



**PERIYAR UNIVERSITY, SALEM – 11**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**  
**Master of Library & Information Science (MLIS)**  
**Two Year – CBCS Pattern (4 Semesters) Programme**  
**Regulations and Syllabus**

**1. Objectives of the Courses:**

To impart advance knowledge in Library and Information Science and to provide the required skills for managing modern library and information centres.

**2. Eligibility for Admission and Total Intake:**

A Candidate who have passed **ANY** degree examination of this University or an examination of any other Universities/Institutions approved and accepted by the Syndicate of this University as equivalent thereto. **The total intake is 40.**

**3. Duration of the Course and Distribution of Credit Points:**

The duration of the Course is **Two years**. It consists of **FOUR** Semesters under **Choice Based Credit System** (CBCS). The minimum credit requirement for a two year Master's programme shall be 90 Credits. The break-up of credits for the programme is as follows:

- Core Courses : 70 Credits
- Elective/Supportive courses : 20 Credits

**4. Course of Study:**

The Course of study for the degree shall be in Master of Library and Information Science (MLIS) with internal assessment according to the syllabus prescribed from time to time.

Total Marks	: 2200 Marks
For each Theory course	: 100 Marks ( IA: 25 + UE: 75)
For each Practical course	: 100 Marks ( IA: 40 + UE:60)
For Internship Training	: 100 Marks ( IA: 40 + EA: 60)
Dissertation and Viva-voce	: 200 Marks ( IA: 50 + Evaluation of the Report by External 50 + Joint viva-voce by Internal and External 100)

**\*IA:** Internal Assessment

**UE:** University Examination

**EA:** External Assessment

## 5. Scheme of Examination:

Semester	CORE/ ELECTIVE/ SUPPORT	Paper Code	Title of the Paper	Class Hours	Credits	Internal Assessment	End Semester Exam	Total
I Semester	CORE-I	11UPLIS 1C01	Foundations of Library and Information Science	4	4	25	75	100
	CORE-II	11UPLIS 1C02	Management of Library and Information Centres	4	4	25	75	100
	CORE-III	11UPLIS 1C03	Information Processing–Classification Theory	4	4	25	75	100
	CORE-IV	11UPLIS 1P01	Information Processing–Classification Practice (DDC&CC)	6	4	40	60	100
	CORE-V	11UPLIS 1C04	Academic Library System	4	4	25	75	100
II Semester	CORE-VI	11UPLIS 1C05	Information Sources	4	4	25	75	100
	CORE-VII	11UPLIS 1C06	Information Processing and Retrieval – Cataloguing Theory	4	4	25	75	100
	CORE-VIII	11UPLIS 1P02	Information Processing and Retrieval – Cataloguing Practice- AACR-II (Books / Serials)	6	4	40	60	100
	CORE-IX	11UPLIS 1C07	Information Systems and Services	4	4	25	75	100
	<b>Elective-I</b>		<b>Elective</b>	4	4	25	75	100
	<b>Support -I</b>		<b>Supportive</b>	4	4	25	75	100
III Semester	CORE-X	11UPLIS 1C08	Research Methods and Techniques	4	4	25	75	100
	CORE-XI	11UPLIS 1P03	Advanced Classification & Cataloguing (Universal Decimal Classification and AACR II- Non Book Materials )Practice	6	4	40	60	100
	CORE-XII	11UPLIS 1C09	Knowledge Management	4	4	25	75	100
	CORE-XIII	11UPLIS 1C10	Preservation and Conservation of Information Materials	4	4	25	75	100
	<b>Elective -II</b>		<b>Elective</b>	4	4	25	75	100
	<b>Internship</b>	11UPLIS 1I01	Internship Training	2 Weeks	2	40	60	100
IV Semester	CORE-XIV	11UPLIS 1C11	Library Automation	4	4	25	75	100
	<b>Elective-III</b>		<b>Elective</b>	4	4	25	75	100
	<b>Elective-IV</b>		<b>Elective</b>	4	4	25	75	100
	CORE-XV	11UPLIS 1P04	Project: Dissertation & Viva-Voce	15	12	50	150*	200
			<b>Total</b>		<b>90</b>	<b>610</b>	<b>1590</b>	<b>2200</b>

\* External Evaluation = **50**

Joint Viva-Voce (Internal + External) = 50+50 = **100**



## 1. Core Courses Including Theory, Practical, Internship and Project

a. No of Courses: 16

b. **Total Credits: 70**

## 2. Elective Courses (Major/ Non-Major)

a. No of Elective Courses : 4

b. No of Supportive Course : 1

**Total Credits : 20**

	Internal	External	Total
Theory	25	75	100
Practical	40	60	100

## LIST OF ELECTIVE COURSES

Sl.No	Code	Elective Courses
1.	11UPLIS1E01	Marketing of Information Products and Services
2.	11UPLIS1E02	Information and Communication
3.	11UPLIS1E03	E-Resources
4.	11UPLIS1E04	Digital Library
5.	11UPLIS1E05	Informetrics
6.	11UPLIS1E06	Information Literacy
7.	11UPLIS1E07	Information Seeking Behaviour
8.	11UPLIS1E08	Academic and Research Libraries
9.	11UPLIS1E09	Intellectual Property Rights

## LIST OF SUPPORTIVE COURSES

Sl.No	Code	Supportive Courses
1.	11UPLIS1S01	Information Sources in Humanities and Social sciences
2.	11UPLIS1S02	Information Sources in Science and Technology
3.	11UPLIS1S03	Information Search Techniques

## 6. Examination:

Examination shall be of three hours duration for each paper. Examination will be held at the end of the Semester. The Candidates failing in any subject(s) may be permitted to reappear in the subsequent examinations.

