SRI VENKATESWARA UNIVERSITY: TIRUPATI

SVU COLLEGE OF ARTS
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

(Revised Scheme of Instruction and Examination, Syllabus etc., under CBCS Regulations -2016 is Amended as per NEP-2020)
(With effect from the batch admitted in the academic year 2021-22)

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc)

SEMESTER-I

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 101	Foundations of Library and Information Science	6	4	Core-Theory	20	80	100
2	LIS 102	Knowledge Organization: Classification Theory	6	4		20	80	100
3	LIS 103	Knowledge Organization: Classification Practice	6	4		20	80	100
4	LIS 104	Knowledge Management	6	4		20	80	100
5	LIS 105	A Introduction to Information Technology B Electronic Information and Services C Preservation and Conservation of Information Resources	6	4	CF	20	80	100
6	LIS 106	A Information and Communication B Informetrics, Bibliometrics and Webometrics	6	4	EF	20	80	100
		Total	**36**	**24**		**120**	**480**	**600**
7	LIS 107	Human Values and Professional Ethics - I	**0**	**0**	Audit Course	**100**	**0**	**0**

- **All core papers are Mandatory**
- **Compulsory foundation – Choose any one**
- **Elective Foundation - Choose any one Paper**
- **Audit course – 100 Marks (Internal) – Zero Credit under self study**
- **** Interested student may register for MOOCS with the approval of DDC**

SEMESTER - II

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 201	Information Sources and Services	6	4	Core-Theory	20	80	100
2	LIS 202	Knowledge Organization: Cataloguing Theory	6	4		20	80	100
3	LIS 203	Knowledge Organization: Cataloguing Practice	6	4		20	80	100
4	LIS 204	Meta Data Standards – Practice	6	4		20	80	100
5	LIS 205	A Library Management B Health Science Library and Information System C Agricultural Sciences Library & Information System	6	4	CF	20	80	100
6	LIS 206	A Scholarly Communication B Introduction to Networks and Resource Sharing	6	4	EF	20	80	100
		Total	**36**	**24**		**120**	**480**	**600**
7	LIS 207	Human Values and Professional Ethics - II	**0**	**0**	Audit Course	**100**	**0**	**0**

- **All core papers are Mandatory**
- **Compulsory foundation – Choose any one**
- **Elective Foundation - Choose any one Paper**
- **Audit course – 100 Marks (Internal) – Zero Credit under self study**
- **** Interested student may register for MOOCS with the approval of DDC**

SEMESTER-III

S. No	Code		Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 301		Information Processing and Retrieval Theory	6	4	Core-Theory	20	80	100
2	LIS 302		Library Automation and Digital Library-Theory	6	4		20	80	100
3	LIS 303	A	Internship	6	4	Generic Elective	20	80	100
		B	Academic Library System						
		C	Special Library System	6	4		20	80	100
		D	Search and Search Strategies						
4	LIS 304		Communication, Soft skills and Etiquette	6	4	Skill Oriented	20	80	100
6	LIS 305	A	Information Literacy	6	4	Open Elective	20	80	100
		B	User Studies						
			Total	**36**	**24**		**120**	**480**	**600**

- **All core papers are Mandatory**
- **Generic Elective – Student has to choose any Two Paper**
- **Skill oriented Course is mandatory**
- **Open Elective are for the students of other Departments, Minimum one paper should be opted, extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study**
- **** Interested student may register for MOOCS with the approval of DDC**

SEMESTER-IV

S. No	Code		Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 401		Research Methodology	6	4	Core-Theory	20	80	100
2	LIS 402		Software for Libraries - Practice	6	4		20	80	100
3	LIS 403	A	Information Processing and Retrieval: UDC and Indexing Practice	6	4	Generic Elective	20	80	100
		B	Management of Information system						
		C	Museums and Archives	6	4		20	80	100
		D	Marketing of Information Products and Services						
4	LIS 404		Dissertation / Project Work	6	4	*PW	20	80	100
6	LIS 405	A	Technical Writing	6	4	Open Elective	20	80	100
		B	Information Systems and Programmes						
			Total	**36**	**24**		**120**	**480**	**600**

- **All core papers are Mandatory**
- **Generic Elective – Student has to choose any Two Paper**
- **Multidisciplinary Course/ Project work is Mandatory**
- **Open Elective are for the students of other Departments, Minimum one paper should be opted, extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study**
- **** Interested student may register for MOOCS with the approval of DDC**

SEMESTER - I
LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
(Core Paper)

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: Committees and Commissions on Libraries in 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, Professional Skills & Competences
- 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, CILIP, ASLIB, 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 libraries in India .New Delhi.

