Syllabus
Master of Library & Information Science
(Integrated Course)
(4 Semester)

Implemented From
Academic year 2011-12

Department of Library & Information Science
GUJARAT UNIVERSITY
### Course Content

**MASTER OF LIBRARY & INFORMATION SCIENCE (Integrated)**

(Revised with reference to letter No. Academic/92/2011 dated 15/07/2011 with effect from academic year 2011-12)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Marks</th>
<th>Hours per week</th>
<th>Credits</th>
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<td>No.</td>
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<td>LIB403</td>
<td>Collection Management</td>
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<td>Management of Library and Information Centres</td>
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<td>Reference and Information Sources: Theory</td>
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<td>Preservations and Conservations of Information Sources</td>
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<td>Professional Ethics and Legal Issues</td>
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<td>Marketing and Marketing Mix</td>
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<td>Disaster Management– Theory &amp; Practical</td>
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<td>Digital Information Management - Theory &amp; Practical</td>
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Total credits: Semester 1 + 2 + 3 + 4
LIB 401 – Knowledge Organisation and Information Management
(Theory)

Objectives:
1. To understand knowledge classification
2. To understand structure and features of formation of subjects.
3. To develop skills of subject analysis, representation and classification

Unit 1: Universe of Knowledge [12]
- Organisation of Universe of knowledge, Concept, Methods of Acquiring and Attributes of Knowledge
- Need, Purpose and Functions of Information Organisation.
- Process of Knowledge growth and Intra Knowledge relationship
- Knowledge Production and Knowledge Distribution
- Universe of Subject, Modes of formation of subjects

Unit 2: Classification [10]
- Definition, Need and Purpose of Classification
- Definition, Need, Purpose and Features of Library Classification
- Knowledge Classification and Library Classification
- General Theory and Dynamic Theory of Classification

Unit 3: Structure and Features of Formation of Subjects [10]
- Works of Classification in Three Planes and Their Relationship
- Multidimensional Nature of Subjects
- Five Fundamental Categories, Rounds and Levels
- Postulation Approach of Classification Facets and Facet Analysis

Unit 4: Canons and Principles [10]
- Canons of Notational Plane
- Devices and Mnemonics in Library Classification

Unit 5: Historical Development of Classification Schemes [12]
- Library Classification Schemes: Enumerative, Faceted and Analytico-Synthetic
- Features of DDC, UDC and CC
- Recent Trends in the field of Classification

Recommended Books:
2. Krishan Kumar. Theory of Classification. New Delhi, Vikas, 1993

9. **Cutter. Charles A.** *Three Figure Author Table.* Available online at: [http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/cutter.html](http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/cutter.html)


11. **Library Technical Services Outsourcing:** A Select Bibliography, July 1997 [www.ala.org/alcts/publications/releases.html](http://www.ala.org/alcts/publications/releases.html)
LIB 402 – Information Law, Policy and Society

Objectives:

Students are able to know:

1. Basic concept of Data, Information, Knowledge and Wisdom
2. Library as a place of scholarly communication
3. About the Library Legislation of various states
4. About the historical development of libraries in India, UK and USA
5. The role of professional associations and organisations

Unit 1: Introduction to the concept of Information and Communication: [12]

- Data, Information, knowledge, Wisdom
- Communication concept, media, channels and systems (libraries and other information systems, Formal, informal oral, recorded, print and electronic), Communication model, Impact of media convergence; libraries in the information society; communication and information flows
- Library: as a Scholarly Communication Place

Unit 2: Library and Information Law: [10]

- Need and Importance of Library Legislation, Library Legislation in Gujarat
- Comparative study of Library Legislation in different state of India [any five states]
- Five Laws of Library Science and its implementation

Unit 3: Library as a Social Organisation: [08]

- Social and historical foundation and development of libraries with special reference to India, U.K. and U.S.A
- Critical theories of the Information Society and Globalisation, Different types of libraries & their Role in the development of society
- Library as a Local Gateway of Knowledge

Unit 4: Information and Governments: [14]

- Information policy - national, supranational (eg EU) and international (eg WSIS)
- Information policy development, e-governance and e-democracy
- Press and Registration Act and Delivery of Books Act
- Copyright Act, Intellectual Property Right Act, Right to Information, Human Rights
- Plagiarism and anti plagiarism, Computer misuse

Unit 5: Information and Professional Issues: [10]

- Library as a Profession
- Role and Functions of Regional, National and International Library Associations: Gujarat Granthalay Seva Sangh, ILA, IASLIC, ALA, ASLIB, SLA, CILIP, IFLA
- Ethical dilemmas (eg. censorship, privacy);
- Professional standards, Personal responsibility and Codes of Conduct;
- Liability and information quality

Recommended Books:

4. **Campbell, H.C.** Developing Public Library System and Services, 1983.
5. **Harrison, C. and Beenham, R.** Basics of Librarianship.
20. **Code of Ethics of the American Library Association**
LIB 403: Collection Management

Objectives:
1. To become aware of basic management principles
2. To develop skills of administration and management of library resources
3. Identify and describe key policy and planning factors and challenges in library management
4. Built up decision making ability
5. Get acquaintance of library standards

Unit:1 Introduction to management: [10]
- General principles of Scientific Management
- Library as a System
- Organisational Structure of different types of library
- Open access

Unit:2 Housekeeping Operations: [18]
- Book / Information Resource selection and acquisition section, License negotiation and relevant rights issues.
- Technical processing section
- Serial control and circulation control
- Policy, procedures and methods of maintenance and stock verification
- Collection evaluation and weeding out

Unit:3 Collection Management: [06]
- Policy and procedures for print and non-print resources including print and e-journals
- Selection criteria and tools
- Barriers of acquisition including licensing of electronic resources
- Library security

Unit:4 Budgeting and Reporting: [10]
- Principles of budgeting, types of budget and allocation of budget (Petty cash and regular expenses like postage/mailing, nominal maintenance etc.) and Preparation of Budget
- Sources of finance in different type of libraries
- Various types of Report generation including Annual report

Unit:5 Library Building / Space: [10]
- Building and space management of library and information centres
- Safety issues
- Equipments and furniture- in addition for differently able people
- Library standards - Indian and International

Recommended Books:
13. Umapathy, K.S. Problems in Library Management, 2nd ed. New Delhi, Vikas
LIB 404: Management of Library and Information Centres

Objective:
1. To introduce variety of leadership and managerial pitfalls.
2. To develop skills to perform library operations and to evaluate library and information centre’s performance.
3. Use of management techniques to achieve the organisational effectiveness and efficiency.

