



**MOTHER TERESA WOMEN'S UNIVERSITY  
KODAIKANAL -624 102**



**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

Master of Library and Information Science (M.Lib.I.Sc)

Regulations and Syllabus

Syllabus effective from 2018-19 onwards

# **Mother Teresa Women's University**

**Department of Library and Information Science**



## **M.Lib.I.Sc**

### **Master of Library and Information Science (Two Years)**

(with effect from the academic year  
2018-2019 onwards)

# **MOTHER TERESA WOMEN'S UNIVERSITY**

## **M.Lib.I.SC (Master of Library and Information Science: Two years Programme)**

### **Objectives:-**

1. To impart professional skills to meet the changing requirements of the industry
2. To offer higher academic and research programmes in LIS.
3. To ensure 100 percent employability for all our products.
4. To provide training to the LIS professionals on emerging technologies

### **Vision**

To impart quality education in Library and Information Science on par with International standards.

### **Mission**

To develop potential human resources in LIS, to adopt international teaching and learning practices and to make visibility of the library School across the globe.

## **M.Lib.I.Sc. (Master of Library and Information Science)**

### **Programme Outcomes** Awarding Professional Post Graduate Degree in Library and Information Science

1. Making the learners to acquire professional skills, Caliber, Maturity in order to enter the government/NGO organizations as entry level academicians or faculty.
2. Developing capabilities of the learners to venture as entrepreneur
3. Getting the learners acquainted with basic knowledge on higher academic and research tools and techniques
4. Enabling the learners to develop good personality, communication skills and leadership qualities in order to perform better in a competitive environment globally.
5. Motivating the learners to carry out innovative research in LIS field and make them life-long learners.
6. Making the learners to gain social credibility
7. Making the learners responsible to make the citizens well informed through which any common man can take better decisions

### **Programme Specific Outcomes**

Eligible to become a researcher and to avail the national and international research fellowship in the field of Library and Information Science, information technology, knowledge management and higher education

1. Attain the skills and knowledge on competitive exams, national and state level eligibility tests and other equivalent competitive examinations in the field of Library and Information Science.
2. Capability of getting employment as Librarian, Information Officer, Knowledge Manager, Digital Archivist, Trainer on ICT, Information Managers, and many more positions in Government, Inter Government, Private and Corporate Administration.
3. Placement of middle level technical positions in public, national, district libraries, research and the institutions of national importance at state and central level.

4. Eligible to become programmer, information systems manager, information analyst at various organizations by acquiring technology based courses such as PGDLKM.
5. Attain the capabilities to design and implement academic, research and generic information systems for any type of organization to adopt web and mobile enabled technologies
6. Attain the complete professional skills and abilities for organizing information systems and services.
7. Prepare to impart training and induction to the stakeholders in order to make use of the knowledge resources optimally.

**Eligibility for Admission:**

A Candidate who has passed ANY degree examination (10+2+3 pattern) of this University or an examination of any other Universities/Institutions approved and accepted by the Syndicate of this University as equivalent thereto.

**Duration of Course:**

The Students will undergo the prescribed course of study for a period of 2 Academic years (4 Semesters).

**Scheme of Examination:**

Internal	- 25
(Test Seminar/ Activity Assignment)	
External	- 75



**MOTHER TERESA WOMEN'S UNIVERSITY – KODAIKANAL**

**Department of Library & Information Science  
Kodaikanal**

**Courses of Study and the Scheme of Examinations**

**M.Lib.I.Sc :2 Years (4 Semesters) Programme**

**Choice Based Credit System**

**( Applicable to Candidated admitted from the Academic Year 2018 onwards)**

**I Semester**

<b>SUB CODE</b>	<b>Theory/ Practical</b>	<b>Title of the Paper</b>	<b>Credit Points</b>	<b>Hours</b>	<b>Int.</b>	<b>Ext.</b>
PLST11	Theory	Information, Communication and society	5	5	25	75
PLST12	Theory	Information Resources	5	5	25	75
PLST13	Theory	Knowledge Organization (Theory)- Classification and Cataloguing	5	5	25	75
PLSE11	Elective	Intellectual Property Rights or Technical Writing	5	5	25	75
PLSP11	Practice	Knowledge Organization ( Practice-I) – DDC/UDC	5	5	25	75
		<b>Total</b>	<b>25</b>	<b>25</b>	<b>125</b>	<b>375</b>

**Semester – II**

<b>SUB CODE</b>	<b>Theory/ Practical</b>	<b>Title of the Paper</b>	<b>Credit Points</b>	<b>Hours</b>	<b>Int.</b>	<b>Ext.</b>
PLST21	Theory	Management of Library and Information Centres	5	5	25	75
PLST22	Theory	Information Systems and Services	5	5	25	75
PLST23	Theory	Library Automation and Digitization	5	5	25	75
PLSE22	Elective	Academic Library System or E- Publishing	5	5	25	75
PLSP22	Practice	Knowledge Organisation (Practice	5	5	25	75

		– II) AACR II				
		<b>Total</b>	<b>25</b>	<b>25</b>	<b>125</b>	<b>375</b>

### Semester - III

<b>SUB CODE</b>	<b>Theory/ Practical</b>	<b>Title of the Paper</b>	<b>Credit Points</b>	<b>Hours</b>	<b>Int.</b>	<b>Ext.</b>
PLST31	Theory	Research Methods and Techniques	5	5	25	75
PLST32	Theory	Digital Libraries (Regular Mode)	5	5	25	75
PLST33	Theory	Informatics and Scientometrics	5	5	25	75
PLSE33	Elective	Web Technologies or Open Educational Resources	5	5	25	75
PLSP33	Practice	Application of ICT Practice ( Automation, Repositories, CMS)	5	5	25	75
		<b>Total</b>	<b>25</b>	<b>25</b>	<b>125</b>	<b>375</b>

### Semester – IV

<b>SUB CODE</b>	<b>Theory/ Practical</b>	<b>Title of the Paper</b>	<b>Credit Points</b>	<b>Hours</b>	<b>Int.</b>	<b>Ext.</b>
PLST41	Theory	Knowledge Management	5	5	25	75
PLST42	Theory	Marketing of Information and Services	5	5	25	75
PLSD41	Project	Project and Internship (Dissertation=60 Marks, Internship =20 Marks, Viva- Voce =20Marks)	5	5	25	75
		<b>Total</b>	<b>15</b>	<b>15</b>	<b>75</b>	<b>225</b>

**Total Credit points : 90**

**Total Marks : 1800**

## **SEMESTER – I**

### **INFORMATION, COMMUNICATION AND SOCIETY – PLST11 5/5**

#### **Objectives**

1. To enable the students to understand the concept of Information, features of Information centres.
2. To enable the students to understand the Communication Channels and its barriers.
3. To enable the students to understand the importance of information in the context of social, political, cultural, economical and industrial environments.
4. To enable the students to understand the relevance of Library profession.

