DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

S.V.U. COLLEGE OF ARTS

SRI VENKATESWARA UNIVERSITY: TIRUPATI

RESTRUCTURED CURRICULUM FOR LIBRARY AND INFORMATION SCIENCE TO BE IMPLEMENTED WITH EFFECT FROM THE ACADEMIC YEAR 2018-2019

SYLLABUS

Choice Based Credit System (CBCS)

2018-19- Revised Syllabus

SRI VENKATESWARA UNIVERSITY

Department of Library and information Science

Vision

- To impart quality education and research by revamping curriculum to suit the societal and industrial needs
- To conduct Extension programmes in the academic libraries

Mission

- To educate the students in the philosophy of librarianship, basic principles, fundamental laws and professional ethics.
- To train the students in the skills of information organization, processing and retrieval.
- To train the students in the management of Library and Information Centres.

To provide the students thorough understanding of applications information and communication technology in library and information centres.

Semester –I

Semester –I

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	101	Foundations of Library and Information Science	6	4	20	80	100
2		102	Knowledge Organization : Classification Theory	6	4	20	80	100
3		103	Knowledge Organization : Classification Practice	6	4	20	80	100
4		104	Knowledge Management	6	4	20	80	100
5	Compulsory Foundation	105 (A)	Introduction to Information Technology	6	4	20	80	100
6	Elective Foundation	106 (A)	Human Values and Professional Ethics -I	6	4	20	80	100
Total				36	24	120	480	600

Semester - II

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	201	Information Sources and Services	6	4	20	80	100
2		202	Knowledge Organization : Cataloguing Theory	6	4	20	80	100
3		203	Knowledge Organization : Cataloguing Practice	6	4	20	80	100
4		204	Meta Data Standards – Practice	6	4	20	80	100
5	Compulsory Foundation	205	Introduction to Information Technology	6	4	20	80	100
6	Elective Foundation	206	Human Values and Professional Ethics - II	6	4	20	80	100
Total				36	24	120	480	600

Semester III

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	301	Information Processing and Retrieval Theory	6	4	20	80	100
2		302	Library Automation and Digital Library	6	4	20	80	100
3		303	Search and search strategies	6	4	20	80	100
5	Generic Elective	304 (A)	User Studies		4	20	80	100
	.	304 (B)	Internship	6	4	20	80	100
		304(C)	Academic Library System	6				
		304(D)	Special Library System					
6	Open Elective	305(A)	Information Literacy	6	4	20	80	100
		305(B)	Inforamation and Communication					
Total				36	24	.	480	600
						.		

Semester –IV

S. No	Components of Study		Title of the Paper	Credit Hrs/ Week	No. of Credit	IA Marks	Sem.End Exam Marks	Total
1	Core	401	Research Methodology	6	4	20	80	100
2		402	Software for Libraries - Practice	6	4	20	80	100
3		403	Dissertation / Project work	6	4	20	80	100
5	Generic Elective	404 (A)	Management of Information system		4	20	80	100
	.	404 (B)	Museums and Archives	6	4	20	80	100
		404(C)	Information Processing and Retrieval : UDC and Indexing Practice	6				
		404(D)	Marketing of Information Products and Services					
6	Open Elective	405(A)	Information Systems and Programmes	6	4	20	80	100
		405(B)	Technical Writing					
Total				36	24	.	480	600
						.		

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SRI VENKATESWARA UNIVERSITY

Department of Library and information Science

SEMESTER - I

LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
1.	**Foundations of Library and Information Science** **Objectives** 1. To introduce social functions of the library, Role of library in modern society 2. To acquaint with Five laws of library science and legislation in India 3. To explain LIS education in India and various library associations in India **Outcomes:** 1.Know the various types of libraries and their role in the society 2. Learn the Professional ethics and library Legislation in India 3. Understand LIS education in India and various library associations in India	101	20 80 4

2018-19

LIBRARY AND INFORMATION SCIENCE

SEMESTER - I

LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

UNIT -I : Library as a social institution.

- Social functions of the library.
- Role of library in formal and informal education
- Library in modern society
- Different types of libraries - their distinguishing features and functions.
- Public libraries.
- Academic libraries – School , College and University libraries
- Special libraries.
- National libraries : India

UNIT- II: Laws of Library Science

- Five laws of library science
- Implications of Five laws in Library and Information activities.

UNIT III: Library Development and Acts relating to Libraries.

- Development of libraries with special reference to India
- Library legislation – need and essential features.
- Library legislation in India: Detailed study of Andhra Pradesh Public Libraries Act.
- Press and registration Act and Delivery of Books(Public Library)
- Copyright Act.

UNIT IV: Library and Information Profession, Public relations and extension activities

- Librarianship as a profession.
- Professional ethics.
- Library and Information Science education in India.
- Public relations and extension activities.

UNIT V: Library and Information Science professional Associations and organizations.

- National, Associations / organizations - Objectives, Structure and activities ILA, IASLIC, IATLIS, RRRLF.
- International associations, organizations - Objectives, structure and activities, UNESCO, IFLA, CLIP, ALA, SLA.

RECOMMENDED BOOKS

1. Shera, J.H. The foundation of education for librarianship . New york , 1972 .
2. Mc. Clovin . L.R. public library extension . Paris. Uneso, 1950
3. Kannna , J. K. Library and society , Kuruseshetra, 1987.
4. Ranganathan, S.R. five laws of Library Science . Delhi 1957
5. Ekbo te, Gopal Rao . Public Library system . Hyderabad , 1987
6. Sharma, Pandey , S.K. Development of public libraies in India .New Delhi.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
2	**Knowledge Organisation: Classification Theory** **Objectives:** 1.To impart knowledge on the basic concepts in classification 2. To get an idea on features of classification Schemes 3. to introduce the trends and developments in classification **Outcomes:** 1.. Understand the definition, need and purpose of classification 2. Learn the Fundamental Categories, Facet Analysis, types of Isolates in all schemes of classification 3. Understand the Notation, trends and developments in Classification	102	20 80 4

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

UNIT I: Knowledge Classification and Library Classification.

- Classification : Nature , purpose and definition

UNIT II: Notational system.

- Call Number: Class Number, Book number and Collection Number.
- Notation: Need, types and qualities.
- Hospitality in array and chain.

UNIT III: General theory of library classification.

- Canons.
- Postulates.
- Principles.
- Fundamental categories.
- Facet analysis.
- Phase analysis.
- Zone analysis.
- Systems and specials in Medicine

UNIT IV: Devices and Mnemonics.

