

**Course Outline for First Semester
Bachelor of Library and Information Science
(B.Lib.I.Sc.)**

For the Session 2011, 2012 & 2013

**Post Graduate Department of
Library and Information Science
University of Jammu,
Jammu**

B.Lib.I.Sc. Programme

The following courses of study are prescribed in the first and second semesters of the B.Lib.I.Sc. Programme:-

First Semester Courses

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>	<u>Percentage Change</u>
1.	400	Organization of Documents	5%
2.	401	Reference Service and Information Sources	5%
3.	402	Library, Information and Society	12%
4.	403	Library Management	12%

Second Semester Courses

S.No.	Course no.	Course Title
1.	450	Library Classification
2.	451	Library Cataloguing Practical
3.	452	Documentation work and Information Services
4.	453	Computer Applications in Libraries

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2011, 2012
& 2013**

**COURSE NO. 400
ORGANISATION OF DOCUMENTS**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Library Classification: Meaning, Need and Purpose
- 1.2** Special Features of Document Classification
- 1.3** Standard Schemes of Classification: An overview
- 1.4** Structure and Features of CC, DDC, UDC & Bibliographic Classification

Unit III

- 3.1** Library Catalogue: Definition, Purpose, Functions
- 3.2** Library Catalogue Codes: ALA, AACR and CCC
- 3.3** Types of Catalogue; Entries Structure and Functions
- 3.4** Physical Forms of Catalogue

Unit II

- 2.1** Species of Library Classification
- 2.2** Steps for Practical Classification: Postulational Approach
- 2.3** Notation: Meaning, Types, Qualities and Functions
- 2.4** Call Number: Concept and Tools

Unit IV

- 4.1** Canons of Cataloguing: an overview
- 4.2** Subject Cataloguing: LCSH and Rule of Thesauri, Chain Procedure
- 4.3** Union Catalogue: Definition, Need, Purpose and Functions
- 4.4** An overview of MARC Project

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Recommended Readings

<u>Author</u>	<u>Title</u>
S.R. Ranganathan	Colon classification, 6 th Ed. Reprint
SR .Ranganathan	Elements of Library Classification, 3 rd Ed. 1967
S.R. Ranganathan	Prolegomena to Library Classification, 3 rd , Ed. 1967
Krishan Kumar	Theory of Classification, 4 th Ed. 1988
Girja Kumr and Krishan Kumar	Theory of Cataloguing
C.G. Vishwanarthan	Cataloguing Theory and Practice, 6 th Rev. Ed.
Rita Marcella Arthur Maltby	The Future of Classification, 2000
A.C. Foskett	Subject Approach to Information, 5 th Ed, London, LA
Blackwell, U.G. and Eric Hunter	Cataloguing, 2 nd Ed.
EMC Hunter	Classification made simple, 2002

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2011, 2012
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**COURSE NO. 401
REFERENCE SERVICE AND INFORMATION SOURCES**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit III</u>	
1.1	Reference Service; Definition, Need and Purpose	3.1	Evaluation of Select Encyclopedias, year, books and Directories
1.2	Types of Information Sources	3.2	Evaluation of Select Statistical Sources and Reference Sources of Current Events.
1.3	Information Literacy: What, Why & How?	3.3	Evaluation of Select Trade Bibliographies and National Bibliographies
1.4	Reference-Librarian; Role, Skills and Competencies	3.4	Evaluation of Select Biographical and Geographical Sources
<u>Unit II</u>		<u>Unit IV</u>	
2.1	Ready Reference and long Range Reference Service.	4.1	Impact of Information Technologies on Reference Services.
2.2	Reference Service in Different Types of Libraries.	4.2	Criteria for Evaluation of Online Reference Sources.
2.3	Reference. Interview: An overview and steps	4.3	Evaluation of Select Internet based Reference Sources
2.4	Criteria for Evaluation of Print Reference Sources	4.4	Reference Queries pertaining to all Types of Reference Sources

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Recommended Readings

	<u>Author</u>	<u>Title</u>
▪	RUSA Reference Guidelines	[http://www.ala.org/ala/rusa/rusaprotocols/referenceguide/guidelinesinformation.htm]
▪	William A Katz	Introduction to Reference Work. Vol. 1 and 2. 6 Ed. 1997. McGraw-Hill International, New York
▪	F N Cheney and W J Williams	Fundamental Reference Sources. Ed 3, 2000, ALA, Chicago
▪	DJ Foskett	Information service in libraries. Ed. 2. 1967. Archon book Hamden, Connecticut.
▪	Krishan Kumar	Reference Service Ed. 3. 1996. Vikas, New Delhi.
▪	S.R. Ranganathan	Reference Service. Ed 2. 1989, Ranganthan Endowment for Library Science, Bangalore.
▪	A.J. Walford	Guide to Reference Books, Ed 4. 3V. 1980. Library Association, London

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**COURSE NO. 402
LIBRARY, INFORMATION AND SOCIETY**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Concept of Library: Definition and Importance in Society
- 1.2** Types of Libraries: Features and Functions
- 1.3** NKC and Libraries and Information Centres.
- 1.4** Introduction to Knowledge Society

Unit II

- 2.1** Librarianship as a Profession and its ethics.
- 2.2** Professional Ethical Codes of ALA, ILA.
- 2.3** Five laws of Library Science
- 2.4** Implications of five laws of library science on Library and Information Activities

Unit III

- 3.1** Historical Development of Libraries with special reference to India
- 3.2** Library Legislation: Need and Importance
- 3.3** Library Legislation in India including essential features of various Library Acts
- 3.4** Copyright Act

Unit IV

- 4.1** Library extension activities: Need, Importance and methods.
- 4.2** Resource Sharing, Concept and Methods, Networking and Consortia approach.
- 4.3** Role of Professional Associations in the field of Library and Information Science in India
- 4.4** Role of International Organizations: IFLA and UNESCO in the development of library and information sector