#### **Unit –I**

Notion and Nature of Information: Definition: Data, Information, Knowledge and Wisdom, Characteristics of Information; Various patterns and Models of Information – Factors influencing growth of Information, Information Transfer Cycle; Impact of Socio-Economic Changes.

#### **Unit –II**

Communication: Concepts, Definition, Theories and Models, Channels and Barriers of Communication; Information Diffusion- Theories and Models.

#### **Unit – III**

Types of Libraries - Functions and Services; Five Laws of Library Science and its implications; Professional Ethics; Role of Professional Associations - National and International Levels– ILA, IASLIC, IATLIS, IFLA, ALA.

#### **Unit -IV**

Library Movement and Legislation in India- Model Library Bill, Delivery of Books and Newspapers Act; Intellectual Property Rights – Right to Information Act; Knowledge Commission.

#### **Unit – V**

Promotional agencies of Library and Information Services – UNESCO, RRRLF;

Library Extension Activities and Services; Development of LIS Schools in India.

#### **Text Books**

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987
2. Kumar, P.S.G. (1997). Fundamentals of Information Science. Delhi: S. Chand.
3. McGarry, Kevin. Communication, Knowledge and Libraries. London: Clive Bingley, 1981.
4. Ranganathan, S.R. Five Laws of Library Science. London: Vikas, 1957.
5. Richard E Rubin. Foundations of Library and Information Science. New York, NY: Neal-Schuman Publishers. 2004.

#### **Reference Books**

1. Atherton, Pauline. Handbook of Information, system and services. Paris: UNESCO, 1977.
2. Bengel, R.C. Libraries and cultural change. London: Clive Bingley, 1983.
3. Gates, J.K. Guide to the Use of Libraries and Information Sources, 7th ed. (McGraw, 1993).
4. Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Perganton Press, 1979
5. Hiem, Kathleen, and Myers, Margaret. Opportunities in Library and Information Science Careers (NTC, 1992).

#### **Objectives**

1. To introduce various information sources
2. To enable the students to get acquainted themselves with the ready reference sources
3. To enable the students to evaluate and use the resources
4. To enable the students to know the features of e-resources

## **UNIT - I**

Types of Information resources – Documentary – Non Documentary – Characteristics – Scope. Primary, Secondary and Tertiary sources; Human sources of Information – Invisible colleges.

## **UNIT – II**

Ready Reference Sources –Types and Value - Dictionaries, Encyclopedias, Annuals, Biographical Sources, Handbooks and Manuals, Geographical sources.

## **Unit - III**

Bibliographical sources – Bibliographies, list of serials; Union Catalogues; – Indexing and abstracting sources, news summaries.

## **Unit – IV**

Digital Resources: E-Books, E-Journals, Databases and ETD; Subject Gateways; Web Portals

## **Unit - V**

Evaluation of Information Sources – Print and Web Resources

## **Text Books**

1. Gopinath, M.A : Information Sources and Communication Media. DRTC Annual Seminar, Bangalore-1984 .
2. Jogender Singh Burman, Libraries and Reference Services, New Delhi, Rajat Publications, 2007.
3. [Madan Mohan Sinha](#) Use of New Technology in Library Reference Services, Anmol Publications (2012), New Delhi
4. [S. K. Bajpai](#) Reference Services In Libraries, Friends Publications (2008), New Delhi

### **Reference Books**

1. Alan Poulter, Gwyneth Tseng and Goff Sargent : The Library and Information Professional's Guide to the World Wide Web. London : Facet Publishing, 1999.
2. Bangalore, 2000.
3. G. G. Chowdhury and Sudatta Chowdhury : Searching CD-ROM and Online Information Sources. London : Facet Publishing, 2001.
4. G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2001.

## **KNOWLEDGE ORGANIZATION (THEORY) - CLASSIFICATION AND**

**CATALOGUING – PLST13**

**5/5**

### **Objectives**

1. To enable students to understand the concept of knowledge organization.
2. To know the basic concepts of Information Retrieval Systems
3. To understand the importance of various Information Retrieval Systems and techniques
4. To enable students to acquaint with different classification schemes, cataloguing codes and to know various standard bibliographic formats.

### **Unit - I**

Universe of Knowledge: Structure and attributes-Modes of formation of subjects

### **Unit - II**

General theory of Library Classification: Normative Principles and their applications; Canons and Facet Analysis; fundamental Categories

### **Unit - III**

Schemes of Library Classification: Introduction, Features and Application- CC, DDC, UDC and LC

### **Unit – IV**

Cataloguing: Purpose, structure, types; normative principles, Canons & Laws; Standard codes of Cataloguing –CCC and AACR

### **Unit – V**

Subject cataloguing – subject heading lists-SLSH, LCSH. Bibliographic Control – ISBD(G) and UBC.

### **Text Books**

1. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association.
2. Bhattacharyya, G.(1981). Elements of POPSI. In: Rajan T.N., (ed.). Subject Indexing System. Calcutta:. IASLIC.
3. Coates, E.J. (1988). Subject Catalogues. London: Library Association.
4. Kishan Kumar (1993). Theory of Cataloguing. New Delhi: Har-Anand.
5. Ranganathan, S.R. (1962). Elements of Library Classification. 3rd ed. Bombay: Asia Publishing.
6. Ranganathan, S.R. (1992). Classified Catalogue Code with Additional Rules for Dictionary-Catalogue. 5th ed. reprint. Bangalore: Sarada Ranganathan Endowment for Library Science.
7. Sen Gupta, B. (1974). Cataloguing: Its Theory and Practice. 3 rd ed. Calcutta: World Press. Viswanathan, C.G. (1983). Cataloguing Theory and Practice. 5th ed: Lucknow: Print House.
8. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.