- Devices.: Subject, Alphabetical, Chronological, Mnemonic Devices
- Mnemonics.

UNIT V: Isolates and planes of work and Species of Classification Schemes.

- Isolates: Common and Special.
- Planes of work: Idea plane, verbal plane and notational plane.
- Species of Classification Schemes: Enumerative, Almost Enumerative, Faceted Schemes etc.
- Recent trends in classification, UDC, Webdewey
- Comparative study of CC & DDC

RECOMMENDED BOOKS

1. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
2. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
3. Raju, AAN. . Universal Decimal Classification and Colon Classification .
4. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
5. Ranganathan , S.R. Elementary Library Classification . 3RD ED. Bangalore. Sarada Ranganathan Endowment Trust , 1992
6. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
7. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
3	Knowledge Organisation: Classification practice **Objectives:** 1.To impart practical knowledge in classification 2. To get an idea on how to assign class numbers 3. To provide knowledge on tables and schedules **Outcomes** 1.Learn the Dewey Decimal Classification Scheme 2. Get the skill regarding assigning the class numbers 3.Have knowledge on Tables and Schedules of DDC	103	20 80 4

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE

(Dewey Decimal classification (22nd Edition)

UNIT I: Main Classes: Divisions, Sections, subsections etc.

UNIT II: Synthesis devices, Add, instructions, signs and auxiliary Tables;

Use of schedules and relative index.

UNIT III: Classification of Electronic reading devices

UNIT IV: Classification of Network based materials

UNIT V: Advanced classification

RECOMMENDED BOOKS

1. Ranganathan, SR. Colon Classification . 6th ed. Banglore: Sarada. Ranganathan Endoment for library Science , 1994.

2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th ed. New York: Lake placid , 1978.
3. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
4. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
5. Batty, CD. An introduction to 20th edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
4	Knowledge Management **Objectives:** 1.To provide the basic concepts of knowledge management 2. To impart ideas on knowledge creation models, knowledge transfer in E-world 3. To give an idea on neural network and datamining **Outcomes** 1.Get an idea on the concepts of knowledge management, types of knowledge 2.Understand the knowledge creation models, knowledge transfer in E-World 3.know the tools for knowledge management and neural network and datamining	104	20 80 4

LIS: 104 KNOWLEDGE MANAGEMENT

UNIT I : Knowledge Management: Concept and definitions

- Need for Knowledge Management in the emerging and changing business environment

- Understanding knowledge; Types of knowledge -explicit and tacit knowledge
- Knowledge works changing role of Library and Information professionals.

UNIT II: Knowledge creation and capturing Knowledge

- Creation model

- Capturing tacit Knowledge

UNIT III : Knowledge codification and organization: Knowledge base

- Knowledge mapping, decision trees, decision tables frames etc.

UNIT IV: Knowledge transfer and sharing steps in knowledge transfer.

-Knowledge transfer in E -World, role of Internet E -Business / E-Commerce.

UNIT V: Tools for knowledge Management

- Neural network Data mining

- Legal and ethical issues in Knowledge Management

RECOMMENDED BOOKS

1.Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in

the Knowledge Management Age. London: Facet Publishing, 2001.

2. Blaise Cronin. ed. Information Management: from strategies to action London Aslib,1985.

3. Bikowrtx W. R.: Knowledge Management Delhi PHI. 2000

4. Chorafas D. N. Knowledge Revolution. 1968.

5. Crawford, Marshali Jean: Information Broking: a new career in information work, London: L.A. 1988

6. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: Ess Ess, 2009

7. Galatin, Malcolm & Laiter, Robert D eds. Economics of Information London : Nijhoff ,1981

8. Gurnsey, John and White Martin. Information Consultancy London Clive Binglev 1989.

9. Koenig Michael E.D. and Shrikantaiah

(Ed): Knowledge Management: lessons learned what

works and what doesn't, New Delhi: Ess Ess, 2008

10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): Knowledge Management in Practice :

connection & context, New Delhi: Ess Ess, 2008

11. Kumar (PSG) A

Student's Manual of Library &Information Science Delhi : BR Publishing

Sl.No.	**Name of the Course** **Objectives and Outcomes**	**Course Code**	**Internal Marks** **External Marks** **Credits**

5(A).	Introduction to Information Technology **Objectives:** 1.To introduce the concepts of computer and network technologies 2.To provide information on Operating systems, programming languages and softwares 3.To enable to learn the Database Management Systems **Outcomes** 1.Gain knowledge on the concepts of computer basics and Network technologies 2.Understand the concepts of Operating Systems, Programming Languages and types of softwares 3.Learn the Database Management systems, steps in development of databases and get an idea on different library software packages	105	20 80 4

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT I: Overview of information Technology:

- Definition, Need, Scope and Objectives.

UNIT II: Computer Basics

- Historical development of computers.
- Generation of computers.
- Classification of computers.
- Computer architecture - Organization of computer.
- Micro Computer
- Input and output devices.

UNIT III: Network technologies

- Architecture
- Devises

UNIT IV: Software

- Operating systems: Basics feature of MS – DOS,
- MS Windows, .LINEX.
- Programming languages: Concepts and tools.
- Algorithm and Flowcharting.
- Types of Software

UNIT V: MS – Office

- Data Base management systems.
- Types of Databases
- Steps in development of Databases
- Library Software Packages

RECOMMENDED BOOKS

01. Martin , Janes. Computer Networks and Distributed processing : Software , Techniques and Architecture.

02. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.

03. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.

04. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.

05. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern. 1983.

06. Rowley, J.E. Compupters for Libraries . 2nd ed. London: Clive Bingley, 1985.

07. Stern, KR and Stern, Nancy. Introduction to Computers and information Processing. New York : John Wiley, 1982 .

08. Teddy. Lucy. An Introduction to Computer based Library system . 2ND ed. New York : Wiley. 1984.

09. Zoorkoozy, Peter . Information Technology and Introduction . 2ND ed. London : Pettman, 1985.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
6	1.Know the definition and nature of ethics, importance of professional ethics 2.Understand the nature of values, Ahimsa, Non-violence and Purusharthas 3.Know the importance of Bhagavat Gita, Gandhian Ethics and various theories of punishments	106	20 80 4

LIS 106: HUMAN VALUES AND PROFESSIONAL ETHICS - 1

UNIT I: Definition and Nature of Ethics

- Its relation to Religion, Politics, Business, Legal, Medical and environment.
- Need and Importance of Professional Ethics - Goals - Ethical Values in various Professions.