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY
(Core Paper)

UNIT I   Knowledge Classification and Library Classification.
- Classification: Nature, purpose and definition
- Simple Knowledge Organization System, Taxonomies, Folksonomy.

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.

UNIT IV   Devices and Mnemonics.
- 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, Web Dewey
- 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.

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE
(Dewey Decimal classification (22nd Edition)
(Core Paper)

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.

LIS: 104 KNOWLEDGE MANAGEMENT
(Core Paper)

UNIT I Knowledge Management: Concept and Definition
- 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
- Process of Knowledge Creation -Creation, Storage, sharing, Application, Evaluation.
- Creation model
- Capturing tacit Knowledge, Externalization and Internalization
- Create a knowledge-sharing Culture
- Impact of New Knowledge Innovation, Integration of External& Internal knowledge, Acquisition of information and Networks

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 Knowledge Management-Principles, Tools, Components and Architecture.
- 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 : Nijhof,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.

LIS 105 (A): INTRODUCTION TO INFORMATION TECHNOLOGY
(Compulsory Foundation)

UNIT I   Overview of Information Technology
- Definition, Need, Scope and Objectives.
- Computer Technology: Character Presentation-ASCII,ISCII, Unicode.

UNIT II   Computer Basics
- Generation of computers.
- Classification of computers.
- Computer Hardware, Storage Devices.

UNIT III   Software
- Operating systems: MS Windows, LINEX.
- Types of Software: Application software, System software
- Programming languages: Object Oriented, Procedural, High level, Scripting, Web languages.

UNIT IV   Network technologies
- Types of Network: LAN, MAN, WAN
- Network Topologies
- Teleccommunication: Transmission Channels, Mode and Media, ISDN, PSDN, Multiplexing, Modulation.

UNIT V   Database and Wireless Communication
- Data Base management systems.
- Types of Databases
- Media, Wi-fi, Li-fi, Satellite Communication, Mobile Communication.

RECOMMENDED BOOKS

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

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

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

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

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

6. Rowley, J.E. Computers for Libraries . 2nd ed. London: Clive Bingley, 1985.

LIS: 105(B) ELECTRONIC INFORMATION AND SERVICES
(Compulsory Foundation)

UNIT I   E-Information
- Concept, structure, features
- Information industry.
- Role of librarian in information industry.

UNIT II   E-Resources
- E-Journals, E-Books, E-theses, E-Newspapers, Blogs, Wikis.
- Free online Dictionaries, Non-Free online Dictionaries, Free Thesauri
- Encyclopedias, Subject Gateways and Portals.

UNIT III   E-Databases
- Full Text, Numeric
- Citation Searching
- Open access Database-DOAJ, DOAR

UNIT IV   Web Based Information Sources in LIS
- Online Repository: RCLIS
- Abstracts: LISA, LISTA
- Info librarian

UNIT V   Search engines
- Definition, concept and Types
- Search strategies.

RECOMMENDED BOOKS

1. Gary Shelly,Mark Frydenberg (2010): Web 2.0 Concepts and Applications

2. Dermot A. mcCormark (2002), Web 2.0. Aspatore books,

3. Jane Hosie-Bounar, Barbara m. Waxer (2010) Web 2.0 Making the Web Work for You

4. By David J, Brown Richard (2008) the impact of Elctronic Publishing : the Furyture for Publishers and Librarians

5. Tatiana-Helen, Synodinou, Sarantos Kapidakis, Loannis Igelezakis (2011).

6. Peter k. Ryan (2011) Socail Networking, The Rosen Publishing Group.

7. Guha,R. Documentation Bombay: Asia Publishing House,1999.

8. Balakrishnan,S Ed, al. Information Services in Libraries, Delhi.

9. Katz.W.A. Information of Information Services New Delhi Ess Ess Publication, 2000.

10. Balakrishnan,S. Library and Information System and Services New Delhi: Ess Ess Publication,2000

11. Sharma and Groner, Reference Services and Sources Information, New Delhi Ess Ess Publication, 1999.

LIS: 105(C) PRESERVATION AND CONSERVATION OF INFORMATION RESOURCES
(Compulsory Foundation)

UNIT I   Preservation and Conversation
- Introduction to concepts of archiving, Preservation and Conservation.
- Need and significance of Archiving,
- Preservation and Conservation of Information Resources.

