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.
3. Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
4. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

Paper: LIS - 553
Reference, Information Sources and Services

(Core Course)
Credit: 4; Marks: 70+30=100

Objectives of the Course

- *To develop an understanding of the various types of reference sources and services available to patrons, including print and electronic resources.*
- *To provide the students with the ability to evaluate their usefulness and credibility.*
- *To gain an understanding of the reference interview process, including how to identify patrons' information needs, ask effective questions, and locate appropriate resources to meet those needs.*
- *To develop skills in effective information service, including how to provide accurate and timely information to patrons.*
- *To develop an awareness of emerging trends and technologies in reference services, including the use of media and other online tools to provide information.*
- *To prepare specialised professional manpower in the specific subject / discipline in Science, Social Sciences, Humanities, Management, Law, and Technology.*

Course Outcomes

After studying this course, students shall be able to:

- *Comprehend structure and development of Science, Social Sciences, Humanities, Management, Law, and Technology.*
- *Explore various disciplines in the field of Science, Social Sciences, Humanities, Management, Law, and Technology.*
- *Understand information sources, services and systems of Science, Social Sciences, Humanities, Management, Law, and Technology*
- *Highlight the role of available databases in these fields.*
- *Plan and design databases in Science, Social Sciences, Humanities, Management, Law, and Technology when required*
- *Carry out professional services in the libraries of Science, Social Sciences, Humanities, Management, Law, and Technology institutions*
- *Understand various traditional and modern information products and services.*
- *Know and evaluate various information providers.*
- *Manage and provide access to consortia based information products and services*

Unit – 1: Sources of Information

- Reference & information sources: definition, and characteristics

- Types of information sources: Documentary-primary, secondary and tertiary, Non-Documentary
- Reference sources in Social Sciences, Humanities and Science & Technology: Dictionary,
- Encyclopaedia, Directory, Biographical Sources, Geographical Sources, Handbooks, Manuals and e-reference sources (Wikipedia and Google earth)
- Current information sources: Yearbooks, Almanacs, News summaries.

Unit – 2: Reference and Information Service

- Reference and Information Service - Definition, and characteristics
- Types of Reference Services: Long range service and ready reference service
- Current Awareness Service(CAS) and Selective Dissemination of Information(SDI)
- Bibliographic service, document delivery service, reprographic service, translation service, newspaper clipping service and
- Recent trends in information services (RS 2.0)

Unit – 3: Bibliographic Control and Indexing and Abstracting Services

- Bibliographic control: Meaning, needs and importance
- Indexing and Abstracting (I & A) Services: meaning and usefulness
- User education: Meaning and types, literature search (Off-line/On-line), and Computerized information search techniques
- Guidelines for evaluation of different types of sources

Unit – 4: Evaluations of Reference Sources

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria -Dictionary, Encyclopaedia, Directories, Yearbooks and Almanacs

Unit – 5: Evaluations of Reference Sources

- Definition, Scope, Types, Description of Select Items and Evaluation Criteria –Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals.

Recommended Books

1. Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.
2. Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.
3. Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.
4. Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.
5. Higgens, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.
6. Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

7. Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.
8. Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapter.
9. Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.
10. Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.
11. Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.
12. Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.
13. Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.
14. Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

Paper: LIS - 554
Information Literacy (Open)

Interdisciplinary (IDC)
Credit: 3; Marks:70+30=100

Objectives of the Course

- *To literate non library science students about functions and services of libraries*
- *To make students aware about basic concept of Information Literacy*
- *To introduce various information sources and services in all subjects (science, technologies, social science, humanities, law and management etc.)*
- *To educate about reference styles and its importance in research*
- *To help in understanding citation and impact factor*

Learning Outcomes

After studying this course students should be able to:

- *Understand role of libraries, its function and services and importance of lifelong learning.*
- *Understand the concept of Information Literacy*
- *Comprehend various sources of information and services available in market.*
- *Learn the meaning and functions of reference styles and its usefulness in research.*
- *Understand the role of citation and impact factor indicators in assessing the research contributions*

Unit - 1: Basics of Library and Information Science

- Library - Definition, Need and Scope; Traditional Library Services, Modern Library Services, Role of Librarians
- Types of Libraries: Public, Academic, Special and National- objectives, functions
- Information Literacy: Concept, Meaning and Definition.
- Web based Library Services: Library Websites, Library Portals, Digital Library Services

Unit - 2 Overview of Information Technology

- Meaning of Information Technology: Components, scope and objectives
- Basic components of Computer: CPU, Input-Output devices, Classification of Computers
- Software: Meaning, need, functions and types
- Digital Preservation and File Formats

Unit - 3: Sources of Information

- Information sources: definition and characteristics;

- Types of information sources: Documentary-primary, secondary and tertiary, non-Documentary
- Print sources of information, Digital Sources of Information: Paid and Open Access Resources
- Information Overload

Unit - 4: Research Ethics, Plagiarism and Reference Management

- Research Ethics and Plagiarism: Concept and Definition, Types of Plagiarism, Plagiarism Detection Tools
- Bibliography and Reference Management: Concept and definition
- Referencing Styles: APA
- Reference Management Tools: MS-WORD, Zotero

Unit - 5: Information Searching and Retrieval Techniques

- Information Searching and Retrieval Techniques: Concept and definition
- Role of Search Engines in Information Retrieval
- Information Searching Skills and Competencies
- Searching Techniques: Free Text Search, Boolean Search, Truncated Search, Wild card Search, Federated Search

Recommended Books

1. American Association of School Librarians and Associations for Educational Communications and Technology. Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. American Library Association. Information Literacy: a position 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 Research Libraries. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at :
a. www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).
4. Baldwin (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln.
a. http://digitalcommons.unl.edu/library_talks/11.
5. Delcourt (M) and Higgins (C A). 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 (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited, Westport.
7. Grassian (E S). Learning to lead and manage information literacy instruction. (2005) Neil Schuman Publishers, New York.
8. Grassin (E S) 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.