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ SR Ranganathan	Five Laws of Library Science, 1988
▪ KA Issac	Libraries and Librarianship: a basic introduction, 1987
▪ Krishan Kumar	Library Organization 1987
▪ CA Augustine and G Devarajan	Public Library System in India, 1990
▪ V Venkatappaiah	Indian Library Legislation, 2v, 1990
▪ V Venkatappaiah	Modern Library Legislation, 1994
▪ Gardner, Frank M	Public Library Legislation: a comparative Study, Paris, UNESCO 1971
▪ Colin, Harrison and Rosemy, Beenham,	The Basic of Librarianship, London, Clive Bingely, 1987
▪ India Ministry of Education Delhi	A Report of the Advisory Committee for Libraries, Manager of Publication, 1959
▪ G. Jefferson	Libraries and Society. London, James Clarks and Co, 1969

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2011, 2012
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**COURSE NO. 403
LIBRARY MANAGEMENT**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

1.1 General Principles and Theories of Management

1.2 Management: Schools of Thought

1.3 Management of Change, Conflict Management

1.4 Public Relations Management

Unit III

3.1 Collection Development; Selection and Acquisition of Print and Non-Print Material

3.2 Circulation Section; Functions, Charging Systems

3.3 Serial Control System: Functions and Methods

3.4 Stock Verification and Stock Rectification

Unit II

2.1 Human Resource Management with special reference to Library and Information Centres

2.2 Professional Measurement and Evaluation Techniques for libraries & Information centres.

2.3 Monitoring and control techniques.

2.4 Financial Management in libraries Resource Mobilization; Budget and Budgeting Techniques

Unit IV

4.1 Library Rules and Regulations

4.2 Library Statistics and Annual Report

4.3 Care and Preservation of Documents

4.4 Library Building, Space Management, Equipment.

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Recommended Readings

	<u>Author</u>	<u>Title</u>
▪	Krishan Kumar	Library Administration and management, 1993, Vikas, New Delhi
▪	Ann Lawes, Ed	Management Skills for the Information Manger, 1993. Ashgate Pub. U.K.
▪	S.R. Ranganathan	Library Administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
▪	H.D. Sharma	Library Building and Furniture: A handbook for librarians. 1996. Indian Bibliographic Centre, Varanasi.
▪	James Thompson	Introduction to University Library Administration. Ed. 3. 1979. Clive Bingley, London
▪	R.L. Mittal	Library Administration Theory and Practice. 1987. – New Delhi
▪	Karen Kreizman	Establishing and Information Centre: A practical guide 1999. Bowker- Saur, London.

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)
2nd semester for the examination to be held in the Year 2012, 2013
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**COURSE NO. 450
LIBRARY CLASSIFICATION
(Practical)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>	DDC	<u>Unit III</u>	CC
1.1	Introduction and Structure of Dewey Decimal Classification (DDC)	3.1	Introduction and Structure of Colon Classification (CC)
1.2	Ascertaining of subjects of documents and assigning numbers to it; Classification of simple subjects	3.2	Classification of simple subjects
1.3	Definitions, Notes and Instructions	3.3	Classification of documents; Use of Space Isolates
1.4	Use of Relative Index	3.4	Classification of documents; Use of Time Isolates
<u>Unit II</u>	DDC	<u>Unit IV</u>	CC
2.1	Classification of documents; Use of Table 1 & 2	4.1	Classification of documents; Use of Common Isolates
2.2	Classification of documents; Use of Table 3	4.2	Classification of documents; Use of Devices
2.3	Classification of documents; Use of Table 4&6	4.3	Classification of documents; Use of Phase Relations
2.4	Classification of documents; Use of Table 5&7	4.4	Classification of documents; Involving Complex Subjects

Recommended Readings

<u>Author</u>		<u>Title</u>
▪	Melvil Dewey	Dewey Decimal Classification and Relative Index. 19 th Ed. 3V. Edited under the direction of Benjamin a Custer Albany Forest Press, 1979
▪	SR Ranganathan	Colon Classification, 6 th Ed. Bangalore, Sarada Ranganathan Endowment, 1960. Reprint 2000

NOTE FOR PAPER SETTING: *The paper will have three sections including total twenty four titles (eight in each section). The candidate will be required to classify twelve titles, four each of Dewey Decimal Classification (19th Edition) and Colon Classification (6th Edition) and by both the schemes (the internal choice will be hundred percent).*

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**COURSE NO. 451
LIBRARY CATALOGUING
(Practical)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20

Unit I

- 1.1** Introduction to AACR-2
- 1.2** Documents with Single Authorship
- 1.3** Documents with Multiple Authorship
- 1.4** Documents with Pseudonyms

Unit III

- 3.1** Introduction to CCC-5th Edition
- 3.2** Documents with single Authorship
- 3.3** Documents with Multiple Authorship
- 3.4** Documents with Pseudonyms

Unit II

- 2.1** Corporate Authorship
- 2.2** Series with Multiple Volume Works
- 2.3** Composite Books
- 2.4** Serial Publications

Unit IV

- 4.1** Corporate Authorship
- 4.2** Series with Multiple Volume Works
- 4.3** Composite Books
- 4.4** Serial Publications

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ American Library Association	Anglo- American Cataloguing Rules, 2 nd Ed., 1988
▪ SR Ranganathan	Classified Catalogue Code with additional rules for Dictionary Catalogue Code, 5 th Ed. 1964
▪ SR Ranganathan	Cataloguing Practice, 2 nd Ed, Reprint, 1989
▪ Joseph Miller and Susan Mccarthy	Sears List of Subject Headings, 20 th Ed., New York, H.W. Wilson
▪ Krishan Kumar	An Introduction to AACR-2 New Delhi, Vikas, 4 th rev. Ed., 2001
▪ Krishan Kumar	An Introduction to Cataloguing Practice, New Delhi, Vikas, 1985
▪ Anil K. Dhiman & Yashoda Rani	Learn Library Cataloguing, New Delhi, Vikas, 2005

NOTE FOR PAPER SETTING: Candidates shall be given eight titles out of which they will be required to catalogue fully four titles selecting at least one title from each unit (internal choice being hundred percent).

