

**Manonmaniam Sundaranar University, Tirunelveli -12**

**Department Library and Information Science**

**M.Lib.I.Sc Two Year Integrated– Master of Library and Information Science**

**Under the Choice Based Credit System (CBCS)**

**Effect from the Academic Year 2020-2021**

**For those admitted from the academic year 2020-2021 onwards**

**Regulation, Course Structure, Scheme of Examination and Syllabus**

**Objectives:**

To impart basic knowledge in the discipline of Library and Information Science including its theories, concepts, general principles and techniques.

To enable the students to have a through exposure to the Library and Information Science so as to gain a comprehensive knowledge in the subject of Library and Information Science

To understand the links of Library and Information Science to other disciplines and also to the societal issues..

**1.2Duration of the Course:**

The duration of the integrated M.Lib.I.Sc(Library and Information Science) under CBCS course is 2years .Successful students will be awarded a B.Lib.I.Sc(Library and Information Science)degree at the end of academic year and also a M.Lib.I.Sc.( Library and Information Science) degree at the end of academic year. The students have an option to exit from the program with the B.Lib.I.Sc.( Library and Information Science)degree alone.

**1.3 Eligibility:**

Any UGC Recognised degree from any University in the 10 +2+3 Pattern is eligible to join M.Lib.I.Sc. Two Year Integrated (Regular)Undergratuate of B.Lib.I.Sc., successfully completed his/her degree through any university recognized by UGC following 10+2+3+1 pattern is eligible to join direct II year M.Lib.I.Sc. Two Year Integrated (Regular)



Course	Course Code	Name of the Course	Hrs/W eek	Cre dits	Marks				
					Maximum			Passing Minimum	
					Int.	Ext.	Tot.	Ext	Total
<b>Semester - III</b>									
Core I		Knowledge Management	4	4	25	75	100	38	50
Core II		User studies and Informetrics	4	4	25	75	100	38	50
Core III		Advanced Knowledge Organisation -I (Classification Theory)	4	4	25	75	100	38	50
Core IV		Internship Part II (Vacation)	3	4	50	50	100	38	50
Core Practical		Advanced Knowledge Organisation -I (Classification Practical)	2	2	50	50	100	38	50
Elective I		Web based Information Resources	3	3	25	75	100	38	50
MOOCs		Document Processing and organization (Swayam Portal)	3	3	25	75	100	38	50
		<b>Total</b>	<b>23</b>	<b>24</b>					
<b>Semester - IV</b>									
Core I		Marketing of Library sources and services	4	4	25	75	100	38	50
Core II		Research Methodology	4	4	25	75	100	38	50
Core III		Advanced Knowledge Organisation - II (Cataloguing Theory)	4	4	25	75	100	38	50
Core IV		Project	4	7	50	50	100	38	50
Core Practical		Advanced Knowledge Organisation -II (Cataloguing Practical)	2	2	50	50	100	38	50
Elective I		Web Technologies (or) Digital Libraries	2	3	25	75	100	38	50
		<b>Total</b>	<b>20</b>	<b>24</b>					
		<b>Total Credits</b>		<b>90</b>					

**Semester I**  
**Paper I - Core**

**Paper Code**

**Title of the Paper: Foundations of Library and Information Science**

**Preamble:**The Department of Library and Information Science, Manonmaniam Sundaranar University of Tamil Nadu, offers One year course, Bachelor of Library and Information Science (B.Lib.I.Sc). This programme prepares the student with professional competencies, opportunities in wide spectrum of jobs in libraries, archives, publishing firms, the corporate sector, and firms associated with information products and services.

The curriculum covers different aspects of nascent Library and Information environments in which students will eventually work.

The courses covered in this programme include interdisciplinary approach of knowledge and information.

This programme helps the students to gain competencies that will allow graduates to begin successful careers in libraries and information environments.

This programme will make students understand the use of information and communication technologies including social aspects of information in providing information resources and services.

The graduates of this programme will demonstrate knowledge of setting up a library or information centre.

Students will have the competencies in planning and implementing information services.

The graduates of this course will have the capability for community and interdisciplinary collaboration, which is very much required for library and information science.

The students will demonstrate the values and ethics of library and information science profession.

**Unit 1: Introduction to Library**

Library & Society: Role of Libraries in Socio-economic cultural and Educational development; Information Institutions of Different kinds: Libraries, Archives, Documentation Centres, Information Analysis Centres, Museums and their respective roles and functions; Five Laws of Library Science and their Implications. (14L)

**Unit 2: Library legislation**

Library legislation: need and essential features' Library legislation in India; Model Public Library Act and its features; Press and Registration Act; Delivery of Books and Newspapers (Public Libraries) Act; Copyright Act (11L)

### **Unit 3: Documentation and Information Centres**

Library and Information Profession: ethics and standards; Professional Associations: National and International; Information and Documentation Organizations: Role of UNESCO, DESIDOC, NASSDOC, RRRLF, UGC. (12L)

### **Unit 4: Library and Society**

Characteristics and attributes of Information / Knowledge Society; Legal and Ethical Issues; Information and Knowledge as Economic Resources; Economics of Information; The digital divide; National Information Policy, National Information Infrastructure. (13L)

### **Unit 5: Communication Channels**

Types of Communication; Theories and Models of Communication; Channels – formal and informal; Information Transfer Cycle; Barriers to Communication Categories of users; information use contexts; Information seeking behaviour; Theories of Information behaviour: ASK hypotheses; Contributions of Belkin, Wilson, Peter Ingwersen. (10L)

### **References:**

Isaac. K. A (2014) Library Legislation in India: A Critical and Comparative Study of State Library Acts

Mai, J. E. (2016). Looking for information: A survey of research on information seeking, needs, and behavior. Emerald Publishing.

