



**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)

Semester	Course		Marks				Hours per week				Credits				
	No.	Name	Theory	Practical	Internal	Total	Lectures	Others	Practical	Total					
1	LIB401	Knowledge Organization and Information Management - Theory	70	***	30	100	3	1	**	4	4				
	LIB402	Information Law, Policy and Society	70	***	30	100	3	1	**	4	4				
	LIB403	Collection Management	70	***	30	100	3	1	**	4	4				
	LIB404	Management of Library and Information Centres	70	***	30	100	3	1	**	4	4				
	LIB405	Fundamentals of Information Technology - Theory & Practical	35	35	30	100	2	1	3	6	4				
	LIB406 PR-I	Knowledge Organisation. & Information Management : Practical	***	70	30	100	**	1	7	8	4				
		<b>Total</b>		315	105	180	600	14	6	10	30	24			
2	LIB407	Record Management- Theory	70	***	30	100	3	1	**	4	4				
	LIB408	Research Methodology	70	***	30	100	3	1	**	4	4				
	LIB409	Reference and Information Sources: Theory	70	***	30	100	3	1	**	4	4				
	LIB410	Preservations and Conservations of Information Sources	70	***	30	100	3	1	**	4	4				
	LIB411 PR-II	Record Management : Practical	***	70	30	100	**	1	7	8	4				
	LIB412 PR-III	Reference & Information Sources : Practical	***	70	30	100	**	1	7	8	4				
		<b>Total</b>		280	140	180	600	12	6	14	32	24			
3	LIB501	Library Management Softwares - Theory & Practical	35	35	30	100	2	1	3	6	4				
	LIB502	Reference and Information Services : Theory	70	***	30	100	3	1	**	4	4				
	LIB503 PT	Project / Dissertation	***	***	60 140 Ex	200	**	**	**	**	8				
	LIB504 PR-IV	Reference and Information Services : Practical	***	70	30	100	**	1	7	8	4				
	LIB505 EA	Resource Consortia	70	***	30	100	3	1	**	4	4				
	LIB505 EB	Web Designing - Theory & Practical	35	35			2	1	3	6					
	LIB505 EC	Manuscriptology- Theory & Practical	35	35			2	1	3	6					
	<b>Total</b>		175/ 140/ 140	105/ 140/ 140	180	600	8/7/ 7	4/4/ /4	10/ 6/6	22/ 24/ 24	24				
4	LIB506	Subject Analysis and Information Retrieval - Theory & Practical	35	35	30	100	2	1	3	6	4				
	LIB507	Information Analysis Repackaging and Consolidation - Theory & Practical	35	35	30	100	2	1	3	6	4				
	LIB508	Networks and Internet- Theory & Practical	35	35	30	100	2	1	3	6	4				
	LIB509	Professional Ethics and Legal Issues	70	***	30	100	3	1	**	4	4				
	LIB510 EA	Marketing and Marketing Mix	70	***	30	100	3	1	**	4	4				
	LIB510 EB	Electronic Information Management	70	***											
	LIB510 EC	Leadership and Change Management	70	***											
	LIB511 EA	Communication and Technical Writing Skills	70	***	30	100	3	1	**	4	4				
	LIB511 EB	Disaster Management- Theory & Practical	35	35								2	1	3	6
	LIB511 EC	Digital Information Management - Theory & Practical	35	35								2	1	3	6
	<b>Total</b>		315/ 280/ 280	105/ 140/ 140	180	600	15/ 14/ 14	6	9/ 12/ 12	30/ 32/ 32	24				
<b>Total</b>	<b>Semester 1 + 2 + 3 + 4</b>		<b>1085/ 1015/ 1015</b>	<b>455/ 525/ 525</b>	<b>720</b>	<b>2260+140=2400 (140 dissertation)</b>									
<b>Total credits</b>	<b>Semester 1 + 2 + 3 + 4</b>						<b>96</b>								

**Note: Internship of 4 weeks in hi-tech libraries after 2<sup>nd</sup> and 4<sup>th</sup> Semester is mandatory.**

## **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:**

1. **Bavakutty, M.** Canons of Library Classification. Trivandrum, Kerala Library Association, 1981
2. **Krishan Kumar.** Theory of Classification. New Delhi, Vikas, 1993
3. **Ranganathan, S.R.** Descriptive Account of the Colon Classification, Bangalore, Sarda Ranganathan Endowment for Library Science, 1990
4. **Ranganathan, S.R.** Prolegomena to Library Classification, Ed.3, Bombay, Asia Publishing House, 1968
5. **Sayers, W.C.B.** Manual of classification for librarians. Revised by Arthur Maltby. Ed.5, London, Andre Deutsch, 1975
6. **Sayers, W.C.B.** Introduction to Library Classification. Rev. by Arthur Maltby. Ed. 9. London, Grafton, 1958
7. **Srivastav, A.P.** Theory of knowledge classification in Libraries. New Delhi, Laxman Book Store, 1964