## **Evaluation of Internal Assessment: 25 Marks**

Test : 10 Marks ( Best one out of Two Tests – 5 Marks & Model Exam – 5)  
Seminar : 5 Marks  
Assignment : 5 Marks  
Attendance : 5 Marks  
Passing minimum shall be 50% out of 25 marks ( 13 Marks)

### **7. Question Paper Pattern:**

#### **A. Theory:**

Time: 3 Hours

Max. Marks : 75

**PART – A: 5 X 5 = 25**

Answer all the questions

All questions carry Equal marks

Either OR type for each unit

**PART – B: 5 X 10 = 50**

Answer all the questions

All questions carry Equal marks

Either OR type for each unit

Passing minimum marks shall be 50% out of 75 ( 38 Marks)

#### **B. 1. Practical : Classification (Using CC and DDC)**

All questions carry Equal marks

PART – A: 5 x 2 = 10

PART – B: 5 x 4 = 20

PART – C: 5 x 2 = 10

PART – D: 5 x 4 = 20

#### **B. 2. Practical : Cataloguing (AACR- II) : 6 x 10 = 60 Marks**

#### **B. 3. Practical : Advanced Classification & Cataloguing (UDC and AACR- II - NBM)**

All questions carry Equal marks

#### **PART - A : Advanced Classification UDC: 30 Marks**

Section - A: 5 x 3 = 15

Section - B: 3 x 5 = 15

#### **PART - B : Cataloguing AACR – II : 3 x 10 = 30 Marks**

### **C. Internship Training: 2 Weeks**

Every candidate should undergo Internship training programme at IIT, NIT, Universities and other higher educational institutions. They should submit a report.

### **8. Passing Minimum:**

The Candidate shall be declared to have passed the examination, if they secure not less than 50 marks in each examination.

### **9. Classification of Successful Candidates:**

Successful Candidates should pass all the examinations securing the marks.

i. 60% and above, and

ii. 50% and above but below 60% in the aggregate of the marks for all subjects shall be declared to have passed the examination in **I Class** and **II Class** respectively.

iii. Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in **FIRST Class with Distinction** provided they pass all the examinations prescribed for the programme at the first appearance.

### **10. Commencement of the Regulation:**

The above regulations shall take effect from the academic year 2011-2012.

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## **I- SEMESTER**

### **11UPLIS1C01: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

#### **Unit –I**

Notion and nature of Information: Definition: Data, knowledge information & knowledge, Characteristics of information; Models of information – Factors influencing growth of information, Information transfer cycle; Impact of socio-economic changes

#### **Unit –II**

Library: Types, Five Laws of Library Science and their implications; Professional ethics of librarian;

#### **Unit – III**

Professional associations and their roles: National and International – ILA, IASLIC, IATLIS, IFLA, ALA

#### **Unit -IV**

Library movement & legislation in India- Model Library Bill, Delivery of books and newspaper act – Intellectual Property Rights – Information policy, Right to Information, National Knowledge Commission.

#### **Unit – V**

Promoters of Library and Information Services – UNESCO, RRRLF– Evolution, growth and development of LIS Schools in India – Current Trends.

#### **Texts & References:**

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987, Atherton, Pauline. Handbook of Information systems and services. Paris: UNESCO, 1977.
2. Benge, R.C. Libraries and cultural change. London: Clive Bingley, 1983.
3. Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Pergamon Press, 1979
4. McGarry, Kevin. Communication, Knowledge and Libraries. London: Clive Bingley, 1981.
5. Ranganathan, S.R. Five Laws of library science. Delhi: Vikas, 1957.

## **11UPLIS1C02: Management of Library and Information Centres**

### **Unit-I**

Management -Concept; scope; Functions and principles - Scientific Management principles in Libraries.

### **Unit-II**

Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections- Books selection: Need and purpose, Principles and theories, Book selection tools.- Collection Development Policy and Evaluation

### **Unit-III**

Periodical Selection, methods of subscription, recording methods and problems in periodical procurement- Charging and discharging methods- Maintenance: Shelving methods, shelf rectification, stock verification- Binding and preservation.

### **Unit-IV**

Library Governance- Library authority- Library committee, need and functions-. – Library manpower- staff formula. Library Ethics- Library Finance: Budgeting.

### **Unit-V**

Library building planning- Furniture and equipment. Library rules and regulations. Annual report - Library statistics.

### **Texts & References**

1. Katz, W.A. Collection development, the selection of materials for libraries . New York . Holt, Rinehart and Winston, 1980.
2. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
3. Mittal, RL Library Administration : Theory and Practice . 5<sup>th</sup> ed. Delhi . Metropolitan , 1984.
4. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
5. Ranganathan , S.R. : Library administration . 2<sup>nd</sup> ed. Bombay : Asia
6. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.