### **Reference Books**

1. Austin, D. (1984). PRECIS. A Manual of Concept Analysis. 2nd Ed. London: British Library. p
2. Austin, D. and Digger, J. (1985). PRECIS: The Preserved Context Index System. In: Chan, L.M., (ed.). Theory of Subject Analysis. Littleton Col.: Libraries Unlimited. pp. 369-89.
3. Chan, Lois Mai (1986). Library of Congress Subject Headings. 7th ed. Colorado: Libraries Unlimited.
4. Chan, Lois Mai (1994). Cataloguing and Classification: An Introduction. 2nd ed. New York : McGraw-Hill.
5. Chan, Lois Mai [et al.] (1996). Dewey Decimal Classification: A Practical Guide. 2nd ed. revision for DDC-21. Albany, New York: Forest Press/OCLC, pp. 1-24.
6. Library Association. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.
7. Foskett, A.C. (1996). The Subject Approach to Information. 5th ed. London : Library Association Publishing.
8. Hunter, E.J. and K.G.B. Bakewell. (1993). Cataloguing 2nd ed. London :Clive Bingley.

## **KNOWLEDGE ORGANIZATION (PRACTICE - I) :**

### **CLASSIFICATION DDC / UDC (PLSP11)**

**5/5**

#### **Objective:**

1. To understand the fundamentals of UDC and DDC systems
2. To make the students familiar in classification of subjects of library documents and assigning the call number using UDC(Universal Decimal Classification) and DDC
3. To enable the students to know about the classification of knowledge organization
4. To understand the importance of information retrieval systems by various classification techniques

#### **Unit - I**

Classification of Books and

Classification of Periodicals according to UDC (Universal Decimal Classification,)

#### **Unit – II**

Classification of Books and

Classification of periodicals according to DDC (19<sup>th</sup> Edition)

**Text Books:**

1. Satija, M.P. and Comaromi, John P. (1998). Exercises in the 21st Edition of the Decimal Classification. New Delhi: Sterling.
2. UDC: International Medium Edition - English Text (BS IOOOM: 1985). London: British Standards Institution.
3. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.

**Reference Books:**

1. Mitchell, Joan S (2003). Dewey Decimal Classification and Relative Index. 22<sup>nd</sup> ed. 4 Vol. New York: Forest Press.
2. Comaromi, John P (1989). Dewey Decimal Classification and Relative Index. 20<sup>th</sup> ed. 4 Vol. New York: Forest Press.
3. Custer, Benjamin A. (1979). Dewey Decimal Classification and Relative Index. 19<sup>th</sup> ed. 3 Vol. New York: Forest Press.
4. Comaromi, John P. and Satija, M.P. (1990). Exercises in the 20th Edition of the Dewey Decimal Classification. New Delhi: Sterling.

**INTELLECTUAL PROPERTY RIGHTS– PLSE11****5/5****Objectives:**

1. To know the basics of IPR, Copyrights and Right to Information ACT.
2. To know the various National and International IPR Organization.
3. To create awareness among the students about IPR and its forms
4. To give comprehensive perspective of Digital Information Rights

**Unit - I:**

IPR & Copy right, Concepts and Issues, Digital Information Rights.

**Unit - II:**

Copy right act: Press and registration of News Paper, Delivery of Books

**Unit - III:**

Knowledge Commission and Right to Information Act.

**Unit - IV:**

Forms of IPR: Patents, Designs, Trademarks

## **Unit -V:**

National and International Organization – IPO – WIPO

### **Text Books**

1. The Copyright Act, 1957 (Act 14 of 1957) with The Copyright Rules, 1958 & neighbouring rights, Sahni, Ajay, Lal, Nathuni, b. 1897, India
2. Modern Intellectual Property Law 3/e, Catherine Colston, Jonathan Galloway
3. Sharma, Brijkishore, Copyright Law in Respective of Books. New Delhi. The Federation of Indian Publishers, 2006
4. Watel, Jayashree. Intellectual Property Rights in the WTO and Developing Countries, Oxford University Press, 2001

### **Reference Books**

1. Austen, J. (1813), Pride and Prejudice, p. 1, available at: [www.pemberley.com/janeinfo/ppv1n01.html](http://www.pemberley.com/janeinfo/ppv1n01.html)
2. Stallman, R. (2001), “Science must ‘push copyright aside’”, available at: [www.nature.com/nature/debates/e-access/Articles/stallman.html](http://www.nature.com/nature/debates/e-access/Articles/stallman.html)
3. The Law of Intellectual Property Rights: Edited by Shiv Sahai Singh, Deep & Deep Publications
4. Issues of Intellectual Property Rights: Edited by Ramesh Chandra, Isha, 2006

## **TECHNICAL WRITING – PLSE11**

**5/5**

### **Objectives:**

1. To enable the students of technical writing reporting methods
2. To teach the concepts of Technical Editing, Editorial Tools and Publication process
3. To understand the publication ethics
4. To make familiar the students with plagiarism concept and tools
5. To familiarize the concept of repackaging of information

### **Unit - I**

Communication Process: Concept, Definition and channels

### **Unit - II**

Planning and Organisation of Technical / Scientific Writing: Definition, Structure, Purpose, peer review Process, Aberrations in Technical Writing.