UNIT II: Nature of Values

- Good and Bad, Ends and Means, Actual and potential Values, Objective and Subjective Values, Analysis of basic moral concepts-right, ought, duty, obligation, justice, responsibility and freedom, Good behavior and respect for elders.

UNIT III: Ahimsa (Non-Violence), Satya (Truth), Brahmacharya (Celibacy),

- Asteya(Non possession) and Aparigraha(Non- stealing).

- Purusharthas(Cardinal virtues)-Dharma (Righteousness)

- Artha(Wealth), Kama(Fulfillment Bodily Desires)

- Moksha(Liberation)

UNIT IV: Bhagavad Gita

- (a) Niskama karma. (b) Buddhism

- The Four NobleTruths

- Arya astanga marga

- (c) Jainism- mahavratas and anuvratas.

- Values Embedded in Various Religions, Relirious Tolerance

- Gandhian Ethics.

UNITV: Crime and Theories of punishment

- (a) Reformative, Retributive and Deterrent.

- (b) Views on manu and Yajnavalkya.

RECOMMENDED BOOKS

1. John S Mackenjie: A manual of ethics.

2. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.

3. "Management Ethics - integrity at work' by Joseph A. Petrick and John F. Quinn, Response Books:New Delhi.

4. "Ethics in Management" by S.A. Sherlekar, Himalaya Publishing House.

5. Harold H. Titus: Ethics for Today

6. Maitra, S.K: Hindu Ethics

7. William Lilly: Introduction to Ethics

8. Sinha: A Manual of Ethics

9. Manu: Manu Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil(ed.) G.C.Haughton

. 10. Susruta Samhita: Tr.Kaviraj Kunjanlal, Kunjalal Brishagratha, Chowkamba Sanskrit series, Vol I,II and III, Varnasi, Vol I OO, 16-20, 21-32 and 74-77 only.

11. Caraka Samhita :Tr. Dr.Ram Karan Sarma and Vaidya Bhagavan Dash, Chowkambha Sanskrit Series office, Varanasi I, II, III Vol I PP 183-191.

12. Ethics, Theory and Contemporary Issues., Barbara Mackinnon, Wadsworth/Thomson Learning, 2001.

13. Analyzing Moral Issues, Judith A. Boss, Mayfield Publishing Company, 1999.

14. An Introduction to Applied Ethics (Ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.

15. Text book for Intermediate logic, Ethics and Human Values , board of Intermediate Education&Telugu Academic Hyderabad 15. I.C Sharma Ethical Philosophy of India. Nagin&co Julundhar.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
8	Information Sources and Services **Objectives** 1.To provide information on documentary and non-documentary sources 2.To make them able to understand Indian and British National Bibliographies 3. To impart knowledge on virtual reference service and translation services. **Outcomes** 1.Learn documentary and non-documentary sources and 1. different types of information sources 2. 2.Know about the Indian and British National Bibliographies, and Electronic Books	201	20 80 4

	3.Understand the virtual reference service and translation Services		

SEMESTER - II

LIS 201: INFORMATION SOURCES AND SERVICES

UNIT I: Reference and information sources:

- Documentary sources: Print, non – print including electronic
    - Non documentary: Human, Institutional.
    - Categories: Primary, Secondary and tertiary.
    - Nature, Characteristics, utility and evaluation of different types of information Sources. Encyclopedias, dictionaries, directories, almanacs,year books, Handbooks Manuals, geographical, biographical sources, indexes, and abstracts.

UNIT II : Bibliography.

- Definition, need, and functions.
- Types: systematic, historical, enumerative, critical, textual etc.
- Indian National Bibliography.
- British National Bibliography.
- Compilation of Bibliography

UNIT III : E-resources

- Books.
- E-Journals.
- Databases
- Subject gateways
- Internet as a sources of information

UNIT IV : Reference Service .

- Concepts, definition, trend
- Types, user, orientation, short range and long range.
- Digital and virtual reference services

UNIT V : Information service.

- Concepts, definition, need and trends and reference service VS Information service
- Alert services: Need, Techniques and evaluation: CAS, SDI, Bibliographic, Referral, Document delivery and translation services

RECOMMENDED BOOKS

1. Ranganathan SR. . Reference services and bibliography , Bombay, 1960.
2. Foskett. AC. Information Services in libraries . London . 1958
3. Mukherjee, AK. Fundamentals of special libbrianship , Calcutta , 1969.
4. Sharp, JR. Some fundamentals of information retrieval. London , 1965.
5. Shores, Louis. Basic reference sources . Chicago, 1954.
6. Viswantham, CD. Elements of information science. New Delhi, 1971.
7. Katz, A. Introduction to reference work. 2 v. New York, 1992
8. Guha, B. Documentation and information. Calcutta, 1983
9. Krishan Kumar, Reference services. New Delhi, 1989.
10. Girija Kumar and Krishan Kumar, Bibliography , New Delhi

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
9	Knowledge Organisation : Cataloguing Theory **Objectives** 1.To explain the basic ideas on catalogue and forms of it 2.To discuss the canons, principles and laws of cataloguing 3.To impart knowledge on different types of subject headings, and methods of cataloguing **Outcomes** 1.Understand the basic ideas on catalogue, forms of the catalogue, Main Entry and added entries 2. Know the Canons, Principles and Laws of Cataloguing 3.Gain the knowledge on different types of subject headings, Cooperative and Centralized cataloguing	202	20 80 4

LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY

UNIT I: Library catalogue.

- Library catalogue: Need, purpose and functions.
- Relationship of Library catalogue with other records of the library
- Accession Register, Publishers catalogue, Bibliography and shelf list.
- Impact of Information Technology on Cataloguing

UNIT II: Types of catalogues and filing of entries.

- Types of Catalogues - outer forms and inner forms.
- OPAC. Web based Cataloguing
- Filing of entries – AACR 2 - CCC

UNIT III: Normative principles

- Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.

Subject Heading lists.

LCSH , SLSH

UNIT V: Methods of Cataloguing and Standardization.

- Prenatal, Cooperative and Centralized Cataloguing.
- Standardization of Bibliographic activities.
- ISBD (M), ISBD (S), ISBD (NBM), Etc.

RECOMMENDED BOOKS

1.Girija Kumar and Krishna Kumar. Theory of Ctaloguing . New Delhi. Vikas. 1986.