8. **Shabahat Husain.** Library Classification: Facet and Analysis. Ed. 2 Rev. Delhi, B.R.Publishing Corporation, 2004
9. **Cutter. Charles A.** *Three Figure Author Table.* Available online at: <http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/cutter.html>
10. **Wilson, Karen A. and Marylou Colver, eds.** Outsourcing Library Technical Services Operations: Practices in Academic, Public, and Special Libraries. Chicago: ALA, 1997: Foreword, pp. vii-xii and Introduction, pp. xvii-xxi.
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

#### **Unit1: 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:**

1. **Atherton,Pauline.**Handbook of Information, System and Services Paris: UNESCO, 1977.
2. **Benge, R.C.** Libraries and Cultural Change London: Clive Bingley, 1983.

3. **Buinchat, C. and Menon, Michel.** General Introductory Analysis London: Clive Bingley, 1981.
4. **Campbell, H.C.** Developing Public Library System and Services, 1983.
5. **Harrison, C. and Beenham, R:** Basics of Librarianship.
6. **Harrison, K.C.** Library and Community, 1977.
7. **Gravey, William D.** Communication: Essence of Science facilitating information exchange among Libraries, Scientists, Engineers and Students Oxford: Pergamon Press, 1979.
8. **Jefferson, G.** Library Co-operation, 1977.
9. **Khanna, J.K.** Library and Society Kurushektra: Research Publications, 1987.
10. **McGarry Kevin J.** Communication, Knowledge and Librarian London: Clive Bingley, 1981.
11. **McGarry Kevin J.** Changing Context of Information: An introductory Analysis London: Clive Bingley, 1981.
12. **Ranganathan, S.R.** Five Laws of Library Science, 1957.
13. **Sengupta, B and Mookerjee, K.** Library Organization and Administration, 1977.
14. **Shera, J.H.** Sociological Foundations of Librarianship.
15. **Viswanathan, C.G.** Introduction Library Organization and Administration, 1977.
16. **Mahapatra, P.K.** Library and Information Science – An Introduction Calcutta Word press, 1989.
17. **Meadows, Jack Ed.** Knowledge and Communication: Essays on the Information Chain. London, Clive Bingley, 1991.
18. **Sharma, Pandey S.K.** Library and Society 2<sup>nd</sup> rev. and enl.ed. New Delhi: Ess, 1992.
19. **Venkatappaiah, V.** Library Legislation in India 2 Volumes, 1990.
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:**

1. **Cowley, John.** Personnel Management in Libraries, London, Clive Bingley, 1982.
2. **Evans, G.E.** Management Techniques for Libraries, New York, Academic press, 1983.
3. **Koontz, H. et. al.** Management, 15<sup>th</sup> ed. Tokyo McGraw Hill International Japan.

4. Jones, N and Jordan, P. Steps Management in Library and Information work, Aldershol, Gomer, 1982.
5. **Laneaster, F.W.** Guidelines for evaluation of Information System and Services, Paris: UESCO, 1998.
6. **Mittal, R.L.** Library Administration, Theory and Practice, New Delhi, Ess Ess, 2007
7. **Ranganathan, S.R.** Library Administration, 2<sup>nd</sup> ed., Bombay, Asia Publishing, 1959.
8. **Rizzo, T.R.** Management for Libraries: Fundamental Issues, 1980.
9. Narayana, G.J. Library and Information Management, New Delhi, Prentice Hall, 1991.
10. **Seetharama, S.** Guidelines for Planning of Libraries and Information Centres, IASLIC, 1990.
11. **Singh, M.** Library and Information, Management Theory and Practice, Delhi, IBT, 1983.
12. **Singh, R.S.P.** Fundamentals of Library Administration and Management Delhi, Prabhat, 1990.
13. **Umapathy, K.S.** Problems in Library Management, 2<sup>nd</sup> 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 –update

**Recommended Books:**

1. **Al-Abdul-Gadar, Abdullah H.** Managing computer based information systems in developing countries: A cultural perspective. Hershey PA, 1999
2. **Krishan Kumar.** Library administration and management. New Delhi: Vikas, 1993
3. **Clare, Jenkins.** Collection Management in academic libraries. Bombay:Jaico publishing House,1996
4. **Mahapatra, M. (Ed.)** Information Management in academic and research libraries. Ahmedabad: INFLIBNET center,1998
5. **Thomas, Landau.** Library Furniture and Equipment. London: ( S.N.),1963
6. **Anand, Ballabh.** Modern Scientific Management of libraries. Delhi: Rajat Publication,2000
7. **Ansari, M. M.** Text book of library Management. NewDelhi: Shree pud &Dist, 2003
8. **Gorman, Christine.** Staff development in libraries. New Delhi: Dominant Publishers, 2003
9. **Jordan, Pater.** Staff management in library and information work. Bombay: Jaico Publishing House, 1996
10. **Jugal Kishore.** Personnel management in libraries. New Delhi: Ess Ess Publication, 1981
11. **Ranganathan, S.R.** Library manual. Delhi: Indian Library Association, 1951
12. **Ranganathan, S. R.** Library administration. Ed. 2. Bangalore. Sarada Ranganthan Endowment for Library Science, 1989.
13. **Sharma, H. D.** Library building and furniture: a handbook for librarians. Varanasi. Indian Bibliographic Centre, 1996.