Unit 1: Management [14]
- Concept and principles of Scientific Management – Definition and scope
- Application of Scientific Management principles to Library and Information Centres
- Management School of Thoughts – Global Theory of management
- Approaches of Management
- Management by Objectives – Organisational hierarchy
- System approach to MBO

Unit 2: Personnel Management [12]
- Theories and styles of personnel management
- Staffing recruitments – selection – development and manpower planning – Management Inventory Chart, System approach to staffing, System approach to selection, Selection Process: Techniques and instruments
- Job designing / Job analysis, Job description, Job evaluation, Performance appraisal
- Motivation and leadership – Supervision
- Inter – personnel relations: training and development, Public Relations

Unit 3: Library as System [12]
- System analysis and design
- Project management, PERT/CPM
- Policy development alternatives-evaluation, Selecting an alternatives
- Policy making and Decision making-Importance and limitations
- Programmed and Non programmed decisions
- Decision making under certainty, uncertainty and risk

Unit 4: Total Quality Management [12]
- Concept, Definition, Elements
- Operations Management Systems
- Tools and techniques for improving quality-Inventory planning and control, Inventory control model
- Quality Audit, LIS related Standards
- Resource mobilization, Outsourcing, Library Consortia, Open Access
- Technology Management

Unit 5: Financial Management [10]
- Sources of Library Finance in different types of libraries
- Budget techniques and method, budgetary control
- Costing library process, functions and services
- Cost effectiveness and Cost benefit analysis
- Report writing and Library Statistics
- Job descriptions of IT manager
Evaluation of IT
Technology Assessment – Equipment, Infrastructure, Service, Staff, Self
Technology development – updation

Recommended Books:
1. Al-Abdul-Gadar, Abdullah H. Managing computer based information systems in developing countries: A cultural perspective. Hershey PA, 1999
LIB 405 – Fundamentals of Information Technology  
(Theory and Practical)  

A – Theory  

Objectives:  
1. To provide introduction to the concepts and techniques of Computing and other Information Technology  
2. To develop basic Information Technology handling skills  

Unit:1 Information Technology [08]  
- Understanding IT and components of IT  
- Computers and Communication Technologies (Data Process Cycles and Operations)  
- Block Diagram of Computer  
- Classification of computers – Analog and Digital  
- Generation of computers  
- Stand alone systems including Note Books and Servers  

Unit:2 Input / Output Devices [08]  
- Understanding Personal Computer: CPU, Storage and Input/Output Devices, RAM and ROM, USB, Hard Discs, Scanners and Digital Camera, Joysticks & Printers  
- Data presentation in Computers: Binary Number System, Overview of Character Coding Standards- ASCII and UNICODE  

Unit:3 Computer Software [14]  
- Windows, LINUX  
- System and Application Software  
- Programming Concepts  
- Open Source and Proprietary Library Software  
- File Organisation: Files and Databases, Data Elements, Fields, Records  
- DBMS and RDBM Packages  
- Basic features of WINISIS and MS Access  

B – Practical  

Unit:1 Use of Operating Systems- LINUX [10]  
Unit:2 Word Processing and Spreadsheets [10]  
Unit:3 Working with MS-Office [16]  
Unit:4 Working with CDS/ISIS and WINISIS [18]  
Unit:5 Database creation, search and retrieval [06]  

Recommended Books:  
8. Rajasekhar, T.B. Computer application to library and information activities (ILA/NISSAT workshop on Computer Application to Library and Information Activities (Madras) (1987)
14. Srishaila, Smitha. Database and DBMS. Univ. of Hyderabad, Center for distant Education. PGDLAN. Unit - 24 (Course Material)
LIB 406 PR: Knowledge Organisation and Information Management - Practical-1

Objectives:
1. To learn and get acquainted at least one International and one National level Classification Scheme
2. To develop skills of subject analysis and representation
3. To understand different methods of providing subject access

Unit: 1 Classification of Documents (using DDC and CC)
- Classification of document representing simple subject
- Classification of document representing compound subject
- Classification of document representing complex subject

Unit: 2 Assigning of Book Number
- Use CC for book numbers / Standard Book Number System
Second Semester

LIB 407: Record Management (Theory)

Objectives:
1. To understand the theory and functions of cataloguing
2. To understand standards of cataloguing

Unit: 1 Fundamental concepts and historical development of catalogue [12]
- Library catalogue: Definition, Purpose, Need and functions
- History and development of Library Catalogue Codes
- Forms of Catalogue: Types, features. OPAC and Web OPAC
- Physical forms and Inner forms of catalogue

Unit: 2 Types and Standards for document description [14]
- Kinds of entries, Data elements and different types of Entries
- Filling of entries in Classified and Alphabetical catalogues
- Importance of Document description - ISBDs
- Bibliographic Standards: MARC, CCF, UNIMARC, MARC21, MARC XML, Dublin Core
- Standards: ISBN, ISDN, ISSN, ISO 2709

Unit: 3 Co-operations in Cataloguing [10]
- Co-operation Cataloguing, Centralized Cataloguing, Union Catalogue
- Bibliographic Utility Networks - CIP, Pre-Natal Cataloguing
- Record development
- Recent trends in the field of Cataloguing: WorldCat, IndCat, FRBR, Copy Cataloguing

Unit: 4 Subjects Cataloguing [14]
- Subject cataloguing: Concept, Purpose, and Problems
- Subject Heading Lists: LCSH, SLSH and Thesaurus (Structure and Assignment)
- Indexing: meaning, purpose, need, importance and characteristics
- Types of Indexing: Chain Indexing

Unit: 5 Normative Principles and Canons of Cataloguing [10]

Recommended Books:

LIB 408: Research Methodology

Objectives:
1. To provide an understanding of the nature of research and the common research and statistical methods applied in library and information science.
2. To get familiar to design, carryout, interpret and present a research study.
3. To enable students to undertake research projects.

Unit 1: Research [08]
- Foundations of research; Nature, definition and objectives
- Types of research, Basis Concepts of research; Scientific Method; Ethical consideration of research.
- Library and Information Science (LIS) as an interdisciplinary subject, Significance of research in LIS; Areas of research in Library and Information Science.