### **Unit - III**

Technical Editing and Editorial Tools: Editor – Editorial process

#### **Unit - IV**

Publication Process: Planning, Preparation, Style Manuals

#### **Unit - V**

Publication Ethics: Copy Right, IPR, Legal Issues; Plagiarism: Concept and Tools

#### **Text Books**

1. Holsinger, Donald C. A classroom laboratory for writing history. Social studies review. 31(1), 1991. pp. 59 – 64.
2. Kapp, Ro. The presentation of technical information. London: Constable 1948.
3. Kirkman, John. Good style for scientific and engineering writing. London: Pitman. 1980.
4. Parry, John. The psychology of human communication. London. University of London Press. 1967.
5. Turk, Christopher and Kirkman, John. Effective writing: Improving scientific, technical and business communication. 2ed. London: Spon Press. 2007.
6. Bhattacharya, G. Project on study of subjects (Library Science with slant to documentation, v.12, 1975, paper G; p.65-79)
7. Khanna, J.K. Communicating Knowledge. V-1. Gateway to knowledge. Kurukshetra, Research Publication. 1997 p.84-139

#### **Reference Books**

1. Elbow, Peter. Writing without teachers. New York. Oxford University Press. 1973.
2. Gowers, Sir. Ernest. The complete plain words. London: HMSO. 1954.
3. Ramage John D and Bean John C. The allyn and bacon guide to writing. 2ed. London, Allyn and Bacon. 2000. pp. 658.
4. Winokur, Jon. Ed. Writers on Writing. Philadelphia running press: 1986.
5. Kumar, Krishna. Reference Service. New Delhi, Vikas Publishing Pvt. Ltd. 1993 p.320-338.

**SECOND SEMESTER**

# MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

## – PLST21 5/5

### **Objectives:**

1. To know the concept of management and its evolution
2. To understand the various managerial operations of LICs
3. To apply the relevant management techniques in modern LICs
4. To impart the students about budgeting a library

### **Unit - I**

Management: Concept, Definition, scope, principles and functions of Management; Schools of Management Thought; Systems Analysis and Design

### **Unit- II**

Planning and planning strategies: Library Planning - Concept, definition, need, types and steps in planning – MBO.

### **Unit - III**

Human Resource Management: Concept, Need, Purpose and Functions; Job description and Job analysis – Selection, Recruitment, Training and Development, Leadership – Team building – Motivation and Decision Making; Total Quality Management.

### **Unit-IV**

Financial Management: Planning and Control – Resource generation. Budget and Budgetary control techniques – Cost Effective and Cost Benefit analysis in Libraries.

### **Unit-V**

Resource Management: Collection development – Policy, Issues; Library routines, Circulation, Maintenance Preservation and conservation - Evaluation.

## **Text Books**

1. Mittal, R.L Library Administration: Theory and Practice. New Delhi: S.S Publication, 2007.
2. Kumar P.S.G. Management of Library and Information Centres.Delhi: B. R. Publishing corporation, 2003.
3. Panwar, B. S; Vyas, S. D. [Library management](#), Delhi : B. R. Publisher, 1986.
4. Sharma, Lokesh. [Library management](#), New Delhi : Shri Sai Printographers, 2003.
5. Narayana, G. J. [Library and information management](#). New Delhi : Prentice-Hall of India, 1991.
6. Ranganathan, S. R. Library Administration. ESS Publications, 2006.

## **Reference Books**

1. [Dutta, D N](#).Manual of library management, Calcutta [The World Press Private Ltd.](#) 1978.
2. Mookerjee, Subodh Kumar [Library organisation and library administration](#), Calcutta: The world press private ltd. 1972.
3. Brophy, Peter and Courling Kote. Quality Management for Information and Library Managers. Bombay: Jaico, 1997.
4. Bryson, J.O. Effective Library and Information Management. Bombay: Jaico, 1996.
5. Paliwal, P.K. Compendium of Library Administration. New Delhi: Ess Ess, 2000.
6. Siwatch, Ajit Singh. Library Management: Leadership style strategies and organizational climate. New Delhi: Shree, 2004.

# **INFORMATION SYSTEMS AND SERVICES – PLST22      5/5**

## **Objectives:**

1. To know the various information systems and their functioning.
2. To train the students on various Library and Information services in different library environments.
3. To make the students to understand the process of planning an information system.
4. To introduce the recent trends in networking resources.

## **Unit-I**

Information systems: Concept, purpose, types and levels: Open, Closed, Local, national and International.

## **Unit –II**

Information Services; Reference Service, Information Alert, News Clippings, CAS, SDI, Abstracting and Indexing Services.

### **Unit-III**

Digital Information Services; Institutional Repository, Web OPAC, EDDS, Citation and Indexing Services; Digital Reference Services

### **Unit –IV**

Global Information System: UNISIST -AGRIS – INIS- ENVIS

National Information Systems; NISCAIR, DESIDOC, NASSDOC

### **Unit – V**

Library consortia: National and International; Library Networks: National and International

### **Text Books**

1. Atherton, P. Handbook of Information Systems and Services, 1977.
2. Colin, H. Ed. Management Information Systems in Libraries and Information Services. London: Tayler Graham, 1989.
3. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
4. Gupta, B.M. et.al. Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related volumes
5.  Gurdev Singh Information Sources Services and Systems PHI, New Delhi, 2013
6. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can't see. 2001

### **Reference Books**

1. Guha, B. Information and Documentation. Calcutta: World Press, 1983.
2. Kochtanek, Thomas R. and Mathews, Joseph R. Library and Information Systems: From Library automation to distributed information access solutions. West port: Libraries unlimited, 2004.
3.  Prashant Kaushik Library Information Services and Systems Anmol Publisher, New Delhi, 2006,
4.  U.S. Jadhav and  Suresh Jange Library and Information Sources and Services Regency Publications A Divison of Astral International (P) Ltd. New Delhi, 2013

5. Sewa Singh. Handbook of International Sources on Reference and Information, 2001

## **LIBRARY AUTOMATION AND DIGITIZATION- PLST23 5/5**

### **Objectives**

1. To make awareness of the concept of automation and its implications.
2. To evaluate the library software packages.
3. To understand the problems and prospects of library digitization.
4. To learn digital archives and preservations.

### **Unit - I**

Library Automation: Definition, need, purpose and advantages. Automation Vs Mechanization. Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control.

### **Unit- II**

Planning for Automation Procedure: Steps in Automation: Library services and technology, Hardware and Software selection and Implementation, Library Software Packages, Criteria for Evaluation of Library Software Packages.

### **Unit – III**

Digitization of Library Resources in Academic Libraries: challenges and implications – Problems and prospects of library digitization

### **Unit – IV**

Digitizing Library Materials – Best practices – Standards and techniques – Digitizing rare books and manuscripts.

### **Unit – V**

Digital content creation: files formats, Archives and Preservation.