## **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:**

1. **Amba, and Raghavan, KS.** CDS/ISIS Primer. New Delhi: Ess Ess.
2. **Jain, V.K.** Information Technology and computer programming. 3<sup>rd</sup> ed. Delhi: S.K.Karatia and Sons, 2000
3. **Carter, Roger.** The Information technology handbook. London: Heinemann, 1987
4. **Frye, Curtis.** Microsoft Access Version 2002. Delhi: Prentice Hall, 2002.
5. **Khurana, Rohit,** ed. Encyclopedia of computer Science. New Delhi: Allied, 2002.

6. **Pfaffenberger, Bryan.** Linux command instant references. Delhi:BPB, 2002
7. **Prem Singh and Khanna, JK.** Information technology in the Libraries. Delhi: Pragati, 1994.
8. **Rajasekhar, T.B.** Computer application to library and information activities (ILA/ NISSAT workshop on Computer Application to Library and Information Activities (Madras) (1987)
9. **Reddy, K. C.** Generations of computers (in University of Hyderabad, PGDLAN course material.
10. **Rowley, Jennifer E.** The basics of information technology. London: Bingley, 1988
11. **Schidt, Herbert.** Windows NT 4 Programming forms the ground up. Delhi: Tata-McGraw Hill, 1997
12. **Sehgal, R.L.** Computer based information processing techniques for librarians. 2V. Delhi: Ess Ess, 1998.
13. **Shah, P.C.** Computers and I/O Devices. (ILA/NISSAT workshop on Computer Applications to Library and Information Activities (Workshop on-) (Ahmedabad) (1986) Course material. Delhi: ILA, 1986.
14. **Srishaia, Smitha.** Database and DBMS. Univ. of Hyderabad, Center for distant Education. PGDLAN. Unit - 24 (Course Material)
15. **Taxali, R.K.** PC software for Windows 98. Delhi: Tata Mcgraw-Hill, 2001

## **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:**

1. **American Library Association, et al.** Anglo American Cataloging rules, Rev. Ed., London, Library Association, 1998
2. **Bowman, J.H.** Essential cataloguing, London, Facet Publishing, 2003
3. **Hunter, E.J. and Bakewell, K.G.B.** Advanced cataloging. London, Clive Bingley, 1989
4. **Kumar, G. and Kumar, K.** Theory of Cataloguing. Rev. Ed., New Delhi, South Asia Books, 1993
5. **Miller, J. Ed.** Sear's List of Subject Headings. Ed. 15. New York, Wilson, 1994
6. **Ranganathan, S.R.** Classified Catalogue Code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). Bangalore, Sarada Ranganathan Endowment for Library Science, 1989
7. **Read, J.** Cataloguing without tears: managing knowledge in the information society. Oxford, Chandos Publishing, 2003

8. **Taylor, A.G. and Miller, David P.** Wynar's introduction to cataloguing and classification. Ed. 10. London, Libraries Unlimited, 2006
9. **Vishvanathan, C.G.** Cataloguing Theory and Practice, New Delhi. Today and Tomorrow, 1970

## **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:**

1. **Baker, Robert K.** Doing Library Research: an introduction for community college students. Colorado: Webview Press, 1981
2. **Downs, Robert B.** How to do Library Research. Urbana: University of Illinois Press, 1966
3. **Gosh, G.B.** Trends of information service in India. Cucutta: World Press, 1974
4. **Kumar, P.S.G.** Research in Library and Information Science in India. New Delhi: Concept Publishing Co. 1987
5. **Mishra, J.K.** Indian research in library and information science. Ludhiana: Meballion Press, 2001
6. **Busha, Achrles H.** and **Harter, Stephen P.** Research methods in librarianship: techniques and interpretation. New York: Academic Press, 1980
7. **Kothari, C.R.** Research Methodology: methods and techniques. Ed.2.New Delhi: New Age International Publishers, 2004
8. **Nirnjan, A.N.** Research in LIS schools of Indian Universities. Ludhiana: Meballion Press, 2002
9. **Sahegal, R.L.** Applied statistics for library science research. New Delhi: Ess Ess Publications, 1998
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:**