Unit 2: Research Design [16]
- Planning of research; Planning Process; Review of literature, Selection of a problem-problems, process of identification, criteria of selection, formulation of problem.
- Hypothesis-Meaning, types, sources, functions, hypothesis; conceptualization;
- Research design-Essentials of good research design & its importance, preparation of the research design/writing the research proposal
- Literature Search; Print Non-Print and Electronic Sources, Web Sources.

Unit 3: Research Methods, Tools and Techniques [08]
- Scientific Method, Historical Method, Descriptive Method
- Survey method and Case-Study method
- Experimental Method and Delphi Technique
- Research Technique and Tools; Questionnaire, Schedule, Interview, Sampling, Scale and Check list, Library Records and Reports

Unit 4: Data Analysis and Interpretation [20]
- Data Analysis and Descriptive Statistics-Measures of Central Tendency; Mean, Mode, Median
- Presentation of Data: Tabulation and Graphical. Absolute deviation, the variance and standard deviation & normal distribution
- Internal Statistics, Z-T test-Correlation, Regression-linear and non-linear, Chi Square Test
- Statistical Packages: MS Excel, SPSS and Web – based Statistical Analysis Tools
- Bibliometrics, Scientometrics, and Informetrics, Webometrics
- Organisation & structure of report.
- Steps in writing research reports, writing style
- Style Manual: MLA, APA, CHICAGO, ISI

Unit 5: Project Management [08]
- Project planning, Identifying and selection of projects
- Sourcing Funding agencies-Government agencies-UGC, DST, DSIR; Non-Government agencies-Foundations
- Writing proposals
- Project planning & execution

Recommended Books:
5. **Mishra, J.K.** Indian research in library and information science. Ludhiana: Meballion Press, 2001
10. **Swanson, Don R.** Operations research implication for library. Chicago: University of Chicago Press, 1972
11. **Sinha, Suresh C.** Citation analysis of research field and information technology development. New Delhi: Ess Ess Publication, 2001
LIB 409: Reference and Information Sources – 1
(Theory)

Objectives:
1. To familiarize with a broad range of information resources
2. To develop evaluative and practical skills in handling with information resources
3. Students will enable to examine a realistic information problems

Unit: 1 Introduction to Information and Reference Sources [08]
- Nature, Definition, Guide lines for Evolution and limitations, Functions and importance of reference and information sources
- Characteristics of reference and information sources

Unit: 2 Users [08]
- Characteristics and Types of user and their needs
- Information Seeking Behaviour
- User Studies
- User Education
- Information literacy

Unit: 3 Documentary Sources [16]
- Primary: Primary Periodicals, technical reports, conference documents, standards, patents, theses, trade literature, monographs, treaties
- Secondary: Dictionaries, encyclopedias, yearbooks, almanacs, handbooks, bibliographies, gazetteers, abstracting and indexing periodicals, maps and atlases, guidebooks, etc.
- Tertiary: Guides to reference sources, bibliography of bibliographies, directories
- Mixed: Newspapers, popular periodicals, technical (Computerised data bases, Multimedia, Web based Information sources)

Unit: 4 Non Documentary Sources [20]
- Human: Consultants, Subject Experts, Extension workers, Technological gatekeepers, invisible colleges, common men (priest, village head, postman, receptionist…)
- Institutional: R & D Institutes, Academic Institutes, Publishing House, Broadcasting Stations, Information Analysis centres, Referral Centres
- Electronic: CD ROM, Computerised Database, Audio – Video Resources, Micro Publications and FAQs
- Popular databases
- Internet as a primary, secondary and tertiary source
- Internet as a reference tool, search engine and information retrieval system

Unit: 5 Information Searches [08]
- Searching: Manual and Electronic
- Analysis and understanding of the query, Identification of source(s)
- Collecting the relevant available source, find out the information
- Preparation of the answer and Advanced online search

Recommended Books:
3. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
8. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can’t see. 2001
LIB 410: Preservation and Conservation of Information Sources

Objectives:
Students will study and evaluate_
1. Method of preservation and conservation of valuable sources
2. Able to identify causes of damage
3. Able to manage the control over security issues

Unit: 1 Preservation Management [14]
- Definition, Need, Objectives and issues of preservation
- Basic preservation Management
- Preservation Principles
- Materials to be preserved

Unit: 2 Causes of damage [10]
- Human and Insects
- Disaster, Disaster response and contingency planning
- Technology

Unit: 3 Control Management [12]
- Indoor and outdoor
- Security issues
- User awareness and staff training
- Evaluating material

Unit: 4 Conservation Treatments [12]
- Concept of rarity and intrinsic value
- Protective enclosures
- Selection and review of materials for conservation or replacement
- Setting priority for conservation and preservation

Unit: 5 Preservation [12]
- Preservation of non paper / non print materials (photographs, AV materials, Maps, Textile...)
- Digitisation and Digital preservation
- Reformattting (copying and imaging) and preservation replacement
- Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organisation)

Recommended Books:
2. Banks, Pilette. Defining the library preservation programme: policies and organisation. Morrow: Carolyn Clark


LIB 411 PR: Record Management - Practical II

Objectives:
1. To get acquainted with at least one standard scheme of Cataloguing Code with latest edition.
2. to develop skills of cataloguing and subject indexing of print, non print and web resources

Unit 1: Cataloguing of documents through AACR II R
- Cataloguing documents using at least one standard scheme of cataloguing with latest edition
- Cataloguing of simple documents
- Cataloguing of complex documents
- Cataloguing of non print materials
- Cataloguing of web resources

Unit 2: Subject headings
- Assigning Subject Headings using Sears List of Subject Headings and Chain procedure

Recommended Books:
1. AACR – II R
2. Sear’s List of Subject Headings
LIB 412PR: Reference and Information Sources - Practical – III

Objectives:
1. Students will enable to examine a realistic information problems in practice
2. Get acquainted with variety of information services by involving themselves
3. To impart skills to carry out information searches using variety of bibliographic and non bibliographic database
4. Interprets the information needs of users and able to translate into a coherent search strategy
5. To enhance the real-worked virtual Reference Service experience
6. To get practical experience of handling and searching from different reference tools
7. To impart skills to carry out information searches using a variety of bibliographic and non bibliographic database

Study and evaluation of Information Sources, and Reference queries including

Traditional Reference Sources: Dictionary, Encyclopedia, Year Books, Almanac, Bibliographic Sources, Geographical Sources, Statistical Sources, Hand Books, Manuals (Evaluation of sources, Scope of the source, variety of sources, search strategy, compilation of queries)

Online Databases: Commercial Publishers and Aggregators – scholarly, socially publication, Open access publisher.