UNIT II   Evolution of Writing Materials
- Evolution of writing materials: Clay, Papyrus, Metallic plates, Skin, Parchment, Vellum, Palm leaves, etc.
- Their history, nature, use as writing materials and their preservation.
- History of paper making, Different types of paper and their nature.

UNIT III   Preservation and Maintenance
- Different types of Library materials, their preservation and maintenance: Paper Based materials book and Non-Book materials, Library Binding, Binding Standards.
- Other Materials: AN records, Magnetic Plates, Tapes & Diskettes, Microforms, Optical media, Magneto Optical Discs, etc.

UNIT IV   Hazards to Library materials and their preservation
- Hazards to Library materials and their preservation: Environmental hazards, Biological hazards and Human being as an enemy of Library materials.
- Disaster prevention and recovery.
- To study various National Archival Initiatives of different countries: NARA of US,
  Australian National initiatives, Public archives of Canada etc.

UNIT V   Records Management
- Concepts and issues involved.
- Information Resource Management. (include Electronic Resource Management), Code of Ethics for Archivists. Digital Preservation

RECOMMENDED BOOKS

1. Balloffet, N., Hille, J., & Reed, J. A. (2005). Preservation and conservation for libraries and archives. Chicago: American Library Association.

2. Belicove, M. E., & Kraynak, J. (2007). Internet yellow pages: the fun, fast, and easy way to get productive online. Indianapolis, Ind.: Que.

3. Henderson, K. L. (1983). Conserving and preserving library materials. Urbana-Champaign, Ill.: University of Illinois, Graduate School of Library and Information Science.

4. Johnson, P. (2009). Fundamentals of collection development and management. 2nd Ed. Chicago: American Library Association.

5. Wynar, B. S., Strickland, S. D., & Graff, S. M. (1999). Library and information science annual. Englewood, Colo.: Libraries Unlimited.

LIS: 106(A) INFORMATION AND COMMUNICATION
(Elective Foundation)

UNIT I   **Information and Communication.**
- Information: Characteristics, Nature, value and use.
- Conceptual difference between Data, Information, Knowledge and Wisdom
- Electronic Communication: E-Mail, E-Commerce

UNIT II   **Communication Models and Trends**
- Communication channels, Types, Models and Barriers.
- Trends in Scholarly Communication, Virtual Reality, Telecommunication, Invention to Television, Wireless technology

UNIT III   **Information Life Cycle**
- Information Life Cycle- Generation, Collection, Storage and Dissemination
- Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development.

UNIT IV   **Library, Information and society.**
- Information Science- Relationship with other subjects, Information Society and Knowledge Society.
- Information Technology Act, Right to information Act.
- International and National Programs and policies (NAPLIS)

UNIT V   **National Knowledge Commission**
- National Knowledge Commission- National Mission on Libraries.
- Information Industry-Generators, Providers and Intermediaries.
- IPR and Legal Issues- Categories, Conventions, Treaties, 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.

LIS:106(B) INFOMETRICS, BIBLIOMETRICS AND WEBOMETRICS
(Elective Foundation)

UNIT I   INFOMETRICS, BIBLIOMETRICS AND WEBOMETRICS
- Basic Concept of: Bibliometircs, Infometrics and Webometrics-Meaning, Definition, and Scope.
- Historical Development
- Study of Bibliographic organizations, ISI, NCB, NISTAD

UNIT II   Theory and Laws
- Zipf's Law
- Lotka's Law
- Bradford's Law
- Price Theory, Circulation Theory-Applications

UNIT III   Qualitative and Quantitative Techniques
- Qualitative and Quantitative Techniques: Meaning, definition and Types
- Multidimensional scaling
- Cluster Analysis
- Correspondence Analysis
- Co-Word Analysis

UNIT IV   Citation Studies
- Citation Theory
- Citation Analysis
- Different Forms of Citation
- Citation Control
- Self-Citation

UNIT V   Services
- Testing the Effective of Abstracting and Indexing Services.
- Citation Index-structure
- Use and methods of Compilation
- Advanced Research: Use of Information services: Dialog, Web of science, Scopus, Google scholar.
- Simple statistical methods of classifying, counting and comparing and preferences.