1. **Amjad Ali.** Reference Service and the digital sources of information. 2004
2. **Cheney, F. N. and Williams, W. J.** Fundamental reference sources. Ed. 3, Chicago, ALA, 2000
3. **Choudhary, G. G. and Choudhary, S.** Searching CD-ROM and online information sources, 2001
4. **Fourie, D. and Dowell, D.** Libraries in the information age. New York, Libraries unlimited, 2002
5. **Katz, William A.** Introduction to reference work: reference service and reference process. V.2 Ed.5. New York, McGraw-Hill, 1987
6. **Sewa Singh.** Handbook of International sources on reference and information, 2001
7. **Sewa Singh.** Manual of reference and information sources, 2004
8. **Sherman, C. and Price, G.** The invisible web: uncovering Information Sources Search engines can't see. 2001
9. **Stebbins, L.F.** Student guide to research in the digital age: how to locate and evaluate information sources. 2006
10. **Walford, A. J.** Guide to reference books. V.3. Ed.4. London, Library Association, 1980

## **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
- ❖ Reformatting (copying and imaging) and preservation replacement
- ❖ Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organisation)

### **Recommended Books:**

1. **Alire, Camila.** Library disaster planning and recovery handbook. New York: Nean-Schuman, 2000
2. **Banks, Pilette.** Defining the library preservation programme: policies and organisation. Morrow: Carolyn Clark
3. **Carlsen, Soren.** Effects of freeze Drying on Paper Pre print from the 9<sup>th</sup> International Congress of IADA Copenhagen August 15-21 1999 Full text available at [http:// palimpsest Stanford edu/iada/ta99-115.pdf](http://palimpsest.stanford.edu/iada/ta99-115.pdf).
4. **Cox, Jack E , and Robert L Barber** Preparing for the unknown: Practical contingency planning Risk Management 43 (September 1996): 14-20

5. **Davis Mary B., Susan Fraser , and Judith Reed** Preparing for Library Emergencies: A Cooperative Approach *Wilson Library Bulletin* (November 1991): 42-44, 128

-19-

6. **Florian, Marry-Lou E.** *Heritage Eaters: Insect and Fungi in Heritage Collections.* London: James & James, 1997.
7. Risk Management for Libraries *ALA Yearbook of Library and Information Services* 15 (1990): 218-219
8. **Harrison, H.P.** Emergency Preparedness and Disaster Recovery of Audio Flim and Video Materials *IASA Journal* (November 1995): 82-85.
9. **Harvey, Ross** *Preservation in Libraries A Reader Topics in Library and Information Studies* London; New York: Bowker K.G. Saur, 1993 (Contains reprints of articles and chapters)
10. *Preservations in Libraries Principals, Strategies and Practices for Librarians Topics in Library and Information Studies.* London; New York: Bowker; K.G.Saur, 1993. (Contains reprints of articles and chapters)
11. Integratyed Pest management *NEDCC News* 8, no. 1 (winter 1998): 4-5
12. **Lemley, Don,** Precautions and Safe Practices for Records Storage Systems. *Records Management Quarterly* (April 1992): 24-27
13. **Nelton, Sharon.** Prepare for the Worst. *Nation's Business* 81 (September 1993): 20-28
14. <http://www.kb.nl/cons/faq-conservering/faq-en.html>
15. <http://www.kb.nl/cons/kneep/index-en.html>
16. [http://www.google.co.in/search?sourceid=navclient&aq=6h&oq=&ie=UTF-8&rlz=1T4GPCK\\_enIN324IN325&q=draft+of+digital+preservation+policies](http://www.google.co.in/search?sourceid=navclient&aq=6h&oq=&ie=UTF-8&rlz=1T4GPCK_enIN324IN325&q=draft+of+digital+preservation+policies)

## **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**

Defination & Scope Of Dictionary

Types Of Dicti.

Use Of Dict.

Evaluation Of Dict.

Diference 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 Internatus

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

Ency. Of Library And Information Science  
McGraw Hill Ency. Science & Technology  
Wikipedia

### **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 Pusticao  
Social,Professional,Comercial 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 Gujarat : Ahmedabad Dist.  
Gaz. Of India  
Columbia Lippincott Gaz. Of The World  
Webster's New Geographical Dictionary  
Chamber's World Gaz.: An A-Z Of Geographical Infor.  
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  
Pravasbharti  
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  
Mcgrawhill 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 Abstracts  
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. **Cochrane, Peter.** IT: A glimpse of the future. *ASLIB Proceedings*, 47(10), 1995
2. CALIBER-97. Information Technology Applications in Academic Libraries. Edited by A.L. Moorthy and P.B.Mangla. 4<sup>th</sup> National Convention for automation of

Libraries in Education and Research, Held at Patiala during 6-8<sup>th</sup> March, 1997. Ahmedabad, INFLIBNET Centre, 1997