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc)
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COURSE NO. 452

DOCUMENTATION WORK AND INFORMATION SERVICES

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exams:	80
		Session Assessment:	20
<u>Unit I</u>		<u>Unit III</u>	
1.1	Objectives and Facets of Documentation	3.1	Abstract and Abstracting: Need, Importance; Types
1.2	Document List, Bibliography and Library Catalogue	3.2	Dissemination of Knowledge and Information: Types. Current Awareness Service (CAS): Methods and Techniques
1.3	Role of Documentaion Centres in India- DESIDOC, NISCAIR	3.3	Selective Dissemination of Information (SDI): Methods and Techniques
1.4	Role of Information Services in Planning, Management, Research and Development Activities, Socio-economic Development and Technology Transfer	3.4	Trends in CAS, SDI: Alert Services in a Networked Environment
<u>Unit II</u>		<u>Unit IV</u>	
2.1	Indexing System: Need and Importance	4.1	Reprography: Photographic Methods
2.2	Pre-Coordinate Indexing – Chain Indexing, POPSI, PRECIS: an overview	4.2	Reprography: Micrographic Methods
2.3	Post-Coordinate Indexing- Uniterm, Optical Coincidence System,	4.3	Documents Delivery Service-Recent Trends, Characteristics and Problems. Translation Services-Need, Types, Pools, Tools and Problems
2.4	Automatic Indexing	4.4	National and International Information Systems- INIS, AGRIS, MEDLARS, INSPEC:- Their Activities and Services

Recommended Readings

<u>Author</u>	<u>Title</u>
▪ BC Vickery and A Vickery	Information Science in the Theory and Practice, 1987
▪ SR Ranganathan	Documentation and its facets, 1963
▪ B Guha	Documentation and Information, Services, Techniques and Systems, 1983
▪ PS Kawatra	Fundamentals of Documentation with Special Reference to India, 1980
▪ RG Prasher	Index and Indexing Systems, 1990
▪ Myees, J	Information and Library Services, Policies and Perspectives, 1990
▪ JK Khanna	Advances in Librarianship
▪ TN Rajan	Indexing Systems: Concepts Methods and Techniques. 1981, IASLIC, Calcutta
▪ Pauline Atherton	Handbook for Information Systems and Services, 1997, UNESCO, Paris
▪ Richard E Bopp and Linda G Smith	Reference and Information Services: An Introduction. Revised Ed. 1995, USA
▪ Arlene G Taylor	Introduction to Cataloguing and Classification, 10 th Ed. New Delhi, Atlantic Publishers, 2007
▪ R.S. Aswal	Information Networks in India, New Delhi, ESS Ess, 2003

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc)
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**COURSE NO. 453
COMPUTER APPLICATIONS IN LIBRARIES**

Credits:	4	Maximum Marks:	100
Duration of Theory Exam:	2 Hours	Semester Exams:	60
Duration of Practical Exam:	1 Hour	Practical Exam:	20
		Internal Assessment:	20

Unit I

- 1.1** Fundamentals of Computer, Storage Device, Input/Output Devices, computer Memory
- 1.2** Computer Architecture, Computer Generations and Classification
- 1.3** Introduction to System Software and Application Software
- 1.4** Database Management System: Basic Functions and Potential Uses. Database: Concept and Components. Database Structures, File Organisation and Physical Design

Unit III

- 3.1** Selection and Evaluation of Library Automation Software Packages
- 3.2** Introduction and Features of WINISIS, LIBSYS, SOUL and KOHA
- 3.3** Basic of Computer and Communication Technology: Network Topologies, LAN, WAN, MAN, Intranet, Extranet, Internet, OSI Reference Model
- 3.4** Networks: General-ERNET, JANET, BLAISE, NICNET, INFONET. Library and Information Networks- INFLIBNET, DELNET

Unit II

- 2.1** Introduction to Operating Systems: DOS, Windows, UNIX and LINUX
- 2.2** Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and online databases
- 2.3** Introduction to MS Office Package: Word, Power point, Excel and Access
- 2.4** Library Automation: Definition, Need, Purpose, Housekeeping Operations, Planning and Implementation

Unit IV

- (Practical)**
- 4.1** Operating Systems: Windows, LINUX
- 4.2** MS Office Package
- 4.3** WINISIS, SOUL and Koha
- 4.4** Basics of Internet, Search engines and Meta Search Engines, Internet Search Techniques

Recommended Readings

▪ Information Networks In India/R.S Aswal. New Delhi: Ess Ess, 2003
▪ Fundamentals of Computers/ V Rajaraman. – 3 rd ed. – New Delhi: Prentice-Hall of India 1997.
▪ Computer Networks/ Andrew S. Tanenbaum. – 3 rd ed. – New Delhi: Prentice-Hall of India, 1997.
▪ Library Networks: An Indian Experience/ H.K. Kaul. – New Delhi: Virgo Publications, 1992.
▪ Relational Databases: Concepts, Selection and Implementation/ Page, A.J. – New Delhi: Galgotia, 1994.
▪ Internet and Web Design/ Rajiv Beri-New Delhi, Macmillan India, 2003
▪ Library Information Technology in Modern Era: Libraries and Librarians in new millennium / H.S Chopra. New Delhi, Commonwealth. 1999
▪ Information Technology and Libraries/ Amjad Ali, New Delhi, Ess Ess, 2004
▪ Fundamentals of Information Technology/ Deepak Bharihoke. New Delhi, Excel, 2000
▪ Library Automation/ IK Ravichandra Roa New Delhi, Wiley Eastern Unlimited, 1992
▪ Fundamentals of Information Technology/ S.K Bansal New Delhi, APH Publishing 2002.
▪ Fundamentals of Computers/ V. Rajaraman. New Delhi, Prentice Hall, 2002
▪ The Internet No Experience Required/ Christen Crrumlish- New Delhi, BPB, 2002

**Course Outline for Second Semester
Master of Library and Information Science
(M.Lib.I.Sc)**

For the Session 2012, 2013 & 2014

**Post Graduate Department of
Library and Information Science
University of Jammu,
Jammu**

M.LISc. Programme

The following courses of study are prescribed in the first and second semesters of the M.Lib.I.Sc. Programme:-