RECOMMENDED BOOKS

1. Abraham, R.H.(1996). Webometry: Measuring the complexity of the World Wide Web. Visual Math Institute, University of Claifornia at Santa Cruz
2. Ajiferuke et al, (1988). Collaborative coefficient: A single measure of the degree of collaboration in research. Scientometrics, 14(5), 421 - 433.
3. Ashraf, Uddin & Vivek Kumar, Singh (2014). Measuring research output and collaboration in South Asian countries, Current Science, 107(1)
4. Biradar, B.S. & Sampathkumar, B.T. (2003).Chemical Technology literature: An obsolescence study, Annals of Library and Information Studies, 50(4), 156-162.
5. Castellano, K.E. & Ho, A. D.(2013). A Practitioner's Guide to Growth Models.CCSSO, 19
6. Sangam, S.L. (2015). Scientometrics: Quantitative Methods for Library and Information science, Content Craft, Dharwad.

LIS 107: HUMAN VALUES AND PROFESSIONAL ETHICS - I
(Audit Course)

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 Noble Truths
- Arya astanga marga
- (c) Jainism- mahavratas and anuvratas.
- Values Embedded in Various Religions, Relirious Tolerance
- Gandhian Ethics.

UNIT V   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.

SEMESTER - II
LIS 201: INFORMATION SOURCES AND SERVICES
(Core Paper)

UNIT I   Reference and Information Sources
- Documentary sources: Print, non – print.
- 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   Reference Sources
- Bibliography: Definition, need, and functions.
- Types: systematic, historical, enumerative, critical, textual etc.
- Indian National Bibliography.
- British National Bibliography.
- Compilation of Bibliography

UNIT III   Electronic Information Resources
- E- Books, E-Journals.
- Database-Bibliographic, Numeric, Full text, Multimedia, Open access Database.
- Subject gateways, Web Portals, Bulletin Boards, Discussion Forums, Groups.
- Web Resources.

UNIT IV   Reference Service
- Concepts, definition, trend
- Types, user orientation, short range and long range.

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

LIS 202: KNOWLEDGE ORGANISATION: CATALOUGING THEORY
(Core Paper)

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   Catalogue and Filing of Entries.
- Types of Catalogues - outer forms and inner forms.
- OPAC. Web based Cataloguing
- Filing of entries.
- Library Cataloguing Codes: CCC and AACR-II

UNIT III   Normative Principles
- Normative Principles
- Canons of cataloguing.

UNIT IV   Subject Cataloguing.
- Subject Heading lists.
- Library Cataloguing Code,
- CCC and AACR-II, SLSH, LCSH.

UNIT V   Methods of Cataloguing and Standardization.
- Prenatal, Cooperative and Centralized Cataloguing.
- Standardization of Bibliographic activities.
- ISBD, CCF, RDA, FRBR, Bibframe.
- Standards- IS0 2709, Z39.50, Z39.71.

RECOMMENDED BOOKS

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

2. Krishna Kumar. An Introduction 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.

LIS 203: KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE
(Core Paper)

UNIT I   Cataloguing of Monographs according to AACR-II

UNIT II   Cataloguing of Serial Publications according to AACR-II

UNIT III   Motion Picture, Video- Recordings and Micro Froms according to AACR-II. Cataloguing of Cartographic materials, Manuscripts, Sound Recordings.

UNIT IV   Advanced Cataloguing: OPAC, WEBOPAC

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-II. (1988) revised. London,1989.

3. Krishan Kumar. An introduction to AACR-II, New Delhi: Vikas, 1990.

4. Ranganathan, S.R. Classified Catalogue Code. Bombay: Asia Publishing House, 1961.

LIS: 204 META DATA STANDARDS - PRACTICE
(Core Paper)

UNIT I   - Introduction to Meta data and Digital Curation
- Description of Meta Standards
- Additional Resources. e -GMS
- ISO 19115: 2003(E). PREMIS

UNIT II   - Introduction to MARC 21, Tags.
- Introductors and Sub-fields

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
- Standards- METS, MODES, EAD

LIS 205(A): LIBRARY MANAGEMENT
(Compulsory Foundation)

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.
- Circulationcontrol: 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.