Online Sources: ABI/Inform, Ebsco, JStore, Google, Proquest, Government Information, Health Science, Business Information

Compilation of Contents list / Literature review / Press Clippings

SOURCES OF INFORMATION

Dictionary
Definition & Scope Of Dictionary
Types Of Dicti.
Use Of Dict.
Evaluation Of Dict.
Difference Between Dictionary & Encyclopedia
Sarth Jodnikosh
Bhadvadgomandal
Guj.- Eng.Dict. Ed.By P.G.Deshpande
Modern Eng.- Guj. Dictionary Ed.By P.G.Deshpande
Oxford English Dict.
The New Palgrave Economic Dict Ed. By John Eatwell
Roget's International Thesaurus
Bhartiya Vyavharkosh (16 Languages Kosh )
Gujarati Digital Kosh
Oxford Dictionary of quotations

Encyclopedia
Gujarati Vishvakosh
New Ency. Britannica
Ency. Of Americana
International Ency. Of Social Science
**Yearbook & Almanac**
- India: A Reference Annual
- Manorama Yearbook
- Europa World Yearbook
- Statesman's Yearbook
- Whitker's Almanac
- World Almanac & Book Of Facts
- Information Please Almanac
- Britannica Yearbook
- Commonwealth University Yearbook

**Directories, Handbook & Manual**
- Telephone Directory (Local)
- University Handbook
- Ulrich's International Periodical Directory
- Europa World Of Learning
- Commonwealth University Yearbook: A Directory...
- Times Of India Directory & Yearbook
- Parichay Pusticaco
- Social, Professional, Commercial Directories

**Statistical Information Source**
- Census Of India
- India: Observer Statistical Handbook
- United Nation Statistical Yearbook
- Gujarat: 2004

**Geographical Infor. Sources**
- Gazetteers, Maps, Atlas, Globe & Travel Guidebook
- Gaz. Of India
- Columbia Lippincott Gaz. Of The World
- Webster's New Geographical Dictionary
- An Atlas Of India
- Gujarat Road Atlas/Map
- Ahmedabad City Map
- Naksha Ma Gujarat
- School Atlas
- The Times Atlas of The World
- Reader's Digest World Great Atlas
- National Geographic World Atlas
- Pravashbharti
- Fodor's India
- Railway Guide

**Biographical Infor. Sources**
- Gujarati Sahityakar Parichay Kosh
- India's Who's Who
- International Who's Who
- Who's Who Of Indian Writers
- Megrawhill Ency. Of World Biography
- Oxf. Dictionary Of National Biography
Webster's New Biographical Dict.
Dictionary Of National Biography (Ed. By S.P.Sen, Calcutta)

**Bibliographies**
INb (Indian National Bibliography)
BNb (British National Bibliography)
Cumulative Book Index
Books In Print
Indian Books In Print
Ulrich's International Periodical Directory

**Indexing & Abstracting Journals**
Index India
Science Citation Index
Chemical Abstacts
Lisa - Lib. & Infor. Science Abstracts
The Newyork Times Index
Asian Recorder

**Note:**
This is a practical paper. Reference books listed within the content will be used for study and teaching. Hence no other reference books are listed here.
Third Semester
LIB 501: Library Management Software

Objectives:
1. To provide information regarding the importance of concepts Information Technology in society
2. To develop required Information Technology handling skills as well as h/w and s/w handling skills
3. To be aware about need and importance of Library Automation and Open Source S/W

Unit:1 Library Information Technology [08]
- Need and importance of IT in Society
- Need and importance of IT in Library
- Need and importance of IT in Library & Information Services
- Planning of IT in Libraries: Manpower, Marketing and Budgeting
- Implementation of IT in Library
- Training of Staff and user

Unit:2 Library Automation [08]
- Basic: Retrospective Conversion Techniques, Library Automation Software, OPAC
- Automation Identification Methods: Bar coding, RFID
- Selection criteria for hardware and software
- Library Automation Software – Open source / Commercial

Unit:3 Hardware and software management [06]
- Server configuration
- Managing the servers
- Backups
- RAID application
- Software licensing
- AMC issues

Unit:4 Software Packages /Open Source Software [08]
- Development of Library Automation Software – its Function and requirements
- Systems requirements - Function and requirements
- Implementation of Library Automation Software
- Available Library Software Packages in India
- Evaluation of Library Automation Software
- Trends and future development of Library Automation Software

Practical
- Use of ILMS
- Use of Open Source Software

Recommended Books:
1. Cochrine, Peter. IT: A glimpse of the future. ASLIB Proceedings, 47(10), 1995


8. Sullivan, M. Detour the truth about the information superhighway. Delhi, Pustak Mahal, 1995

9. [http://autolib-india.net/AutoLib_New.ppt](http://autolib-india.net/AutoLib_New.ppt)


11. [http://library.iimcal.ac.in:8080/webopac/OpacHelp/opac4d69.htm](http://library.iimcal.ac.in:8080/webopac/OpacHelp/opac4d69.htm)


15. [http://www.igidr.ac.in/lib/paper1.htm](http://www.igidr.ac.in/lib/paper1.htm)


17. [http://www.librarysoftware.in/](http://www.librarysoftware.in/)

18. [http://www.librarytechnology.org/](http://www.librarytechnology.org/)


22. [http://www.verussolutions.biz/site/](http://www.verussolutions.biz/site/)

23. [http://www.verussolutions.biz/site/productFeatures](http://www.verussolutions.biz/site/productFeatures)
LIB 502: Reference and Information Services - II

Objectives:
Students will:
1. Get acquainted with variety of information services
2. To enhance the real-worked virtual Reference Service experience
3. Students will able to get information about national and international information systems in all type of library sectors
4. Understand the management, structure and governance of library & information services in all type of library sectors

Unit: 1 Reference and Information Services [15]
- Philosophy and Principles of Reference and Information Service
- Information Service: Scope, Purpose, and types of services
- Reference Service: Definitions, reference queries, reference interview, types, process and methods, economics of reference services
- Subject analysis and search strategy: Formation, Evaluation of search result

Unit: 2 Reference Services [15]
- Current Awareness service (CAS)
- Selective Dissemination of Information (SDI)- personalised services - manual and Computerised profiles
- Virtual Reference Desk (VRD): Management and Evaluation of VRD, Major VRD projects
- Personalisation: Content Alert, RSS feeds etc.