Paper: LIS - 555
ICT and Library Automation Practice

Apprenticeship, Laboratory/ Internship/Field Projects (ALIF)
Credit: 3; Marks: 70+30=100

Objectives of the Course

- *To develop practical skills related to different Operating Systems and Applications Software.*
- *To understand the principles and concepts of library automation, including Library Management Systems (LMS).*
- *To develop practical skills in using library automation software and tools, including integrated library management systems (ILMS), and other systems, and tools.*
- *To learn how to evaluate and select appropriate library automation solutions for different types of libraries, based on factors such as size, budget, and user needs.*
- *To explore emerging trends and issues in library automation, such as linked data, open access, and the impact of modern technologies on library services.*
- *To gain an understanding of the ethical considerations related to library automation, including copyright, and intellectual property rights.*

Learning Outcomes

After studying this paper, students shall be able to:

- *Create, edit and manage files using Word Processing, Spread Sheet and Presentation software*
- *Develop practical skills in using library automation software and tools, including integrated library management systems (ILMS),*
- *Carry out library housekeeping operations using library management software*
- *Generate different types of report using library management software*
- *Search information from internet and databases adopting suitable search strategies*
- *Find bibliographic information from WebOPAC, World Cat, IndCat*

Unit - 1: Operating Systems and Application Software

- Use of Operating Systems (DOS, Windows and Linux)
- Word Processors, spreadsheet and Presentation tools (using any one software)

Unit - 2: Searching Techniques

- Internet Search
- WebOPAC, World Cat, Ind Cat Searching
- Searching of Internet Resources using different search engines

Unit - 3: SOUL Software

- Administration
- Acquisition
- Catalogue
- Circulation
- OPAC

Recommended Books

1. Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.
2. Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.
1. Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.
2. Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi:Tata McGraw-Hill.
3. Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB Publishers.
4. Norton, Peter et al. (1999). Peter Norton`s complete guide to Microsoft Office 2000. New Delhi: Techmedia.
5. Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB Publishers.
6. Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley Publishers.
7. NEGUS (Christopher). Linux bible. 2005. John Wiley, New York.
8. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet.2000. Library Association, London.
9. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad

Paper: LIS - 556
Practical Librarianship and Library Internship (Apprenticeship)

Value-Based Course (VBC)
Credit: 2; Marks: 70+30=100

Objectives of the Course

- *To put into practice the theoretical concepts they have learned in their courses.*
- *To develop practical skills in library operations and how to operate various library tools and systems, such as cataloguing system, circulation systems, serial systems, etc.*
- *To gain experience in handling and shelving books, answering reference queries, and providing customer service to library users.*
- *To gain a deeper understanding of the practical applications of library science principles and how they are used to enhance library services.*
- *To improve communication and interpersonal skills through interactions with library staff and patrons.*
- *To enhance problem-solving and critical thinking skills when they will be exposed to a range of problems and challenges in a library environment, such as managing resources, dealing with difficult patrons, and developing effective library programming.*
- *To learn to apply critical thinking skills to identify problems, develop solutions, and make decisions in a fast-paced and dynamic environment.*

Learning Outcomes

After completion of the course students will be able to:

- *Gain practical experience and hands-on experience by applying theoretical knowledge to real-life situations.*
- *Acquire practical experience in library operations, customer service, collection development, cataloguing, and more.*
- *Learn professional skills required to work in a library. This includes skills such as effective communication, problem-solving, time management, teamwork, etc.*
- *Gain industry knowledge by working with experienced professionals and learn about the latest trends, technologies, and best practices in library the field.*
- *Develop an understanding of the various roles and responsibilities within a library.*
- *Interact with professionals in the library field. This provides networking opportunities that can be beneficial for future job prospects or collaborations.*
- *Gain knowledge on personal development such as building confidence, improving self-awareness, and developing a sense of professionalism.*
- *Learn about their own strengths and weaknesses, and how to overcome challenges in a professional setting.*

Unit - 1: Job Diary

Students will be required to submit “Job diary” based on the works done in a select library located in the within the city or outside the city.

Unit - 2: Library Visit / Library Internship Report

Students will prepare a report by visiting/working in libraries under Internship Programme of selected Libraries as suggested by the department (preferably of a metropolitan city) using modern technology and submit a report immediately after visiting/working in the libraries for evaluation.