LIS 205(B): HEALTH SCIENCE LIBRARY AND INFORMATION SYSTEM
(Compulsory Foundation)

UNIT I   **Health Science Libraries and their Development**
- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of Medical Libraries
- Information Policies in Health and Family Welfare Agencies and their Role in the Promotion and Development of Medical Libraries in India

UNIT II   **Collection Development and Management**
- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications
- Non-Book Materials
- Electronic Resources and Online Databases

UNIT III   **Library Organization and Administration**
- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT IV   **Information Services**
- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services
- Computerized Services
- Resource Sharing and Networking
- Information Literacy Programmes

UNIT V   **Financial and Human Resource Management**
- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

LIS 205(C): AGRICULTURAL SCIENCES LIBRARY& INFORMATION SYSTEM
(Compulsory Foundation)

UNIT I **Agricultural Science Libraries and their Development**
- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of ICAR, Committees and Other Agencies in the Development of
- Agricultural Libraries in India

UNIT II **Collection Development and Management**
- Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications etc.
- Non-Book Materials
- Electronic Resources and Online Databases

UNIT III **Library Organization and Administration**
- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT IV **Information Services**
- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services
- Computerized Services
- Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.
- Information Literacy Programmes

UNIT V **Financial and Human Resource Management**
- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

Recommended Books

1. **BHATT (V S):** Information resources in agricultural research in 40years of agricultural research in India (1989) ICAR, New Delhi.
2. **CHOTEY LAL (C):** Agricultural libraries and information systems: a hand book for users (1998) R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y) and RUTTAN (V W):** Agricultural development: an international perspective (1979) John Hopkins, Baltimore.
4. **DESHMUKH (P P):** Standardization of library and information services with special reference to scientific and agricultural libraries (1990) ABC, New Delhi.
5. **SHARMA (R D):** The agricultural information network for India (1989) Society for Information Science, New Delhi.
6. **SUBBAIHA (R):** Agricultural librarianship in India: an overview (1988) Metropolitan, New Delhi.
7. **SWAMINATHAN (M S):** Report of the working group on agricultural research and education for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.

LIS206(A): SCHOLARLY COMMUNICATION
(Elective Foundation)

UNIT I   Scholarly Communication - Basics
- Introduction, Concept & Definition, Origin & History
- Process of Scholarly Communication
- Components of Scholarly Communication
- Channels of Scholarly Communication
- Communicating through Scholarly Journals
- Electronic Journals & Databases

UNIT II   Writing for Scholarly Journals
- Preparing the article for Publication
- Finding the right journal
- Understanding Copyright, Copyright Issues, Licensing Issues
- Monitor the impact, usage and influence factors

UNIT III   Information Consolidation
- Abstracts, Research Proposal (Synopsis)
- Reviews, Trend Reports, State of the Art Reports
- Importance of Scientific and Professional Societies in Journal Publishing

UNIT IV   Referencing and Citation Styles
- Need, Purpose and Concepts related to References
- Citation Style Guides (MLA, APA, Chicago Style, Vancouver)
- Reference Management Software
- Digital Object Identifier

UNIT V   Trends in Scholarly Communication
- Copyright, Fair use & Plagiarism
- Open Access Meaning, Definition & History
- Open Access Initiatives and Open Licencing
- Role of Library in Scholarly Communication
- Impact of Technology Traditional Libraries
- Implication of Technological Changes on Library Services
- Role of Librarian in Changing Scenario
- Current Trends & Future of Scholarly Communication
- Future of Scholarly Communication