3. **DESIDOC *Bulletin of Information Technology***, 15(2&3)1995. Ravichandrarao, I.K. Library Automation. Y.V. Estern, New Delhi, 1993
4. **Haravu, L.J.** Strategies for the adoption of new information technology in Indian Libraries. Paper presented in CALIBER-95 Organised jointly by INFLIBNET Programme and University of Hyderabad at Hyderabad, 10-12 Feb. 1995
5. **Jain, V.K.** Computer fundamentals. New Delhi, BPB, 1993
6. **Lakshmanamoorthy, A. and Rajendra V.** Information Technology for Libraries and Information Centers. *AGLIS Journal*, 8(1-4), 1990.
7. **Lancaster, F.W.** Toward paperless information system. New York, Academic Press, 1978
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)
10. <http://koha.org/>
11. <http://library.iimcal.ac.in:8080/webopac/OpacHelp/opac4d69.htm>
12. <http://www.ala.org/ala/professionalresources/libfactsheets/alalibraryfactsheet21.cfm>
13. <http://www.alatechsource.org/>
14. <http://www.goalexandria.com/solutions/index.html>
15. <http://www.igidr.ac.in/lib/paper1.htm>
16. <http://www.librarysoft.com/companyF/home.htm>
17. <http://www.librarysoftware.in/>
18. <http://www.librarytechnology.org/>
19. [http://www.libsuite.com/library\\_auto.htm](http://www.libsuite.com/library_auto.htm)
20. <http://www.open-ils.org/> (Evergreen)
21. <http://www.slimpp.com/slim21site/default.htm>
22. <http://www.verussolutions.biz/site/>
23. <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
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:**

1. **Amjad Ali.** Reference Service and the Digital Sources of Information. 2004
2. **Cheney, F. N. and Williams, W. J.** Fundamental reference sources. Ed. 3, Chicago, ALA, 2000

3. **Choudhary, G. G. and Choudhary, S.** Searching CD-ROM and online information sources, 2001
4. **Fourie, D. and Dowell, D.** Libraries in the information age. New York, Libraries unlimited, 2002
5. **Katz, William A.** Introduction to reference work: reference service and reference process. V.2 Ed.5. New York, McGraw-Hill, 1987
6. **Sewa Singh.** Handbook of International sources on reference and information, 2001
7. **Sewa Singh.** Manual of reference and information sources, 2004
8. **Sherman, C. and Price, G.** The invisible web: uncovering Information Sources Search engines can't see. 2001
9. **Stebbins, L.F.** Student guide to research in the digital age: how to locate and evaluate information sources. 2006
10. **Walford, A. J.** Guide to reference books. V.3. Ed.4. London, Library Association, 1980

### **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. UNESCO provides this type of information through its website named <http://www.unesco.org> ]
- ❖ Electronic Document Delivery Service / ILL
- ❖ Full text Sources: Ebsco, Dialog, Infortrieve 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/berkeley.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 Bibliographic Utility Networks: International: OCLC, RLG, NBS, Kinetica Web, CALIS, HBZ. National: INFLIBNET, CALIBNET, ADINET, MYLIBNET, PUNENET, MALIBNET, BONET
- ❖ 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>
4. <http://www.angelfire.com/in/malibnet>
5. <http://www.inflibnet.ac.in>
6. <http://www.mylibnet.org>
7. **Jha, Pavankumar.** Library Networks and Network based Information Services in India at <http://pavankumarjha.prepod.com/dissertation/chapter3.html>
8. **Kaul, S.** Information Resource Sharing Models in Developing Countries: a network emerging from the World Bank supported environmental management capacity building project. [http://www.fh-posdan.de/~IFLA/INSPEL\\_01-1kasu.pdf](http://www.fh-posdan.de/~IFLA/INSPEL_01-1kasu.pdf)
9. **Prasad, Kiran.** Information and Communication Technology. New Delhi: B.R. Publishers, 2004
10. **Ramamurthy, C.R.** Globalisation and Library Information Networking. New Delhi: Author Press, 2003
11. **Ramannair, R.** Information Technology for participatory Development. New Delhi: Kaveri, 2003
12. [www.alibnet.org](http://www.alibnet.org)
13. [www.calibnet.org](http://www.calibnet.org)

### **LIB 505 EB: Web Designing**

#### **Objectives:**



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:**

1. **Bayross.** Web Enable Commercial Application Development Using HTML, DHTML, Javascript, Perl CGI, BPB Publications, 2000
2. **Chirs Bates,** Web Programming, New York: John Wiley, 2<sup>nd</sup> Edition
3. **E.V.Kumar and S.V.Subramanyam.** Web Services. New Delhi:Tata Mc Graw Hill, 2004.
4. **G.Buczec.** ASP.NET Developers Guide, TMH, 2002
5. **Gopalan, N.P. and Akilandeswari J.** Web Technology: Developer's perspective. New Delhi: Prentice Hall, 2007
6. **J. Jaworski.** Mastering Javascript, BPB Publications, 1999
7. **Niederst,J.** Web Design in a Nutshell: a desktop quick reference. Mumbai: Shroff, 1999
8. **Powell, T.A.** Web Designing: The complete reference. New Delhi: Tata McGraw Hill, 2000
9. **Raj Kamal** Internet and web Technologies. New Delhi: Tata McGraw Hill, 2002.
10. **T. A. Powell.** Complete Reference HTML (Third Edition),TMH, 2002

## **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:**

1. **Shivaganesha, Murthy.** Introduction to Manuscriptology. Delhi: Sharada Publishing House, 1996
2. **Altekar, A.S.** Education in Ancient India
3. **Farqugar, J.N.** An outline of religious literature of India
4. Cultural Heritage of India Vol.I-IV
5. **Katre, S.M.** Introduction to Indian Textual Criticism
6. **Belvalkar, S.V.** Descriptive Catalogue and Govt. Commissions of Manuscripts deposited in the Deccan College, Poona, Vol.I Vedic Literature part
7. <http://www.hmml.org/preservation/Projects.htm>
8. <http://www.hmml.org/preservation/preservation.htm>
9. <http://www.lirg.org.uk/lir/pdf/article84c.pdf>
10. <http://www.clir.org/PUBS/reports/pub80-smith/pub80.pdf>
11. <http://archivists.metapress.com/content/2682415408112w76/fulltext.pdf>
12. [http://www.accu.or.jp/ich/en/training/casestudy\\_pdf/09\\_10/case\\_study\\_report\\_india.pdf](http://www.accu.or.jp/ich/en/training/casestudy_pdf/09_10/case_study_report_india.pdf)
13. <http://www.namami.org/conservation%20of%20concept.htm>

## 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 on line 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:**

1. **Chaudhary, G.G.** Introduction to modern information retrieval. London: Library Association, 1999
2. **Cleveland, Donald B. and Cleveland, Ana D.** Introduction to indexing and abstracting. Colorado: Libraries Unlimited, 2001
3. **Foskett, A.C.** Subject approach to information. Ed.5. London: Library Association, 1996
4. **Gosh, S.N. and Satpathi, J.N.** Subject indexing system: concepts, methods and techniques. Culcutta: IASLIC, 1998
5. **Korfhage, R.R.** Information storage and retrieval. New York: John Wiley, 1997
6. **Lancaster, F.W.** Vocabulary control for information retrieval. Ed.2. Arlington: Information Resource Press, 1985
7. **Lancaster, F.W.** Indexing and abstracting: theory and practice. Ed.3. Urbana: University of Illinois, 2003
8. **Rowley, J.** The basics of information system. Ed.2. London, Library Association, 1996
9. **Soergel, D.** Indexing languages and thesauri: construction and maintenance. New York: John Wiley and Sons, 1974
10. **Walker, G. and Janes, J.** Online retrieval: a dialogue of theory and practice. London, Libraries Unlimited, 1993

# **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, Analysis 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:**

1. **Coote, Helen and Bachlor, Bridget.** How to market your library services effectively. Ed.2 London: Aslib, 1997
2. **Gupta,D.K.** et al. Marketing Library and information services: international perspectives. Munich: K.G.Saur, 2006

3. **Helinsky, Z.** A short-cut to marketing the library. Oxford: Chandos Publishing, 2008
4. **Jain, Abhinadan K., et al.** Marketing information product and services: a prime for libraries and information professionals. New Delhi: Tata McGraw-Hill, 1999
5. **Kotler, Philip.** Marketing Management. Ed.12. Delhi: Prentice Hall, 2002
6. **Kotler, Philip** and **Armstrong, Gary.** Principles of Marketing. Ed.7. New Delhi Prentice Hall of India, 1996
7. **Rowley, Jenifer.** Information Marketing. London: Ashgate, 2001

## **LIB 508: Networks and Internet**

### **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:**

1. **Ahmadayaz, A.** handbook for Information Technology. New Delhi: Anmol Publication, 2003
2. **Asit Narayan.** Internet Marketing, E-commerce and Cyber Laws. Delhi, Authors Press, 2000
3. **Bansal, S.K.** Information technology and globalisation. New Delhi: A P H Publication, 2001
4. **Bansal, S.K.** Internet Technologies. New Delhi: A P H Publication, 2001
5. **Batra, B.B.** Information Technology: challenges and opportunities. Delhi: Kalpaz Publications, 2001
6. **Chandra, Ramesh.** Technological changes in Libraries. Delhi: Kalpaz Publications, 2003
7. **Chandra, Ramesh.** Information Technology in 21<sup>st</sup> century. New Delhi: Kalpaz Publications, 2003



8. **Kent, Allen.** The structure and governance of Library Networks. New York. Marshall Deccker, 1979
9. **Lan Winship.** The students guide to the internet 2000-2001. London: Library Association Publication, 2000
10. **Markuson, Barbara Evans.** Network for Networks: critical issue in cooperative library development, New York: Neal Schuman Publisher Inc., 1980
11. **Molyneux, Robert E.** The internet under the hood. London: Libraries Unlimited, 2005
12. **Nair, R. Raman.** Internet for information services. New Delhi: Ess Ess Publications, 2002
13. **Pandey, V.C.** Information and Communication technology. Delhi: Isha Books, 2004
14. **Poulter, Alan.** The library and information professional's guide to the World Wide Web. London: Library Association Publishing, 1999
15. **Rao, N.V.Jagga.** Books to bytes: library and information technology in the new millennium. New Delhi: Ess Ess Publications, 2000
16. **Rouse, Willium B.** Management of Library Networks. New York: John Wiley, 1980
17. **Satyanarayana, N.R.** A manual of Library Automation and Networking. Lucknow: New Royal Book Co. 2003
18. **Sehgal, R.L.** An introduction to library network. New Delhi: Ess Ess, 1996
19. **Singh, Sankar.** Information Technology in libraries. New Delhi: Ess Ess, 2003

## **LIB 509: Professional Ethics and Legal Issues**

### **Objective:**

Students will\_

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:**

1. **Chopra, Hans Raj.** Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
2. **Coblans, Herbert.** Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited, 1974
3. **AALL Ethical Principles-** <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
4. **Code of Ethics for Information Scientists** - <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
5. **Code of Ethics of the American Library Association** – <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>
6. **Codes of Ethics Online** – [http://ethics.iit.edu/index1.php/Programs/Code of Ethics](http://ethics.iit.edu/index1.php/Programs/Code%20of%20Ethics)
7. **MLA Code of Ethics** – <http://www.mlanet.org/about/ethics.html>
8. **Professional Codes of Ethics/Conduct** - <http://archieive.ifla.org/faife/ethics/code.htm>

## **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:

1. **Baker, Michael.** The Strategic Marketing Plan Audit 2008. ISBN 1902433998
2. **Chopra, H.S.** Information marketing. Jaipur: Rawat Publications, 1996
3. **Kotler, P. and Armstrong, G.** Principles of Marketing, Ed.10, New Jersey: Pearson Education Inc. 2004
4. **Lauterborn, R.** New Marketing Litany: 4P's Passe; C-Words Take Over, Advertising Age, Oct 1, 1990:26
5. **Lazer, W.** Marketing Management: A Systems Perspective New York: John Wiley & Sons, 1971
6. Marketing basics Marketing strategy based on market needs, targets and goals.
7. Marketing strategy Australian administration small business guide
8. **McCarthy, E J.** Basic Marketing - A Managerial Approach, Illinois: Irwin, 1960
9. Miles, Raymond. Organizational Strategy, Structure, and Process. Stanford: Stanford University Press. 2003 ISBN 0804748403
10. **Philip, Kotler & Kevin, Lane Keller.** Marketing Management - 12th Edition
11. **Proctor, T.** Strategic Marketing: An Introduction, London: Routledge, 2000
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:**

1. **Brynjolfsson, Eric and Kahin, Brian (Ed.)** Understanding the digital economy: data, tools and research. Massachusetts: MIT Press, 2002
2. **Chandrashekar, S.** Electronic Publishing with SGML. *In Digital Libraries: dynamic store house of digitalised information*, Edited by M.N.Malwad et al. New Delhi: New Age International Publishers, 1996. pp.5-14

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
4. **Kasdorf, Willium E.(Ed).** The Columbia Guide to Digital Publishing. New York: Columbia University Press,2003
5. **Kumbar, T.S. and Karisiddappa, C.R.** Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B.Ramesh. Bhubaneswar: Reprint. pp 293-97.2004
6. **Mahapatra, M. and Ramesh,D.B.** Electronics Publishing and media. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B.Ramesh. Bhubaneswar: Reprint. pp 496-509.2004
7. **Mahapatra, M. and Ramesh,D.B.(Ed.)** Information Technology Application in Libraries: a text book for beginners. Bhubaneswar: Reprint.2004
8. **Merilin and Rose, Tom.** Self publish and keep all the profits. 2003 [http://www.about\\_books.com/self%20pub%20books.html](http://www.about_books.com/self%20pub%20books.html)
9. **Mrtinez, Micheal L.** The e-publishing channels. 2005 <http://www.micheal-martinez.com>
10. **Panigrahi, Pijushkranti.** Markup Languages in Web authoring. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B.Ramesh. Bhubaneswar: Reprint. pp 496-509.2004

## **LIB 510 EC: Professional Ethics and Legal Issues**

### **Objective:**

Students will\_

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 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:**