Third Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 601	Management of Library & Information Centres-II	Core Course (CC)	4	4	100
LIS - 602	Research Methodology	Interdisciplinary (IDC)	4	4	100
LIS - 603	**603EC.E-1:** Information Retrieval Systems	Elective (ECC):): Two /Three elective papers will be offered in a session subject to availability of teachers and adequate information, Student need to select on among offered papers	4	4	100
	603EC.E-2: Academic Library Systems and Services				
	603EC.E-3: Public Library Systems and Services				
LIS - 604	Advanced Library Automation Practice	Apprenticeship/ Laboratory/Internship/Field (ALIF)	3	6	100
LIS - 605	Dissertation - I	Research Project: Part - I	5	10	100
Total Credit			**20**	**28**	**500**

Paper: LIS - 601
Management of Library and Information Centres –II

(Core Course)
Credit: 4; Marks: 70 + 30= 100

Objectives of the Course

- *To introduce advanced management techniques and its applicability to libraries*
- *To develop strategies for managing and enhancing library services in diverse communities, including identifying and addressing the needs of marginalized groups.*
- *To analyse and evaluate trends in library management such as, Outsourcing, PERT, SWOT etc.*
- *To apply principles of budgeting, financial management, and resource allocation to effectively manage library operations and services.*
- *To develop and implement effective marketing and outreach strategies to promote library services and increase community engagement.*
- *To apply leadership and communication skills to effectively manage teams and collaborate with stakeholders, including staff, patrons, community leaders, and funding agencies.*
- *To understand advanced techniques of effective management of libraries and information centres.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand the advanced management concept and its modern techniques*
- *Comprehend the concept of Financial Management, Budgeting methods, cost-benefit analysis and total quality management.*
- *Comprehend the concept of human resource management and system study like MIS, PERT/CPM, SWOT Analysis*
- *Introduce the concept of marketing management*
- *To enable creation and marketing of information products and services*

Unit - 1: Financial Management

- Resource mobilization
- Budgeting methods – PPBS and ZBB,
- Cost effectiveness and cost benefit analysis
- Outsourcing: Meaning, Needs and Objectives

Unit - 2: Systems Study

- Systems Study: Concept, Components analysis, evaluation and design. Library as a System,
- Subsystems of a Library
- Performance evaluation of Library and Information Centres
- System Analysis, PERT/CPM, Work studies, Flow chart and Gantt charts, SWOT Analysis:
- Concept and use
- Management Information System (MIS): Concept and Use
- Project management: Definition, objectives, scope, Organizational planning, Stages
- Management Consultancy: concept and evolution, Impact on librarianship and libraries

Unit - 3: Quality Management

- Quality management: Quality concept, element and application to libraries and information centres,
- Total Quality Management: Definition, scope and purpose and application to Libraries and
- information centres
- TQM Tools and Techniques
- Quality Standards

Unit - 4: Marketing of Library and Information Services

- Marketing: Concept and Definition
- Need of Marketing Library Services
- Marketing Mix: Definition and Characteristics
- Marketing Approach: Concept and Process

Unit - 5: Knowledge Management

- Knowledge Management - definition, concept, need, value, process and basic tools
- Knowledge mapping and information auditing, KM development roles
- Tools and Techniques of KM – Data mining, Text mining, Knowledge sharing concepts.
- Role of Information professionals in KM - Impact of professional information skills, powering information.

Recommended Books

1. Anderson, Paul. (2012). Web 2.0 and beyond: principles and technologies. Boca Raton: CRC Press
2. Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research
3. Carl Frappaolo. (2006). Knowledge Management. Amazon.com
4. Christee Gabour Atwood. (2009). Knowledge Management Basics (ASTD Training Basics Series. Amazon.com

5. Donald Hislop. (2009). Knowledge Management in organization. Amazon.com 6. Mittal (R L). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
6. Ranganathan (S R). Library administration. 2006. Ess Ess, New Delhi.
7. Seetharama (S). Guidelines for planning of libraries and information centers., 1990. IASLIC, Calcutta.
8. Stueart (R D) and Moran (B B). 2007. Library and information center, management. Libraries Unlimited, London.

❮ Paper: LIS - 602 ❯
Research Methodology

(Interdisciplinary)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To learn how to design and conduct research studies, including developing research questions, hypotheses, and research designs.*
- *To develop an understanding of the different types of research methods, including Survey Method, Historical Method and Experimental Method.*
- *To understand quantitative, qualitative, and mixed methods approaches, and their strengths and weaknesses.*
- *To acquire skills in data collection and analysis techniques, including sampling, survey design, interviewing, observation, and statistical analysis.*
- *To learn how to interpret research findings, including assessing the validity and reliability of research methods and results.*
- *To develop effective skills for writing research reports, presenting research findings to different audiences, and engaging in discussion.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand the research methods including how to select an appropriate method for research, research design for a particular research study.*
- *Develop the ability how to frame hypotheses that are feasible to answer using the available resources and data.*
- *Gather the knowledge about data collection and analysis strategies and how to interpret the data using statistical techniques.*
- *Learn about the ethical considerations involved in conducting research, and avoiding conflicts of interest.*
- *Understand the effective communication of their research findings in written and oral formats, including writing research reports, presenting research findings to different audiences.*
- *Understand concepts such as Bibliometrics, Citation Analysis, Scientometrics, Informetrics and Webometrics*

Unit - 1: Concept of Research

- Research: Concept, Meaning and Significance
- Types of Research: Qualitative and Quantitative Research

- Inter-disciplinary and Multi-disciplinary research
- Problem identification; Research design: formulation of hypothesis, Literature Search

Unit – 2: Research Methods, Techniques and Tools

- Methods: Historical Research, Survey Research and Experimental Research
- Case Study, Observation Method, Scientific Method, Delphi Method
- Sampling Techniques
- Data Collection tools: Questionnaire, Interview, Schedule, Observation, Scales and Check Lists, Historical / recorded,

Unit – 3: Data Analysis and Interpretations

- Graphical presentation of data,
- Measurement of Central Tendency, Mean, Mode, Median, Measurement of Variables
- Measures of Dispersion, Correlation Studies and Regression Analysis
- Chi Square test and Sociometry

Unit – 4: Research Reporting

- Research Report: Structure, Style, Characteristics, and Contents
- Guidelines for Citation / References: Standards, rules, manuals
- E-Citation and methods of Research Evaluation
- Modern trends of Research – LIS and other disciplines