Recommended Books

1. Harley D (2013). Scholarly Communication: Cultural Contests, Evolving Models. Science. 342:80-82
2. UNESCO (2015). Scholarly Communications. Retrieved from http://unesdoc.unesco.org/images/0023/002319/231938e.pdf
3. Evens D. et al. (2014). How to write better thesis. Springer ISBN 978-3-319-04285-5
4. Greetham, Bryan (2001). How to Write Better Essays. (Palgrave Study Guides) Macmillan. ISBN 0-333-94715-0
5. Guha, B. (1983) Documentation and Information: Services, Techniques and systems. 2nd ed, Calcutta: World Press
6. Seetharama, S (1997). Information Consolidation and Repacaging-Framework, Methodology and Planning. NewDelhi; Ess Ess Publications
7. http://www.plos.org
8. Jesson, Jill K et al. (2011) Doing Your Literature Review: Traditional and Systematic techniques. Sage ISBN 978-1-84860-153-6
9. Derricourt, R. (1996) An Authors Guide to Scholorly Publishing, Princeton,N.J
10. Anderson, D.L (2004) Digital Scholorship in the tenure, Promotion and Review Process. Armonk, N.Y.: M.E Sharpe

LIS206(B): INTRODUCTION TO NETWORKS AND RESOURCE SHARING
(Elective Foundation)

UNIT I Network Technology
- OSI Model
- Internet
- Virtual Private Network (V.P.N)
- Emerging Network Technologies
- Future of Networking

UNIT II   Data Networks
- Introduction
- Signalling
- X.25
- Integrated Services Digital Network (ISDN)
- Digital Subscriber Line (DSL)
- Frame Relay
- Asynchronous Transfer Mode (ATM)

UNIT III   Network Software's
- Client Server (Two-Tier) Architecture
- Three-Tier Architecture
- Network Operating Systems (NOS)
- Domain Name Systems (DNS)
- Electronic Mail
- Useful TCP/IP Commands
- Network Management System and Intranet

UNIT IV   Resource Sharing
- Introduction, Definition & Objectives
- Resource Sharing Concept, Need and Areas
- Pre-requisites and Barriers for Resource Sharing
- Resource Sharing Case Studies
- National Information Policy on Library and Information Systems

UNIT V   Resource Sharing Technology
- Introduction, Definition
- Role of Library Networks in Resource Sharing
- Resource Sharing Networks – A Model
- Document Delivery
- Inter Library Loan Standards
- Copy Right Issues for Resource Sharing
- IFLA Guidelines for Resource Sharing

REFERENCES:

1. Andrew S. Tanenbaum(1996). Computer Networks. New Delhi: Prentice Hall.
2. William Stallings (1997) "Data and Computer Communications", New Delhi: Prentice Hall
3. HaBlack, U. (1992). TCP/IP and Related Protocols. New York: NY: McGraw-Hill, Inc
4. Mitesh Tolia ,The Basics of VPNs, LAN Magazine, February,1999 .
5. Andrew S. Tanenbaum(1996). Computer Networks. New Delhi: Prentice Hall.
6. ISDN and Broadband ISDN, Second Edition, by William Stallings, Macmillan, Englewood Cliffs, NJ, ISBN 0-02-415475-X
7. Network Security: Private Communication in a Public World, by Charlie Kaufman, Radia.
8. Optimizing Web Performance, Express Computer, December 9, 1996
9. Raina Roshan(1997) Library Resource sharing and Networking : An approach among management schools of India, Vikas Publishing House Pvt Limited.
10. Indiana Library Resource Sharing Manual(1997) Approved by the Indiana State Library Advisory Council on October 17, 1997
11. Wurman, R. S. (1989), Information Anxiety. New York : Doubleday International Federation
12. Library Associations and Institutions (IFLA) www.ifla.org
13. Oppenheim, Charles. Intellectual property: legal and other issues, Information studies 3(1); 1997 pp. 5-22

LIS: 207 HUMAN VALUES AND PROFESSIONAL ETHICS – II
(Audit Course)

UNIT I   **Value Education –** Definition relevance to, present day - Concept of Human Values – Self introspection – Self esteem. 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.

UNIT II   **Medical Ethics**- Views of Charaka, Sushruta and Hippocratus on moral responsibility of medical practitioners. Code of ethics for medical and healthcare professionals. 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.

UNIT 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.

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

UNIT 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.C Haughton.
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
LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY
(Core Paper)

UNIT I   Information Processing and retrieval.
- Information Retrieval System-Features, Components, Models and Evaluation.
- 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, Derived-Tile-Based.
- 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, METADATA, MARC-21

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.

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY -THEORY
(Core Paper)

UNIT I **Library Automation**
- Meaning – Definition – Infrastructure Facilities – In house operations
- Introduction to Digital libraries-Characteristics, Types.
- Digital Library Architecture, Standards, Formats, DOI.