Unit: 3 Indexing, Abstracting, Translations and Reprography Service [11]
- Definition of Index and Indexing, Need and Process of Indexing service
- Types of Index, Indexing periodicals, Major Indexing Services
- Definition of Abstract, Need and Process of Abstracting service, Types an forms of Abstract, Qualities of good abstracts, Canons of Abstract, Abstracting periodicals, Major Abstracting Services
- Concept, Need, Purpose and Necessity of translation service, Translation service in India
- Need of reprography service, Various methods of Reprography service

Unit: 4 Technology based services [10]
- Computer based information service
- Web based services: full text formats, Web Alert Service

Unit: 5 Information Systems [09]
- National Information Systems: NISCAIR (formerly INSDOC), DESIDOC, SENDOC, INFLIBNET, INDEST, DELNET
- International Information Systems: INIS, AGRIS

Recommended Books:
3. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
8. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can’t see. 2001

LIB 503PT: Project
LIB 504 PR: Reference and Information Sources and Services - II

Practical IV

Objectives:
1. Students will enable to examine a realistic information problems in practice
2. Get acquainted with variety of information services by involving themselves
3. To impart skills to carry out information searches using variety of bibliographic and non bibliographic database
4. Interprets the information needs of users and able to translate into a coherent search strategy
5. To enhance the real-worked virtual Reference Service experience
6. To get practical experience of handling and searching from different reference tools
7. To impart skills to carry out information searches using a variety of bibliographic and non bibliographic database

Unit: 1 Indexing service: Prepare index of 10 articles

Unit: 2 Abstracting service: Get practical experience of preparing 3 abstracts from various journals.

Unit: 3 Current awareness services: Get practice of CAS and furnish actual current awareness service to local users

Unit: 4 Students will assist research scholars in literature search.

- Virtual Reference Service
- E-mail Reference Service
- Real Time Reference Service
- Ask now
- Reference Desk Service
- Live on line Service
- Recent Addition Service [ e.g. UNECSO provides this type of information through its website named http://www.unesco.org ]
- Electronic Document Delivery Service / ILL
- Full text Sources: Ebsco. Dialog, inforitrieve database [ this type of sources provides database which supply more than 3.5 million articles full text through http://www.dindarticles.com ]
- FAQs
- Library Calander
- Collaborative Digital Reference Service
- Electronic Document Delivery Service
- Library Maps and Floor Plans
- Subject Gateways
- Library Portals
- Ask Your Librarian
- Bulletin Board
- Discussion Forum
SMS

Database Access [ (Bibliographic DB, Referred DB, Expert DB…) INFLIBNET, UNESCO, LOC, OCLC etc are provide these type of Database]
http://wwwbubl.ac.uk

Internet index e.g. http://sunsite/berkley.edu/internet/index

Virtual Library – e.g. http://www.edoc.com

Note:
This is a practical paper. Reference books listed within the content will be used for study and teaching. Hence no other reference books are listed here.
Students will learn and study:
1. Various Networks for resource sharing
2. Various Library Networks
3. Able to know about bibliographic utility networks
4. Develop skills to provide consortia based services

Unit: 1 Library and Information Networks [04]
- Definition, Need, History and evolution of Library Networks
- Data Networks, Introduction and activities of Data Networks in India (ITES (INDONET), ERNET, NICNET, INET, SIRNET, BITSNET etc.)
- Library and Information Networks in India
- Role of international agencies in the development of Library Networks: IFLA and UNESCO

Unit: 2 Library Networks at International Level [04]
- Online Computer Library Centre (OCLC)
- Research Library Group (RLG) RLIN
- Joint Academic Network (JANET)
- Consortium of University Research Libraries (CURL)
- China Academic Library and Information System (CALIS)
- Australian Academic and Research Library Network (AARLIN)
- Recently come up Library Networks

Unit: 3 Bibliographic Utility Networks [10]
- Objectives, Definition, History, Need and Benefits
- Working style (how it works): Centralised, Processing, Shared Processing, Cooperative and Commercial processing
- Bibliographic Standards: MARC
- Tools for Bibliographic Utility Networks
- LOC services, CIP, MARC Distribution Services, MARC Alert Services
- Major Initiatives related to Bibliographic Utilities: NCCP, PCC (NACO, SACO, BIBCO, CONSER), LSP

Unit: 4 Components of Library and Information Networks [04]
- Concept of Library and Information Networks: Human Networks, Online databases, Hardware and software infrastructure
- Types of Library and Information Networks
- Data Networks
- Members

Unit: 5 Services of Library Consortia [08]
- Subject Gateways
- Database service
- Document Delivery Service
- Shared Electronic Reference / Real Time Reference Service
- Collective acquisition of resources
- Consortium purchase
- Joint archives and cooperative storage facility
- Shared core collection
- Shared Digital Library Project Development
- Training: Personnel and Clientele
- Technology support from member institute
- Communication service among members
Recommended Books:

1. **Balakrishnan, Shyam** Networking and the future of libraries. New Delhi: Ess Ess, 2000
2. **Basandra, Suresh K.** Computer Today. New Delhi: Galgotiya, 1999
3. [http://delnet.nic.in](http://delnet.nic.in)
5. [http://www.inflibnet.ac.in](http://www.inflibnet.ac.in)
6. [http://www.mylibnet.org](http://www.mylibnet.org)
12. [www.alibnet.org](http://www.alibnet.org)
13. [www.calibnet.org](http://www.calibnet.org)
1. Students can understand history and basic concepts of web designing.
2. Students are able to know commonly used software packages for web designing.
3. This paper will introduce students to content management system.
4. Students will get ample hands on for actual web designing work.