2. Krishna Kumar. An Introducation for Cataloguing Practice . New Delhi Vikas . 1981.

3. Ranganathan. SR. Classified Catalogue Code with additional rules for Dictionary Catalogue code. 5th ed. . Bombay : Asias Publishing House , 1969.

4. Sears. ME. Sears List of Subjects Headings. New York : H.W. Wilson.1977.
5. Sharp , Henry. A. Cataloguing Practice . Bombay . Asia. 1974.
6. Sengupta . B. Cataloguing . Calcutta. Word Press, 1974.
7. Viswanthan, CG., Cataloguing : Theory and practice . New Delhi : Today tomorrow, 1970.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
10	Knowledge Organization : Cataloguing Practice **Objectives** 1.To explain Anglo American Cataloguing Rules 2.To create interest on the preparation of Main entry and added entries for monographs and serial publications 3.To provide skills on preparation of entries on cartographic materials, manuscripts and sound recordings **Outcomes** 1.Gain knowledge on Anglo American Cataloguing Rules 2.Learn the preparation of Main entry and added entries for monographs and serial publications 3. Gain the skills on preparation of entries on cartographic materials, manuscripts and sound recordings	203	20 80 4

LIS 203: KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

UNIT I: Cataloguing of monographs according to AACR – 2

UNIT II: Cataloguing of serial publications according to AACR – 2

UNIT III: Motion picture, Video- recordings and Micro forms according to AACR – 2.Cataloguing of Cartographic materials, Manuscripts, Sound Recordings,

UNIT IV: Advanced Cataloguing

UNIT V: Subject Cataloguing: Assigning subject headings using Sear's list of subject headings.

RECOMMENDED BOOKS

1. Anglo – American Cataloguing Rules. 2nd . rev.ed. London Library Association , 1988.
2. Hunter, Erie. J. Examples Illustrating AACR-2 . (1988) revised . London,1989.
3. Krishan Kumar. An introduction to AACR – 2, New Delhi: Vikas , 1990.
4. Ranganathan , S.R. Classified Catalogue Code. Bombay: Asia Publishing House, 1961.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
11	**Metadata Standards: Practice** **Objectives** 1.To provide knowledge on Metadata and its types and Standards 2.To impart skills on KOHA Software 3.To acquire skills on MARC 21 and Dublin core **Outcomes** 1.Know the Metadata and its types, standards 2. Learn the skills on KOHA Software 3.Learn the skills on MARC 21 and Dublin core	204	20 80 4

LIS: 204 METADATA STANDARDS - PRACTICE

UNIT I: **-** Introduction to Meta data and digital curation

-Description of Meta standards

-Additional resources. e -GMS

- ISO 19115: 2003(E). PREMIS

UNIT II: **-** Introductionto MARC 21, Tags.

-Introductors and subfields

UNIT III: - Creating MARC 21 records for print documents

- Electronic resources and complex documents

- Prints and resources

UNIT IV: **-** Introduction to Dublin core

- Preparing simple and qualified core records in HTML

UNIT V: **-** Preparing simple and qualified Dublin core records in XML

- Preparing simple and qualified Dublin core records in RDF

Sl.No.	**Name of the Course** **Objectives and Outcomes**	**Course Code**	**Internal Marks** **External Marks** **Credits**

12	**Library Management** **Objectives** 1.To explain organizational structures of library 2. To identify the factors behind selection, procurement and accessioning documents 3. To provide knowledge on various sections of a library **Outcomes** 1.Gain knowledge on meaning and purpose of management, Organizational Structures 2.Able to identify the factors behind selection, procurement and accessioning of documents 3.Gain knowledge on a circulation system suitable for a library, different budgetary methods and its standards, norms and principles	205	20 80 4

LIS 205: LIBRARY MANAGEMENT

UNIT I: Introduction to Management.

- Concept definition and scope.
- Management schools of thought
- Functions and principles of scientific Management.
- Organization Structures

UNIT II: Books selection, Acquisition and Technical Treatment.

- Different Sections of the library.

- Books selection: Need and purpose, Principles and theories, Policy and Programs, Book selection tools.
- Acquisition
- Technical treatment: Processing - Classification and cataloguing.

UNIT III: Serials Control, circulation control and maintenance.

- Serials control, Selection, Maintenance and record of receipts.
- Circulation control: Registration of members, charging and discharging methods.
- Maintenance: Shelving methods, shelf rectification, stock verification, Binding and preservation; Archives

UNIT IV: Library authority, personnel and finance:

- Library authority: Library committee, need, functions and types
- Library personnel: Categories - staff formula.
- Library Finance: Sources of finance, Budget and Budgeting.

UNIT V: Library building, rules and reporting.

- Library building: Planning, furniture and equipment
- Library rules and regulations
- Annual report.
- Library statistics.

RECOMMENDED BOOKS

1. Evans, G. Edward.. Management techniques for librarians . 2nd ed . New york : Academic Press, 1983.
2. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Lock, R.N. Library administration . 3rd ed. New York : Philosophical Library . 1965.
5. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia , 1059.
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
9. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta: IASLIC, 1990.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
14	**Human Values and Professional Ethics -II**		--

	Objectives **1.**To explain importance of value education, family values and status of women in family and society 2.To discuss ethics in various fields like Medical, Business, Environmental and social **Outcomes** 1.Understand about Value Education, Family Values and Status of Women in Family and Society 2.Know the ethics in Medical, Business fields 3.Learn the ethics on Environmental issues and social aspects	206	100

LIS: 206: HUMAN VALUES AND PROFESSIONAL ETHICS – PAPER II

I. Value Education – Definition relevance to, present day - Concept of Human Values – Self introspection – Selfesteem. Family values-Components, structure and responsibilities of family - Neutralization of anger - Adjustability - Threats of family life - Status of women in family and society Caring for needy and elderly - Time allotment for sharing ideas and concerts.

II. Medical ethics- Views of Charaka, Sushruta and Hippocratus on moral responsibility of medical practitioners. Code of ethics for medical and healthcare profession3!s. Euthanasia, Ethical obligation to animals, Ethical issues in relation to health care professionals and Patients. Social justice in health care, human cloning, problems of abortion. Ethical issues in genetic engineering and Ethical issues raised by new biological technology or knowledge.

III. Business ethics- Ethical standards of business-Immoral and illegal practices are their solutions. Characterics of ethical problems in management, ethical theories, causes of unethical. behavior, ethical buses and work ethics.