### **Text Books**

1. John M. Colon, Annl Kelsey, Keith Michael Fiels. Planning for Automagtion: A How-to-do-it for Librarian. 2nd ed.(S.I.): Neal-Schuman, 1997.
2. Kausik Bose Information Networks in India: Problems and Prospects / New Delhi: Ess Ess Publications, 1994.
3. Sampath Kumar, G.K. Digital Library Creation. New Delhi: Adhyayan Publishers & Distributors, 2011.
4. Srivastava, M.D. Metadata Creation in Digital Libraries, Delhi: Pacific Publication, 2011.
5. Veeranjanyulu, K. Ed., Library Services in the Knowledge WEB (Collection of papers in honour of Dr.Stanley Madan Kumar). New Delhi: New India Publishing Agency, 2012.

### **Reference Books**

1. C. Xavier. World Wide Web Design with HTML, New Delhi: TMH, 2002
2. Chowdhury, G G and Chowdhury, Sudatta (2003). Introduction to digital libraries. London : Facet.
3. G.G. Chowdhury. Introduction to Digital Libraries. London: Facet Publishing, 2003.
4. Deegan, Marilyn & Tanner, Simon : (2002) Digital futures : strategies for the information age. London : Library Association.
5. MacDonald, Lindsay ed. Digital Heritage: Applying digital imaging to cultural heritage. 1st ed., Amsterdam: Elsevier, 2006.
6. Deshmukh, Shamkant J. History of Library Development. Jaipur: ABD Publishers, 2012.

### **Objectives**

1. To study the role and responsibility of academic libraries
2. To give a clear picture on Resource Sharing
3. To study the information literacy program of academic libraries

4. To get aware of types of libraries and their collection development process

### **Unit – I**

Role and Responsibility of Academic Libraries – Growth of University and College Libraries in India – Role of UGC in Academic library development

### **Unit – II**

Academic Libraries: School Library- College Library- University Library, Collection Development- Technical Processing – Services – Care and Preservation

### **Unit – III**

Library Authority and Library Committee– Centralization and Decentralization – Budgeting- Statistics – Files and Records

### **Unit – IV**

Planning and Management: Resource Sharing – Manpower and Staff Formula – University and College Libraries Authorities

### **Unit – V**

Information Literacy Programme in Academic Libraries – Public Relations in Academic Libraries

### **Text Books**

1. Mayer R M. Strategic Management for Academic Libraries: A Handbook. Greenwood, 1993
2. Lyle G R. College Library Publicity. New Delhi: Reliance, 1986
3. Ranganathan S R. School and College Libraries. Madras: MLA, 1942
4. UGC (India). Library Committee Report (1957) University and College Libraries. New Delhi: UGC, 1967
5. Viswanathan C G. University Libraries of India (1857-1970). New Delhi: Author, 1972
6. Iyengar, S. Academic Libraries and Budgetary Control. Jaipur: Bookman Associates, 1998
7. Ajay, K. Srivastav and Sanjiv Saraf. Collection Development in Academic Libraries, New Delhi, Shree Publishers & Distributors, 2006.

### **Reference Books**

1. Baker David and Hutchins John. Resource management in Academic Libraries. London: LA, 1995

2. Biddle S F. Planning the University Library. Westport: Greenwood Press, 1992
3. Bryan Harrison. University Libraries in Britain. London: Clive-Bingley, 1968
4. Datta Narendra. Academic status for University and College Librarians in India. Delhi: IBB, 1986
5. Deshapande K S. University Library System in India. Varanasi: IBC, 1985
6. Durrey Peter. Staff Management in University and College Libraries. Oxford: Pergoman, 1976

## **E- PUBLISHING – PLSE22**

**5/5**

### **Objectives**

1. To make the students familiar with a range of information sources and e-resources available on different subject.
2. To evaluate and use of e-resources for academic and research information.
3. To make aware of the concept electronic publishing and scholarly communication.
4. To introduce data compression techniques.

### **Unit – I**

Content: Types of content. Electronic Publishing: Origin, History and Development, and Trends: Digital Content Types, File Formats, Encoding systems ASCII, UNICODE and ISCII.

### **Unit – II**

Concept and Evolution of Authoring Tools: Markup Languages, SGML, HTML and XML.

### **Unit - III**

Page Description Languages: Adobe PDF and Photoshop. Legacy documents Conversion from analog to digital, OCR Software and Adobe Capture.

### **Unit - IV**

Electronic Publishing and scholarly communication, E-journals and e-books. Platforms, Standards and formats. DTP software. Delivery devices. Social, economic, and legal issues in electronic publishing. Use and usability issues.

### **Unit - V**

Economics of e-publishing. IPR and copyright issues. Multimedia Content Creation : Data Compression Techniques Multimedia Files and Formats – JPEJ, MPEG, GIF, TIEF

### **Text Books**

1. Karen S. W. Marilyn B, Stone, T.A (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.
2. Loton, T. (2011). E-book publishing D/Y: the do it yourself guide to publishing e-books, 2<sup>nd</sup> ed. United States: LOTONtech.
3. Berners-Lee T. Weaving the Web. London: Orion business books. 1999
4. Atwood, R. The net grows. Internet – Worlds, 10, Sep. 1996. Pp.30-32

### **Reference Books**

1. Klostermann, D. (2011). The e-book handbook – A thoroughly practical guide to formatting, publishing, marketing, and selling your e-book. Cambridge: Full Stop.
2. Meckler, L. (2011). E-book formatting, self-publishing, marketing tips updated. USA: Linda Emeckler on smash words.
3. Sahida, f.k (2010). Publishing e-book for dummies. USA: Create Space.
4. Schuster, C. (2011). E-Publishing for writers: Trends and opportunities/Fall 2011 (Kindle Edition ed.). UK: Books to Go Now.
5. Bradley, Phil. The advanced Internet Searcher's Handbook. Ed2. London: LA, 2002.
6. Parekh, Harsha. Internet for Library and Information Service Professionals. London: Aslib, 1995.
7. Dawson Andy. The Internet for Library and Information Service Professionals' Guide to the World Wide Web. London: LA, 1999kehoe BP. Zen and the Art of the Internet: A Beginners Guide. Prentice Hall, 1992.