Unit – 5: Scientometrics

- Bibliometrics Studies: Concept, Definition
- Bibliometric Laws, Citation Analysis
- Scientometrics, Informetrics and Webometrics
- Computerized data analysis: SPSS

Recommended Books

1. Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). The Craft of Research. University of Chicago Press.
2. Brady, John. (1997). The Craft of Interviewing. New York: Vintage.
3. Gillham, Bill. (2000). The Research Interview. London: Continuum Press.
4. Kish, Leslie. (1995). Survey Sampling. New York: Wiley.
5. Kumar, Krishan. 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. Marshall, Catherine and Rossman, Gretchen B (2006). Designing Qualitative Research. Sage USA.
8. Nielsen, Jakob. (2000). Designing Web Usability. New Riders, USA.
9. Payne, Stanley. (1951). The Art of Asking Questions. Princeton University Press.
10. Raju, Nemani Govinda. (2009). Bibliometric Applications: Study Of Literature Use Patterns
11. Rea, Louis M and Parker , Richard A. (2005). Designing and Conducting Survey Research, San Francisco: Jossey-Bass.
12. Reinard, John C. (2006). Communication Research Statistics. Sage, USA.
13. Rowntree, Derek. (2003). Statistics without Tears: A Primer for Non-Mathematicians. London: Penguin.
14. Rubin, Herbert and Irene (2004). Qualitative Interviewing: The Art of Hearing Data. Sage, USA.
15. Singh (S P). Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.
16. Sudman, Seymour (1976). Applied Sampling. New York: Academic Press.
17. Wadsworth, Yoland . (1998). Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project. Australia: Allen and Unwin.
18. Williams, Frederick and Monge, Peter. (2001). Reasoning with Statistics. Harcourt, USA.
19. Willis, Gordon B. (2004). Cognitive Interviewing: A Tool for Improving Questionnaire Design. Sage USA.

❮ Paper: LIS - 603 (EC.E-1) ❯
Information Retrieval Systems

(Elective)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the fundamental concepts of information storage and retrieval systems such as, indexing, searching, retrieval, relevance, precision, recall, and so on.*
- *To familiarize students with the different types of information storage and retrieval systems that exist. This includes traditional systems like indexes, catalogues, etc. as well as modern systems such as search engines, databases, and content management systems.*
- *To help the students to identify the strengths and weaknesses of each type of system and understand how to select and use the most appropriate one.*
- *To understand traditional pre and post-coordinate indexing systems, such as Chain Procedure, PRECIS, etc.*
- *To developing practical skills in query formulation, and system evaluation.*
- *To develop the capability in retrieving the information by applying different search techniques including web resources, databases etc.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand the Information Retrieval Systems that are used to retrieve information from large databases and information sources.*
- *Learn about the different types of search queries, such as Boolean and natural language queries, and how these queries are processed to retrieve relevant information.*
- *Understand different IR systems and its functions.*
- *Evaluate the effectiveness of Information Retrieval systems based on various metrics, such as precision and recall.*
- *Gather the knowledge of advanced techniques such as query formulation in indexing systems like Pre and Post Coordinate indexing systems such as Chain Procedure, PRECIS, etc.*
- *Use different search strategies, techniques and evaluate IR system.*

Unit – 1: Information Retrieval System

- IR Systems: Concept, definition, characteristics, components and functions
- Subject indexing: Concept, principles, methods and systems
- Pre coordinate and post coordinate indexing systems
- Problems in alphabetical subject indexing, Citation indexing

Unit -2: Indexing and Searching Techniques

- Indexing Techniques – Concepts, types and characteristics
- Data Storage technologies: File systems, databases, and distributed storage systems.
- Computerized indexing and Data Retrieval: Keyword-based, full-text and Boolean
- Query Processing: Concept, query formulation, and query execution

Unit - 3: Vocabulary Control and Online Information Retrieval

- Vocabulary control: Definition and tools
- Thesaurus: Importance, structure and steps for construction
- Intelligent information retrieval: AI Based IR system, Expert system, Multimedia retrieval
- On-line searching and retrieval: Elements and Search formulation, OPAC and WebOPAC

Unit - 4: Web-Search and Retrieval Techniques

- Web Search: Search Engines and search techniques
- Search strategies, text mining, data mining, recommender systems
- Crawling and Indexing the Web: How search engines crawl and index web pages
- Criteria for evaluation of Information Retrieval Systems

Unit -5: Emerging Trends in Information Storage and Retrieval

- Cloud Computing, Big Data, IoT: Concept and retrieval techniques
- Content Management Systems (CMS): Features and utilities in IR
- Natural language processing and Semantic search: Concept and search techniques
- Human-Computer Interaction in Information Retrieval: Concept and importance

Recommended Books

1. Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.
2. Becker, Joseph and Robert M Hayes. (1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.
3. Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993.
4. Chowdhury (G G). Introduction to modern information retrieval. 1999. Library Association, London.
5. Cleveland (Donald B) and Cleveland (Ana D). Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.
6. Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.
7. Elis, David(1996). Progress and Problems in Information Retrieval. London: Library Association. Fosket, A.C.(1992) Subject Approach to Information. London: Clive Bingley.
8. Foskett (A C). Subject approach to information. Ed.5. 1996. Library Association, London.