IV. Environmentalethics- Ethical theory, man and nature- Ecological crisis, Pest control, Pollution and waste, Climate change, Energy and population, Justice and environmental health.

V. Social ethics- Organ trade, Human trafficking, Human rights violation and social disparities, Feminist ethics, Surrogacy/pregnancy. Ethic of media- Imp2ct of Newspapers, Television, 'Movies and Internet.

Books for study

1. John S Mackenjic: A manual of ethics.
2. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.
3. "Management Ethics - integrity at work' by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi
4. "Ethics in Management"by S.A. Sherlekar, Himalaya Publishing House.
5. Harold H. Titas: Ethics for Today.
6. Maitra, S.K: Hindu Ethics.
7. William Lilly: Introduction to Ethics.
8. Sinha: A Manual of Ethics.
9. Manu: Manava Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.CHaughton.
10. Susruta Samhira: Tr.Kaviraj Kunjanlal, Kunia!al Brishagratha, Chowkamba Sanskrt series, Vol T,M and ill, Varnasi. VoiIOO, 16-20,21-32 and 74-77 only.
11. Caraka Sambita :Tr. Dr.Ram Karari Sarma and Vaidya Bhagavcn Dash; Chowkambha Sanskrit Series office. Varanasi 1. 11, Il! Vol 1 PP 153-191.
12. Ethics, Theory and Contemporary issues.. Barbara Mackinnon. Wadsworth/Thomson Learning. 2001.
13. Analyzing Moral Issues, Judith A'. Boss, Mayfield Publishin5 Company, 1999.
14. An Introduction, to Applied Ethics (Ed.) John H.Piet and Ayodhya 'Prasad, Cosmo Publications.
15. Text Book for Intermediate First \'ear Ethics and Human Values, Board of Intermediate 'Education-Telugu Akademi. Hyderabad.
16. I.C Sharma Ethical Phitosoph.' of India. Nagin &co Julundhar.

SEMESTER – III

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
15	Information Processing and Retrieval Theory **Objectives** 1.To provide knowledge on the basic concepts of IPR and various schemes of classification 2.To impart skills on learning systems and techniques and their evaluation criteria and studies	301	20 80 4

	3.To explain Web based information retrieval systems **Outcomes** 1.Understand the basic concepts on Information procession and Retrieval and various schemes on classification 2.Learn the Indexing Systems and Techniques and their Evaluation Criteria and Studies 3.Gain knowledge on Web based Information Retrieval Systems		

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

UNIT I: Information Processing and retrieval.

- Information processing and retrieval: Basic concepts and role in information transfer.

UNIT II: Indexing Languages.

- Schemes of classification: DDC, CC and UDC.
- BSO
- Vocabulary control : Thesaurus
- Design of indexing languages.

UNIT III : Indexing systems and techniques

- Pre coordinate indexing: PRECIS, POPSI, Uniterm etc.
- Post coordinate indexing: KWIC, KWOC etc.
- Citation indexing.

UNIT IV : Evaluation of Indexing System.

- Criteria for Evaluation.
- Aslib, crane field studies.
- Search strategy. Subject Guides, case studies.

UNIT V : Web based Information retrieval system

- Web indexing system,
- Web cataloguing.

RECOMMENDED BOOKS

1. Anderson, D. Universal Bibliographic control . 1976.

2. Aichinson, J. and Chilchrist, A. Thesaurus contstruction: A practical manual. 1972.
3. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
4. Browm A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
5. Kochen , M. Ed. Principals of information Retrieval . 1974.
6. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
7. Salton, G. Introduction to Modern Information Retrieval . 1983.
8. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
9. UNESCO . Common Communication Format . Paris. Unesco , 1988.
10. Vickery, BC. Techniques of Information Retrieval. 1970.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
16	Library Automation and Digital Library **Objectives** 1.To acquire knowledge on basics of library automation and digital libraries 2. To explain network and communication devices, digitization and metadata **Outcomes** 1.Learn the basics of Library Automation, various modules of library automation software packages and their features 2.Gain knowledge on basic concepts and characteristics of digital libraries 3.Know about network and communication devices, digitization and metadata	302	20 80 4

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

UNIT I: Library Automation

- Meaning – Definition – Infrastructure Facilities – In house operations

- Introduction to Digital libraries, concepts and issues.
- Understanding digital libraries. Evolution of digital libraries
- Important milestones
- Pre- DLI 1, NSF and DLI 1 and. DL communities - Agencies and Organizations responsible for the development of Digital Libraries

UNIT II. Content creation

-Electronic documents, files and file formats.

- Study of different file formats. Studying PDF in detail- features of PDF.

- Born digital and legacy documents. Digitization- scanning, OCR and conversion to PDF.

- Study of the DL content management issues

UNIT III. Creating Web documents

- Mark Up Languages- SGML, HTML and XML. Creating documents in HTML. HTML editors and tools. Front Page and Dream Weaver. XML and its features- XML tools.

UNIT IV. Digital Library architecture .Elements of a DL. DOI, Open URL,

- Cross Reference and other aspects.

- Metadata and other resource discovery issues.

- AccessControl and DRM, Security and preservation issues.

UNIT V. Open Access Movement

- Institutional repositories. Case study of select digital libraries
- IRs. California Digital Library; Alexandria Digital Library; ArXive; Cogprintis; Vidyanidhi

RECOMMENDED BOOKS:

1. Computerization of Indian Libraries, P.S.G.Kumar, B.R.Publishing Corprn., 1987, Delhi
2. Manual of Computer Applications Training in Library Science, R.L.Sehgal & D.K.Behl, ESS ESS Publn., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publns., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri,Vol.16, No.4 (1966)

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Search and Search Strategies **Objectives** 1.**To** learn different types of databases and their search strategy 2. To understand various Internet protocols **Outcomes** 1.Gain knowledge on search strategies, various types of databases, internet searching tools 2.Understand Z39.50 protocol and Wide area information servers 3.Learn the search engines and meta search engines.	303	20 80 4

LIS 303: SEARCH AND SEARCH STRATEGIES

UNIT- I: Introduction to search and retrieval- Concept of file, database

- Types of databases

- Structure of records in databases and on the web

-Structure of indexes and files

- Vocabularies-free and controlled- Search models-Boolean (exact match), and ranking (best match) , web search engines.

-Matasearch Engines.

UNIT-II: Tools of internet search;

- Local search-vertical search- Search engine optimization-Search oriented architecture – selection –based search.