## **Objective**

1. To enable the students to know about the “Knowledge organization ”
2. To understand the importance of “ Information Retrieval Systems: by various cataloguing methods
3. To know students to catalogue the Library documents through AACR – II
4. To practice the cataloguing techniques of print, non-print and periodicals through AACR- II

## Cataloguing of - Books

- Periodicals and

- Non-Print Materials through AACR - II

## **Text books**

1. UDC: International Medium Edition - English Text (BS IOOOM: 1985). London: British Standards Institution.
2. Universal Decimal Classification: Abridged Edition. (2003). London: BSI Business Information.
3. Anglo-American Cataloguing Rules. (1988). 2nd rev. ed. Chicago: American Library Association  
Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.

## **Reference Books**

1. McIlwaine, I.C. (2000). The Universal Decimal Classification: a guide to its use. London: BSI Business Information.
2. Raju A.A.N. (1991). UDC (IME, 1985): A Practical and Self Instructional Manual. Madras: T.R. Publications

## **SEMESTER - III**

### **RESEARCH METHODS – PLST31**

**5/5**

#### **Objectives:**

1. To know the basic concepts of research, their types, planning and methods
2. To understand the methods and tools of collection of research data.
3. To teach on research tools and techniques in analyze and reporting.
4. To enable the students to understand the research problems.

#### **Unit-I**

Research: Definition, Concepts, Purposes and Types; Literature Review: Process and types; Selection and Formulation of Research Problems; preparation of Research Proposal

#### **Unit-II**

Research Design: Definition, Need, Types ; Sampling: Methods and Techniques ; Hypothesis: Definition, Types, Formulation and Testing.

#### **Unit-III**

Methods and tools for data collection: Survey, Experimental, Case-study, Questionnaire, Observation, Interview schedules and Delphi Technique.

#### **Unit-IV**

Analysis of Data: Measures and Scaling Techniques, Presentation of data, Interpretation, Inferences,

## **Unit –V**

Report Writing: Components of Research Report; Style manuals

### **Text Books**

1. Kothari.C.R.. Research methodology: Ed2 Wishwa. New Delhi, 1990.
2. Krishna Kumar: Research methods in library in Social science. Vikas, New Delhi, 1992
3. Krishna Swamy, O.R. Methodology of research in social sciences. Himalaya, Bombay, 1993
4. Ravichandra Rao, I.K. Quantitative methods in library and information science, Wiley Eastern. New Delhi, 1988.

### **Reference Books**

1. Busha, Charles, H. and Harter, Stephen, S. Research Methods in Librarianship. Techniques and Interpretation. Orlando, Academic press, 1980.
2. Charles, H. et.al. Research Methods in Librarianship: Techniques and Interpretations. New Delhi, Sage, 1993.
3. Goode.W.J & Hatt.P.K. Method of Social Research. McGraw Hill. Auckland, 1989
4. Line,Maurice.B. Library surveys; An introduction to the use, planning procedure and presentation of survey. Ed2 Clive Bingley, London, 1982:.
5. Slatter,Margaret, Ed. Research ,methods in library and information science. London, L.A, 1990.

## **DIGITAL LIBRARIES (Regular Mode)**

**PLST32**

### **Learning Objectives:**

- 1 To study the objectives and scope of digital Libraries.
2. To make the students understand the digital library softwares.
3. To inculcate the knowledge on E- Resources like e- books and e- journals etc.

### **UNIT I: Basic Concepts**

Digital Library: Definitions – Fundamentals – Characteristics – Nature of Digital Collections- File Formats

### **UNIT II: Design and Organization**

Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – User Interfaces

### **UNIT III:**

Electronic Information Resources: Meaning and Definition, Growth and Development, Types. E- Journals, e- Books, e-theses, e-newspapers, Blogs, Wikis. Free online dictionaries. Non free online dictionaries, Free thesauri, Encyclopaedia. Virtual Libraries, Subject Gateways and portals

### **UNIT IV: Open Source Initiatives**

Swayam : Meaning, Objectives, Concepts, MOOCs – Open Archive Initiative (OAI) – Open Source Software's: GSDL – D Space – E Print

### **UNIT V: Institutional Repositories**

Definition – Planning for Digitization – Digital Source Services – Digital Initiatives in India

### **Course outcomes**

At the end of the course the students able to

1. Know basic concepts regarding to digital libraries
2. Incalculate on institutional repositories
3. Make the student to understand digital library software
4. Understand open source software

### **Text books:**

1. Anil K Dhiman and Yashada Rani, Manual of Digital Libraries, New Dfelhi: Ess Ess Publications, 2012.
2. Rafel Wagner, Digital Library, USA : Larsen and Keller Education, 2017
3. Upadhyay, Rashmi, Digital Library Management, New Delhi : Alfa Publications, 2011

### **Supplementary Readings**

1. Lansastes, F.W. Information Retrieval Online, 1973
2. Arladi, Susan, Introduction to computer in information science, 1972
3. Bisco,R.L. Database, Computer and social science, 1979
4. Tiwari, Purushotham Digital Library, New Delhi: A.P.H Publishing Corporation, 2011

## **INFORMETRICS AND SCIENTOMETRICS – PLST33**

**5/5**

### **Objectives:**

1. To make students to understand the concept, theories, laws and parameters of bibliometrics.
2. To teach the students to understand the citation analysis operation research
3. To teach the students the application of bibliometrics to study the literature in different subjects.
4. To introduce the emerging trends in informatics and scientrometrics

### **Unit -I**

Informetrics, Bibliometrics and Scientometric: Concept, definition, evolution and applications in Libraries.

#### **Unit –II**

Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory

#### **Unit – III**

Quantitative and Qualitative techniques: Types, Multidimensional scaling, Cluster analysis, Correspondence analysis, Co-word analysis, media and audience analysis.