9. Fugman, Robert(1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.
10. Gosh (S N) and Satpathi (J N). Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.
11. Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.
12. Korfhage (R R). Information storage and retrieval. 1997. John Wiley, New York, USA.
13. Lancaster (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.
14. Lancaster (F Wilfred). Vocabulary control for information retrieval. Ed. 2. 1985. Information Resource Press, Arlington.
15. Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press. Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.
16. Meadow, Charles T. (2000). Text Information retrieval system. Academic Press.
17. Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.
18. Soergel (D). Indexing languages and thesauri: construction and maintenance. 1974. John Wiley and Sons., New York.
19. Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.
20. Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.
21. Walker (G) and Janes (J). Online retrieval: a dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

❮ Paper: LIS – 603 (EC.E-2) ❯
Academic Library Systems and Services

(Elective)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand the structure and development of the higher education in India*
- *To understand academic librarianship, its types, collection, HR and finance.*
- *To prepare specialised professional manpower for academic libraries*

Learning Outcomes

After studying this course, students shall be able to:

- *Comprehend the structure and development of the higher education in India.*
- *Assess the role of UGC in development of libraries in India.*
- *Assess the role of library in higher education.*
- *Understand academic librarianship, its types, collection, HR and finance*
- *Professionally manage* an academic library and provide access to its resources and services.

Unit - 1: Development of Academic Libraries

- Academic Libraries: Objectives and Functions
- Academic Library Services
- Role of UGC and other Bodies in Promoting Academic Libraries
- Monitoring/ Accreditation Agencies in Academic library (UGC, NAAC),

Unit - 2: Collection Development

- Selection of Books
- Collection Development: - Nature, Types and Policies
- Problems in Collection Organization
- Collection Types

Unit - 3: Staffing Pattern and Staff Development

- Human Resource Management in Academic Libraries
- Continuing Education Programmes Academic Libraries
- Staffing pattern in Academic Libraries
- Role and Status of the Library Staff

Unit - 4: Resource Sharing Programme

- Resource Sharing: Need and Objectives
- Information and Library Network (INFLIBNET)
- Academic Library Networks
- E- Resource Consortia: Indian Initiatives

Unit – 5: Future of Academic Library

- Academic Library Administration
- Financial Management of Academic Libraries
- Recent Development in Academic Libraries in India
- Quality Indicators (Best Practices in Academic libraries)

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

❮ Paper: LIS - 603 (EC.E-3) ❯
Public Library Systems and Services

(Elective)
Credit: 4; Marks: 70 + 30 = 100

Objectives of the Course

- *To understand about public library systems in India and around world*
- *To learn role of public libraries in development of individual and society*
- *To know about functions and services of public libraries*
- *To manage public library and its finance*

Learning Outcomes

After completing this course student should be able to:

- *Comprehend public library system in India and world*
- *Understand role of public libraries in enhancing learning and education*
- *To manage public library (collection, building, functions, services and its finance)*
- *To manage public library user and staffing*

Unit -1: Public Libraries:

- Meaning, importance, functions.
- Role of Public Library in literacy and mass education.
- Public Library Movement in India
- Role of Raja Rammohan Roy Library Foundation (RRRLF) and National Library and Ministry of
- Culture, Govt. of India

Unit - 2: Public Library Legislation in India:

- Study of salient features Southern States of India
- Study of salient features Northern States of India
- Study of salient features Eastern and Western States of India
- Study of salient features North-Eastern States of India

Unit - 3: Organization of a Public Library:

- Manpower Development: Qualifications, recruitment, job description. Job analysis, staff manual.
- Public Library Finance: Sources, budgeting, accounting and auditing.
- Library Building: Planning, Concept of Modular Building. Library Furniture
- Collection Development: Print, Non Print (including Electronic documents

Unit – 4: Automation & Resource Sharing

- Networking, Integrated public library system.
- Library Automation: Automating the house-keeping services in various sections in the public
- libraries.
- Library services to special groups of people including Physically handicapped, mentally
- challenged, visually impaired, Prisoners and Children.
- Role of National Mission for Manuscripts (NMM) on Digitization of manuscripts and rare
- documents.

Unit – 5: Managing Public Library

- Public Library Administration
- Financial Management of Public Libraries
- Recent Development in Public Libraries in India
- Library & Information Policy: national and International

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. K K Publications, New Delhi.
4. HIGGINS (S E). Youth services and public libraries.2007. Chandos Publishing, Oxford.
5. IFLA. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. INDIA. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
4. JAGANAYAK (S S). Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
5. PATEL (Jashu) and KRISHAN KUMAR. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
6. THOMAS (V K). Public libraries in India: development and finance.1997. Vikas. Publication, New Delhi.
7. WOODRUM (Pat), Ed. Managing public libraries in 21st century. 1989. The Hawork Press, New York.

❮ Paper: LIS - 604 ❯
Advanced Library Automation Practice

(ALIF)
Credit: 3; Marks: 70 + 30 = 100

Objectives of the Course

- *To develop skills in using computer and communication technology.*
- *To develop familiarity with features of Library Management Software's*
- *To acquaint the students with Open sources library application*
- *To develop familiarity with some auto-identification technologies like barcode.*

Learning Outcomes

After studying this course, students shall be able to:

- *Hands on experience on library automation planning and procedures*
- *Assess and practice of various integrated library management software.*
- *Carry out various automated in-house library operations using real LMS software.*
- *Create Barcode and QR codes*

Unit - 1: Installation and use: SOUL

- Administration
- Acquisition
- Technical Processing
- Circulation
- Serial Control

Unit - 2: Installation and use: KOHA

- Administration and Setup
- Acquisition
- Technical Processing
- Circulation
- Serial Control
- Report Generation

Unit - 3: Barcode & QR Code

- Generation of Barcodes
- Generation of QR Codes

Recommended Books

1. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.
2. Deepali (Talagala). Web interface for CDS/ISIS: GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
3. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
4. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
5. INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
6. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.
7. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.
8. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.
9. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
10. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.