First Semester Courses

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>
1.	500	Knowledge Organization, Information Processing and Retrieval
2.	501	Research Methodology and Statistical Techniques
3.	502	Information Analysis, repackaging and Consolidation
4.	503	Information Technology Applications in Libraries

Second Semester Courses

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>
1.	550	550 (A) Advanced Classification (Practice) 550 (B) Advanced Cataloguing (Practice)
2.	551	Information Technology Applications to Libraries (Practice)
3.	552	552 (A) Social Science Information System OR 552 (B) Business Information Systems OR 552 (C) Agriculture Information Systems OR 552 (D) Health Science Information System
4.	553	553 (A) Academic Library System OR 553 (B) Research and Technical Library System OR 553 (C) Public Library System OR 553 (D) Dissertation

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 500
KNOWLEDGE ORGANIZATION, INFORMATION PROCESSING AND
RETRIEVAL**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit II</u>	
1.1	Structure and attributes of universe of knowledge	2.1	History and development of classification schemes since 19 th century
1.2	Universe of subjects as mapped in different schemes of classification	2.2	Normative Principles of Classification
1.3	Modes of formation of subjects	2.3	Trends in Library Classification
1.4	Growth of knowledge and its impact on knowledge organization	2.4	Comparative study of standards schemes of classification: CC & UDC
<u>Unit II</u>		<u>Unit IV</u>	
3.1	Comparative study of standard codes of cataloguing: Classified Catalogue Code (CCC) & Anglo American Cataloguing Rules-2 (AACR-2)	4.1	International Bibliographic Standards: Concept and Trends
3.2	Recent trends in cataloguing and subject indexing	4.2	International Standard Bibliographic Description (ISBD) & Anglo American Cataloguing rules (AACR)
3.3	Role of Thesaurus in an information retrieval system	4.3	OCLC World cat
3.4	Online Public Access Catalogue (OPAC): Use, features and examples	4.4	Cataloguing of Indian Names

Recommended Readings

<u>Author</u>	<u>Title</u>
DA Kemp	Nature of knowledge: An Introduction for Librarian London, Clive Bingley, 1976
F Machlup	Production and distribution of knowledge in the U.S. New Jersey, Princeton, 1962
SR Ranganathan	Prolegomena to Library Classification 2 nd Ed, 1967
Girija Kumar and Krishan Kumar	Theory of Cataloguing
Margaret Slater	Research methods in Library and information Studies, London, Library Association, 1990
KJ McGarry	The Changing context of information, 1981
J Feather	The information Society: an experiment of its nature, volume and usage, East Girinstead, Bowker-Saur, 1999-292p
C W Choo	The knowledge organization : How organizations use information to construct meaning, create knowledge and make decisions, New York, Oxford University Press, 1998, 296p
AL Parter & WH Read	The information revolution: current and future consequences, London, Ablex Publishing, 1998, 296p
J Meadow	Understanding information, K.G. Saur, Munchen, 2001
Sharma, Pandey S.K.	Universe of Knowledge and Research Methodology
Eric Hunter	Classification made simple
Rita Marcella and Arthur Maltby	Future of Classification, 2000
Krishan Kumar	Theory of Classification 4 th Ed, 1988
Foskett, AC	Subject Approach to Information, 5 th Ed, 1996, Bingley

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& 2014**

**COURSE NO. 501
RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>	<u>Unit II</u>
1.1 Research: Meaning Need and Importance	2.1 Scientific Methods of Research; Ranganathan's Spiral of Scientific Method
1.2 Types of Research: fundamental, Applied, Action	2.2 Research Methods: Historical, descriptive, Case Study, Exploratory
1.3 Identification, Formulation of Problems, Hypothesis	2.3 Research Techniques and Tools: Questionnaire, Interview, Observation Methods
1.4 Types of Research Design	2.4 Sampling Techniques: Procedure, Types
<u>Unit II</u>	<u>Unit IV</u>
3.1 Descriptive Statistics: Measures of Central Tendency (Mean, Mode, Median)	4.1 Time Series Analysis
3.2 Measures of Dispersion: Variance and Standard Deviation	4.2 Chi-Square Test
3.3 Hypothesis: Definition, Need and Purpose	4.3 Use of Bibliometric Techniques in Research: Citation Analysis, Content Analysis
3.4 Regression Analysis	4.4 Report Writing: guidelines, Style Manuals

Recommended Readings

<u>Author</u>	<u>Title</u>
Goode (William J) and Hatt (Paul K.)	Methods in Social Research. 1952. McGraw-Hill, New York.
Frankfort Chava) and Nachmias (David)	Research methods in social Sciences. Ed 6 1999. Worth Publisher, New York.
Babbie (earl)	Practiceof social research. 2003. Wadsworth Publishing, Belmont, California.
Ghosh (B N)_	Scientific methods and social research. 1982. Sterling, New Delhi
Krishan Kumar	Research methods in library and information science. Rev Ed. 1999. Har-Anand Publication, New Delhi.
Krishnaswami (OR)	Methodology of research in social sciences, 1993. Himalaya, Bombay
Kothari (CR)	Research Methodology: Methods and Techniques. 2 Ed. 1990/ Wishwa, New Delhi.
Gupta (SP)	Statistical Methods. 31 Rev. Ed. 2004. Sultan Chand and Sons. New Delhi
Saravanavel (P)	Research Methodology, 6 Ed. 1999. Kitab Mahal, New Delhi

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

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1st Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 502
INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit II</u>	
1.1	Libraries and Publishers	2.1	Content Analysis
1.2	Information Centres	2.2	Information Packaging and RE-packaging
1.3	Information Analysis Centres	2.3	Abstracting : Types and Guidelines in preparing abstracts
1.4	Referral Centres	2.4	Information Analysis and Consolidation activities
<u>Unit III</u>		<u>Unit IV</u>	
3.1	Information products: Types	4.1	Marketing strategies for Information and Services
3.2	Information Products: characteristics	4.2	Pricing Models for Information Products and Services
3.3	Role of various specialists in design and development of information products	4.3	Marketing approach for Library and Information Services
3.4	Role of Institutions and Information Centres in Information Analysis and consolidation	4.4	Marketing of Information Products and Services