Unit: 1 Introduction to web [05]
- Web: Definition, importance and characteristics
- Introduction to HTML/Notepad and its variants and extensions

Unit: 2 Principles of Web designing [05]
- Evaluating Web

Unit: 3 Website developments [10]
- Introduction, Principles of web design, software tools
- Markup language: HTML, DHTML, XML: syntax and commands, text, tables, images, links, frames, style sheets and layering
- Scripting languages
- Website design issues
- Software available for website design
- Dreamweaver, CSS, Metrics, Google Analytics, Joomla

Unit: 4 Designing of Web pages [10]
- Style: conventions and style guides
- Cascading style sheet
- Handling images and animations

Practical:
- Web page/Home page
- Website designing
- Portals

Recommended Books:

LIB 505EC: Manuscriptology: Theory & Practical
Objectives:
Students will study, evaluate and analyse:
1. Importance of manuscripts a treasure of heritage
2. Manuscript as a rich source of information
3. Various types of material of manuscript
4. Various script of manuscript
5. Acquire skills to preserve and conserve manuscripts
6. Get acquainted with National mission for Manuscripts of India
7. Conserve manuscripts incorporating both modern and indigenous methods of conservation and training a new generation of manuscript conservators

Unit: 1 Introduction to Manuscriptology [06]
- Definition, History of manuscripts, Evolution of writing in India
- Manuscript: a literary evidence
- Indian and foreign sources of manuscript collections and repositories
- Legendary literature in the form of manuscript
- Physical forms: Palm leaf, Paper, Birch Bark, Metals
- Script (Introduction to various scripts)

Unit: 2 Manuscript Management and Processing [10]
- Management: Accessing, Completing and Grouping, Intacting, Labeling, Transcribing and Storage
- Technical processing: Need, Purpose and scope
- Cataloguing: Descriptive and Physical and Intellectual coverage, Metadata

Unit: 3 Classification and Indexing [06]
- Classification
- Technical terms of Manuscript
- Ornamentations: Decoration, Size, Calligraphy, Illustrations, Colophon, Post Colophon, Margin and Scribe

Unit: 4 Manuscript Preservation [04]
- Needs and purpose
- Factors for deterioration
- Handling and use of manuscript
- Preservation methods and Indigenous Conservation
- Fumigation

Unit: 5 Manuscript Conservation [04]
- Rules for conservation
- Conservation or Restoration methods
- Clearing, Washing, Flattering, Deacidification, Repairing, Tissue repair, Chiffon repair, Mounting, Inlaying and Lamination
- Disaster Management and Recommendation of National Mission for Manuscripts

Practical:
Unit: 1 Cataloguing of Manuscripts by using AACR-IIR
Unit: 2 Script Deciphering
Unit: 3 Deacidification and Repairing (Visiting a library of Manuscript collection/ Evaluation of manuscripts/ Evaluation of Scripts)
Unit: 4 Digital Preservation / Micro filming

Recommended Books:
2. Altekar, A.S. Education in Ancient India
3. Farquhar, J.N. An outline of religious literature of India
5. Katre, S.M. Introduction to Indian Textual Criticism
11. http://archivists.metapress.com/content/26824l5408112w76/fulltext.pdf
Fourth Semester

LIB 506: Subject Analysis and Information Retrieval

Objective:
1. To understand the concept of Indexing.
2. To get acquainted with different types of vocabulary control devices.
3. To get an insight into the provisions in a thesaurus and methodology of its construction with reference to application of computers.
4. To recognize different tools and techniques associated with Artificial Intelligence-based subject indexing systems.
5. To explore the strengths and weaknesses of different indexing techniques

Unit 1: Indexing [06]
- Types of indexing
- Indexing languages-Need, Purpose, Characteristics, Types
- Vocabulary control-Semantics, Syntactic
  - Classification schemes: DDC, UDC & CC
  - Subject heading list : LCHS and SLSH
- Thesaurus

Unit 2: Indexing Systems and Techniques [10]
- Intellectual organization of information
- Purpose and problems of indexing ,Process of indexing
- Indexing criteria and policy: Exhaustivity and Specificity
- Derived and Assigned indexing systems
- Pre coordinate indexing system: Chain indexing, PRECIS, POPSI
- Post coordinate indexing system
- Automatic indexing: KWIC, KWOC, File organization, indexing system And techniques
- Non conventional indexing – Citation indexing , Web indexing

Unit 3: Information Storage & Retrieval Systems [04]
- Quality control in indexing
- Storage: Bibliographic description and standards for standards for Bibliographic record format – ISBD, FRBR
- Online Retrieval System
- Metadata: MARC 21 – 856 Field, Dublin core, TEI, METS
- Information Retrieval Systems – Needs, objectives, types and components

Unit 4: Information Retrieval Process and Techniques [06]
- IRS – Purpose, function and features
- OPAC – Electronic Databases (online and CD – ROMs)
- E-Journals, Digital Libraries, Web Resources
- Intelligent Information Retrieval Systems, Artificial Intelligence
- Expert Systems–Components, Knowledge Representation, Knowledge Engineering
- AI based decision supportive systems (DSS)
- Information Retrieval Models
- Search Strategies and Techniques

Unit 5 Evaluation of Information Storage and Retrieval Systems [04]
- Need, Purpose and Criteria of evaluation
- Compatibility of ISAR Systems
Methodology of evaluation, scope and areas of compatibilities, Issues of compatibility, Compatibility of online ISAR Systems: Z39.50

ISAR evaluation experiments

Practical

Unit: 1 Preparing in-house bulleting / indexing bulletin
Unit: 2 Preparing subject analysis and creation of subject access point / indexing

Recommended Books:
LIB 507: Information analysis, Repackaging and Consolidation

Objectives:
1. To design and develop marketing views
2. analysis information products and services
3. To sensitize students to the need for changing philosophy of LIS - from Free to Fee based services.