-Social search-document retrieval – Text mining- web crawler

-Multisearch-Federated search-search aggregator.

UNIT-III: Index/web indexing

-Focused crawler-spider trap-robots exclusion standard

-Distributed web crawling-web archiving- website mirroring software

-Web search query-voice search-Natural language search engines

- Web query classification- Image search-video search engine- Semantic search.

UNIT-IV: Protocols and standards: Z39.50.

- Search /retrieval web service-search /retrieval via URL.

-Open search-representational state transfer-website parse template.

-Wide Area Information servers. OAI/PMH.

UNIT-V: Practical component:

-Searching of databases, catalogues.

- Searching in general search engines and meta search engines

-Studying the searching features- of the search engines-searching proquest-pubmed-emerald-EBSCO-JCCC.

Text Books:

1. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit
2. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.
3. Real Recruting : Winning search strategies, Steven M. Finkel.
4. Keyward search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)

UNIT- I. Information seeking and use

- Need for a conceptual framework
- Need for a theory of information seeking
- Integrating theories of. information seeking with broader theories and framework

.**UNIT:- II** Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user

- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

Sl.No.	**Name of the Course** **Objectives and Outcomes**	**Course Code**	**Internal Marks** **External Marks** **Credits**
17	Internship **Objectives** 1.To develop skills on maintenance of all sections in the library 2.To provide knowledge on digital library 3.To summarize the skills on preservation and conservation of manuscripts and digitization **Outcomes** 1.Attain skills on all types of sections and its maintenance in libraries in which they underwent training 2.Get skills on maintenance of Digital Library 3.Learn the skills on preservation and conservation of	304(B)	- 100 4

	manuscripts and digitization		

LIS 304B: INTERNSHIP

Internship is compulsory to the students of third semester.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
17	Academic Library System **Objectives** 1.To infer the basic objectives, growth and development of academic libraries in India, UK and USA 2.. To analyze the overview of higher education in India, UGC its powers and functions and the role in the development of academic libraries 3.To identify the organisation of library and information services needed by distance and special users **Outcomes** 1.Know the basic objectives, growth and development of Academic Libraries in India, UK and USA 2.Learn about an overview of higher education in India, UGC, its powers and functions and its role in the development of academic libraries 3.Understand the total design of the building, techniques of financial management, and know the organization of library and information services needed by distance learners and special users	304(C)	20 80 4

LIS 304 C: ACADEMIC LIBRARY SYSTEM (Generic Elective)

UNIT I : Introduction to Academic libraries.

- Academic Library concept and functions.
- Services of Academic Libraries in the Electronic Environment
- Types of Academic libraries.
- Role of Academic Library in Education.

UNIT II : Development of Academic Libraries.

- Development of Academic Libraries in USA, UK and India.
- Education Policy and Academic Libraries in India.
- Role of UGC in promoting College and University Libraries.
- Norms and standards of Academic libraries.

UNIT III : Academic Library building and authority.

- Academic Library Authority, Policies and Programs.

UNIT IV : Library Finance, Personnel Management and Collection Development.

- Financial Control
- Personnel Management
- Collection Development and maintenance.

UNIT V : Academic Library Services, automation and networks.

- Academic Library information services.
- Planning and organization of Academic Library services.
- User studies and User education programs.
- Resource sharing : Concept , Objectives and programs
- Academic Library Networks : INFLIBNET
- Computerization of Academic Libraries.
-

RECOMMENDED BOOKS

1. Cowley. John. Libraries in higher education: The user approach to service London: Clive Bingley, 1975.
2. Hamlin, A. T. The University library in the US: Its origin and development Philadelphia : University Philadelphia, 1981.
3. Thompson , James, An Introduction to University library administration 3rd ed. London : Clive Bingley, 1987.
4. Wilson , LB. And Tauber , MR. The University library . New York : Columbia University Press, 1956.
5. Gupta , OP . Development of University Libraries in India after independence . New Delhi Concept . 1992.
6. Thompson , James . University Library history : An international review London: Clive Bingley . 1980.

7. University Grants Commission (India) . Committee on University and College libraries Report . New Delhi.: UGC ., 1965.
8. Academic libraries : Role in the national development / edited by Dorathy Issac. Madras: TR Publications . 1993.
9. Shukla, K. University libraries in India . Jaipur : RBSA Publishers , 1994.
10. Rogers, R utiefford D. University library administration . New York: H.W. Wilson. 1971
11. Mc Donald, Joseph and Micikon, Basney. Academic Librarian: The dimension of their effectiveness . Green Wood Press . 1994.
12. Trehan, GL AND Malhan, IV. School library Management . New Delhi : Sterling, 1980.
13. Davies, Ruth Ann. The School Library : A force for educational excellence. New York R. R. Bowker, 1969.
14. Gelfand, M.A. University libraries for developing countries . Delhi : UniversaL l Book Company , 1974.

LIS: 304D: SPECIAL LIBRARY SYSTEM (Generic Elective)

UNIT I: Introduction to special libraries.

- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT II: Special libraries and Information Centers in India.

- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT III: Special library buildings, finance and services.

- Special library buildings and furniture.
- Special library fiancés.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT IV: Special Library personnel and Collection Development

- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT V: Organizations promoting special libraries.

- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information
  Centers: FID, SL, ASLIB, IASLIC.

- Education and Training in special librarianship.

RECOMMENDED BOOKS

1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.

2. Silva, M. Special libraries . London : Andre Deutsch. 1970

3. Strauss. L. j. et al. Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.

4 . Struble, EG. Special libraries guide for management , New York: Special library Association . 1966.

5. Atherton, PAULINE. Hand book for information systems and services. Paris. Unesco,1977.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
20	**Information Literacy** **Objectives** 1.To introduce the concepts of Information Literacy and sources of print and electronic information 2.To provide skills on information access through INFLIBNET Network 3.To examine the Internet and its search techniques and Intellectual Property Right **Outcomes** 1.Learn the concepts of Information Literacy and sources of Print and Electronic Information 2.Get the skills on information access through INFLIBNET Network 3.Able to understand the Internet and its search techniques and Intellectual Property Right	305(A)	20 80 4

LIS: 305 A: INFORMATION LITERACY (Open Elective)

UNIT I: Information and Information Literacy:

Information - Concept, Characteristics and use.

- Information explosion.
- Organization of information.
- Flow of information.

Information Literacy:

- Definition & need.
- Methods to end user training.
- Standards for evaluation of Information literacy.