Paper: LIS - 605
Dissertation - I

(Research Project: Part - I)
Credit: 5; Marks: 70 + 30 = 100

Objectives of the Course

- *To provide the students basic knowledge of research in the field of LIS*
- *To help them chose an appropriate research problem for dissertation.*
- *To help them apply data collection, analysis and interpretation techniques.*
- *To develop familiarity with application of various statistical techniques.*
- *To guide the students with basics of research reporting.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand practical application of research methods in the field if LIS*
- *Know the use of data collection, analysis and interpretation techniques.*
- *Carry out a useful research study and submit its report.*

Unit - 1: Identification and Selection of Topic

- Selecting broad area of research
- Collecting and study of related literature
- Selecting specific topic for research
- Preparing synopsis

Unit - 2 Literature Review

- Constructing appropriate keywords (BT, NT, See and See also)
- Identifying sources and conducting search (Library catalogue, databases, IR's etc.)
- Write summaries and select appropriate publication for writing review
- Writing review of literature

Mode of Work and Evaluation

Each student has to prepare a dissertation on a given topic under the guidance of a faculty member of the department. This work should be in standard format in computer printout with a minimum of eighty pages. Dissertation should be submitted at the time of issuing admit card of the fourth semester examination. Dissertations will be evaluated by Supervisor and One External Examiners and Marks will be allotted average of Two Examiners. There will be open viva and all internal examiners and one external examiner will evaluate jointly.

Fourth Semester

Paper Code	Paper Description	Course Type	Credit	Hours/ Week	Marks
LIS - 651	Digital Library and Web Technology (Theory)	Core Course (CC)	4	4	100
LIS - 652	Digital Library and Web Technology (Practice)	Core Course (CC)	4	4	100
LIS - 653	**653EC.E-1:** Management of E Resources and E-Publishing	Elective (ECC): Two /Three elective papers will be offered in a session subject to availability of teachers and adequate information, Student need to select on among offered papers	4	4	100
	653EC.E-2: Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)				
	653EC.E-3: Preservation and Conservation of Library and Archival Materials				
LIS - 654	Dissertation - II	Research Project - Part II	8	16	200
Total Credit			**20**	**28**	**500**

Paper: LIS - 651
Digital Library and Web Technology (Theory)

(Core Course)
Credits: 4; Marks: 70+30=100

Objectives of the Course

- *To help students in understanding digital libraries*
- *To help learn the process of digitization*
- *To introduce to some institutional repository application*
- *To introduce basic of web designing like HTML and CMS*
- *To develop skills in using computer and communication technology.*
- *To develop familiarity with features of Library Management Software's*
- *To acquaint the students with Open sources library application*
- *To develop familiarity with some auto-identification technologies like barcode.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand the concept of Digital Library and its process*
- *Students should be able to differentiate between terms like Virtual library, digital library, hybrid library and traditional library*
- *Students will understand various methods of digitating the documents and major file formats*
- *Learn the key features of various digital library software's*
- *Learn the basic of web-designing*

Unit - 1: Digitization

- Digitization: meaning, needs and purposes
- Digitization process: steps and tools
- File formats: types and conversion
- Capture devices, image editing software, OCR and UNICODE

Unit - 2: Developing Digital Library

- Digital library: meaning, purpose, planning, steps and implementation
- Digital Library Management Software (DLMS): Selection process and features (Greenstone, DSpace and E-prints)
- Metadata: meaning and methods of metadata creation
- Digital Rights Management (DRM)

Unit - 3: Institutional Repository

- Definition, objectives, purpose & scope
- Open Access Initiatives (OAI), Digital library initiatives in India
- Institutional Repositories Vs Digital Library
- Digital Preservation: needs, migration and replication

Unit - 4: Overview of Web Technology

- Web technology: meaning and applications
- HTML: Basics, hypertext and hypermedia, HTML programming
- UIRLs, WEB browsers, search engines, websites, directory, blogs and portals
- Internet protocols and Internet security

Unit - 5: Internet and its Connectivity

- Internet Connectivity, Dial up, Leased line, ISDN and Wi-Fi
- Remote Login and OAI/PMH
- Web 2.0, Library 2.0, Semantic Web and Social Networks
- Web page design and evaluation of Websites

Recommended Books

1. Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.
2. Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London : Facet Publishing
3. Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.
4. Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.
5. Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants : Ashgate.
6. Krishan Gopal. (2005). Intellectual Freedom in Digital Libraries. Delhi : Authors Press.
7. Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.
8. Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi : Isha Books.
9. Rajagopalan, A. (2006). Library of the Digital Age: Issues and Challenges. Delhi : SBS Publishers.