Unit 1: Information and Society [06]
- Information Society, Information Economics and Economics of Information
- Information Management
- Knowledge management
- Types of users and their environment, user’s need and their identification; user studies
- Information seeking behaviour

Unit 2: Information Consolidation [06]
- Information consolidation
- Consolidation Products; Trend Reports, State-of-the Art Reports, Reviews, Conference proceedings
- Compilation of products: Annual Reports, Manuals, Handbooks, Directories, Abstracts Bulletin, Bibliographies
- Analysis of Information

Unit 3: Marketing [10]
- Marketing of information product and services
- Information providers: Libraries, Information Centres, Referral Centres, Analisys Centres, Data Centres, Bibliographic Utilities, Vendors etc.
- Design of Information product and services
- Marketing of information product and services
- Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies
- Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies

Unit 4: Repackaging of Information [08]
- Research in progress
- Backup Services
- Electronic Document Delivery
- UAP (Universal Availability of publications)
- Database Support Services
- Database type and use; database intermediaries such as searchers, editors etc.
- Analysis of information products-using reference tools criteria

Practical
- Preparation of Current Content List
- Preparation of Information Product

Recommended Books:


OBJECTIVES:
Student will understand
1. What a telecommunication network is?
2. About Switched Network
3. About different switching technology
4. About different forms of signaling
5. Accessing and architecture of Internet

Unit:1 Networking Basic [06]
- Fully connected networks
- Switched networks
- Network sub systems
- Switching Techniques: Circuit switching, Packet switching, Cell switching

Unit:2 Telephone Networks and Integrated Services Digital Network [08]
- Land line and Mobile networks
- Data transmission in telephone networks with Major Telecommunication Networks
- Motivation for ISDN and ISDN channels
- User interfaces
- Broadband ISDN

Unit: 3 Data Networks [08]
- Data networks classification
- Satellite based data networks
- Local area networks
- Wide area networks
- Metropolitan area networks

Unit: 4 Internet [10]
- Internet architecture
- Internet protocols
- Internetworking
- Network management

Recommended Books:
LIB 509: Professional Ethics and Legal Issues

Objective:
1. Understand and managed ethical and legal dilemmas relating to information creations, use and supply
2. Able to discriminate between the key ethical issues involved in professional life
3. Able to critically analysed detailed implications of key legislation
4. Can understand vocabulary related to ethical and legal issues

Unit: 1 Professionalism [20]
- Characteristics of Library professional
- Competences within professionals
- Education required for the profession
- Responsibilities in Librarianship
- Scholarly communication and Professional Appititude

Unit: 2 Professional Issues [08]
- Academic issues
- Administrative issues
- Recruitment rules
- Service issues

Unit: 3 Professional supports [08]
- Professional Standards
- Research and publication
- Resource sharing
- Financial support: scholarship, fellowship, awards and rewards

Unit: 4 Professional ethics and technology [08]
- Awareness of IT in library service environment
- Personnel training
- Internet and telecommunication skills
- Scholarly information sources - OAI

Unit: 5 Legal Issues [16]
- Freedom of information and privacy
- Intellectual property in media
- Database rights
- Patents and Tread Marks
- Quality issues and liabilities of information provider
- Legal aspects of e-resources

Recommended Books:
LIB 510 EA: Marketing and Marketing Mix

Objectives:
Students are introduced to
1. Principles of marketing
2. Role of marketing management
3. Able to explain the importance of marketing oriented and customer focus
4. Able to explain the key requirements for an effective marketing strategies in the competitive market
5. Able to solve marketing problems

Unit: 1 Marketing [10]
- Definition, Fundamentals of Marketing, Pillars of Marketing
- Evolution of Marketing: conventional approach and contemporary approach
- Components of Marketing
- Marketing paradigms
- Marketing environment

Unit: 2 Marketing Management [12]
- Marketing strategies: types and strategic models, promotion and promotional goals, advertising, sales promotion
- Marketing planning: aims and objectives, detail plans and programmes
- Consumer and Buyer behavior, Customer focus marketing
- Marketing Ethics: fundamental issues and specific issues
- Marketing Research

Unit: 3 Information Marketing [20]
- Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies
- Design of Information product and services
- Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies
- Marketing of information product and services
- Information providers: Libraries, Information Centers, Referral Centers, Analysis Centers, Data Centers, Bibliographic Utilities, Vendors etc.

Unit: 4 Products and Brand Management [12]
- Market segmentation
- Targeting and positioning the Market
- Relationship Marketing
- Digital Marketing
- E-marketing

Unit: 5 Marketing Mix [06]
- Nature of Marketing Mix
- Consequences of Marketing Mix
- 4 and 7ps of Marketing Mix
- Relationship approach and Customer satisfaction
- Web- Marketing Mix
- E- Marketing Mix
Recommended Books:

4. **Lauterborn, R.** New Marketing Litany: 4P's Passe; C-Words Take Over, Advertising Age, Oct 1, 1990:26
6. Marketing basics Marketing strategy based on market needs, targets and goals.
7. Marketing strategy Australian administration small business guide
10. **Philip, Kotler & Kevin, Lane Keller.** Marketing Management - 12th Edition
12. **UK govt businesslink marketing strategy guide.**
LIB 510 EB: Electronic Information Management

Objectives:
Students are able to understand:
1. Management issues in the electronic publishing industry
2. The structure of the electronic information industry
3. Management issues in handling digital materials
4. and importance of the development of policies for managing electronic information
5. The implications of Open Access
6. Students are able to prepare a business plan for an electronic information product

Unit: 1 Information Industry [12]
- Information Age
- Development of Information Industry
- Genesis of Information Industry
- Characteristics and Importance of Information Industry
- Role of librarian in Information Industry

Unit: 2 Electronic Information Generation [16]
- Introduction to electronic information
- Structure and features of electronic information
- E-Publishing
- Categories of E-publishing: commercial, No – fee distribution, electronic self-publishing
- Print on demand publishing

Unit: 3 Kinds of E-publishing products [10]
- E-Books, E-Journals, E-zine, E-Reference Sources, Digital Documents (Born and legacy documents)
- Electronic Theses and Dissertation: major ETD initiatives, NDLTD, Role of UGC and INFLIBNET

Unit: 4 Network Publishing and Open Access [16]
- Network Publishing Technology
- Network Publishing Technology Providers
- Future of E-Publishing and Network Publishing
- Open Access initiatives (OAI)
- Institutional Repository

Unit: 5 Issues in E-Publishing [06]
- Peer reviewing, Editing and Proof reading, Designing and Typesetting, Printing
- Sales and Marketing
- Warehousing and Distribution

Recommended Books:
3. **Dru, M.** Seven years of tracking electronic publishing: the ARL directory of electronic journals, newsletters and academic discussion in *Library Hi-Tech, 17*(1), 17-25.1999


LIB 510 EC: Professional Ethics and Legal Issues

Objective:
5. Understand and managed ethical and legal dilemmas relating to information creations, use and supply
6. Able to discriminate between the key ethical issues involved in professional life
7. Able to critically analysed detailed implications of key legislation
8. Can understand vocabulary related to ethical and legal issues