UNIT II **Digitization**
- Digitization -Planning, Selection of Material
- Software, Process, Issues.
- Digital Preservation- Need and Purpose, Methods and Techniques, Projects- National and International.

UNIT III **World Wide Web and Internet protocols**
- Web browser, E-mail, Search engines, Meta and entity Search engines.
- Internet Protocols and Standards- HTTP, SHTTP, FTP, SMTP, TCP/IP, URL, URI.

UNIT IV **Creating Web documents**
- Mark Up Languages- SGML, HTML and XML
- Creating documents in HTML.
- Hypermedia, Multimedia, Video conferencing.
- Virtual Reality, Augmented Technologies.

UNIT V **Open Access Movement**
- Institutional Repositories- Need, Purpose, Types and Tools.
- Institutional Repositories in India-ROAR, DOAR, SHARP, ROMIO.
- 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. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.

6. The Use of Computer in Compiling National Bibliograpies, Koster, K., Libri, Vol.16, No.4 (1966)

LIS 303(A): INTERNSHIP
(Generic Elective)

Internship is compulsory to the students of third semester.

Duration: 45 Days

LIS 303(B): ACADEMIC LIBRARY SYSTEM
(Generic Elective)

UNIT I Introduction to Academic libraries.
- Academic Library concept and functions.
- Types of Academic libraries.
- Role of Academic Library in Education.

UNIT II National Education Policy 2020.
- National Education Policy and Programs Academic Libraries in India.
- Role of UGC in promoting College and University Libraries.
- Norms and standards of Academic libraries.

UNIT III Academic Libraries in Multidisciplinary Systems.
- Health Science Library and Information System
- Corporate Library and Information System.
- Agricultural Library and Information System.
- Engineering and Technological Library and Information System.
- Archive, Museums and Oriental Libraries.
- Community Information System.

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: 303 (C): 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 Finances.
- 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.

LIS 303(D): SEARCH AND SEARCH STRATEGIES
(Generic Elective)

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.
- Meta search 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
- Multi search-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 Pro-quest- Pubmed- Emerald-EBSCO-JCCC.

LIS304: COMMUNICATION, SOFT SKILLS AND ETIQUETTE
(Skill Oriented Course)

UNIT I   **Types of Soft Skills& Intrapersonal Skills**
- Definition of soft skills – Types of Soft skills:
- Intrapersonal Skills –: Self-Confidence, Self-awareness, Adaptability & Flexibility, Attitude, Assertiveness, SWOC, Resilience

UNIT II   **Interpersonal Soft Skills**
- Active Listening Skills - Goal setting – Negotiation & Persuasion skills - Time Management - Stress Management - Problem Solving and Decision-Making Skills - Leadership Skills – Conflict Resolution

UNIT III   **Oral Communication Skills**
- Presentation skills –JAM - Role Plays, Public Speaking skills
- GD Participation and co -ordination.

UNIT IV   **Written Communication Skills**
- Essay Writing
- E mails
- Report Writing
- Memos.

UNIT V   **Employability Skills**
- Body Language - E-mail etiquette- Telephone etiquette - Dining etiquette
- Grooming
- Resume writing
- Interview Skills.

RECOMMENDED BOOKS

1. Meenakshi Raman and Sangeeta Sharma (2015), **Technical Communication: Principles and Practice, 3rd Edition,** New Delhi: Oxford University Press.
2. Ashraf Rizvi, M. (2017), **Effective Technical Communication,** 2nd Edition, New Delhi: Tata McGraw Hill.
3. Hewing, Martin (1999), **Advanced English Grammar: A Self-study Reference and practice Book for South Asian Students,** Reprint 2003, New DelhI: Cambridge University Press.
4. Minippally, Methukutty. M. (2001), **Business Communication Strategies**, 11th Reprint, New Delhi: Tata McGraw – Hill.
5. Sasi Kumar. V and P.V. Dharmija (1993), **Spoken English: A Self-Learning Guide Conversation Practice,** 34th reprint, New Delhi: Tata McGraw – Hill.
6. John, Seely (1988), **The Oxford Guide to Writing and Speaking,** Delhi: Oxford University Press.
7. Peter, Francis (2012), **Soft Skills and Professional Communication.** New Delhi: Tata McGraw Hill.
8. Print Singh, Prakash and Raman, Meenakshi (2006), **Business Communication**, New Delhi: Oxford University Press.
9. British Council online resources.
10. Wren& Martin (2019), High School English Grammar & Composition Regular Edition, New Delhi, **S. Chand & Company Pvt. Ltd**

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): USER STUDIES
(Open 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.

SEMESTER - IV
LIS 401: RESEARCH METHODOLOGY
(Core Paper)

UNIT I   Research.
- Definition need, functions and purpose of research.
- Types of research: Fundamental and applied, Interdisciplinary,
- Multidisciplinary.
- Research and development of scholarship.
- Library and Information Science research at national and International level

UNIT II   Research Design.
- Conceptualization and Operationalization
- 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.

UNIT III   Research Methods.
- Scientific method, Historical method, Descriptive method.
- Survey method and case study method
- Experimental method and Delphi method.
- Metric Studies in LIS- Scientometric, Bibliometrics, Webometrics, Altimetric.

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 sampling

UNIT V   Data analysis and Interpretation.
- Descriptive statistics – Measures of central tendency
- 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, Spread sheet, Bibexel, 'R' Statistics.
- Plagiarism- Concept and types, software's.Urkund and Turnitin.
- Research Report Writing and citation tools- structure, style and contents – Guide lines for Research reporting – Style Manuals: Chicago, MLA, APA, etc. Online citation Tools, Reference Style Management Tools and Method of research evaluation.
- Impact Factors- Journal, Institutional and Authors, h-Index, g-Index, i10-Index

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.

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE
(Core Paper)

UNIT I Digital Library Packages, Dspace, and Greenstone

UNIT II Library software packages SOUL, Koha

UNIT III Internet and Databases searching
- Open Access Database: DOAJ, DOAR

UNIT IV Library and Information Centre Web page design and creation using MARKUP language and on-line support.

UNIT V Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus Software, Anti-spywave, Instrusion Detenction system.

LIS 403 (A): 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: 403(B): MANAGEMENT OF INFORMATION SYSTEM
(Generic Elective)

UNIT I   Human Resource Management
- Concept and Definition and scope
- 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 II   Financial Management
- Resource mobilization
- Budgeting techniques and methods: PPBS, ZBB
- Budgetary Control

UNIT III   System analysis
- Project Management-SWOT, PEST, PERT/CPM
- Policies and procedures, MBO
- Change Management, DRUPAL, JOOMLA
- Disaster Management, Crisis Management.

UNIT IV   Total Quality Management (TQM)
- Concepts, Principles and Techniques, Six Sigma;
- Evaluation of Services of Libraries and Information Centers

UNIT V   Marketing of Library Products and Services
- Plan, Research, Strategies, Mix, Segmentation,
- Pricing and Advertising; Management Consultancy.

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.
10. Bank, John (1996). The Essence of Total Quality Management. London: Prentice,Hall International (UK) Limited.
11. Bryson, Jo (1990). Effective Library and Information Centre Management. Hampshire: Gower Publishing Ltd. Clair,
12. Guy St (1997). Total Quality Management in Library Services. London: Bowker-Saur.
13. Booms, B. H and Bitner, M. J (1981). "Marketing strategies and organization structure for service firms" in
14. Donnelly, J. H and George, W. R (eds). The marketing of services, American Marketing Association, Chicago, pp. 47-51.
15. Dewhurst, Charlotte. How marketing can help increase the value of e-resource investments: five key findings. Library Connect Newsletter. 2008, 6(1), pp. 1.
16. Gupta, D. K. and Jambhekar, A (eds.) (2003). An integrated approach to services marketing: A book of readings in marketing of library and information services, Allied Publishers, Mumbai.
17. Cronin, Blaise. (1981) The Marketing of Library and Information Services. London: ASLIB.
18. Kotler, Philip and Keller, Kevin L. Marketing Management, 12th ed. New Delhi: Prentice- Hall of India, 2007.

LIS 403(C): 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.

RECOMMENDED 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

LIS: 404(D) 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 Australian Commission for Unesco, 1983

LIS 404: DISSERTATION / PROJECT WORK
(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.

LIS: 405(A) 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, Bar Graphs, 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.

LIS 405(B): 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.