9. **Chopra, Hans Raj.** Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
10. **Coblans, Herbert.** Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited, 1974
11. **AALL Ethical Principles-** <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
12. **Code of Ethics for Information Scientists -** <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
13. **Code of Ethics of the American Library Association –** <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>
14. **Codes of Ethics Online** – <http://ethics.iit.edu/index1.php/Programs/Code of Ethics>

15. **MLA Code of Ethics** – <http://www.mlanet.org/about/ethics.html>

16. **Professional Codes of Ethics/Conduct** - <http://archieve.ifa.org/faife/ethics/code.htm>



## **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-Clienteles
- ❖ H R policy Writing

### **Unit:5 Office Communication [15]**

- ❖ Report Writing : Annual Report, Daily Progress Report, Event Report, Promotion Report, Confidential Report, User Satisfaction Report
- ❖ Office Writing: Notice Writing, Memo Writing, Letter Writing – Publisher, Book Seller, Binders, Users-Patrons-Clienteles,
- ❖ 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 specking 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

4. **Lanon, J.N.** Technical writing.
5. **Mills, G.H.** and Walter, J.A. Technical writing, 2000
6. **Saravanel, 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:**

1. **Balloffect, Nelly.** Library Disaster Handbook: Planning Recovery, Resources, Highland, N.Y. South eastern New York Library Resources Council, 1992.
2. **Boudette, Neal E.** A Piece of the Rock for Computers Recovery Firms Protect against Data Disasters Industry Week (November 7, 1988): 85
3. **Deering, Ann.** Online Disaster Management Resources Risk Management 43 (September 1996):12
4. **Doig, Linda.** Disaster Recovery for Archives, Libraries and Records Management systems in Australia and New Zealand. Wagga Wagga New South Wales: Centre for Information Studies, 1997 (Available from: [cis@csu.edu.au](mailto:cis@csu.edu.au))
5. **Fire Protection Handbook** 18<sup>th</sup> ed Quincy, Mass National Fire Protection Association, 1991.
6. **Fox, Lisa L.** Management Strategies for Disaster Preparedness ALA Yearbook of Library and Information services 14 (1989): 1-6
7. **George, S.C.** Library Disasters Are You Prepared College & Research Libraries News 56, no. 2 (February 1995): 80, 82-84
8. **Harrison, H.P.** Emergency Preparedness and Disaster Recovery of Audio, Film and Video Materials. IASA Journal (November 1995):82-85
9. Preservation in Libraries Principals, Strategies and Practices for Librarians. Topic in Library and Information Studies London, New York Bowker K.G. Saur, 1993.
10. **Hoffman, Eva.** Protecting Yesterday for Tomorrow National association of Fire Equipment Distributors, 1999 Available at [http:// www.nafed.org/Library.html](http://www.nafed.org/Library.html).
11. **Learn, Larry L.** Diversity: Two Are Not Cheaper Than One A look at Facilities Disaster Avoidance Library Hi Tech News (January/February 1992): 17-22
12. **Morris, John.** The Library Disaster Preparedness Hand book Chicago American Library Assn. 1986.
13. **Pelland, D.** Disaster Management Reaches Mid Size Firms Planning to Survive Risk Management 43 (September 1996):10.
14. **Robertson, Guy.** People paper Data Disaster Planning for Libraries Disaster Recovery Journal 10 no. 1 (winter 1997): 38-43.
15. **Waters, Peter.** Procedures for Salvage of water Damaged Library Materials Washington, D.C. Library of Congress, 1975.

# **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:**

1. **Brynjolfsson, Eric and Kahin, Brian (Ed.)** Understanding the digital economy: data, tools and research. Massachusetts: MIT Press, 2002
2. **Chandra, Ramesh.** Technological changes in Libraries. Delhi: Kalpaz Publications, 2003
3. **Chandra, Ramesh.** Information Technology in 21<sup>st</sup> century. New Delhi: Kalpaz Publications, 2003

4. **Chandrashekar, S.** Electronic Publishing with SGML. *In Digital Libraries: dynamic store house of digitalised information*, Edited by M.N.Malwad et al. New Delhi: New Age International Publishers, 1996. pp.5-14
5. **Gopal Krishanan.** Intellectual freedom in digital libraries. Delhi: Author Press, 2003
6. **Gopal Krishanan.** Online Library cataloguing in digital way. Delhi: Author Press, 2003
7. **Jeevan, V.K.J.** Digital libraries. New Delhi: Ess Ess, 2003
8. **Malwad, N.M.** Digital Libraries: dynamic storehouse of digital information. New Delhi: New Age International, 1996
9. **Kasdorf, Willium E.(Ed).** The Columbia Guide to Digital Publishing. New York: Columbia University Press,2003
10. **Singh, G.K.** Principles of digital library development. New Delhi: Shree Publishers, 2004
11. **Singh, Sankar.** Information Technology in libraries. New Delhi: Ess Ess, 2003