❮ Paper: LIS - 652 ❯
Digital Library and Web Technology (Practice)

(Core Course)
Credits: 4; Marks: 70+30=100

Objectives of the Course

- *To help learn the process of digitization*
- *To provide hands on experience to some institutional repository application software's like DSPACE, EPRINTS, and GREENSTONE*
- *To Develop skills of web designing using HTML-5*
- *To develop familiarity with Content management software like Drupal, Joomla and WordPress*
- *To acquaint the students with Open sources learning application like Moodle etc.*
- *To hands on experience with some auto-identification technologies like barcode.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand digitization and its requirements*
- *Students should be able install and create digital libraries using DSPACE*
- *Design webpage using HTML5 coding*
- *Install and create webpage using Drupal and Joomla CMS*
- *Install and create learning platform for institution using Moodle*

Part - A: Digital Library Practice (Marks 35+15=50)

- Unit - 1: Creation of Digital Documents with Metadata
- Unit - 2: Creation of Digital Library using any one Digital Library Software

Part - B: Web Technology Practice (Marks 35+15=50)

- Unit – 1: Open Source Library Application Software: Installation, Database Creation and Use
- Unit – 2: Web page design by using HTML and hyper linking. Application development for libraries

Recommended Books

1. Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.
2. Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London : Facet
1. Publishing.
2. Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.
3. Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.
4. Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants : Ashgate.
5. Krishan Gopal. (2005). Intellectual Freedom in Digital Libraries. Delhi : Authors Press.
6. Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.
7. Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi : Isha Books.
8. Rajagopalan, A. (2006). Library of the Digital Age: Issues and Challenges. Delhi: SBS Publishers.

❮ Paper: LIS - 653 (EC.E-1) ❯
Management of E Resources and E-Publishing

(Elective)
Credits: 4; Marks: 70+30=100

Objectives of the Course

- *To introduce concept and characteristics of e-resources*
- *To comprehend the e-resource management in different library systems*
- *To explain difference between various formats of e-resource*
- *To provide understanding of e-resource consortium*

Learning Outcomes

After completion of this course, you will be able to:

- *Understand e-resources and its varieties*
- *Gain knowledge on managing e-resource in various library system*
- *Learn about e-resource consortium and databases*

Unit – 1: Concept of E-resource

- Concept characteristics, advantages and disadvantages
- Format of E-resources: Off-line, Online, Databases
- E-journals, characteristics, advantages and disadvantages
- E-book, characteristics, advantages and disadvantages
- Online Databases, characteristics, advantages and disadvantages
- E-publishing: concept and process
- DOI

Unit - 2: Acquisition of E-resources

- Collection Development of e-resources: policies, new guidelines
- Evaluation and Selection of e-resources
- Acquisition / Subscription of e-resources – Modes:
- Direct o Consortia Trail
- Publishers of e-resources: products and services
- Availability of e-resources Open access
- Paid resources

Unit – 3: E-Resources Consortia for Resource Sharing

- Consortia and E-resources o National: AICTE-INDEST; UGC-INFONET; N-LIST; DeLCON and

other consortia o International: OCLC and Other consortia
- Role of Consortia in resource sharing
- Paradigm shift of resource sharing in consortia based environment

Unit - 4: Issues and Challenges for managing E- Resources

- Technological Changes
- Financial: pricing models; modes of access
- Digital right management, copyright issues for access and distribution
- Manpower training
- User awareness training

Unit - 5: E-resource management system software

- ERMSS: concept, need, purposes,
- Life cycle of resources
- ERMSS: products and services
- Future of E- Resource Management
- ROI: return on investment; cost-effectiveness
- Statistical analysis; decision making
- Recent Trends in e-resource management

Recommended Books

1. Allan, Barbara. E-learning and teaching in library and information services, London: Facet Publishing, 2002.
2. Brindley, L. (1998). Ed. The electronic Campus. London, British Library Dearnley, James and Society, London: Facet publishing, 2001.
3. Feather, John. The information society: A study of continuity and change. 3rd ed. London: Concept Publishing, 2000
4. G.G. Chowdhury, Introduction to Digital Libraries, London: Facet Publishing, 2003
5. Rowley, J.E.: The Electronic Library. 4th Ed. Of Computers for Libraries. London: Facet Publishing, 1998.
6. Bhattcharjee, Sucheta, Bhattcharjee, Sudeep, Sinha, Manoj Kumar, Usage of E-resources under N-LIST Programme : Concept, Needs and Case study, LAP : Lambert Academic Publishing, 2015, 110p.

❮ Paper: LIS - 653 (EC.E-2) ❯
Metrics Studies (Bibliometrics, Informetrics, Scientometrics, Webometrics)

(Elective)
Credits: 4; Marks: 70+30=100

Objectives of the Course

- *To explore the origin and development of key terms (like Bibliometrics, Informetrics, Scientometrics, Webometrics)*
- *To have an understanding on citation indexing, databases, impact factor and its variants.*

Learning Outcomes

After completion of this course, you will be able to:

- *Grasp the genesis, definition, scope, purpose and application of Bibliometrics and webometrics;*
- *Explain the usability of citation index, impact factor and h-index; and its variants measures*
- *Describe and use metrics for analysis research contributions*

Unit - 1: Bibliometrics

- Concept, definition, need
- Scope & Parameters
- Bibliometric Laws & their Applications

Unit - 2: Informetrics

- Concept, definition, need
- Application in knowledge mapping
- Tools and techniques

Unit - 3: Scientometrics

- Concept, definition, need
- Application in knowledge mapping
- Tools and techniques

Unit - 4: Webometrics

- Concept, definition, need
- Application in knowledge mapping

- Tools and techniques

Unit – 5: Citation analysis, Impact Factor, Online citation index

- Concept of citation analysis, Formulas for measuring Citation: H-index, I-index, G-index
- Impact factor concept, need, Formulas for measuring impact factor
- Citation Indexing Databases and Services: SCOPUS; Web of Science; Google Scholar and
- others

Recommended Books

1. Pritchard, A., & Wittig, G. R. (1981). Bibliometrics. Watford: AllM Books.
2. Todeschini, R., & Baccini, A. (2016). Handbook of bibliometric indicators: Quantitative tools for studying and evaluating research. John Wiley & Sons.
3. Donohue, J. C. (1973). Understanding Scientific Literatures: A Bibliometric Approach.
4. Lawani, S. M. (1981). Bibliometrics: its theoretical foundations, methods and applications. Libri, 31, 294.
5. Ball, R. (2017). An introduction to bibliometrics: New development and trends. Chandos Publishing.
6. De Bellis, N. (2009). Bibliometrics and citation analysis: from the science citation index to cybermetrics. scarecrow press.
7. Ding, Y., Rousseau, R., & Wolfram, D. (2016). Measuring scholarly impact. Springer International Pu.
8. Daim, T. U., Chiavetta, D., Porter, A. L., & Saritas, O. (Eds.). (2016). Anticipating future innovation pathways through large data analysis. Springer International Publishing.

❮ Paper: LIS - 653 (EC.E-3) ❯
Preservation and Conservation of Library and Archival Materials

(Elective)
Credits: 4; Marks: 70+30=100

Objectives of the Course

- *To introduce to concept of conservation, preservation and archiving.*
- *To able to differentiate between conservation, preservation and archiving concepts*
- *To understand the process, activities, tools and techniques or conservation, preservation and archiving.*
- *To get an understanding about various organisation of importance in India and world working on*
- *To help to understand the concept of conservation, preservation and archiving.*

Learning Outcomes

After completion of this course, you will be able to:

- *Describe the objectives of preservation and conservation of library materials;*
- *Identify the strategy, tool and techniques for the conservation, preservation and archiving of the various library materials*
- *Plan and act on the steps required for conservation and preservation of various library materials.*
- *Better understanding of national and international organisation and their role in conservation, preservation and archiving.*

Unit – 1: Preservation and Conservation

- Definition, Need, Policy and planning
- History of preservation of documentary repositories. Evolution of writing materials
- Types of library materials- paper documents, physical elements of book, Non-book materials,
- digital object
- Enemies of Library materials: physical agents, chemical agents and biological agents.

Unit – 2: Management of Preservation programme

- Organization and Planning of preservation Programmes
- Materials, structure, manufacturing technology and development of written media Technology

- and structure of records Main components of library records.

Unit – 3: Restoration of Documents

- Cleaning, Removal of stains, fumigation, de-acidification, Lamination, encapsulation of documents
- including those of manuscripts, rare documents, paintings and maps
- Bindings of documents: Purpose, Kinds of Bindings-Publishers casing, paperbacks, reinforced
- binding
- Binding Materials- Covering materials, sewing and pasting materials, ornamentation materials;
- Management of binding work.

Unit – 4: Special Preservation Processing

- Machine Readable form – microfilming, databases, CD-ROM
- Environmental control
- Binding design, planning
- Furniture and fittings

Unit – 5: Preservation of Digital Resources

- Concept, Purpose of Digital preservation
- Planning, Steps for Digital preservation
- Process of Digital preservation
- National and International Initiatives

Recommended Books

1. Casey, J. P. (1982). Paper making. New York : Interscience Publishers
2. Corduroy, John. (1978). Book binding for beginners. London : Thomas and Hudson
3. Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library
4. Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague : IFLA
5. Gabriel, M. & Ladd, D. (1980). The microfilm revolution in libraries. Greenwich : JAI Press
6. Hans, K. J. (1958). Sign, symbol and script. London : George Allen & Unwin
7. Harvey, Poss. (1993). Preservation in libraries: a reader. London : R R Bowker
8. Sharma, R. G. (1979). Pandulipi sampadan kala. Delhi : Prabhat Prakashan
9. Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi

Paper: LIS - 654
Dissertation - II

(Research Project: Part - II)
Credits: 8; Marks: 140+60=200

Objectives of the Course

- *To provide the students basic knowledge of research in the field of LIS*
- *To help them chose an appropriate research problem for dissertation.*
- *To help them apply data collection, analysis and interpretation techniques.*
- *To develop familiarity with application of various statistical techniques.*
- *To guide the students with basics of research reporting.*

Learning Outcomes

After studying this course, students shall be able to:

- *Understand practical application of research methods in the field if LIS*
- *Know the use of data collection, analysis and interpretation techniques.*
- *Carry out a useful research study and submit its report.*

Unit – 1: Methodology and Data Analysis

- Identifying suitable method for data collection (questionnaire, interview schedule, observation, etc.)
- Questionnaire Design: Selection of Questions, Selection of Scales, Pre Testing & Pilot Study
- Selecting suitable method for data analysis and required tool for analysis (statistical measures,
- SPSS, Excel)
- Data collection and validation
- Conducting data analysis

Unit – 2: Finings, Suggestion and Conclusion

- Data interpretation
- Identifying major findings
- Suggestions in relation to research problems/ objectives of study
- Conclusion write-up

Unit – 3: Report Writing

- Introduction to dissertation layout
- Organising data and content as per layout

- Citations and references (use of online reference management system like (Zotero, Mendeley etc.)
- Plagiarism checking (using URKUND, TURNITIN and Grammarly)
- Binding and Submission

Mode of Work and Evaluation

Each student has to prepare a dissertation on a given topic under the guidance of a faculty member of the department. This work should be in standard format in computer printout with a minimum of eighty pages. Dissertation should be submitted at the time of issuing admit card of the fourth semester examination. Dissertations will be evaluated by Supervisor and One External Examiners and Marks will be allotted average of Two Examiners. There will be open viva and all internal examiners and one external examiner will evaluate jointly.

The End-