Recommended Readings

<u>Author</u>	<u>Title</u>
Atherton, Pauline	Handbook for information systems and services. USESCO, Paris, 1997
Saracevic, T and Wood, JS	Consolidation of Information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, UNESCO, Paris, 1981
	Modes of Presentation of Information in Information consolidation Products, Library Science with a slant to Documentation, 22, 1985, Paper E
Eileen Elliott de Saez	Marketing concepts for libraries and Information Services, 2 nd Ed, 2001, 192p
Helen Coote and Bridget Batchelor	How to market your library services effectively, London, ASLIB 2 nd Ed, 1998, 60p
S Seetarama	Information consolidation and repackaging, 2000
Blaise, Cronin, Ed	Marketing of Library and Information Services, 1992
S Seetarama	Library and Information Centres as Profit making Institution, 2000

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)
1st Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 503
INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARIES**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2 ½Hours	Semester Exams:	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit II</u>	
1.1	Overviews of Advances in various aspects of computers	2.1	The Internet origin and stages of development
1.2	Overview of Advances in Information communication technologies (ICTs)	2.2	Internet, Intranet and Extranets: What and Why?
1.3	Impact of development in information technologies on libraries and Information centres	2.3	Growth of the Internet resources, criteria for evaluation of Internet resources
1.4	Changing Role of Library and information professionals in the information technology era	2.4	Web-browsers (Netscape Navigator and Internet Explorer), Information discovery tools (search engines, gateways, portals): Features and Examples
<u>Unit III</u>		<u>Unit IV</u>	
3.1	Digital Libraries: Genesis, definition, objectives, challenges and opportunities	4.1	Virtual libraries: Concept and Development
3.2	Overview of major digitization projects in India	4.2	Data-warehousing, Data mining and Semantic web: Basic concepts
3.3	Hypermedia organization and searching	4.3	Basics of Artificial Intelligence (AI)
3.4	Application of classification schemes to web indexing and searching	4.4	Expert System with reference to library and information centres

Recommended Readings

<u>Author</u>	<u>Title</u>
J Rowley	The electronic library London, Library Association, Publishing, 1998, 224p
JK Starnes	The complete internet source for information professionals: resource guide, Washington, D.C. SLA, 1997, 205p
D Kovacs and M Kovacs	The cybrarian's guide to developing successful Internet programs and services, New York, Neal-Schuman, 1997, 150p
A Poulter, G Tseng and G Sargnet	The library and information professional guide to the world wide web, London, Library Association Publishing
D Raitt	Libraries for the New Millennium: Implications for managers, London Library Association Publishing, 1998, 288p
SUN Microsystems	Digital Library toolkit, 2 nd ed. 2000
A Cooke	A guide to finding quality information on the Internet: Selection and evaluation strategies, London, Library Association Publishing, 1999, 169p
P Bradley	Going online, C.D.ROM and the Internet-10 th ED, London ASLIB, 1997, 182p
DJ Brown	Electronic publishing and libraries: Planning for the impact and growth to 2003, Grinstead, Bowker-Saur, 1997
Marving Zelkowitz (Ed.)	Advances in Computers. Vol 56, Academic Press
PK Mhapatra and B Chakrabarti	Book byte and beyond: Library without walls, ESS Pub, New Delhi, 2000
Krishan Gopal	Digital Libraries in Electronic Information Era

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)
IInd Semester for the examination to be held in the year 2012,
2013 & 2014

COURSE NO. 550 (A)
ADVANCED CLASSIFICATION AND CATALOGUING PRACTICE
Advanced Classification (Practice)

Credits:	2	Maximum Marks:	50
Duration of Exam:	2 Hours	Semester Exams:	40
		Session Assessment:	10

Unit I

Unit II

1.1	UDC: Introduction, Structure and Notation	2.1	Classification of Documents: Use of tables of auxiliaries a, b, c, d, e
1.2	Notes and Instruction in UDC	2.2	Classification of Documents : Use of tables of auxiliaries f, g, h, i
1.3	Classification of simple subjects	2.3	Use of special auxiliary subdivisions
1.4	Use of auxiliaries and compound numbers	2.4	Classification of documents involving complex subjects

Recommended Readings

Universal Decimal Classification (abridged 3rd Rev. English Ed.) London, BSI, 1961

NOTE FOR PAPER SETTING: Classification by UDC (abridged 3rd Rev. English Ed., 1961) adequate number of titles from all disciplines is required to be set. The paper will contain twenty titles. The candidates will be required to classify ten titles (Internal choice being hundred percent)

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 550 (B)
ADVANCED CLASSIFICATION AND CATALOGUING PRACTICE
Advanced Cataloguing (Practice)**

Credits:	2	Maximum Marks:	50
Duration of Exam:	2 Hours	Semester Exams:	40
		Session Assessment:	10

Catalogue According to Anglo American Cataloguing Rules 2 (AACR 2)

<u>Unit I</u>	Non-Book Material	<u>Unit II</u>	Electronic Resources
1.1	Complexities of Periodicals	2.1	Sound Recordings
1.2	Microforms	2.2	Motion Pictures
1.3	Graphic Material	2.3	Video Recording
1.4	Cartographic Material	2.4	Computer files

Recommended Readings

Author	Title
Michael Girwan and Paul W Winkler	Anglo-American Cataloguing Rules 2 nd ed., London, L.A., 1978
Joseph Miller and Susan Mccarthy	Sear's List of Subject Headings, 20 th ed., New York, Wilson
Krishan Kumar	An Introduction to AACR-2 New Delhi, Vikas, 4 th rev. Ed., 2001
Krishan Kumar	An Introduction to Cataloguing Practice, New Delhi, Vikas, 1985
Anil Kumar Dhiman	Cataloguing of Non-Book Materials, New Delhi, Ess Ess, 2004

NOTE FOR PAPER SETTING: Paper will contain six titles, Candidates will be required to catalogue fully three titles in all. Out of which at least one title is from each unit (Internal choice being hundred percent). There will be separate paper for both courses- Course No 550(A) and Course No 550(B) of two hours duration each.

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 551
Information Technology Application to Libraries (Practical)**

Credits:	4	Maximum Marks:	100
Duration of Practical Exam:	2½ Hours	Practical Exam:	80
		Internal Assessment:	20

Unit I

1.1 Advanced Feature in DBMS with Special Reference to ISIS Family

1.2 Installation and Use of New-GenLib Software Package

1.3 Designing of Digital Library using Greenstone (GSDL)

1.4 Introduction to Institutional Repositories with special reference to GNU E-Prints

Unit II

2.1 Web designing using HTML Code

2.2 Web designing using HTML Editors

2.3 Hyperlinks and Multimedia Features in Web Designing

2.4 Creation of Website and Publishing on Free Web Hosting Servers

Unit III

3.1 Use of Search Engines: General, Special, Meta and Deep Web

3.2 Online Reference Source and Services

3.3 Online Database searching through different Browsers

3.4 Data Mining through Subject Directories, Gateways and Portals

Unit IV

4.1 Evaluation of Internet Resources

4.2 Use of Email, Chat Engines, Discussion forums

4.3 Introduction to emerging Web Services: Blogs, RSS, Wiki etc.

4.4 Creation of Blogs

Recommended Readings

	Author	Title
•	Bharihoke, Deepak	Fundamentals of Information Technology, New Delhi, Excel, 2000
•	Rajiv Beri	Internet and Web Design, New Delhi, Macmillan India, 2003
•	Pradeep K. Sinha & Priti Sinha	Computer Fundamentals: concepts, Systems & Applications, New Delhi, BPB, 2003
•	Greg Robertson	Hands on HTML Example Book. BPB, New Delhi
•	Esward Farra Q Norman E. Smith	The HTML Example Book. BPB, New Delhi
•	V. Rajaraman	Fundamental of Computers, Prentice Hall, New Delhi, 2002

NOTE FOR PAPER SETTING: *The practical examination will be conducted jointly by the external examiner invited for the purpose and the internal examiner.*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 552(A)
SOCIAL SCIENCE INFORMATION SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

<u>Unit I</u>		<u>Unit III</u>	
1.1	Definition scope and research trends in Economics	3.1	Primary Sources of information in Social Sciences and their Evaluation
1.2	Definition, Scope and trends in History	3.2	Secondary Sources of Information in Social Sciences and their evaluation
1.3	Definition, Scope and research trends in Political Science	3.3	Electronic Information Resources and services in Social Sciences
1.4	Definition, Scope and Research trends in sociology	3.4	Web resources: Networked and Distributed Databases, Consortia, Subject Gateways, Portals etc.
<u>Unit II</u>		<u>Unit IV</u>	
2.1	Social Science Information Systems: Basics and Components	4.1	Activities and Services of NASSDOC
2.2	Information Needs of Users, Information Seeking Behavior	4.2	Activities and Services of APINESS
2.3	User Studies: Importance, Objectives and types; Planning User Survey, Methods of User Survey	4.3	Activities and Services of DEVINSA
2.4	Design and Development of Information System	4.4	Contributions made by the Prominent Social Scientist in the field of History, Political science, Economics and Sociology

Recommended Readings

<u>Author</u>	<u>Title</u>
Webb, William H, Ed.	Source of Information in Social Sciences
Phil Bradley	Going on-line, CD-ROM and the Internet, London, ASLIB, 10 th Ed., 1997, 182 p
GG Choudhury and Sudatta Choudhury	Searching CD-ROM and on-line Information sources, 2001
B.M. Gupta and V.K. Jain	Handbook of Libraries, Archives and Information Centres in India.
Alan Day and Michael Walsh	Walford's guide to Reference Material: social and Historical Sciences, Philosophy and Religion, V2. London, Library Association 8 th Ed., 2000, 808p
Herron, Nancy, Ed.	Social Sciences: a Cross disciplinary guide to selected sources, 1996, Libraries Unlimited
Hunt, Elgini F and Colander, David L	Social Sciences: A introduction to the study of society. 9 th Ed Allyn, 1995
Li Tze Chung	Social Science Reference Sources: A practical Guide, Revised and Enlarged Edition 2, 1990, Greenwood
Vyas, S D	Social Science Information In India: Efforts toward bibliographic control. Concept. New Delhi., 1992

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 552(B)
BUSINESS INFORMATION SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

<u>Unit I</u>	<u>Unit III</u>
<p>1.1 Business Information : Characteristics, need and importance</p>	<p>3.1 Overview of Business Information Networks</p>
<p>1.2 Components of Business Information systems: Resources Centres, Consultants, Suppliers, Financial organizations, Industrial promoters</p>	<p>3.2 Overview of Business Information Databases</p>
<p>1.3 Users of Business Information</p>	<p>3.3 Management of Decision Support System</p>
<p>1.4 Role and competencies of Business Information Professional</p>	<p>3.4 Decision Support System</p>
<u>Unit II</u>	<u>Unit IV</u>
<p>2.1 Primary sources of Business Information; Research Report, Patents, Standards, Trade Literature</p>	<p>4.1 Business Information and Documentation Centers; SENDOC</p>
<p>2.2 Secondary and Tertiary sources of Business Information; Directories, Digests</p>	<p>4.2 Information activities of EIFT, UNIDO, UNCTAD, FICCI</p>
<p>2.3 Information Repackaging Service</p>	<p>4.3 Internet and Business Communication</p>
<p>2.4 CAS, SDI and Technical Inquiry Service</p>	<p>4.4 Intranets</p>

Recommended Readings

<u>Author</u>	<u>Title</u>
P K Mahapatra and B Chakrabarti	Knowledge Management in Libraries
S Seetharama	Libraries and Information Centres as Profit Making Institutions
B Warboys and Others	Business Information Systems: a process approach. Maidenhead: McGraw – Hill , 1999, 404p
A Scammel	Handbook of special librarianship and information work. 7 th Ed., Aslib, London, 1997
S Norman	Copyright in industrial and commercial libraries. 4 th Ed., Library Association publication publishing, London, 1999
R Pagell and M Halperin	International Business Information: how to find it, how to use it 2 nd Ed., Phoenix, Oryx Press, Arizona, 1998
B Detlor	Leveraging the corporate library through Web user training. Library Management 20(7 & 8) 1999, p393-400. tpls. Refs
S Allcock and Others	Business information and the Internet: use of the internet as an information resource for small and medium-sized enterprises: final report. British Library. Research and Innovation Report, (136) 1999, 184p
M E Bates	Super Searches Do Business: the online secrets of top business researchers. Nedford, cyber age books, New Jersey, 1999
P Pedley	Free Business Industry Information on the Web. London. Aslib, 2001
M Lowe	Business Information at Work, London, Aslib 1999, 327p
P Bradly	The Business and Economy Internet Resource handbook. London, Library Association Publishing, 2000
B Gates	Business @ the speed of thought;; using a digital nervous system. Warner Books, 2000, 496p
P Foster	Business Information basics, guide to key International sources 2001. Bowker – Saur, 2000, 230p

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 552(C)
AGRICULTURE INFORMATION SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

Unit I

- 1.1** Role of information in Agricultural Research and Development activities.
- 1.2** Organization of Agricultural Research activities in India
- 1.3** Lab to Land; role of libraries and information centres in disseminating Agricultural Information to farmers
- 1.4** Role of Agricultural Information professional in information communication

Unit II

- 2.1** Primary sources of Agricultural Information
- 2.2** Secondary and Tertiary sources of Agricultural Information
- 2.3** Information Repackaging Service
- 2.4** CAS, SDI and Technical Inquiry Service

Unit III

- 3.1** Components of Agricultural Information System
- 3.2** Overview of Agricultural Information networks
- 3.3** Overview of Agricultural Information databases
- 3.4** The Internet and the Agricultural Information communication

Unit IV

- 4.1** Information activities of FAO
- 4.2** Resources sharing activities in Agriculture information communication
- 4.3** Agricultural Research Information Centre (ARIC)
- 4.4** Barriers to Agricultural Information communication in India

Recommended Readings

<u>Author</u>	<u>Title</u>
S Seetharama	Information Consolidation and Repackaging
Chottey lal and Shoaib Ahsan	Reference Services and Sources of Information
R Raman Nair	Staffing Agricultural Information System
Keith W Russell and Maria G Pisa	Library Trends, 38(3) 327-638, Winter 1990, University of Illinois
R Subbariah	Agricultural Library users. Prevesh Colour Offset Press Delhi 1989
A Scammel	Handbook of special librarianship and information work. 7 th Ed, Aslib, London, 1997

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 552(D)
HEALTH SCIENCE INFORMATION SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

Unit I

1.1 Growth and Development of Health Science

1.2 Types of Health Science Libraries

1.3 Users of Health Science Information

1.4 Health Science Information System: Components

Unit II

2.1 National Medical Library (NML)

2.2 World Health Organization (WHO); Information Services

2.3 Indian Council of Medical Research (ICMR); Information Services

2.4 Central Drug Research Institute (CDRI), Central Food Technology Research Institute (CFTRI); Information Activities

Unit III

3.1 Primary Sources of Information in Health Science

3.2 Secondary Sources of Information in Health Science

3.3 Internet based resources in Health Science

3.4 CD-ROM based resources in Health Science

Unit IV

4.1 HELLIS

4.2 Medical Literature Analysis Retrieval System (MEDLARS)

4.3 Biological abstracts (BIOSIS), Excerpta Medica

4.4 Trends in Health Information Systems

Recommended Readings

<u>Author</u>	<u>Title</u>
R S R Varalakshmi	Information Services in Medical College Libraries
Y L Chopra and Mamta Chopra	Challenges Before Library and Information Science in New Millennium
National Library of Medicine (NLM)	PubMed (Medical Databases which is available in the official website of NLM)
D Anthony	Health on the INTERNET. Journal of Librarianship and Information Science, 331 (3) Sept 1999, 181-2p
S D James and R E Thomas	Problems in Community Healthcare Information Systems: a case study. Health Information Journal, 5(3). Sep 1999, p146-53
B Strickland – Hodge	How to Use Index Medicus, Psychological Abstracts & Excerpta Medica, 2 nd Ed., Aldershot: Gower, 1994
G Marchionini	Information seeking in Electronic Environment Cambridge University Press, New York, 1995
D Anthony	Health on the Internet Blackwell Science, Oxford, 1996
A Booth and G Walton (Eds.)	Managing Knowledge in Health Services. London, Library Association Publishing, 2000
K Kovacs and A L Carlson	How to Find Medical Information on the Internet Library Solutions Press, 2000, 128p
M S Wood	Healthcare Resources on the Internet: a guide for Librarians and healthcare consumers. New York, The Haworth press, 2000, 209p

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 553(A)
ACADEMIC LIBRARY SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

Unit I

- 1.1** History of Academic Libraries in India
- 1.2** Place of the Library in the Academic Institutions
- 1.3** Functions of University, College and School Libraries
- 1.4** Present Set-up of Academic Library System in India

Unit III

- 3.1** Resources sharing and networking
- 3.2** Academic library networks
OCLC, RLIN
- 3.3** Library Finance
- 3.4** Library Budget

Unit II

- 2.1** Library governance: authority, committee and role of librarian
- 2.2** Library Management: Administrative Organization and Management
- 2.3** Detailed study of the recommendation of various committees and commissions with regard to academic libraries in India
- 2.4** Role of the UGC in the Development of University and College Libraries in India

Unit IV

- 4.1** Library building and equipment in University Libraries
- 4.2** Library building and equipment in College and School Libraries
- 4.3** Organization of various sections in University Libraries
- 4.4** Organization of various sections in College and School Libraries

Recommended Readings

<u>Author</u>	<u>Title</u>
Charles A Schwartz	Restructuring academic Libraries: Organization development in the wake of technological change, Chicago, ACRL, 1997
Mike Heery and Steve Morgan	Practical Strategies for the modern academic library, London, ASLI, 1997
Brophy	The Academic Library, London, Library Association, 2000
M A Gelfand	University Libraries for Developing Countries, Paris, UNESCO, 1968
UGC (India)	Report of the Libray Committee (1957); university and college libraries. New Delhi, UGC, 1965
University Grant Commission (UK)	The Report of the Committee on Libraries, London, HMSO, 1967
Carl M White	Survey of University of Delhi Library, Delhi, University of Delhi, Delhi, 1966
L R Wilson and M F Tauber	The University Library, 1956
K S Deshpande	University Library System in India. New Delhi, Sterling, 1985
S N Srivastava and S C Verma	University Libraries in India New Delhi, Sterling 1980

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

OR

DISSERTATION/PROJECT (Optional)

Maximum Marks: 100

Candidates will work on Dissertation or Project on a given topic to be completed under the supervision of a teacher.

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)
IInd Semester for the examination to be held in the year 2012, 2013
& 2014**

**COURSE NO. 553(B)
RESEARCH AND TECHNICAL LIBRARY SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

Unit I

- 1.1** Types, Characteristics and Functions of Special Libraries
- 1.2** Role of Special Libraries & its relationship with Parent Organizations
- 1.3** History and Development of Research and Technical Libraries with special reference to India
- 1.4** Agencies and their Role in the development of research and technical libraries

Unit II

- 2.1** Resources sharing in Research & Technical Libraries-Need, Pre-requisites, Methods, Merits and Demerits
- 2.2** Library Consortia:- INDEST, FORSA, CSIR, IIM'S UGC-INFONET- an overview
- 2.3** Role of CAS, SDI, News paper Clipping Services, Indexing and Abstracting Services in Electronic Environment in R&T Libraries
- 2.4** Collection Development - Document Selection & Ordering Procedure Selection Tools

Unit III

- 3.1** Research and Technical Libraries Finance & Budget-Sources & Methods
- 3.2** Planning Research and Technical Library Buildings- Its Basic Prerequisites and Space Allocation for different Sections
- 3.3** Planning and Acquisition of Furniture and Equipment
- 3.4** Staff Manual, Library Survey, Statistics and Standard

Unit IV

- 4.1** Organizational Structure of R&T Libraries
- 4.2** Human Resources Management: Size, selection and recruitment
- 4.3** Responsibility and duties of staff in various sections in special libraries.
- 4.4** Competency Development in R&T Libraries

Recommended Readings

<u>Author</u>	<u>Title</u>
R M Young and S S Harmony	A how-to-do-it manual for librarian, Neal Schuman, 1999, 123p
K A Megill and H Shantz	Document Management: new technologies for information services manager
D J Brown	Electronic Publishing and libraries: Planning for the impact and growth to 2003, East Grinstead, Bowker-saur, 1997, 148p
J Bryson	Effective Library and Information Centre management Gower, 1999, 421p
T E Nisonger	Management of Serials in Libraries, Englewood, NJ, Libraries unlimited, Inc. 1998, 452p
P Belcastro	Evaluating Library Staff: a performance appraisal system, Chicago, ALA, 1998, 253p
R S Saxena	Academic and Special Libraries
H D Sharma	Library building and Furniture
Suresh C. Sinha and Anil K Dhiman	Special Libraries in Electronic Environment, New Delhi, Book Well, 2005
S S Pal	Special Library System and Information Services, New Delhi, icon, 2004
S.P Singh and Krishan Kumar	Special Libraries. Research and Technical Libraries Ess Ess, New Delhi, 2002
Manil Silva	Special Libraries, London, Grafton, 1970
Lucile J Strauss and Others	Scientific and Technical Libraries, their organization and administration, USA John Wiley, 1964
R.G. Prasher	Developing Library Collection. Medallion, New Delhi, 1993

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

OR
DISSERTATION/PROJECT (Optional)

Maximum Marks: 100

Candidates will work on Dissertation or Project on a given topic to be completed under the supervision of a teacher.

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)
IInd Semester for the examination to be held in the year 2012,
2013 & 2014**

**COURSE NO. 553(C)
PUBLIC LIBRARY SYSTEM (Optional)**

Credits:	4	Maximum Marks:	100
Duration of Exam:	2½ Hours	Semester Exam.	80
		Session Assessment:	20

Unit I

- 1.1** Concept, Nature and Characteristics of Public Libraries
- 1.2** Meaning, importance, social and educational functions of Public Libraries
- 1.3** Function of National and State Central Libraries
- 1.4** Detailed study of the pattern recommended by S R Ranganathan and advisory committee for libraries

Unit II

- 2.1** History of Public Library movement in India
- 2.2** Patterns of public library movement in the USA and the UK
- 2.3** Library legislation: History of Library legislation in India and the Great Britain
- 2.4** Critical study of Union Government. Public library Bill and the Model Act suggested by S R Ranganathan

Unit III

- 3.1** Public Library Finance: Sources and requirements
- 3.2** Library Budget
- 3.3** Library Personal
- 3.4** Staff Formula

Unit IV

- 4.1** Resource sharing and Networking
- 4.2** Library extension services
- 4.3** Planning library buildings and equipment
- 4.4** Organization of various sections in the Public Library

Recommended Readings

<u>Author</u>	<u>Title</u>
A.K. Stephen	Public Library collection development in the information age. New York, Haworth Press, 1998, 211p
V.K. Thomas	Public Libraries in India: development and finance. New Delhi, Vikas, 1977, 200p
V. Thillainayagam	S.R. Ranganathan and Madras Public Library Act, Delhi, B.R. Publishing , 1997, 182p
C.Batt	Information technology in Public Libraries, London: Library Association Publishing, 1998
V. Venkatappaiah	Indian Library Legislation, 2 V, 1990
V. Venkatappaiah	Modern Library Legislation, 1994
L.S. Ramiah	Public Library system: Services and networking, 2V, 2000
Pandey	Public Libraries in India. New Delhi, ESS, ESS, Pub. 1985

NOTE FOR PAPER SETTING: *The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).*

OR

DISSERTATION/ PROJECT (Optional)

Maximum Marks: 100

Candidates will work on Dissertation or Project on a given topic to be completed under the supervision of a teacher.