## **11UPLIS1C03: Information Processing– Classification Theory**

### **Unit-I**

Basic Concepts Information Organization- Concepts in Classification - Schemes of Classification – Enumerative and Analytico- Synthetic Schemes – Features - Benefits of Systematic Arrangement

### **Unit II**

Notation- Concepts – Types – Features – Qualities – Modes of Formation of subjects - Normative principles

### **Unit – III**

Fundamental Categories – Facet Analysis – Postulate and Postulational Approach – Systems and Specials- Common Isolates - Devices

### **Unit – IV**

Overview of Colon, Decimal, and Universal Classification schemes- Broad System of Ordering(BSO) – Their Structure and Organization-

### **Unit - V**

Recent Developments in Classification – Role of Classification Research Group (CRG), London- Automatic Classification

### **Texts & References**

1. Raju, A.A.N. Colon Classification: Theory and Practice, New Delhi, ESS ESS Publication, 2001
2. Singh, Sewa: Colon Classification: Practice, New Delhi, ESS ESS Publication, 1999
3. Sharma, S.K. Colon Classification Made, New Delhi, ESS ESS Publication, 1999
4. Fosket, A.C. Subject Approach to Information, London, Clive Bingley, 1982
5. Khannan, J.K. Colon Classification: Theoretical Information Schedules, New Delhi, ESS ESS Publication, 2000
6. Seghal , R.C. Handbook of Classification, New Delhi, ESS ESS Publication, 1999
7. Singh, Sewa and Singh, Sukhbie,: Colon Classification: A Select Bibliography, New Delhi, ESS ESS Publication, 1994

## **11UPLIS1P01: Information Processing– Classification Practice ( CC & DDC)**

Classification of Books and Other Documents Using CC (6<sup>th</sup> Edition ) and Dewey Decimal Classification (22<sup>nd</sup> Edition)

### **Texts & References**

1. DDC Ed.22, OCLC Ohio,2003
2. Ranganathan, S.R. Colon Classification Ed.6. Bombay, Asia Publishing House, 1960



## **11UPLIS1C04: Academic Library System**

### **Unit – I**

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

### **Unit – II**

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

### **Unit – III**

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

### **Unit – IV**

Consortia of Scholarly Information - INFLIBNET – INDEST – INFONET - Library Networks in India

### **Unit – V**

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

### **Texts & References**

1. Krishnan Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi, Viva Books, 2001
2. Devarajan, G, Resource Development in Academic Libraries, New Delhi, ESS ESS Publication, 2000
3. Usha Devi, S.P. University and College Libraries, New Delhi, ESS ESS Publication, 1999
4. Parida, B. The Growth of Academic Library System, Delhi, Pradeep Publication, 1992
5. Buckland, M.K.et al., System Analysis & University Library
6. Braden, Irene A: Undergraduate Library, 1970
7. Gelfand, M.A.. University Libraries for Developing Countries, 1968

## **II - SEMESTER**

## **11UPLIS1C05: Information Sources**

### **Unit-I**

Types of Information Sources: Documentary, Non-Documentary – Primary, Secondary, Tertiary Sources

### **Unit –II**

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

### **Unit-III**

Bibliographical Sources – Bibliographies, list of Serials; Union Catalogues; – Indexing and Abstracting Sources, News Summaries.

## **Unit –IV**

E- Resources: Nature- Types- Characteristics – CDROMs – Databases – E-books – E-Journals - Microforms

## **Unit-V**

Evaluation of Print Reference sources - E-Resources – Web - Resources

## **Texts & References**

1. G. G. Chowdhury and Sudatta Chowdhury: Searching CD-ROM and Online Information Sources. London : Facet Publishing, 2001.
2. G.G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2001.
3. Kumar (P.S.G). Ed. Indian Encyclopedia of Library & Information Science. New Delhi : S. Chand & Co., 2001.
4. Sewasingh: Hand book of International Sources on Reference and Information New Delhi: Crest Publication, 2001.
5. Sharma, J.S & Grover, D.R : Reference Service and Sources of Information, New Delhi: EssEss, 1998.
6. Subramanayam, K : Scientific and Technical Information Resources, New Delhi:

## **11UPLIS1C06: Information Processing and Retrieval – Cataloguing Theory**

### **Unit-I**

Library Cataloguing – Need, Purpose and Functions – Concept of Information Processing and Retrieval – Vocabulary control-Thesaurus

### **Unit – II**

Normative Principles of Cataloguing - Canons, Laws, Principles and their Implications.

### **Unit – III**

Types of Catalogues – Physical Forms including Web OPAC – Inner Forms – An overview of AACR-2, MARC21, Dublin Core, ISBDs and RDA (Resource Description and Access)

### **Unit – IV**

Indexing Languages - Subject catalogues – Sears' List of subject headings;- Pre-coordinate and Post-coordinate Indexing – Chain Indexing, – Uniterm Indexing – PRECIS – Keyword Indexing – Citation Indexing

### **Unit – V**

Centralised and Co-operative Cataloguing – Descriptive Vs. Limited Cataloging – Arrangement and Filing of Entries.



## **Texts & References**

1. Krishna Kumar, Theory of Classification, 4<sup>th</sup> Rev. Ed., Delhi, Vikas Publishing House, 1988.
2. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
3. Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. Bangalore: SRELS, 2006.
4. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.
5. Srivastava, A P. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
6. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
7. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
8. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House – Delhi, 1986.
9. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
10. Ranganathan, S.R. Classified Catalogue Code. Madras, UBSPD, 1988

## **11UPLIS1P02: Information Processing and Retrieval – Cataloguing Practice- AACR – II ( Books and Serials )**

Preparation of Catalogue entries for Books and Serials using AACR- II Rev. (2008) and Subject Cataloguing using Sear's List of Subject Headings

## **11UPLIS1C07 : Information Systems and Services**

### **Unit – I**

Information Service – Scope of Information Services – Types of Information Services

### **Unit - II**

Traditional Information Services – Types of Information Services – Current Awareness Service – Selective Dissemination of Information Service – Bibliographical Services – Translation Service -Reprographic Service – Referral Service

### **Unit – III**

Web based Information Services- Group mail and Forums – Information Alerts – Literature Search – RSS and Blogs

### **Unit – IV**

Organizations and Functions of Information Systems – NISCAIR - NASSDOC – DESIDOC – SENDOC – National Knowledge Networks

### **Unit – V**

International Information System – UNISIST – AGRIS – INIS- MEDLARS – INSPEC- BIOSIS – CAS (Chemical Abstract Service)- OCLC



## **Texts & References**

1. Gorman , Digital Features in Information and Library Services, Chennai, Allied Publishers, 2002
2. Egghe, Elementary Statistics for Effective Library and Information Service, Chennai, Allied Publishers, 201
3. Webb, Fee Based services in Library and Information Centres, Chennai, Allied Publishers, 2003
4. Broptty, The Library is the First Century: New Services for the Information Age, Chennai, Allied Publishers

## **Elective-I ( Choose from List of Electives)**

## **Supportive Course ( Offered by Other Departments)**

### **III - SEMESTER**

#### **11UPLIS1C08: Research Methods and Techniques**

##### **Unit – I**

Research: Concept, Characteristics and Types; Pure, Applied, Action and Inter Disciplinary Research – Logic and Scientific Investigation.

##### **Unit – II**

Research Problem: Identification, Selection and Formulation of a Research Problem - Research design - Literature Search and Review of Literature - Hypothesis – Definition - Types and Characteristics. – Testing of hypotheses

##### **Unit – III**

Research Methods: Survey – Historical – Case Study – Experimental – Delphi method- Sampling and Sampling techniques.

##### **Unit – IV**

Data Collection: Data Sources – Primary Sources and Secondary Sources - Data Collection Methods – Questionnaire, Interview, Schedule- Observation

##### **Unit – V**

Data Analysis: Analysis and Interpretation – Statistical Tools and Techniques – Measures of Central Tendency - Frequency Distribution - Regression and Correlation – Presentation of Data - Report Writing – Style Manuals – Modern Language Association (ALA) – American Psychological Association (APA) -Chicago Style Manual -..

## **Texts & References**

- 1).Busha, Charles H. and Harter, Stephen P. Research Methods in Librarianship: Techniques and Interpretation. New York: Academic Press, 1980.

- 2).Gopal, M. H. An Introduction to Research Procedure in Social Science. Bombay: Asia, 1964.
- 3).Goode, William J. and Hatt, Paul K. Methods in Social Research. New York: McGraw Hill, 1952.
- 4).Krishan Kumar. Research Methods in Library and Information Science, New Delhi Vikas; 1992.
- 5).Ravichandara Rao, I. K. Qualitative Methods for Library and Information Science. New Delhi: Wiley Eastern, 1985.
- 6).Simon, J. L. Basic Research Methods in Social Science: The Art of Empirical Investigation, 1989.
- 7).Stevens, Rolland E. Research Methods in Librarianship. London: Bingley, 1971.
- 8).Ward, P. L Introductory Guide to Research in Library and Information Studies in the UK London Library Association, 1975.
- 9).Young, Pauline V. and Schmid, C. F. Scientific Social Surveys and Research. New Delhi: Prentice Hall, 1984.
- 10).Devarajan, G. Research in Library & Information Science. New Delhi; Ess Ess, 2002
- 11).Kothari, C. R. Research Methodology – Methods & Techniques. New Delhi; Vishwa Prakasam., 1996.
- 12).Panda, B. D. Research Methodology for Library Science. New Delhi; Anmol, 1997.
- 13).Santhosh Gupta. Research Methodology and Statistical Techniques. New Delhi; Deep and Deep, 2000.
- 14).Sehgal, R. L. Applied Statistics for Library Science Research. 2 Vols. New Delhi; Ess Ess, 1998

### **11UPLIS1P03: Advanced Classification & Cataloguing (UDC) and AACR II (NBM) – Practice**

1. Classification of Books and Other Documents Using Universal Decimal Classification (Standard Ed)
2. Cataloguing of Non-Book Materials using AACR-II (2008 Ed)

### **11UPLIS1C09: Knowledge Management**

#### **Unit I**

Knowledge Management: Concept and definitions – Need for Knowledge Management – Understanding Knowledge; Types of knowledge – knowledge works changing role of library and Information professionals.

#### **Unit II**

Knowledge creation and capturing knowledge creation model – capturing tacit Knowledge

#### **Unit III**

Knowledge codification and organization: Knowledge Mapping, decision trees, decision tables a frames etc.



## **Unit IV**

Tools and Technologies for Knowledge Management– neural networks, Data mining – Legal and ethical issues in Knowledge Management

## **Unit V**

Knowledge Management Practices in Academic, special, Corporate and Research Libraries

## **Texts & References**

1. Awad, E.M & G.H.M – Knowledge Management, 2004.
2. Ramesh Babu, B, Ed. (et al.) Knowledge Management: Today and Tomorrow- 2003.
3. Robert, W.S. – “Knowledge every where” Knowledge Management 2001.
4. Hayes – Roth, F. and Jacob stein, N- State of Knowledge based systems 1994.
5. Shemon, Lee – Managing the Modern Document 2001
6. Birkowitz, W.R. Knowledge Management . PHI, New Delhi, 2000
7. Hildebrand, C. Information Mapping: Guiding Principles.  
CIO,8(18)July1995,pp60-64

## **11UPLIS1C10: Preservation and Conservation of Information Materials**

### **Unit I**

Preservation and Conservation – Meaning, Need and Importance – Hazards to Information materials – Environmental factors – Biological factors – Chemical factors – Other factors

### **Unit- II**

Evolution of Information materials- Clay tablets to Electronic form; Durable and Non-durable and Perishable and non-perishable writing materials.- Preservation in Ancient Times- Preservation of Palm Leaves and Leather Bound materials

### **Unit III**

Methods of Preservation and Conservation; Physical methods- Preservation and Conservation of Library building- Binding, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation- Chemical methods ; Fumigation; De-acidification

### **Unit IV**

Preservation of Non-Print materials-Use of Micrography and Reprography as a means of Preservation- Digital Preservation- Strategies, Methods and Challenges



## Unit V

Archives – Structure and Functions of Tamil Nadu Archives and National Archives of India

### Texts & References

1. Preservation in Libraries: Perspectives, Principles and Practices by P.K.Mahapatra and B.Chakrabarti. Ess Ess Publications, New Delhi, 2003
2. Preservation of Library Archival and Digital Documents by L.S.Ramaiah and G.Sujatha. Ess Ess Publications, New Delhi, 2008
3. Preservation and Conservation for Libraries and Archives by Nelly Ball Offet and Jenny Hille. Ess Ess Publications, New Delhi, 2009
4. Chakraborti, M. L. Bibliography in theory and practice. Second edition. Calcutta: World Press, 1975.
5. Deegan, Marilyn and Tanner, Simon. Digital Futures: Strategies for the Information Age. London: Library Association Publishing, 2002
6. Mukherjee, B. B. Preservation of Library Materials, Archives and Documents. Calcutta: World Press.1975
7. Mittal. R. L. Library Administration: Theory and Practice.
8. Petherbridge, G (1987). Conservation of Library and Archive materials and the graphic art. London: Butterworth.
9. Ranganathan, S. R. Physical Bibliography for Librarians. Second edition. Bombay: Asia Publishing House or Bangalore: Sarada Ranganathan Endowment for Library Science,1974
10. Vijay Kiran, A. and Ramesh Babu, B. (2005). Digital Preservation. In: *National Workshop on Recent Trends in Digitization: Course Material*, edited by B. Ramesh Babu and S. Gopalakrishnan. Tirupati: TTD & FIC,

### Elective-II ( Choose from List of Electives)

**LIBS306: Internship – 2 Weeks Training at Different types of libraries**

## IV Semester

### 11UPLIS1C11: Library Automation

#### Unit-I

System software: Purpose Operating systems; MS-Dos, Microsoft windows, Linux, UNIX,

#### Unit-II

Application Softwares: Word processors, Spreadsheets, Internet browsers, Software suites, Database programs, Anti-virus programs, Sharewares, web design tools, HTML Editors

### **Unit- III**

Library Hardware/software selection-criteria- planning and design of library automation

**Unit- IV** Library Automation Software – Open Source Software : KOHA; New Genlib, – WINISIS – Subscription / Proprietary Software : EasyLib, SOUL, LibSys - Bench Marking in Library Automation Systems -Criteria for Evaluation.

### **Unit- V**

DL Software studying the features of GSDL, Installing and developing a prototype using GSDL. Studying DSpace and understand the features of Dspace

### **Texts & References**

1. John M Cohn et.al. (1998) Planning for Library Automation: A Planning Handbook. Library Association.
2. Rajiv Adhikari (2000) Library Serials Automation, Delhi Rajat
3. Krishan Gopal (2001) Intellectual Freedom in Digital Libraries, Delhi Authors Press.
4. Satyanarayana, R. Information Technology and its facets. Delhi, Manak 2005.
5. Taxali Ravikant: PC software made easy, New Delhi 2006.

### **Elective III (Choose from List of Electives)**

### **Elective IV (Choose from List of Electives)**

### **11UPLIS1P04: Project: Dissertation and Viva-Voce**

## **ELECTIVE COURSES:**

### **A. MARKETING OF INFORMATION PRODUCTS AND SERVICES**

#### **Unit I**

Information as a Resource: Economics of Information – Marketing Concepts – Marketing Strategies

#### **Unit II**

Portfolio Management – BCG Matrix Model – Product Market Mix – Product Life – Cycle – Pricing Information

#### **Unit III**

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

#### **Unit IV**

Marketing Plan and Research – Market Segmentation and Targeting – Geographic and Demographic Segmentation – Behavioral Segmentation – User Behaviour and Adoption

#### **Unit V**

Information and Publishing Industries – National and International - Marketing of Information Products and services



## **Texts & References**

1. Anderson, A.R. Advancing Library marketing ; Journal of Library Administration. 1(3)1980pp17-32
2. Bellardo, T and Waldhart, T.J. Marketing Products and Services in Academic Libraries. Austin TX: Austin Press, 1976
3. Kelley, E. J. Marketing : Strategy and functions Prentice Hall NJ, 1965
4. Kotler, P. Marketing for Non-Profit Organisations. Prentice Hall NJ, 1975
5. Kotler, P. Marketing Decision Making: A Model building approach. VNR, 1971
6. Seetharama, S.Ed: Libraries and Information Centres as profit making organizations. (DRTC Workshop 9-11 Aug,1995)Bangalore : DRTC, ISI,1995
7. Weingand, D.E. Marketing for Information Agencies. Ablex Publishing, NJ,1984
8. Eisner, J Ed. Beyond PR: Marketing for Libraries. Library Manual Special Report,1981

## **B. INFORMATION AND COMMUNICATION**

### **Unit – I**

Notion and Nature of Information – Data – Knowledge - concept – Characteristics of Information – Information Transfer Cycle.

### **Unit – II**

Communication – Concept – Definition – Theories – Model - Channels of Communication - Barriers to Communication.

### **Unit – III**

Types of Communication - Managerial - Business - Scholarly Communication – Theories and Models of Communication

### **Unit – IV**

Information Users – Definition – Types – User Studies – User Education

### **Unit – V**

Information Needs- Types- Information Seeking Behaviour (ISB) – Concepts – Models - Approaches

## **Texts & References**

- 1).Abell, Angela and Oxbrow, Nigel. Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet, 2001.
- 2).Atherton, Pauline. Handbook for Information Systems and Service, Paris: UNESCO, 1977.
- 3).Bikowitz, W. R. Knowledge Management. Delhi: PHI, 2000.
- 4).Elliott de Saez, Eileen. Marketing Concepts for Libraries and Information Services. 2<sup>nd</sup> ed. London: Facet, 2002.



- 5).Khan, M. T. M. Information Organization and Communication. New Delhi: Ess Ess, 2001.
- 6).Kumar, P. S. G. A Students Manual of Library and Information Science (Two Volumes Bound in one). Delhi: B.R., 2002.
- 7).Mahapatra, P. K and Chakrabarti, B. Knowledge Management in Libraries. New Delhi: Ess Ess, 2002.
- 8).McGarry, K. J. The Changing Context of Information: An Introductory Analysis. London: Bingley, 1981.
- 9).Neelameghan, A. Lectures on Knowledge Management: Paradigm, Challenges and Opportunities. New Delhi: Ess Ess, 2002.
- 10).Prasad, H, N. Information Needs and Users. Varanasi: Indian Bibliographic Centre, 1992.
- 11).Prasher, R. G. Information and its Communication. New Delhi: Medallion Press, 1991.
- 12).Ranganathan, S. R. Ed. Documentation and its Facets. Bombay: Asia, 1983.
- 13).Shera, J. H. Documentation and the Organization of Knowledge. London: Crosby Lockwood, 1966.
- 14).Agarwal, V. & Rajput, N. D. Information Networks in India. New Delhi; Rajet, 2002.
- 15).Venkataraman, P. IT Applications in Libraries. New Delhi, Ess Ess, 2004.
- 16). Kaushik, P. Library Information Services and Systems. New Delhi, Anmol Publications, 2006

## **C. E-RESOURCES**

### **Unit -1**

Information sources: Types-Human, institutional and Documentary.  
Documentary-print Media and non print Media

### **Unit -II**

E- Sources and Services, Merits and demerits of e-resources, E-journals, E-books, Bulletin Boards, Hyper Media, Multimedia and Internet.

### **Unit -III**

Preservation of E-resources/ Digital resources

### **Unit -IV**

Search Engines- Types- Search strategies

### **Unit -V**

Web -Resources –Subject Gateways- Web Design- Evaluation of web resources/e- resources

### **Texts & References**

1. Battin W.L. Ed. Hand book of Special Librarianship and Information work, 4<sup>TH</sup> Ed., Aslib, 1975
2. Chancy Francis, Neel: fundamentals of reference sources, 1980
3. Grohan, Denis, J. Science and technology: introduction to literature 4<sup>th</sup> edition, London: Chic Bingley, 1982

4. Houghtons, B. Technical Information sources, London Chic Bingley, 1967
5. Katz, W.A. Introduction to reference work, 5<sup>th</sup> edition, 1987
6. Chowdhury, G.G and Sudatta Chowdhury, Searching CD-ROM and online information sources; Library Association, 2001

## **D. DIGITAL LIBRARIES**

### **Unit – I**

Concept of Digital Libraries - Transition of libraries from traditional to digital:- Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges

### **Unit – II**

Digital Library Management - Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – SGML, Z39.50 .

### **Unit – III**

Digital Resources: Nature and Management –. Digital Library Evaluation

### **Unit – IV**

Overview of Major Digital Library Initiatives- Digital Library Initiatives in India, - Open Source Initiatives: Open Archive Initiative (OAI)

### **Unit – V**

Building the digital library - Digitization – process and methods – Planning for Digitization - Institutional Repositories- Open Source Software for digital libraries: GSDL - DSpace – EPrints.- Future of Digital Libraries

### **Reference Books**

1. Chowdhury, G.G. Introduction to Digital Libraries. London: acet, 2003.
2. Leona, C. Simon, Shaw and Andrew Prescott. Towards the Digital Library. London: LA, 1998.
3. Deegan, Merlyn and Tanner, Simon. Digital Futures: Strategies or the Information Age. London: Facet, 2001.
4. Gorman, G.E. The Digital Factor in Information and Library Services. London: Facet, 2002.
5. Lankes, R. D. Implementing Digital Reference Services: Setting Standards and making it real. London: Facet, 2002.
6. Lee, Stuart D. Digital Imaging: A practical; Handbook. London: Facet, 2000.
7. International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2004.
8. Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors, 2004



9. Vijay Lakshmi & S.C.Jindal Digital Libraries V 1,V2, & V3 Delhi, Isha Books, 2004.
10. Deegan. Digital Preservation. London: Facet, 2006
11. Pedley. Digital Copyright. Ed2. London: Facet, 2005

## **E. INFORMETRICS**

### **Unit – I**

Informetrics: Nature and General Aspects – Definition - Scope – Value – Librametry – Bibliometrics – Scientometrics - Webometrics.

### **Unit – II**

Theory and Laws : Zipf's Law – Lotka's Law, Bradford's Law – Price Theory - Circulation Theory – Applications.

### **Unit – III**

Quantitative and Qualitative Techniques: Types - Multidimensional Scaling – Cluster Analysis – Correspondence Analysis – Co-Word Analysis.

### **Unit – IV**

Citation Studies: Citation Theory – Citation Analysis – Different Forms of Citation – Citation Control – Self Citation

### **Unit – V**

Application of Quantitative – Qualitative Tools and Techniques in LIS Research.

## **Texts & References**

- 1).Nicholas David and Ritchie Maureen. Literature and Bibliometrics. London; Clive Bingley Ltd., 1978.
- 2). Everitt, B.S. Cluster Analysis, 3<sup>rd</sup> edition, Edward Arnold.1993
- 3). Bradford, S.C. Documentation, London, Grosby Lockwood (1948)
- 4). Tague – Sutcliffe.J. Measuring information: An information services perspective – Somdiego (California) London: Academic Press.1995
- 5). Zipf, G.K. Human Behaviour and the principle of Least Effort, New York: Hafner publishing.1965
- 6). Saracevic T. (ed.) Introduction to Information Science. New York: R.R. Bowkar.1970
- 7). Price D.J.de Solla Little Science, Big Science, New York: Columbia University Press.1963
- 8). Sengupta, I.N). Bibliometric Research Kolkata: SBA Publications.1988
- 9). Braun.T. Scientometric Indicators. Singapore: World Scientific Publications.1985
- 10). Sengupta .W. Bibliometrics and its application, Ed. by Pushpa Dhyani, New Delhi, Atlantic.1990

## **F: INFORMATION LITERACY**

### **Unit –I**

Information Literacy; Meaning and Definition-Evolution of the concept  
- Historical Perspective of Information Literacy.

### **Unit –II**

Types of Information Literacy; Technology Literacy, Media Literacy, Digital and computer Literacy etc - Life long learning and its components.

### **Unit –III**

Models of Information Literacy; Partners of information literacy - Information literacy instructions of different types of library/ information centres.

### **Unit –IV**

Global perspective of information literacy; Study of selected countries.

### **Unit –V**

Guidelines and standards for information literacy programmes; ALA /ACRL-IFLA Information Literacy Competencies: Current trends and recent research in information Literacy.

## **Texts & References**

1. Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L.(2004). Information literacy: Essential Skills for Information Age. London: Libraries Unlimited.
2. American Library Association. Final Report of Presidential committee on information Literacy. [www.ala.org/at/nill/littls.html](http://www.ala.org/at/nill/littls.html)
3. Bawden, D. (2001). Information and digital illiteracies: a review of concepts. <http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf>.
4. Barker, K. and Lonsdale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.
5. Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the information chain. London : Library Association Publishing.

## **G: INFORMATION SEEKING BEHAVIOR**

### **Unit-I**

User studies: concept and Categories – Aims and objectives – Importance of user studies – Need for conducting user studies. Major user studies conducted in India – USA – UK.

### **Unit – II**

University and college library user behaviour – evolving a theory of user behaviour – characteristics having effects of user behaviour – patterns of user behaviour users and their influencing factors – Limitations in behavioural research in librarianship.



### **Unit – III**

User needs and user education: concepts –need– Aims and objectives – planning of user education – problems of user studies and user education.

### **Unit – IV**

User interaction with documentary resources and non-documentary electronic resources .

### **Unit –V**

Evaluation of user studies: Important features of failure analysis – Methodology of user evaluation

### **REFERENCES:**

1. Kumar, PSG. Use and User Studies. BR Publications, New Delhi, 2006
2. Devarajan. User Studies. Allied Publishers, New Delhi, 1987
3. Kumar, PSG. Library and Users: Theory and Practice. BR Publications, New Delhi, 2004
4. Sridhar, MS. Library Use and User Research. Concept Publishing Co., New Delhi
4. Wilson, T.D. On User studies and Information needs. Journal of Documentation. 62 (6),2006,pp 658-670
5. Ellis, David. Modeling the Information Seeking Patterns of Academic Researchers: A grounded Theory approach. Library Quarterly. 63 (4),1993.pp469-486

## **H: ACADEMIC AND RESEARCH LIBRARIES**

### **Unit-I**

Role of University / College Libraries in Higher Education: Growth of University Libraries in India- Role of UGC in the promotion of University and College Libraries – Role of Research Libraries in R & D activities

### **Unit-II**

Collection Building in the Academic and Research Libraries – Current Trends

### **Unit-III**

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

### **Unit-IV**

User Community: Assessment of Information needs and User Education

### **Unit-V**

Automation in Academic and Research Libraries in India

### **Texts & References**

1. Katz, W.A. Collection development , the selection of materials for libraries . New York . Holt, Rinehart and Winston, 1980.
2. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.

3. Mittal, RL Library Administration : Theory and Practice . 5<sup>th</sup> ed. Delhi . Metropolitan , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2<sup>nd</sup> ed. Bombay : Asia
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.

## **I-INTELLECTUAL PROPERTY RIGHTS**

### **Unit-I**

Intellectual Property Rights – Definition – Need and Purpose- Forms of IPR- IPR in Digital Era – Right to Information- Definition- Need and Purpose

### **Unit-II**

Copy Right Law – History and development –Need – Violations of the Copy Right Law

### **Unit-III**

Cyber Crimes – Definitions – Types of Cyber Crimes- Protections

### **Unit-IV**

Cyber Laws – National Status – International Status – Implementation

### **Unit-V**

Legislation – Control and Supervisions – Merits and Demerits- Patents- Standards

## **REFERENCES:**

1. Mahajan, V.D. Jurisprudence and Legal Theory. Easter Books, New Delhi, 2001
2. Narayan, P.S. Intellectual Property Law in India. Gogia Law Agency, Hyderabad, 2001
3. Sharma, B. Copy right Law in respect of Books. Federation of Indian Publishers, New Delhi, 2006
4. Watel, Jayashree. Intellectual Property Rights in the WTO and Developing Countries. Oxford University Press, 2001
5. Correa, Carlos M. Intellectual Property Rights in the WTO and Developing Countries. Zed Books, New York,2000



## **SUPPORTIVE COURSES**

### **11UPLIB1S101: INFORMATION SOURCES IN HUMANITIES AND SOCIAL SCIENCES**

#### **Unit -I**

Types of information sources - documentary - non documentary -  
Characteristics – Scope and value

#### **Unit- II**

Ready Reference Sources -Types and Value - Dictionaries, Encyclopedias -  
Annuals and Handbook Manuals in Social Sciences and Humanities.

#### **Unit- III**

Indexing and Abstracting Sources in Social Sciences and Humanities.

#### **Unit- IV**

Electronic Sources - Web Resources - Subject Gateways in Humanities and  
Social Sciences.

#### **Unit- V**

Evaluation of information sources - print reference sources - web resources.

#### **REFERENCES:**

1. Chowdhury, G.G and Sudatta Chowdhury,: Information Sources and Searching on the World Wide Web;; Library Association Publication, 2000
2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing, 2009
3. Sewa Singh Handbook of International Sources on Reference and Information; Vedams eBooks (P) Ltd (India)
4. Winchill, C.M Guide to Reference source, 2008,
5. Higgins, G Printed Reference Materials, 1987

### **11UPLIB1S102: INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY**

#### **Unit- I**

Types of information sources - documentary - non documentary -  
Characteristics – Scope and value

#### **Unit -II**

Ready Reference Sources -Types and Value - Dictionaries, Encyclopedias -  
Annuals and Handbook Manuals in Science and Technology

#### **Unit- III**

Indexing and Abstracting Sources in Science and Technology.

#### **Unit- IV**

Electronic Sources - Web Resources - Subject Gateways in Humanities and Social Sciences.

#### **Unit- V**

Evaluation of information sources - print reference sources - web resources.

#### **REFERENCE**

1. Chowdhury, G.G and Sudatta Chowdhury, Searching CD-ROM and Online information sources; Library Association, 2001
2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing, 2009
3. Sewa Singh Handbook of International Sources on Reference and Information; Vedams e-Books (P) Ltd (India)
4. Winchill, C.M Guide to Reference source, 2008,
5. Higgins, G Printed Reference Materials, 1987

### **11UPLIB1S103: INFORMATION SEARCH TECHNIQUES**

#### **Unit I**

Information retrieval- fundamentals - Information retrieval system.

#### **Unit II**

Search tools – vocabulary control tools –Thesaurus

#### **Unit III**

Search strategy – search formulation- search statement

#### **Unit IV**

Search techniques –Boolean Logic- Truncation – Weighted term logic – sorting techniques.

#### **Unit V**

Information retrieval evaluation criteria – major information retrieval studies- ASLIB Cranefield study, MEDLARS- SMART-FAIRS- TREC.

#### **Reference:**

1. Salton, G. and McGill, M.J. Introduction to Modern Information Retrieval . McGraw Hill, New York, 1986
2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing, 2009
3. Korfhage, Robert R. Information storage and retrieval New York: John Wiley & Sons, 1997
4. Salton, G., & McGill, M.J. Introduction to modern information retrieval. New York: McGraw-Hill.
5. Lancaster, F.W. Information Retrieval Systems. New York :John Wiley & Sons, 1979

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