UNIT II: Sources of Information:

- Documentary: Print, Non-print(including electronic)
- Non-Documentary: Human, Institutional.
- Categories: Primary, Secondary, Tertiary.
- Sources: Encyclopedias, Dictionaries, Directories, Year books, Geographical, biographical, Bibliographies, Indexes, Abstracts etc.
- Evaluation.

UNIT III: Information and Communication Technology:

- Introduction to Information Technology
- Network types & Topologies: LAN, WAN, MAN, Bus, Star, Ring etc.
- Information Access through networks: INFLIBNET, DELNET etc.

UNIT IV: Internet:

- History and Characteristics

- Uses of Internet
- Search techniques
- Web resources
- Evaluating internet information.

UNIT V: Issues of the information age:

- Evolution: Agriculture- Industrial- Information age.
- Preservation of the record of human knowledge.
- Intellectual property: Concept, Act etc.
- Information policy & Privacy.
- Right to information.

RECOMMENDED BOOKS

1. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.

2. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
3. Krishan kumar: Reference service. New Delhi, 1989.

4. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305 B : INFORMATION AND COMMUNICATION (Open Elective)

UNIT I : Information and Communication.

- Information: Characteristics, Nature, value and use.
- Conceptual difference between data, information and knowledge.

- Communication of information: Information generation.

UNIT II : Communication Models and Trends

- Communication channels, models and barriers.

- Trends in Scientific Communication

UNIT III : Communication.

- Definition, Scope and Objectives.
- Mediums, Formats, Resource sharing.

UNIT IV : Library, information and society.

- Genesis and characteristics and implications of information society.
- Changing role of library and information Centers in society.
- Intellectual Property Act, Right to information Act.
- International and National Programs and policies (NAPLIS) and IT.

Unit V : Electronic Communication

- E-mail

- E-commerce

- Cybercrimes and Laws

.**RECOMMENDED BOOKS**

1. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
2. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
3. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
4. Meadows, A. J. Communication in Science , London: Butterworth. 1974
5. Price, de Solla. Little Science and Big Science . New York: Columbia University press, 1986.

6. Robert,S. Electronic Communication.6th ed 2014.

7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

Sl.No.	Name of the Course	Course Code	Internal Marks External Marks

	Objectives and Outcomes		Credits
21	**Research Methodology** **Objectives** 1.To infer the need and purpose of various research methods 2.To memorize the knowledge on Research design, techniques and tools 3.To enumerate the skills on data analysis and interpretation of Data in SPSS **Outcomes** 1.Understand the definition, need and purpose of various research methods 2.Get the knowledge on Research design, techniques and tools 3.Gain the skills on Data analysis and Interpretation of Data in SPSS	401	20 80 4

LIS 401: RESEARCH METHODOLOGY

UNIT I: Research.

- Definition need and purpose of research.
- Types of research: Fundamental and applied.
- Research and development of scholarship.
- Library and Information Science research. at national and International level

UNIT II : Research Design.

- Conceptualization and operationalisation
- Types of research design.
- Identification and formulation of research problem.
- Hypothesis: Definition, formulation and types: Descriptive, relational and explanatory. Null hypothesis. Verification.
- Designing Research proposal.
- Ethical aspects of research.
- Literature search – print, non – print and electronic sources.

UNIT III : Research Methods.

- Scientific method.
- Historical method.
- Survey method and case study method
- Experimental method and Delphi method.
- Sociometry, Bibliometrics, webometrics

UNIT IV : Research techniques and tools.

- Methods of data collection: Primary and secondary.
- Primary data – Questionnaire, interview and observation.
- Secondary data – Historical / recorded.
- Scales and checklists. Sampling Techniques – random and non – random

UNIT V : Data analysis and interpretation.

- Descriptive statistics – Measures of central tendency–Measures of dispersion-

Variance and covariance.

- Graphical presentation of data - Bar, Pie diagrams, graphs, histograms etc.

- Inferential statistics- Z– T test. Correlation- Regression: Linear and

-Nonlinear– Chi square test.

- Statistical packages – SPSS.

- Research reporting: structure, style and contents – Guide lines for Research reporting – Style Manuals: Chicago, MLA, APA, etc e- citation and Method of research evaluation.

RECOMMENDED BOOKS

1. Charles. H Busha and Stephen, P. Harter . Research Methods in librarianship.

   Techniques and interpretation . New York : Academic Press. 1980.

2. Maurice. B line . Library surveys. 2ND ED. London : Bingley , 1982

3. Nickmoore and Martin Hesp. The Basics of writing reports etcetera. London Bingley , 1985.

4. Goode, William and Hatt, Paul K. methods in social research. New York: Mc Graw – Hail Book Company , Inc, 1952.5.

5. Gopal , MH . An introduction to research procedure in social sciences, New Delhi : Vikas , 1992.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
22	Software for Libraries: Practice **Objectives** 1.To get knowledge on D Space, Greenstone digital library softwares 2.To explain koha library management software, E-resources, Directory of open access journals 3.To provide an idea on designing of Web page and Data Mining **Outcomes** 1.Attain knowledge on D Space, GreenstoneDigital Library Softwares 2.Learn about Koha : Library Management Software, E-Resources, Directory of Open Access Journals, 3.Get an idea on designing of Web Page and Data Mining	402	20 80 4

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

UNIT I : Digital Library Packages, Dspace, and Greenstone

UNIT II : Library software packages SOUL, Koha

UNIT III: Internet and Databases searching.

UNIT IV : Library and Information Centre Web page design and creation using

MARKUP language and on-line support.

UNIT V: Data mining.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
25	Dissertation/Project Work **Objectives** 1.To explain how to select the theme for their work 2.To provide guidance on writing styles, preparation of questionnaire, data analysis and interpretation of data and citation styles 3.To impart skills on findings and conclusion of the work **Outcomes** 1.Gain Knowledge on how to select the theme for their work 2.Learn the writing styles, preparation of questionnaire, data analysis and interpretation and Citation styles 3.Get the skills on findings and conclusion in dissertation	403	- 100 4

LIS 403: DISSERTATION / PROJECT WORK

Every student shall prepare a dissertation/project under the guidance a faculty member of the department and submit before the last examination of the fourth semester

Sl.No.	Name of the Course	Course Code	Internal Marks External Marks

	Objectives and Outcomes		Credits
24	Management of Information System **Objectives** 1.To provide an idea on basic concepts of Management 2.To explain budgeting techniques and methods and policies and procedures 3.To acquire knowledge on system analysis, PERT/CPM **Outcomes** 1.Know the basic concepts in Management, and various methods of decision-making and its application to Library and Information Centers 2.Understand the budgeting techniques and methods and policies and procedures 3.Gain knowledge on system analysis, PERT/CPM	404(A)	20 80 4

LIS: 404 A: MANAGEMENT OF INFORMATION SYSTEM (Generic Elective)

UNIT I : Management

- Concept, definition and scope
- Library as a system

UNIT II : Human Resource Management

- Organizational structure
- Delegation, communication and participation
- Job description and analysis: Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation: group dynamics
- Training and development
- Disciplines and grievances

- Performance appraisal

UNIT III: Financial Management

- Resource mobilization
- Budgeting techniques and methods:PPBS,ZBB
- Budgetary Control

UNIT IV : Planning

- Concept, definition, need and purpose: types
- Policies and procedures, MBO

UNIT V: System analysis

- Project Management: PERT/CPM
-MIS Definition, Concepts, elements

RECOMMENDED BOOKS

1. Allen,Louis A. Organisation and Management, New York:Allen and Unwin, 1978.

2. Bernard, Chester I. The Functions of the Executive. Cambridge, Mass:Harvard University,1938.

3. Cowley, J. Personnel Management in Libraries.1982.

4. Dawar, RS. Management Process. New Delhi:Mittal

5. Drucker,Peter. Management

6. Evans,Edward. Management technique for libraries. 2nd ed. New York:Academic Press, 1983.

7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.

8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B:MUSEUMS AND ARCHIVES – (Generic Elective)

UNIT-I

Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II

Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources form print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III

Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.

UNIT-IV

Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V

Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:

Nationalarchives.nic.in

Text books:

1. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.
2. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne clough, published by Smithsonian institution

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
23	Information Processing and Retrieval: UDC and Indexing Practice Objectives 1.To impart knowledge on Universal Decimal Classification 2.To learn different Indexing systems 3.To explain the design and development of thesaurus Outcomes 1.Gain knowledge on Universal Decimal Classification 2.Learn different Indexing systems 3.Understand the design and development of thesaurus	403(A)	20 80 4

LIS 404 C: INFORMATION PROCESSING AND RETRIEVAL:

UDC AND INDEXING PRACTICE - (Generic Elective)

PART – A : Universal Decimal Classification.

- Classifying complex subject titles including periodical titles
- According to Universal Decimal classification.

PART - B: Indexing practice.

- Assigned Indexing practice.
- Derived indexing practice.
- Design and development of IR the saurus

.

LIS: 404 -C: MARKETING OF INFORMATION PRODUCTS AND SERVICES (Generic Elective)

UNIT I: Foundations of Marketing.

- Economic analysis models and their application to the information industry.
- Information as a commodity, and as a resource.
- Barriers to information access.

UNIT II: Techniques and tools of marketing analysis.

- Market Research
- Collection of data and its analysis.
- Forecasting and positioning

UNIT III: Market segmentation

- segmenting a market
- Market targeting
- Market positioning

UNIT IV : Designing products.

- Planning, designing products and services.
- New product development and diversification.

- Product promotion stratégies.

UNIT V: National and International Commercial information.

- Services.
- Dialog, BLAISE, INFORMATIC S etc.

RECOMMENDED BOOKS

1. The Marketing of Library and Information Science Service. London, Aslib, 1981.

2. Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijihoff, 1981

3. Costing and the economics of Library and Information Services / edited by Sephen' A Roberts. London: Aslib, 1984.

4. Marketing of information services/ edited by Brayan Yates. Canberra: National Library of Australia In association with the AustralianCommission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS (Open Elective)

UNIT I : Introduction to information systems.

Information system: concept and characteristics.

- Kinds of Information systems.
- Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.

- UN and its specialized agencies – based information systems and programs.
-

UNIT III: National information systems.

- National Information systems in USA, UK, Russia and Japan.
- Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

- Organizations promoting Information systems and programs at the international level.
- Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star,

UMI, Silver Platter, BLDSc,ISI.

- National providers: INFONET, INFLIBNET, J-Gate

RECOMMENDED BOOKS

1. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
2. Champman E.A. Library Systems . Analysis Gidelines , 1970.
3. Weisman. HM . Information sytems . Services and Centres. New York: Beekar and Hayness, 1972.

Sl.No.	Name of the Course Objectives and Outcomes	Course Code	Internal Marks External Marks Credits
26	Technical Writing **Objectives** 1.To explain the definition and types of technical writing 2.To discuss about technical writing process and styles 3.To provide the skills on technical writing techniques, use of MS-Office **Outcomes** 1.Know the definition and types of technical writing 2.Attain the idea on technical writing process and styles 3.Get the skills on technical writing techniques, use of MS-Office for preparation and presentation of technical writing	405 (B)	20 80 4

LIS: 405 B: TECHNICAL WRITING (Open Elective)

UNIT I: Technical Writing basics

- Definitions, Purposes, Characteristics

-Types, Functions, Target groups and their requirements

UNIT II : Technical Writing Process

- Planning, drafting, editing, finishing and producing the document.

-Use of editorial tools viz. Dictionaries, Style Manuals

UNIT III : Technical Writing Style

- Language and technical skills, Styles

- Semantics,Syntax, Diction, Sentence Structure, Readability

UNIT IV : Technical Writing Technique

- Information Searching and gathering skills,

- Summarizing. Designing pages: Tables, Line Graphs, BarGraphs,

Pie Charts, Charts and Illustrations, footnotes and end notes

UNIT V : Technical Communications

- Structure and format of journal articles, seminars/conference papers,

Review articles, technical reports, research proposals,monographs,

Dissertations/theses. Use of Page Maker and Ms-Office for the

Preparation, production and Presentation

RECOMMENDED BOOKS:

1. Anderson, Paul V and Brockamn, R John and Miller, Carolyn(ed). New essays in Technical and scienfic communication: Research, theory and practice. Farmingdate:NY, Baywood, 1997.
2. Day, Robert A. Writing scientific papers in English. Ed 2. Philadelphia:ISI, 1989
3. Joshi, Yateendra, Communicating in style. New Delhi: TERI, 2003
4. Staples, Catherrine and Ornatowski, Cezar (Ed). Foundations for teaching technical Communications
5. Society for Technical Communication. Code for communicators. Washington D C. STC.1998.