#### **Unit –IV**

Citation Theory and Analysis; Definition, Theory of citing, different forms of citations, Bibliographic Coupling, Age of citation – citation counts , Self –citation – Citation Index \_ Impact Factor – H Index

#### **Unit – V**

Emerging Trends: Webometrics, Altmetrics, Analysis Tools ( Hitscite and Bibexcel, PAJEK, VOS Viewer)

#### **Text Books**

1. Braam, Robert R. (1991). Mapping of science: Foci of intellectual interest in scientific literature. DSWO Press. ISBN 90-6695-049-8.
2. De Bellis, Nicola (2009). Bibliometrics and citation analysis: from the Science citation index to cybermetrics. Scarecrow Press. p. 417. ISBN 0-8108-6713-3.
3. Leydesdorff, L. A. (2001). The challenge of scientometrics: The development, measurement, and self-organization of scientific communications (2nd ed.). Boca Raton, FL: Universal Publishers.
4. Wolfram, D. (2003). Applied Informetrics for Information Retrieval Research. Libraries Unlimited.

#### **Reference Books**

1. Belikov, A.V.; Belikov, V.V. (2015). "A citation-based, author- and age-normalized, logarithmic index for evaluation of individual researchers independently of publication counts". F1000Research 4: 884. doi:10.12688/f1000research.7070.1
2. Egghe, Leo; Rousseau, Ronald (1990). Introduction to Informetrics: Quantitative Methods in Library, Documentation, and Information Science. Elsevier. ISBN 978-0-444-88493-0.
3. Glänzel, W. (2003). Bibliometrics as a research field: A course on theory and application of bibliometric indicators.1.
4. Hamdaqa, M.; A Hamou-Lhadj (2009). Citation Analysis: An Approach for Facilitating the Understanding and the Analysis of Regulatory Compliance Documents. Las Vegas, NV: IEEE. pp. 278–283. doi:10.1109/ITNG.2009.161. ISBN 978-1-4244-3770-2.

5. Noyons, E. C. M. (1999). Bibliometric mapping as a science policy and research management tool. Leiden: DSWO Press, University of Leiden.
6. Wilson, Concepción S. (1999). "Informetrics". Annual Review of Information Science and Technology (Medford, NJ: Information Today) 34: 107–247

## **WEB TECHNOLOGIES – PLSE33**

**5/5**

### **Objectives**

1. To familiarize the need and concept of web designing
2. To make them to understand the concept of multimedia technology
3. To know the concepts of Web Technology, web tools used to organize and access web based information resources
4. To know the methods and practices involved in Web Technology

### **Unit - I**

Web Technologies: Concepts, WWW, Internet Protocols, Web Server. Search Engines: General, Meta, Federated Search Engines. Browsers: IE, Mozilla, Google Chrome.

### **Unit - II**

Web Designing and Web Hosting: Markup Language, Scripting Languages, CSS, Web Blogs, and Websites.

### **Unit - III**

Emerging Web 2.0 Tools: Social Book Marking: Connotea, Digg, Reference Management: Endnote Web, Reference Manager; Virtual Learning, Mashup,

### **Unit - IV**

Web 3.0 Tools: Semantic Web, Cloud Computing, Neural Network, and Artificial Intelligence.

### **Unit - V**

Multimedia Technology: YouTube, NPTEL, FLICKR, Virtual Interaction Tools: Skype, Meebo, Google Talk, Yahoo Messenger, Ajax Chat and Webinar.

## **Text Books**

1. Venugopal, M.V. and Murthy, G.N. Vistas in Library Information. Systems and Networks. New Delhi: Ess Ess Publications, 2001
2. Deitel, P.J. and Deitel, H.M. How to Program, New Delhi: PHI Learning Pvt, 2008

## **Reference Books**

1. Powell, A. Thomas, Web Design: The complete reference, New Delhi: Tata McGraw-Hill, 2000
2. John, McCoy. Mastering Web Design: McMillan Publishers, 1996
3. Mano, Morris, M. Digital Logic and Computer Design. New Delhi: Prentice Hall of India Pvt.Ltd., 2004

# **OPEN EDUCATIONAL RESOURCES – PLSE33**

**5/5**

## **Objectives**

1. To identify the concept of Open Educational Resources
2. To differentiate Open Resources from Free Resources
3. To train the students with Institutional Repository
4. To make aware of the development of Open Educational Resources in India

## **Unit - I**

Concept of Open Educational resource, Types of OER, difference between Proprietary and Open source, Contrast between Open and Free resources.

## **Unit-II**

E-Journals: DOAJ, OAJSE, Indian Academy of Science, High wire, NISCAIR Online Periodicals Repository E-Books: DOAB, Audible Books, Digital Library of India, OER Common, Project Gutenberg, Utah Open Textbook, E-Pustakalaya

## **Unit – III**

Courseware: Sakshat Portal, MIT Course, NPTEL, Egyankosh, CEDT, SciGate, Khan Academy, MERLOT, NIOS, eGyanKosh

## **Unit- IV**

Institutional Repository: Open DOAR, OAJSE, National Repository of Open Educational Resources (NROER)

## **Unit-V**

Development of Open educational resources in India

### **Text Books**

1. Chaturvedi, S.Ed., Emerging Trends in Information Technology. New Delhi: Kunal Books, 2012
2. Shank,John D. Interactive Open Educational Resources: A Guide to , Jossey –Bass, 2013
3. Dominic Orr, Dirk Van Damme, Michele Rimini. Open Educational Resources: A Catalyst for Innovation, OECD, 2016

### **Reference Books**

1. Miao, Fengchun, Ed., Open Educational Resources: Policy, Costs and Transformation, Commonwealth of Learning
2. <https://www.oercommons.org/>
3. <https://doaj.org/>
4. <http://www.oajse.com/>
5. <http://www.ias.ac.in/>
6. <http://nopr.niscair.res.in/>
7. <http://www.doabooks.org/>
8. <http://www.olenepal.org/e-pustakalaya/>
9. <http://www.sakshat.ac.in/>
10. <http://nptel.ac.in/>
11. <https://www.merlot.org/merlot/index.htm>

## **Objectives**

1. To study the collection infrastructure and access in libraries using ICT.
2. To make familiar the varies ICT practices applied in library services
3. To understand how to organize a digital resource
4. To justify the selection of hardware and software infrastructure.

## **Hands-on experience with the following Software's:**

1. Library Automation Software's: WINISIS, LIBSYS, KOHA
2. Digital Library Software's: Greenstone and Dspace
3. Web Technologies: Weblog; Website; Mobile Applications
4. Content Management: JOOMLA and DRUPAL

## **Text Books**

1. Krishna kumar and Sashu Patel, Libraries and Librarianship in India, New Delhi: VIVA Books, 2001
2. Usha Devi, S.P. University and College Libraries, New Delhi: Ess Ess Publication, 1999
3. Mahapatra, P.K. Collection Management in Libraries and Budgetary Control, Jaipur: BookMan Associates, 1998.
4. Mishra, P.N. Data Storage and Information System in Libraries, New Delhi: Alfa Publications, 2010.
5. Kausik Bose Information Networks in India: Problems and Prospects / New Delhi: Ess Ess Publications, 1994.
6. Sampath Kumar, G.K. Digital Library Creation. New Delhi: Adhyayan Publishers & Distributors, 2011.

## **Reference Books**

1. Elizabeth Futas, Collection Development Policies and Procedures, Phoenix, Oryx Press, 1995
2. Marrays Martin, Collection Development and Finance, Chicago: ALA, 1995.
3. American Library Association Guide to Review of Library Collections: Preservation Storage and withdrawals, Chicago: ALA, 1991.
4. Rennie McElroy, A. College Librarianship: The objectives and the practice, London: Library Association Publication, 1984.
5. Chowdhury, G G and Chowdhury, Sudatta (2003). Introduction to digital libraries. London : Facet.
6. G.G. Chowdhury. Introduction to Digital Libraries. London: Facet Publishing, 2003.
7. MacDonald, Lindsay ed. Digital Heritage: Applying digital imaging to cultural heritage. 1st ed., Amsterdam: Elsevier, 2006.

## **SEMESTER - IV**

### **KNOWLEDGE MANAGEMENT – PLST41 5/5**

#### **Objectives:**

1. To know the concepts and types of Knowledge Management.
2. To familiar the Knowledge Management practices and process in libraries.
3. To understand the concept and study of subjects
4. To study the structure, features and models of formation of subjects

#### **Unit –I**

Knowledge Management: Concept and definitions – Need, Types; explicit and tacit Knowledge.

#### **Unit-II**

Knowledge creation and capturing: Knowledge creation model – Capturing tacit knowledge

#### **Unit –III**

Knowledge codification and organization: Knowledge mapping, decision trees, decision tables.

#### **Unit - IV**

Knowledge Management Tools and techniques: Portal, e-learning, Community of Practice, Storytelling.

## **Unit –V**

### **Case studies – Corporate and Special Libraries**

#### **Text books:**

1. Kumar, P.S.G. Knowledge Organization, Information Processing and Retrieval, Delhi, B.R.Publisher, 2003.
2. Mruthyunjaya, Knowledge Management, New Delhi: PHI Learning Pvt., Ltd., 2001
3. Elias M.Awad and Hassan M.Ghaziri, Pearson, 2003
4. Bhunia, C.T.Introduction to Knowledge Management, New Delhi: Everest Publishing House, 2003
5. Singh, S.K. Essentials of Integrated Library Management, New Delhi: Authors Press, 2002

#### **Reference Books**

1. Michael, E.D. Koenig, Knowledge Management Lessons Learned, New Delhi, Ess Ess Publications, 2008
2. Al-Hawamdeh, Suliman (2003). Knowledge Management : cultivating knowledge professionals. Oxford : Chandos Publ.
3. Arvidsson, Niklas (2000). Knowledge management in the Multinational enterprise. p.176-163 IN The Flexible firm : capability management in network organizations/edited by Julian
4. Holsapple, Clyde W. (ed.) (2003). Handbook on Knowledge Management 1 : Knowledge Matters. New Delhi : Springer
5. Holsapple, Clyde W. (ed.) (2003). Handbook on Knowledge Management 2: Knowledge Directions/(editor). New Delhi : Springer their identification; information seeking behavior

## **MARKETING OF INFORMATION PRODUCTS AND SERVICES – PLST42 5/5**

#### **Objectives:**

1. To know the basics of marketing, principles and models of marketing.
2. To comprehend the marketing strategies of information products and services

3. To study the techniques involved in information marketing
4. To understand the concept of marketing research and marketing plan

### **Unit-I**

Information as a Resource: Economics of Information; concepts and Strategies

### **Unit-II**

Portfolio Management BCG Matrix Model; Product Market Matrix; Product Life Cycle, Pricing Information

### **Unit-III**

Marketing Mix; Kotler's Four C's; McCarthy's Four P's

### **Unit-IV**

Marketing Plan & Research: Market Segmentation, User Behavior and Adoption

### **Unit-V**

Marketing of Information products and services. Role of Information Industries.

### **Text Books**

1. Weihgand, Customer Service Excellence: A concise guide for librarians. Chennai: Allied Publishers, 2002
2. Chandraiah, I., Lincolin and Diana Shotton. Introduction to Marketing of Library and Information Services, New Delhi: Manglam Publications, 2009.
3. Dinesh K. Gupta, Christie Koontz, Angels Massisimo, & Réjean Savard (Eds.)Marketing library and information services: International perspectives. Munich: K.G. Saur, 2006.
4. Berry J. The test of the marketplace. Library Journal. 104. Sept. 1979. pp. 1605.
5. Dragon, A C. Marketing the library. Wilson library bulletin. 53, 1979, pp. 498 – 500.

### **Reference Books**

1. Beth C. Thomsett-Scott (Ed) Marketing with Social Media. Chicago: ALA Techsource, 2014.
2. Eisner, J, ed. Beyond PR: Marketing for libraries. A Library Journal Special Report, 1981.
3. Anderson A R. Advancing library marketing. Journal of Library Administration. 1(3), 1980, pp. 17 – 32.
4. Anderson, W. T. Jr., Bentley, C. C. and Sharpe, L K IV. Multi-dimensional marketing: Managerial, societal, philosophical. Austin TX: Austin Press 1976.
5. Bellardo, T. and Waldhart, T J. Marketing products and services in academic libraries, Libri. 27(3), 1977. pp. 181 – 194.

**PROJECT AND INTERNSHIP – PLSD41            5/5**

Project and Internship ( Dissertation =60 Marks, Internship = 20 Marks and Viva- Voce = 20 Marks