Unit: 1 Professionalism [20]
- Characteristics of Library professional
- Competences within professionals
- Education required for the profession
- Responsibilities in Librarianship
- Scholarly communication and Professional Appitude

Unit: 2 Professional Issues [08]
- Academic issues
- Administrative issues
- Recruitment rules
- Service issues

Unit: 3 Professional supports [08]
- Professional Standards
- Research and publication
- Resource sharing
- Financial support: scholarship, fellowship, awards and rewards

Unit: 4 Professional ethics and technology [08]
- Awareness of IT in library service environment
- Personnel training
- Internet and telecommunication skills
- Scholarly information sources - OAI

Unit: 5 Legal Issues [16]
- Freedom of information and privacy
- Intellectual property in media
- Database rights
- Patents and Tread Marks
- Quality issues and liabilities of information provider
- Legal aspects of e-resources

Recommended Books:
15. MLA Code of Ethics – http://www.mlanet.org/about/ethics.html
LIB 511EA – Communication and Technical Writing Skills

Objectives:
1. To aware student with written communication skills
2. To built up confidence relating effective communication skills
3. Students will get enrich with vocabulary
4. To built up expressive power among students

Unit:1 Effective Communication [08]
- Types of Communication – Verbal, Non-Verbal, Written
- Effective Communication Skills, Oral and Written Communication Skills
- Body language and common gestures
- Meeting, Telephonic Communication and Presentation Skills
- Good Questioning and Listening Skills

Unit:2 Communication Process [10]
- General overview, Popular / Technical writing
- Characteristics and features of technical writing
- Target groups in written communication
- Reader – Writer relationship
- Level of technicality in Scientific Communication

Unit:3 Categories of Technical Communication [12]
- Structure, function and types of Technical Communication
- Definition, purpose, characteristics of Technical Communication
- Technical papers / Articles, Review articles, Technical Reports, Monographs, Dissertations, In-House bulletins
- Information analysis, Consolidation and Repackaging Products- Technical Digest, Trend Reports, State-of-the-art Reports, Annual Reports, Manuals, Handbooks and Directories

Unit:4 Business Writing [15]
- Business Plan and Mission Writing
- Terms and Condition with Book Sellers, Publishers, Venders, Service Providers
- MOUs – Licensing, Contract Writing
- Effective Covering Letters - Publisher, Book Seller, Binders, Users-Patrons-Clientele
- H R policy Writing

Unit:5 Office Communication [15]
- Office Writing: Notice Writing, Memo Writing, Letter Writing – Publisher, Book Seller, Binders, Users-Patrons-Clientele,
- Presentation: Body language, Book review, At the time of Library Committee meeting, Staff meeting, Condolence meeting, Business meeting, Orientation, Conference, Seminars or Workshop – Training Programme

Recommended Books:
1. Booth, V. Communicating in Science: writing a scientific paper and speaking at scientific meetings. Ed. 2, 1993
2. Christopher, T. Effective writing: improving scientific, technical and business communication, 1989
3. Hicks, T.G. Vaorie, C.M. Handbook of effective technical communications, 1989
6. Saravanavel, P. Research and report writing, 1993
7. Truck, M.T. Effective writing, 1982
LIB 511 EB: Disaster Management

Objectives:
The student will study, evaluate and analyse
1. Natural and man-made disasters which affect library building and its resources
2. The economic, social and psychological effects of the disaster plans
3. The organisations and agencies involved in the relief

Unit: 1 Disaster [04]
- Principles of Disaster Management
- Types of Disaster: Natural and Man-made
- Natural Disaster: Earthquakes, Floods / Heavy Rain, Tsunamis, Volcanoes, Hurricanes / Cyclone / Tornadoes / Wildfire
- Man-made: Terrorism, Riots, Technological Disaster

Unit: 2 Social, Psychological and Economic costs of Disaster [04]
- Loss of knowledge
- Mental health, stake holder’s reactions
- Managing and maintaining services after Disaster
- Search and rescue operations
- Emergency / stopgap arrangement for survived resources

Unit: 3 Preparedness and Planning [08]
- State level policy
- Community policy
- Disaster warning and prevention
- Emergency and remedial procedures
- Alternatives for technical loss

Unit: 4 Management Approaches [08]
- Traditional Approaches
- Professional Approaches
- Special communication and coordination
- Training – personnel and users
- Acquiring resources
- Legal issues and record keeping

Unit: 5 Disaster Oriented Organisation and agencies [06]
- National Defense System
- Fire Department
- General Service Administrations
- Red Cross
- Volunteers
- Individual and public assistance

Practical:
Students have to prepare Disaster Management Plan of various libraries not less than 1000 words. Students shall have to submit this plan to the department on or before deadline. Viva voce will be conducted by external examiner according to their plan.
Books Recommended:

3. **Deering, Ann.** Online Disaster Management Resources Risk Management 43 (September 1996):12
LIB 511 EC: Digital Information Management: Theory & Practical

Objectives:
1. To provide introduction and difference of Digital Library
2. To aware students from content creation and its management
3. Know how of hardware and software of Digital Library
4. Hands on practice for Green Stone and DSpace

Unit:1 Digital Libraries [04]
- Concepts and issues of Digital Library
- Evolution of Digital Library
- Important milestone for Digital Library
- Responsible organisation and agencies for the development of Digital Libraries - Digital Library Conferences (JCDL, ECDL and ICADL)

Unit:2 Content Creation and Security [04]
- Creating electronic documents, files and file formats
- Born digital and legacy documents
- Digitization - Scanning, OCRing and Conversion to PDF
- Digital Rights and Digital Rights Management

Unit:3 Mark up Languages [06]
- Creating web documents
- Mark up languages - SGML, HTML and XML
- Document creation in HTML
- HTML editors and tools
- Front page and Dream Weaver
- Features of XML and XML tools

Unit:4 Digital Library Management [06]
- Digital Library Architecture
- Element of Digital Library, DOI, Open URL
- Digital Library content management issues
- Meta Data
- Access control and DRM
- Security and preservation issues

Unit:5 Digital Library Software [10]
- Digital Library software
- Main features of Green Stone Digital Library
- Installing and developing a prototype using Green Stone Digital Library
- Feature of DSpace

Practical
- Project for Digital Content Creation and Management
- Use of Open Source software
- Digital Archives

Recommended Books:


