

Scheme of Examination

There shall be University examination at the end of each semester in the following subject as patterned below

| Sl No | Courses/Subject Title | Marks | | | Credits | Teaching hours |
|--------------------|---|---------------------|-------------|-------------|-----------|----------------|
| | | Internal Assessment | Examination | Total marks | | |
| I semester | | | | | | |
| Hard Core | | | | | | |
| 1.1 | Foundations of Library and Information Science | 25 | 75 | 100 | 4 | 4 |
| 1.2 | Information Sources | 25 | 75 | 100 | 4 | 4 |
| 1.3 | Information Processing and Retrieval (Theory)-I | 25 | 75 | 100 | 4 | 4 |
| 1.4 | Information and Communication Technology (Theory) - I | 25 | 75 | 100 | 4 | 4 |
| Practical | | | | | | |
| 1.5 | Information Processing and Retrieval (Practical)-I | - | 50 | 50 | 2 | 4 |
| 1.6 | Information and Communication Technology (Practical) - I | - | 50 | 50 | 2 | 4 |
| | Total | | | 500 | | 24 |
| II Semester | | | | | | |
| Hard Core | | | | | | |
| 2.1 | Information and Communication | 25 | 75 | 100 | 4 | 4 |
| 2.2 | Management of libraries and Information centers | 25 | 75 | 100 | 4 | 4 |
| 2.3 | Information Processing and Retrieval (Theory)-II | 25 | 75 | 100 | 4 | 4 |
| Soft Core | | | | | | |
| 2.4 | Information and Communication Technology (Theory) - II | 25 | 75 | 100 | 4 | 4 |
| Elective | | | | | | |
| 2.5 | Information Literacy | 10 | 40 | 50 | 2 | 2 |
| Practical | | | | | | |
| 2.6 | Information Processing and Retrieval (Practical)-II | - | 50 | 50 | 2 | 4 |
| 2.7 | Information and Communication Technology (Practical) - II | - | 50 | 50 | 2 | 4 |
| | Total | | | 550 | 22 | 26 |

| III Semester | | | | | | |
|---------------------|---|-------------------|----|-----|----|----|
| Hard Core | | | | | | |
| 3.1 | Research Methodology | 25 | 75 | 100 | 4 | 4 |
| 3.2 | Information Systems and Services | 25 | 75 | 100 | 4 | 4 |
| 3.3 | Information Processing and Retrieval (Theory)-III | 25 | 75 | 100 | 4 | 4 |
| Soft Core | | | | | | |
| 3.4 | Information and Communication Technology (Theory) – III | 25 | 75 | 100 | 4 | 4 |
| Elective | | | | | | |
| 3.5 | Information Sources on Social Sciences and Science and Technology | 10 | 40 | 50 | 2 | 2 |
| Practical | | | | | | |
| 3.6 | Information Processing and Retrieval (Practical)-III | - | 50 | 50 | 2 | 4 |
| 3.7 | Information and Communication Technology (Practical) - III | - | 50 | 50 | 2 | 4 |
| Total | | | | 550 | 22 | 26 |
| IV Semester | | | | | | |
| Hard Core | | | | | | |
| 4.1 | Information and Communication Technology (Theory) - IV | 25 | 75 | 100 | 4 | 4 |
| 4.2 | Digital Libraries | 25 | 75 | 100 | 4 | 4 |
| 4.3 | Optional: (Study of any one) | 25 | 75 | 100 | 4 | 4 |
| a) | Public library systems and services | | | | | |
| b) | Academic library systems and services | 25 | 75 | 100 | 4 | 4 |
| c) | Health Science library systems and services | 25 | 75 | 100 | 4 | 4 |
| Project work | | | | | | |
| 4.4 | Project work | 25 (Viva voce) | 75 | 100 | 5 | - |
| Practical | | | | | | |
| 4.5 | Information Processing and Retrieval (Practical)-III | - | 50 | 50 | 2 | 4 |
| 4.6 | Information and Communication Technology (Practical) - III | - | 50 | 50 | 2 | 4 |
| Total | | | | 550 | 21 | 20 |

I Semester

**PAPER 1.1: FOUNDATIONS OF LIBRARY AND INFORMATION
SCIENCE**

Unit 1: Library & Information Centers: Meaning and Definitions, Components, Evolution and their Role in the modern society.

Unit 2: Types of Libraries: Meaning and definition, Objectives, Functions and Services of Academic, Special, Public, National and Contact Libraries. Public Relation and Extension Activities: Concept and Programs, Outreach Activities, Library Path Finders.

Unit 3: Library Movement: Historical account of Library Movement in India with special reference to Karnataka.

Unit 4: Five Laws of Library Science: Implications and their relevance to information society

Unit 5: Library Legislation: Need and purpose; Functions and Principles; Salient features of Karnataka Public Library Act, 1965

Unit 6: Professional Associations and Organizations (National and International): Genesis, Development and Role -ALA, CILIP, IFLA, SLA, ILA, IASLIC, IATLIS and KALA.

Unit 7: Library and Information Profession: Attributes of a Profession, Librarianship as a Profession, Professional Ethics and Qualities, Professional Education and Research.

Reference

- Belkin, N:** Information Concept for Information Science: *Journal of Documentation*. Vol. 34(1) 1978 55-85
- Brookes, Bertram C:** The foundations of Information Science: Philosophical aspects. *Journal of Information Science*. Vol. 2, 1980, pp125-133
- Corbett, EV:** Fundamentals of Library organization and administration. New Delhi, IBH, 1978
- Devarajan, D:** 50 years of Indian Librarianship. New Delhi, Ess Ess Publications, 1999
- Feather John:** The Information Society: A study continuity and change. Ed. 2 London, Library Association Publishing, 1998
- Girija kumar:** Library development in India. New Delhi, Vikas, 1988
- Joliffie, Herold:** Public library extension activities. Ed 2. London, Library Association, 1968
- Kahan, MS:** Principles and prospective of copy right. New Delhi, Sarup and Sons, 1996
- Keshavan, BS:** National Library of India. Calcutta, National library, 1961
- Khanna, JK:** Library and Society. Kurukshetra, Research Publiation, 1987
- Mukharjee, SK and Sengupta, B:** Library organization and administration, Calcutta, Old press, 1972.
- Stephen, Grauberd and Paul Leclere:** Books, Bricks and Bytes: Libraries in the 21St century. Transactions Publishers, 1998

PAPER 1.2: INFORMATION SOURCES

Unit 1: Information Sources: Concept, Types, Characteristics and uses.

Unit 2: Primary Sources: Periodicals, Conference Proceedings , Technical Reports, Patents, Standards and Specifications, Trade Literature, Theses and Dissertations, Reprints, Preprints and Monographs.

Unit 3: Secondary Sources: Dictionaries, Encyclopedias, Handbooks and Manuals, Bibliographies, Geographical Sources and Biographical Sources, Yearbooks, Almanacs, Sources of Statistics, Directories, Library Catalogues, Abstracting and Indexing Sources.

Unit 4 (a): Tertiary Sources: Directory of Directories, Bibliography of Bibliographies, Union Catalogues, Guides to Subject Literature.

(b) Evaluation of Information sources: Print and Electronic

Unit 5: Non-documentary Sources:

(a) Human Sources -Consultants, Experts, Extension Workers, Technology gatekeepers, Invisible Colleges, Information Brokers.

(b) Institutional Sources -National and International agencies, Govt. Departments, R&D Organizations, Academic Institutions

Unit 6: Electronic Information Resources: Meaning and Definitions, Types – E-journals, E-books, E-theses, E-newspapers, Blogs and Wikis. Online Dictionaries and Encyclopedias: Free and Proprietary.

Unit 7: Current Trends in Information Sources: CD-ROM, Internet resources, Discussion Forums and Information Gateways/Portals.

References

Davinson Donald: Reference service. London, Clive Bingley, 1980.

Grogan, Denis: Science and Technology, Ed.4. London, Clive Bingley, 1982

Guha, B: Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press, 1983

Hanson, CW: Introduction to science information work. London, ASLIB, 1973

Higgins, Gavin: Printed reference materials. London, Library Association, 1980

Katz WA: Introduction to Reference work. Ed. 5. Vo1.2 New York, Mc-Graw Hill, 1989

Krishna Kumar: Reference service. Rev. Ed. 3. New Delhi, Vikas, 1987

Lea, Peter W: Printed Reference Materials. Ed.3 London, Library Association, 1990

Lea, Peter Wand Day, Alan: Reference Sources Handbook. Ed 4. London, Library Association, 1996.

Parker, C.C. and Purely: Information Sources in Science and Technology. Ed. 2. 1986

Ranganathan, SR: Reference Service Ed 2. Bangalore, Sarada Rangnathan Endowment for Library Science, 1992.

Sewa singh: Handbook of Reference and Information Services. New Delhi, Crest Publishing house, 1997

Sewa Singh: International manual of Reference and information services. Delhi, Beacon Book, 1997

Sharma, JS and Grover, DR: Reference service and sources of Information. New Delhi, Ess Ess publications, 1992

Subramanyam, K: Scientific and Technical Information Resources. New York, Marcel Dekkar, 1981.

PAPER 1.3: INFORMATION PROCESSING AND RETRIEVAL

(THEORY) - I

Unit 1: Library Classification: Meaning and Definition, Need, Purpose and Functions.

Unit 2: Knowledge Classification and Book Classification.

Unit 3: Schemes of Library classification: DDC, UDC and CC -History, Development and Structure

Unit 4: Theory of Library Classification: Laws, Canons, Principles and Postulates.

Unit 5: Fundamental Categories: Facet Analysis and Facet Sequence, Phase Relation and Common Isolates.

Unit 6: Notation: Meaning and Definition, Need, Types, Functions and Qualities; Mnemonics.

Unit 7: Trends in Library Classification: Automatic Classification, Web Dewey. Knowledge Organization Systems – Concept, Ontology, Folksomony, OWL, SKOS, Taxonomy, Authority Files, Relevance and Trends in Library: Classification in the Light of Development in Information Technology – BIBFRAME.

References

- Berwick Sayers, WC:** Introduction Library Classification. London, Andra Deuach, 1950
- Bliss, HE:** Organization and knowledge in libraries and subject approach to Books. Ed.2. New York, Wilson, 1929.
- Eric, J Hunter:** Classification made simple. England, Gower Publishing, 1995.
- Fosket, AC:** Subject Approach to Information. Ed.5. 1991.
- Fosket, AC:** The Universal Decimal Classification. London, Clive Bingley, 1973.
- Jaideep Sharma and Ramkumar:** DDC 20: A Practical guide. Delhi, Indian Bibliographies, Bureau, 1994
- John, P Comaromi and Satija, MP:** Exercises in the 20th edition of DDC. New Delhi, Sterling Publishers Pvt. Ltd. 1990.
- Kochar, RS:** Library classification System, New Delhi, Common Wealth Publishers, 1998
- Krishna Kumar:** Theory of Classification. Ed.2, New Delhi, Vikas, 1980.
- Pushpa Dhyam:** Classification schemes and Indian Libraries. 2nd Rev.ed, New Delhi, Metropolitan, 1989
- Raju, AAN:** Universal Decimal Classification (IME 1985): A Practical manual and self instructional manual. Madras, TR Publications, 1991.
- Satija, MP and John, P Comaromi:** Introduction to the practice of Dewey Decimal Classification. New Delhi, Sterling Publishers Pvt. Ltd., 1998.
- Satija, MP:** Colon Classification. New Delhi, Sterling Publishers Pvt. Ltd., 1993.
- Shegal , RL:** Hand book of Colon Classification. New Delhi, Ess Ess Publication, 1993.

PAPER 1.4: INFORMATION AND COMMUNICATION TECHNOLOGY
(THEORY) - I

Unit 1: Information Technology: Meaning, Definition, Scope and Evolution

Unit 2: Computers: Concept, Types, Generation, Capabilities and limitations.

Unit 3: Computer Hardware: Components of a Computer; Memory -Internal Storage: ROM and RAM, External Storage Devices: Magnetic Devices -Hard Disk and Floppy Disk; Optical Devices - CD-ROM, DVD, Blue-ray Disc; Pen drive; Input/output Devices -Keyboard, Mouse, Scanners and Printers.

Unit 4: Computer Software: Systems Software -Compilers and Interpreters; Operating Systems: - Single User-MS-DOS, MS-WINDOWS; Multi-user Operating Systems –Linux/Unix; Application Software. Basic Programming Languages.

Unit 5: Application Software Package: MS Office -Word, Excel and PowerPoint

Unit 6: Data Representation and Data Manipulation: Data Representation-Bits, Bytes, Codes-BCD, EBCDIC, ASCII, ISCII and UNICODE. Number System-Conversion from binary to decimal-Decimal to Binary; Octal to decimal; Octal to binary; hexadecimal to decimal. Binary calculations-Addition-Subtractions.

Unit 7: Programming and File organization: Algorithms, Flow-Charting; File Organization-Concept, Types and their advantages and disadvantages.

References

- Coper, M J:** What Computers can do. London, Masclanner, 1970.
- Davies, G B:** Introduction to computers. New York, Mc-Graw Hill, 1977.
- DRTC:** Library Networks in India. Seminar Volume, 1990.
- Eyre, J J and Tonks P:** Computers and Systems: An Introduction for Librarians London, Clive Bingley, 1971.
- Grosshans, D:** File Systems: Design and Implementation. 1986.
- Hanley, TP:** Computer based library and Information System. London, Me Donals, 1970.
- Hunt Rand Shelley J:** Computers and Common Sense. 1989.
- Kaul , HK:** Library Network: Indian Experience. 1992.
- Kimber, RT:** Automation Libraries, Ed. 2. Oxford, Pergmon, 1974.
- Krishnamurthy, EV:** Introductory theory of Computer science. New Delhi, East-West Press Pvt. Ltd. 1995, Madras Library Association: Library automation. Madras, NLA, 1986.
- Marser, Ellen:** Elements of Data Processing. New York, Dalmer, 1971.
- Mishra, KLP and Chandrashekar, N:** Theory for Computer Science. Ed 2. New Delhi, Prentice -Hall of India Pvt. Ltd., 1999.
- Morris, Mano M:** Digital logic and Computer design. New Delhi, Prentice Hall of Indian Pvt. Ltd., 2000.
- Price, WP:** Introduction to Computer data processing. New York, Hot, Rinehart and Winston, 1981.
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- Stulta, RA:** The Word processing: Hand book. 1982.
- Tedd, LA:** An Introduction to Computers and Basic programming. Ed 2. New Delhi, New Age International Pvt. Ltd., 1998.
- Terrence, W Pratt and Marvin, V Zelkowlts:** Programming Languages: Design and Implementation. New Delhi, Prentice Hall of India Pvt. Ltd., 2000.
- Thomas, C Bartee:** Digital Computer fundamentals Ed 6. New Delhi, McGraw-Hill Publishing Company Ltd., 1985.

PAPER 1.5: INFORMATION PROCESSING AND RETRIEVAL

(PRACTICAL) - I

Classification of Simple, Compound, Complex and Electronic documents according to the latest edition of Dewey Decimal Classification Scheme.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

PAPER-1.6: INFORMATION AND COMMUNICATION TECHNOLOGY

(PRACTICAL) - I

-
- Acquaintance with Computer and its Components
 - Hands on Experience and Work Assignments with MS-DOS, MS-WINDOWS, MS-OFFICE - Word, Excel and PowerPoint.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

Second Semester

PAPER 2.1 INFORMATION AND COMMUNICATION

Unit 1: Data, Information and Knowledge: Data-Types, Nature and Characteristics Features; Information-Characteristics, Nature, Value and Notion of Information; Knowledge-Types, Nature, Value and Characteristics features; Inter-relationship of Data, Information and Knowledge.

Unit 2: Information Communication: Information Generation and Communication; Channels and Levels of Communication; Barriers of Information Communication; Communication Modes and Models

Unit 3: Information Science: Meaning and Definition; Origin, Development and Evolution of Information Science; Theoretical Foundations and Framework of Information Science; Physical and Cognitive Paradigms; Education for Library and Information Science

Unit 4: Information Society Meaning and Definition; Genesis, Development and Evolution of Information Society; Changing Role of Library and Information Centres in the Information Society; Information Industry - Content creation, content organization and content communication (Generators, Providers and Intermediaries).

Unit 5: Issues of Information Society Social, Political Issues-Policies relating to Information; Right to Information Act, Intellectual Property Rights – Copyright, Trademark and Patent. Concept of Freedom, Censorship, Data Security, Fair Use and Creative Commons. National and International Information Policies and Programs; Information Technology Taskforce and its objectives.

Unit 6: Economics of Information and Information Economics Economics of information and Information Economics; Information as a Resource and Factor of Production; Economics of information Sources and Production

Unit 7: Knowledge Management: Meaning and Definition, Characteristics. Principles, Functions, Archives. Document Management-Concept, Document Management v/s Knowledge Management.

References

FID: Finding New Values and Services of Information, 1994.

Information Flow in non-R & D context: Seminar Papers; 14th IASLIC conference, New Delhi, 1983.

Masuda, Y: The Information Society,1980.

McGary K.J: Communication, Knowledge and the Librarians, 1975.

McGary K.J: The changing context of Information Technology,1986.

Rodriguez, Mur and Ferrante, A.J: Information Technology for the 21st Century: Managing the change, 1996.

Satyanaraana, N.R. and Satyanarayana, R: ed. Problems of Information Science, 1996.

Shera, J.H: The Foundations of education Librarianship. Bombay, Asia, 1970.

Vickery, B.C. and Vickery, A: Information Science theory and practice, 1994.

Wolpert, S.A. and Wolpert, J.F: Economics of Information, 1986.

PAPER 2.2: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

Unit 1: Management: Concepts, Definition and Scope; Management Styles and Approaches; Functions and Principles of Management and their application to Library and information centres

Unit 2: Human Resource Management: Meaning, Definition, Objectives and Functions; Motivation; Training and Development; Performance Appraisal.

Unit 3: Financial Management: Resource Mobilization; Budgeting Methods and types of Budgets, Preparation of budget, Costing and Accounting, Cost Benefit Analysis.

Unit 4: Library Records and Statistics: Library Records, Annual Report-Compilation, Contents and Style; Library Statistics, Staff Manual, Authority File.

Unit 5: Systems Analysis and Design: Library as a system; Design and Planning of Library and Information Center, Approaches, Factors, Steps. SWOT. Total Quality management: Concept, Definition, Elements, Quality Audit, LIS related Standards. Technology Management. .

Unit 6: Library House Keeping Functions: Collection Development - Selection and Acquisition: Online Bookstores – Identification, Advantages, Online Book Shops v/s Traditional Book Shops URLs. Technical Processing; Serials Control; Circulation Control, Maintenance; Stocks verification and Weeding.

Unit 7: Library Building: Design and Planning, Factors and Principles, Furniture and Equipment, library standards.

Reference

American Library Association, Angle-American Cataloguing Rules. Ed. 2.Chicago, ALA, 1978.

Cutter, CA: Rules for Dictionary Catalogue. Ed.4. London, Library association, 1955.

Fosket, AC: Subject approach to Information. Ed.5. 1991.

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

Hunter, EJ: Cataloguing: Guide Book, ED.2 London, Clive Bingley, 1974.

Horne, Jhon: Cataloguing. London, ALA, 1970.

Ranganathan, SR: Classified Catalogue Code with additional rules for Dictionary Catalogue. Ed.5. Bombay, Asia, 1965.

Ranganathan, SR: Heading and Canons. Madras, 1955.

Ranganathan, SR: Library Catalogue: Fundamentals and Procedure. Madras, Library Association, 1950.

Viswanathan, CG: Cataloguing Theory and Practice. 1990.

PAPER 2.3: INFORMATION PROCESSING AND RETRIEVAL (THEORY) - II

Unit 1: Library Catalogue: Meaning, Definition, Purpose and Functions; Types and forms of Catalogue including OPAC and Web-OPAC.

Unit 2: Normative Principles: Laws, Canons and Principles

Unit 3: Catalogue Entries and Filing: Kinds of entries, Filing rules and Principles

Unit 4: Catalogue Codes: Brief history and salient features of Classified Catalogue Code, AACR - II(R) and FRBR-RDA.

Unit 5: Subject Headings: Chain Procedure, Sear's List of Subject Headings and Library of Congress Subject Headings

Unit 6: Co-operative and Centralized Cataloguing; Union Catalogues: Concept, Types and Compilation

Unit 7: Trends in Cataloging of Electronic and Internet resources

References

Bryson, J: Effective Library and Information Center Management.

Chatterjee, A K: Introduction to Management: Its Principles and Techniques. Calcutta, World Press.

Cowley, J: Personnel Management in Libraries. 1982.

Davar, R S: The Management process Ed, 1982 .

Daugherty, Rand Heinrits, FJ: Scientific Management of Library operation. 1985.

Eindur, P: Information Systems Management: Analytical tools and techniques. 1985.

Evans S E: Management Techniques for Librarians. Ed. 2 New York, Academic, 1978.

Jones, N and Jordan, P: Staff Management in Library and Information work. 1982.

Katz, A: Collection Development: Selection of Materials for Libraries. New York, HRW, 1980.

Krishna Kumar: Library Administration and Management. Delhi, Vikas, 1987.

Krishnamurthy, R Ed.: Library Management. New Delhi, Commonwealth publisher, 1997.

Metcalf, K D: Planning Academic and Research Library Building. New York, Mc-Graw Hill, 1965.

Mittal R L: Library Administration: theory and Practical. Ed. 4 Delhi, Metropolitan, 1984.

Pearson, R J: Management process: Selection of Readings for Librarians. Chicago, ALS, 1983.

Ray, Prytherch: Information Management and Library Science: A Guide to the Literature. England, Gower Publishing, 1994.

Sharms, H D: Library Building and Furniture with special reference to College Libraries. Jullundec, IBC, 1970.

Sharma, J K: Personnel Management in Libraries. 1981.

Smith, D: Systems thinking in Library and Information Management. 1980.

Stedwsart, R D and Eastilick, J T: Library Management. Ed. 3 1988.

Thiefaut, R J and Reynolds, S W: Effective Information Systems Management. 1982.

Wilson, A: The Planning Approach to Library Management. 1979.

PAPER 2.4: INFORMATION AND COMMUNICATION TECHNOLOGY (THEORY) - II

Unit 1: Library Automation: Meaning and Definitions, History, Need and Areas of Library

Automation

Unit 2: Strategies for Library Automation: Factors -Internal and External, Prerequisites, Library

Automation Tasks

Unit 3: Infrastructure Requirements for Library Automation: Manpower, Hardware, Software, Cost, Equipments – Barcode, RFID and Furniture.

Unit 4: Automation of House Keeping Operations: Acquisition and Cataloguing, with focus on role, rationale, Subsystems and Interface, File and Data Structure, OCLC and LC.

Unit 5: Automation of House Keeping Operations: Circulation and Serials Control with focus on role, rationale, Subsystems and Interface, File and Data Structure; Retrospective Conversion: Strategies and Techniques

Unit 6: Library Software Packages: SOUL, Easylib, Libsys, NewgenLib, Koha; Evaluation of Library Automation Software

Unit 7: Web Tools and Apps: Identification – Wikis, RSS, Blogs, Mashups and Social Networks.

References

Beiser, Karl: Essential guide to dbase III+ in Libraries. London, Meckler, 1987.

Biddiscombe, Richard: End user revolution: CD-ROM, Internet and change role of the Information Professional. London, Library association, 1996.

Brown, K R: Challenge of Information Technology. 1983.

Burns, A: New Information Technology. 1984.

Edmunda, R A: Prentice Hall Encyclopedia of Information Technology, Essential Guide dBase plus in Libraries. 1988

Ffaruqui Khalid Kamal: Automation in Libraries. New Delhi, Anmol, 1997.

Faruthi, S N Ed.: Library Techniques and Technologies Perspectives in Multimedia Library Development. New Delhi, Kanishka, 1997.

Gupta, Sangita: Manpower Needs of Automated Libraries. New Delhi, Ess Ess Publications, 1995.

Kent, A and Galvin, T J Ed.: Information Technology: critical Choice for library Decision Makers. 1992

Madras Library Automation. MLA, 1992.

Menon, V V and Prasad, H N Ed.: Information Technology and National Development. Agra, Y K Publishers, 1994.

Moorthy, A L: Information Technology applications in academic Libraries in India with emphasis on networking services and information sharing, Ahmedabad, INFLIBNET, 1997.

Ojha, D C, Edd.: Computer Applications III Library and Information Science. Jodhapur, Scientific Publication, 1995.

Parthasarathy, S: Computer application to Libraries, IR and Networking. Bangalore, Sarada Ranganathan Endowment for library science, 1986.

Rouse, Rowena: CD_ROM and online computing, Electronics and Telecommunication databases, London, ASLIB, 1994.

Satyanarayana, R: Information Technology and its facts. New Delhi, Manak, 1998.

Unesco, Reference Manual and CDS/ISIS Pascal Manual, 1989.

Zokoczy, P: Information Technology: An Introduction. Ed.2 1985.

Elective Paper: 2.5 INFORMATION LITERACY

Unit 1: Libraries: Meaning, definition, aims, types of libraries- objectives, functions and services, Role of libraries in modern society – social, educational and cultural.

Unit 2: Library Users and their needs: Information needs and Information seeking behaviors of various users, Role of users in collection development.

Unit 3: Information Literacy: Meaning, Definition, Need and Evolution of the concept. Historical perspective of Information literacy.

Unit 4: Library Tools, Services and Facilities: Organization of library resources, Classification, Catalogue, Union catalogue, Kardex, Bibliographies, Directories, Yearbooks, Indexing and

abstracting; Services-Reference service, CAS,SDI, Bibliographical service, Document delivery service, Referral service; Facilities-photocopy, reading room facility, book bank, circulation of books, internet browsing.

Unit 5: Literature and Information search: Steps in information search, types-manual and online (electronic), Internet: resources and tools-Internet as a source of information and internet as a tool for communication, basic search techniques.

Unit 6: Information Organization and Presentation: Methods of organization and presentation, use of style manual, foot notes and end notes

Unit 7: IL Skills and Competencies: Information Literacy (IL) programmes, Study of Information literacy programs in the world. Information literacy instructions in different types of Library and Information centers, Levels of Information Literacy: Entry level, Mid level, High level, Advance level. Lifelong learning and its components.

References

Grogan, Denis: Science and Technology. Ed. 4. London, Clive Bingley, 1982.

Guha, B: Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press, 1983.

Hanson, CW: Introduction to science Information work. London, ASLIB, 1973.

Higgins, Gavin: Printed Reference materials. London, Library Association, 1980.

Katz WA: Introduction to Reference work. Ed.5. Vol.2 New York, Mc-Graw Hill, 1989.

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Lea, Peter Wand Day, Alan: Reference Sources Handbook. Ed 4. London, Library Association, 1996.

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Parker, C.C. and Purely: Information Sources in Science and Technology. Ed.2. 1986.

Sewa singh: Handbook of Reference and Information Services. New Delhi, Crest - Publishing house, 1997.

Sewa Singh: International manual of Reference and information services. Delhi, Beacon Book, 1997.

Sharma, JS and Grover, DR: Reference service and sources of Information. New Delhi, Ess Ess publications, 1992.

Subramanyam, K: Scientific and Technical Information Resources. New York, Marcel Dekkar, 1981.

PAPER 2.6 INFORMATION PROCESSING AND RETRIEVAL

(PRACTICAL) - II

Cataloguing of Simple, Composite and complex documents according to AACR-II (R)

PAPER 2.7: INFORMATION AND COMMUNICATION TECHNOLOGY

(PRACTICAL) - II

Hands on experience and work assignment with library software packages: SOUL and Koha.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

PAPER 3.1: RESEARCH METHODOLOGY

Unit 1: Research: Meaning, Definition, Need and Purpose, Types of Research -Basic, Applied and Interdisciplinary, Scientific Method. Areas of Research in Library and Information Science.

Unit 2: Research Problem: Review of Literature, Identification, Selection and Formulation of a Research Problem. Research Design: Need and Importance, Types and Contents

Unit 3: Hypothesis: Meaning and Definition, Functions, Types and formulation of hypotheses, Qualities of good hypotheses.

Unit 4: Methods and Tools of Research: Historical, Experimental, Survey and Case study method, Informetrics, Scientometrics, Delphi and Content Analysis; Observation, Interview, Questionnaire, Schedule, Scales and Checklist

Unit 5: Sampling methods and Techniques: Meaning and definition of sample, Features of good sampling, Sampling techniques -Random sampling , Stratified sampling and Systematic sampling; Non -Random sampling methods -Quota sampling, Cluster sampling, Area sampling, sample size, Bias and Error.

Unit 6: Data processing, Analysis and Interpretation -use of statistical Techniques -Data presentation -Use of Graphs, Charts and Tables; Use of SPSS for data processing

Unit 7: Report Writing: Nature, Scope, Organization, Content, Style Manuals – Chicago Style Manual, MLA, APA. E-citation – EndNote, RefWork and Mendley. Evaluation of a research report, Ethics in Research and Plagarism.

References

Augur: Current Trends in Scientific Research. Paris, UNESCO, 1961.

Bush, CH and Harter, SP: Research Methods in Librarianship: Techniques and Interpretation. New York, Academic, 1980.

Chapin, FS: Experimental Designs in Sociological Research. Rev. Ed. Westport, Greenwood press. 1974.

Downs, RB and Down, EC: How to do Library Research. Urban, University of Illinois press, 1966.

Good, CV and Scales, E Ed.: Methods of Research. Auckland, Mc-Graw hill, 1981.

Line, MB: Library Surveys. London, Bingley, 1967.

Mohsin, SM: Research Methods in Behavioral Sciences. Calcutta, Orient Longman, 1984.

Ravichandra Rao, L K: Quantitative Methods in Library and Information Science. New Delhi, Wiley Easter, 1983.

Robart, K: Application of case study Research. Vol. 34, New Delhi, Sage Publication, 1993.

Sharma, RN and Sharma RK: Research methods in Social Science. Bombay, Media promoters and Publishers Pvt. Ltd., 1987.

Sadhu singh: Research methodology in Social sciences. Bombay, Himalaya Publishing House, 1980.

Stevens, RE: Research Methods in Librarianship. London, Bingley, 1971.

Tauber, MF and Stephens, IR: Library Surveys. New York, Columbia University Press, 1968.

Thompson, Bruoe: Advances in Social science methodology: Research Manual vo1.2. London, Jai Press, Ltd., 1992.

Whitney, FL: Elements of Research. Bombay, 1961.

Wilson, EB: Introduction to scientific Research. New Delhi, Mc-Graw Hill, 1952.

PAPER 3.2: INFORMATION SYSTEMS AND SERVICES

Unit 1: Information Service: Meaning and Definition, Importance, Design and Planning, Factors

Unit 2: Reference service: Types -Short and Long Range with examples. Reference process, Steps in providing reference services, Virtual Reference Desk (VRD), Management, technology and resources. Referral service. Reference Collection, Knowledge, Skills and Qualities of a Reference Librarian

Unit 3: Compilation of CAS and SDI, Indexing and Abstracting Bulletins, Translation Service. On-line Services: Alerting services-Listservs and Subject portals, FAQs -Developing FAQs -methods and techniques

Unit 4: Document Delivery Services -Needs and Importance, Types of Document Delivery Services Use of technology in document delivery. Document delivery services of INFLIBNET and DELNET.

Unit 5: Bibliographic Services -Importance, Types and its role in Information access and use Preparation of bibliographies, Trend Reports, State of the Art reports and Digests.

Unit 6: National Documentation Centers and Information Systems: NISCAIR, DESIDOC, NASSDOC and SENDOC

Unit 7: International Information Systems and Services: Identification, Features and Use: BIOSIS, INSPEC, ERIC, AGRIS, INIS and MEDLINE

References

Davinson Donald: Reference service. London, Clive Bingley, 1980.

Fjalibrant, N and Stevenson: User Education in Libraries. London, Clive Bingley, 1978

Guha, B: Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press, 1983.

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Ranganathan, SR: Reference Service Ed 2. Bangalore, Sarada Rangnathan Endowment for Library Science, 1992.

Richardson, John V: Knowledge-Based Systems for General Reference work: Applications, Problems and Progress. San Diego: Academic Press, 1995.

Rowley, JE and Turner: CMD: Dissemination of information, London, Andru Deutach, 1975.

Rowlay, JE and Turner: Reference Service and sources of Information. New Delhi, Ess Ess Publications, 1987.

Sewa Singh: International Manual of Reference and Information Services. Delhi, Beacon Book, 1997.

Sharma, JS and Grover, DR: Reference Service and Sources of Information. New Delhi, Ess Ess publishers, 1992.

PAPER 3.3: INFORMATION PROCESSING AND RETRIEVAL**(THEORY) - III**

Unit 1: Indexing: Concepts, theories, methods and importance. Indexing as a profession, Indexing languages: Vocabulary control, semantics and syntactic.

Unit 2: Thesauri: As a vocabulary control tool, Design and construction

Unit 3: Indexing Systems: Pre-Coordinate and Post coordinate. PRECIS, POPSI, KWIC and its variations, UNITERM and Citation indexing. Different Citation Indexes: Shepards Citation, SCI, SSCI. Arts and Humanities Citation Index. Automatic Indexing – Techniques and Methods.

Unit 4: Bibliographic Description: Concept, Historical Development, Standards for Bibliographic record format-ISBD, MARC 21, ISO 2709 and CCF

Unit 5: Bibliographical Control: Concepts, Historical Development, Bibliographical control of Documents including Non-book Materials. The National Bibliographical Apparatus.

Unit 6: International Bibliographical Control: Universal Bibliographical Control, Role of International Organizations, Standards and Cooperation.

Unit 7: Evaluation of Indexing Systems: Criteria-Recall and Precision Coverage and Currency, Evaluation Studies -ASLIB, MEDLARS, Cranefield, SMART, STAIRS and TREC.

References

Anderson, D: Universal Bibliographical Control. 1974.

Aittchinson, Jand Gilchrist, A: Thesaurus construction: A Practical Manual. 1972.

Berwick Sayers, WC: Manual of Classification for librarians. Ed. by Arthure Maltby, Ed. 5 London, Andre Deutsch, 1978.

Bliss, HC: Organization of knowledge in Libraries and subject approach to books. Ed.2. New York, Wilson, 1929

Chakkraborthy, AR and Chakrborthy Bhubaneswar: Indexing principles, Processors and Products. Calcutta, World Press Pvt. Ltd. 1991.

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Khan, MZ: Indexing and documentation in Library Science. New Delhi, Sarup and Sons, 1996.

Kochen, M: Principles of Information Retrieval. 1974.

Lancaster, FW: Indexing and Abstracting in theory and practice. Illinois University of Illinois graduate School of Library and Information, 1991.

Lancaster, FW: Information Retrieval Systems, Characteristics, Testing and Evaluation. 1968.

Lucos, Henry, C: Analysis, Design and implementation of Information systems. New York, McGraw Hill Company, 1992.

Salton, G: Introduction to Modern Information Retrieval 1983.

Senn, James, A: Analysis and Design of Information Systems. Ed.2. New York, Me-Graw Hill company, 1991.

PAPER 3.4: INFORMATION AND COMMUNICATION TECHNOLOGY
(THEORY) - III

Unit 1: Multimedia technology: Concept, scope, and developments, Multimedia PCs, Audio and video, image representation and manipulation

Unit 2: Hypertext and Hyper Media: Concept, Scope and Development, Audio and Video. Image Representation and Manupulation. Hardware and software requirements.

Unit.3: Database design, Development and Management: Concept of Database and DBMS; types, design, structure, Organization and Development of Database; Data Security.

Unit.4: Study of WINISIS: System Overview, System Installation, Database Construction, Techniques, Menus, Tools and Creation of database

Unit.5: CD-ROM Technology: Origin, History, Development and Impact, Retrieval Software; CD-ROM Networking and Applications; CD-ROM Publishing;

Unit 6: Study of Selected Online Database in Science & Technology, Social Sciences, Humanities and other fields.

Unit 7: Cloud Computing: Concept, Origin, Characteristics, Models, Architecture, Advantages and Disadvantages.

References

Beiser, Karl: Essential guide to dBase III+ in Libraries. London, Meckler, 1987.

Biddiscombe, Richard: End user revolution: CD-ROM, Internet and change role of the Information Professional. London, Library association, 1996.

Burns, A: New Information Technology. 1984.

Edmunda, RA: Prentice Hall Encyclopedia of Information Technology, 1987 Essential Guide dBase plus in Libraries. 1988.

Faruqui Khalid Kamal: Automation in Libraries. New Delhi, Anmol, 1997.

Faruthi, S N Ed: Library Techniques and Technologies Perspectives in Multimedia Library Development. New Delhi, Kanishka, 1997.

Kent, A and Gajvin, T J Ed: Information Technology: critical Choice for library Decision Makers. 1992.

Madras Library Automation. MLA, 1992.

Menon, V V and Prasad, H N Ed.: Information Technology and National Development. Agra, Y K Publishers, 1994.

Moorthy, A L: Information Technology applications in academic Libraries in India with emphasis on networking services and information sharing, Ahmedabad, INFLIBNET, 1997.

Ojha, .D C, Edd.: Computer Applications in Library and Information Science. Jodhapur, Scientific Publication, 1995.

Parthasarathy, S: Computer Application to Libraries, IR and Networking. Bangalore, Sarada Ranganathan Endowment for library science, 1986.

Rouse, Rowena: CD_ROM and online computing, Electronics and Telecommunication databases, London, ASLIB, 1994.

Satyanarayana, R: Information Technology and its facts. New Delhi, Manak, 1998.

Unesco: Reference Manual and CDS/ISIS Pascal Manual, 1989.

Zokoczy, P: Information Technology, An Introduction. Ed.2 1985.

**Elective Paper 3.5: INFORMATION SOURCES ON SOCIAL SCIENCES
AND SCIENCE & TECHNOLOGY**

Unit 1: Social Sciences and Science & Technology: Meaning, Definition and Scope, Structure of Literature in Social Sciences and Science & Technology

Unit 2: Primary Sources: Journals, Conference papers, reports, theses and dissertations, grey literature; pre-prints and reprints

Unit 3: Secondary sources: nature, scope, contents, arrangement and utility of selected sources: Dictionaries, encyclopedia, biographical sources, geographical sources, statistical sources, year books, directories, Almanacs, Library catalogue, bibliography, abstracting, indexing sources including Citation Indexes.

Unit 4: Tertiary Sources: Bibliography of Bibliographies, Guide to subject literature

Unit 5: Electronic information sources: Electronic Information resources: Meaning and definition, Growth and development, Types- E-Journals, e-Books, e-Theses, e-newspapers, Blogs, Wikis.- Free online Dictionaries, Non-free online dictionaries, Free Thesauri. - Encyclopaedia, Virtual Libraries, Subject gateways and Portals

Unit 6: Electronic and Internet resources including information services and facilities; OCLC, FERA, UGC-INFONET, NASSDOC, ISID, SOSIG, REPEC, DELNET and CSIR e-journal Consortia. Databases: Science - INSPEC, Web of Science, Scopus. Social science-EconLIT, JSTOR, Indiastat.com, ERIC, EBSCO, JCCC.

Unit 7: Searching information in Print, Electronic and Internet Sources: Browsing, Search strategy and Search tools-search engine, Meta search engine, Directories, Subject gateways, OPAC and Web OPAC.

References

- Davinson Donald:** Reference service. London, Clive Bingley, 1980.
- Gopinath, MA:** Information Sources and Communication media. DRTC Seminar volume 1974.
- Grogan, Denis:** Science and Technology. Ed.4. London, Clive Bingley, 1982.
- Guha, B:** Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press, 1983.
- Hanson, CW:** Introduction to Science Information work. London, ASLIB, 1973.
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- Rowlay, JE and Turner:** Reference Service and sources of Information. New Delhi, Ess Ess publications, 1987.
- Sewa singh:** Handbook of Reference and Information Services. New Delhi, Crest Publishing house, 1997.
- Sharma, JS and Grover, DR:** Reference service and sources of Information. New Delhi, Ess Ess publications, 1992.

**PAPER 3.6: INFORMATION PROCESSING AND RETRIEVAL
(PRACTICAL) - III**

Cataloguing of Non-Book Materials: Audio/Video recording, Computer generated files including web resources according to the latest edition of AACR-II(R)

Creation of Index Records using the methodologies of chosen indexing systems such as PRECIS

PAPER 3.7: INFORMATION AND COMMUNICATION TECHNOLOGY (PRACTICAL) - III

- MARC21 Tags
- Design and Development of database using WINISIS
- Design and development of digital library using Green Stone Digital Library (GSDL).

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

Fourth Semester

**PAPER 4.1 INFORMATION AND COMMUNICATION TECHNOLOGY
(THEORY) - IV**

Unit 1: Telecommunication: Signals -analog/digital. Transmission media -Pair of wires, Coaxial, Optic fibers, Satellite communication; V-SAT, Wi-Fi, Microwave, Modulation,

Unit 2: Networks: Concept, Definition, Need, Uses, Network Topologies, Types of Networks - LAN, MAN and WAN. Network interface cards, Hubs, Routers and gateways. Network Architecture: Comparison of Different Network Architectures; Network protocols, Network Protection and Security.

Unit 3: Communication Networks: NICNET, I-NET, BSNL and ERNET. Library Networks in India: INFLIBNET, DELNET, CALIBNET and ADINET. Consortia – Concept, Definition, Need, Types, Criteria for Selection of Consortia.

Unit.4: Internet: Origin, History and Evolution. Exploring the web: Web browsers - Internet Explorer, Mozilla Firefox and Google Chrome. Search engines, comparison of different search engines, metasearch engines.

Unit.5: Electronic communication: TCP/IP, File Transfer, Remote Login, TELNET, Video Conferencing, Screen Sharing and E-mail. E-commerce

Unit.6: Internet for Library Applications: Collection Development, Technical processing Circulation, Internet resources and facilities, Internet Based Services

Unit 7: Cyber Laws: Electronic Document, DRM - Digital Signatures, Digital Certificates, Electronic Contracts, Regulation of Cyber Laws, IT act, 2000 (Govt. of India) and its Amendments, Digital Millennium Copyright Act.

References

Dawson, Andy: Internet for Library and Information Service professional. Ed 2. London, ASLIB, 1997

Douglas, E Corner: The Internet. Ed 2. New Delhi, Prentice - Hall of India, 1999

Douglas, E Corner: Internetworking with TCP/IP. VoU: Principles, protocols and architecture. Ed 4. Prentice hall, 2000.

Douglass E Corner and Ralph E Proms: Computer Networks and Internals. Ed 2. Prentice Hall, 1999.

Fecko, Marry Betch: Electronic Resources: Access and issues. London, Library Association, 1996

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Ormes, Sarah: Internet, Networking and Public library. London, Library association publishing, 1997.

Parthasarathy, S: Computer application to Libraries, IR and Networking. Bangalore, Sarada Ranganathan Endowment for library science, 1986.

Satyanarayana, R: Information Technology and its facets. New Delhi, Manak (P) Limited, 1996.

PAPER 4.2 DIGITAL LIBRARIES

Unit 1: Digital library: Meaning and Definitions, Objectives, Characteristics, Evolution, Digital library collections.

Unit 2: Content creation - electronic documents, files and file formats. Study of different file formats- JPEG, MPEG, GIF, TIFF and PDF. Born digital and legacy documents. Digitisation-scanning, OCR.

Unit 3: Creating Web documents- Markup Languages- SGML, HTML and XML. Studying and creating documents in HTML. HTML editors and tools. Expression Web and Dreamweaver.

Unit 4: DL architecture: Elements of a DL, DOI, Open URL, CrossRef and other aspects. Metadata – MARC21, DublinCore, TEI, METS, EAD and VRA Core and other resource discovery issues. Access Control and DRM, security and preservation issues

Unit 5: DL software. Studying the features of GSDL. Installing and developing a prototype using GSDL. Studying Dspace and understand the features of Dspace

Unit.6: Content Management Systems: Portals and Virtual Libraries, Softwares – Joomla, Drupal, Wordpress and Moodle. Understanding the deep web. Data validation, Data mining, Data Warehousing.

Unit. 7: Copyright issues in the development of digital library.

References

- C. Xavier.** World Wide Web Design with HTML. New Delhi : TMH, 2000.
- G. G. Chowdhury.** Introduction to Digital Libraries. London: Facet Publishing, 2003.
- Leona Carpenter, Simon Shaw & Andrew Prescott.** Towards the Digital Library. London: LA, 1998.
- Lovecy,lan.** Automating library procedures: a survivor's handbook. London: Library Association, 1984.
- Paul Pedley.** The invisible Web: Searching the hidden parts of the Internet. London: Aslib, 2001.
- Reynolds, Dennis.** Library automation: Issues and applications. New York: Bowker, 1985.
- Satyanarayana, N. R.** A manual of computerization of libraries. New Delhi: Viswa Prakashan, 1995.

PAPER 4.3 (a): PUBLIC LIBRARY SYSTEMS AND SERVICES

Unit 1 : Public Libraries: Meaning and Definition, objectives, Functions and role; History and Development of Public libraries in India including the role of Government and Non-Government agencies in India, UPLM (UNESCO Public Library Manifesto) –1949,1972, 1994, 1996

Unit 2: Public Library Legislation: Need and Importance. Public Library Acts in UK, USA, and India. Karnataka State Public Library Act 1965 and its amendment.

Unit 3: Public Library Users: Categories and their Information Needs, User Education; User Studies

Unit 4: Collection Development: Policies, Procedures and Problems. Resource Sharing and Networks, Examples of public library networks in USA, UK and India.

Unit 5: Human Resource and Financial Management: Size, type; selection and recruitment including cadre and recruitment rules. Qualification. Knowledge and skills, duties and responsibilities, Performance Evaluation and Continuing Education Programs (CEP).Finance and budgeting: Sources of finance, Preparation of Budget.

Unit 6: Public Library Services: Planning and Organization of various types of information services to the different categories of users. Library Publicity and extension activities, exhibition, seminar, book talks audiovisual programs; Mobile Library services;

Unit 7: Role of National and International Associations and Organizations: Raja Ram Mohan Roy Library Foundation, UNESCO, IFLA.

References

UNESCO: UNESCO Public Library Manifesto. (1994)

ALA: Library Building and Equipment Institute, Guidelines for Library planners. Chicago, ALA 1960.

ALA: Minimum standards for Public Library Systems Chicago, ALA, 1966.

Altm an (Ellen), Ed: Local Public Library Administration in Association with international City Management Association. Ed.2 Chicago, ALA, 1980.

Jefferson: Library co-operation. London, Andre Deutsche, 1966.

Eaton, T Ed.: Contribution to American Library History. Champaign, Union Book Store, 1961.

Kesavan, BS: National Library of India. Calcutta, National library, 1961.

Kaula,PN: National Library of India: Critical Study. Bombay, Somaiya, 1970.

McColvin,LR: Public Library Extension. Paris, USESCO, 1951.

McColvin,LR: Public library System of Great Britain; Report on its Present conditions with proposal of reorganization. London, Library Association, 1942.

Mittal,RL. : Public Library Law. Delhi, Metropolitan, 1971.

Penna,C.A and others: National Library and Information Services: Handbook for planned. London, Butter worths, 1977.

Ranganathan,S.R. and Neelamegahan, A Ed.: Public Library System .Bangalore, Sarada Ranganthan Endowment, 1972.

Ranganathan,S.R., Library Legislation: Handbook of Madras Library Act. Madras Library Association, 1958.

PAPER 4.3 (b): ACADEMIC LIBRARY SYSTEMS AND SERVICES

Unit 1: Academic Libraries: Meaning and Definition, Objectives, Functions and Characteristic features. Growth and development of Academic libraries in India, USA and UK.

Unit 2: Role of the library in academic Institution: Role of UGC in development of academic libraries; Academic Libraries and New Education Policy; INFLIBNET: Activities and Programs

Unit 3: Collection Development: Policies, Procedures and Problems. Selection and Acquisition – Online Book Stores – Identification, Advantages, Online Book Shops vs. Traditional Book Shops URLs. Organisation, Maintenance -Preservation and Conservation, Weeding, Resource Sharing and Networks. Examples of Networks: India, USA and UK.

Unit 4: Library Users Categories and their Information Needs, User Education, Information Literacy; User Studies

Unit 5: Library Services: Design and planning of various library and information services including evaluation.

Unit 6: Library Building: Design, Planning, Factors, Furniture and Equipments

Unit 7: Human Resource and Financial Management: Nature, size, selection and recruitment, qualifications, knowledge and skills, duties and responsibilities, Training, Education and performance evaluation. Finance: Sources, Mobilization and budget preparation.

References

Fussler Herman H: Functions of the library in the modern college. Chicago,

Gelfand, MA: University libraries for developing countries. Paris, UNESCO, 1968.

Lyle, GR: Administration of the college Library. Ed. 4, New York, Wilson, 1974.

Metcalf, KD. Ed: Studies in administrative problems. New Brunswick, Rutgers University press, 1960.

Ranganathan, SR: School and college libraries. Madras, Madras Library Association, 1942.

Wilson,LR and Tauber, MF: University Library. Ed.2, New York, Columbia University press, 1956.

Datta, Marinder : Academic Status for University and college Libraries in India. Delhi, IBB,1986.

Duvery, Peter: Staff Management in University and college Libraries. Oxford, Fergamn, 1976.

Saini, AB: Library Organization for Higher education. Delhi, Ess Ess publications, 1986.

Treham,GL : Administration for organization of college libraries III India. Delhi, Sterling, 1969.

PAPER 4.3 (c): HEALTH SCIENCE LIBRARY SYSTEMS AND SERVICES

Unit 1: Health Science Library: Concept, Definition, Objective, Functions and Characteristics, growth and Development.

Unit 2: Information sources and services: A Survey of the basic resources used to locate information in the fields of medicine, nursing, allied health and healthcare administration, along with an information to the traditional and innovative services offered by health science libraries. Databases and electronic resources in medical and related areas, ADONIS

Unit 3: Collection Management: Collection Development Policies, Procedures and methods, resource Sharing and Networks, Conservation, Preservation, Evaluation and Weeding

Unit 4: Human Resources and Financial Management: nature, Size, Selection and recruitment, Qualification, Knowledge and Skills, Duties and responsibilities, Performance Evaluation and Continuing Education program. Finance and Budgeting: Sources of Finance, Budget preparation and Management.

Unit 5: Library Services: Design and Planning of various types of information services to different categories of users including doctors, nurses and patients. National Information polices: Development of National information polices in the health and welfare area; exploitation of local information; access to external information.

Unit 6: Library Building: Design, Planning, Factors, Furniture and Equipment

Unit 7: Health Science information and global issues: The role and functions of National Library of Medicine, USA and its services; National and International organizations delivering health science information: WHO, ICMR; Department of Biotechnology, Council of Ayurveda and Siddha; Council of Homeopathy; Unani system: National Institute of Health and Family Welfare; CFTRI, NIN, CDRI, NIMHANS, and others.

References

Varalakshmi, R S R: Information Services in Medical college libraries. 1993

Gupta, S Petal: Information Technology and Health Science Libraries. MLAI Special publication, 1993

Michael, Carmel ed.: Health care Librarianship and Information work. Ed.2 1995

Dixit, R P: Information Management in Indian Medical Libraries. 1995

Dossett, Patt, ed.: Handbook of Special Librarian ship and information Services.Ed. 6, 1992

Pushpa Dhyani: Information Science and Libraries. New Deli, 1990.

PAPER 4.4: PROJECT

Each candidate shall prepare a project on an approved topic under the guidance of a faculty member. The allotment of candidates for the project work shall be made at the end of the second semester.

PAPER 4.5: INFORMATION PROCESSING & RETRIEVAL (PRACTICAL) - IV

Classification of documents according to the latest edition of Universal Decimal Classification Scheme.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

PAPER 4.6: INFORMATION AND COMMUNICATION TECHNOLOGY (PRACTICAL) - IV

Acquaintance with the use of Internet Resources and Services. Acquaintance with search engines and the search options and search techniques. Web Page Designing and Publishing on Net – Using Notepad and HTML Editors (Expression Web).

CMS Software – Drupal/Wordpress/Joomla

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

INTERNSHIP:

Each candidate shall compulsorily under go one-month's Internship in a reputed library attached to the institutions of higher learning or R & D Institution as part of IV Semester. The internship shall be undertaken immediately after the completion of IV Semester Examination (Theory and Practical)