Narendra Dodiya (2015) Laws, Legislation, Education and Associations (10 Pillars of Library & Information Science)

Ranganathan, S.R. (2016) The Five Laws of Library Science: Ess Ess Publication

Venkatappaiah V. (2015) Indian Library Legislation : State Library Bills & Acts

## **Paper II - Core**

### **Paper Code:**

### **Title of the Paper: Information Sources and Services**

#### **Unit-1: Reference Service:**

Definition, need, scope. Reference service in public libraries, special libraries and academic libraries. Types of reference service – Orientation of a freshman, Ready Reference Service and Long Range Reference Service. Reference Process. Information Kiosks. (14L)

## **Unit-2: Information Services:**

Definition, need, scope. Reference service vis-à-vis Information Service. Methods of dissemination of information – Current Awareness Service. SDI. Referral. Kinds Of Reference And Information Sources; Information Sources – Documentary & Non-Documentary, Primary, Secondary and Tertiary Sources. Evaluation of reference sources. Searching Information from different Reference Tools / Sources -- Strategies. (11L)

## **Unit-3: Reference Sources:**

Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Electronic Resources (12L)

## **Unit-4: Bibliography:**

Meaning, scope, functions. Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive. Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list. Bibliographic Control -- Meaning, purpose, UBC and UAP. (13L)

## **Unit-5: Abstracting Services:**

Abstract : Meaning, use. Types: Indicative and informative. Parts of an Abstract. Abstracting Services / Products. – Examples from different subjects. Indexing Services Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects – Citation Indexes. Citation of Documents – Purpose. (10L)

## **References:**

Osborne, Larry N. and Nakamura, Margaret. System analysis for librarians and information professionals. 2nd ed. Engewook: Libraries unlimited, 2014.

Satyanarayana, N R (2012) Ranganathanism and Knowledge Society: Relevance of Dr. S.R. Ranganathan in the Present Day Knowledge Society

## **Paper III – Core**

### **Paper Code:**

### **Title of the Paper: Knowledge Organisation I – (Classification Theory)**

## **Unit-1: Library Classification**

Meaning, Need and purpose of classification.- Normative Principles Five Laws of Library Science – Implications. Formation, Structure and Development of Subjects: (14L)

## **Unit-2: Species of Classification Schemes :**

Enumerative Classification: Almost enumerative Classification: Almost Faceted Classification - Rigidly Faceted Classification - Freely Faceted Classification - Brief study of major schemes viz: Decimal Classification - Universal Decimal Classification - Library of Congress Classification - and Colon Classification (11L)

## **Unit-3: General Theory of Classification.**

Ranganathan's contribution. Main Class – Canonical Class and Basic Class. Five Fundamental Categories : PMEST. Isolate -- Auxiliary Schedules. Facet Analysis -- Postulates pertaining to Fundamental Categories. Phase Analysis – Phase, Intra-facet & Intra-array relations. (12L)

## **Unit-4: Principles of Facet Sequence**

Wall-Picture Principle, Whole-Organ Principle, Cow-Calf Principle, Act and Action – Actor – Tool Principle. Principles of Helpful Sequence -Different devices - Chronological Devices - Telescoping of array.

## **Unit-5: Notation**

Definition, Development, Types, Structure, Quality and functions. Canons for Classification Idea plane - Canons for characteristics; Canons for succession of characteristics; Canons of Array; Canons - Call Number -- Class Number, Book Number – Types of Book Numbers, Collection Number. Trends in Library Classification (10L)

## **References:**

Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification Ess Ess Publication

Ranganathan, S R. Colon Classification Basic Classification - Ranganathan Series in Library Science 4: Madras Library Association Publication 26.

Ranganathan, S R. Philosophy of Library Classification.Ess Ess Publication

Ranganathan, S R Classification and Communication Ess Ess Publication

Ranganathan, S R Elements of Library Classification South Asia Books

## **Paper IV - Core**

**Paper Code:**

**Title of the Paper: Basics of Information Technology in Library and Information Science**

### **UNIT – I: Introduction to Computers**

Computers: Generations, Types, Input and Output Devices, Computer Architecture - Data Representation and Storage Introduction to System Software and Application Software - Window XP, Vista, Windows NT, Linux, etc. Word Processing, Spreadsheets, PowerPoint Presentation - Graphics Software: Basic Functions and Potential Uses - Communication Software (14L)

### **UNIT – II: Library Automation**

Library Automation: Planning and Implementation In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc. Bibliographic Standards: CCF and MARC 21 Introduction to Metadata: Types of Metadata Dublin Core Library Software Packages: Overview and House Keeping Operations Case Studies:, Alice for Windows and SOUL (11L)

### **UNIT – III: Database Management Systems**

Database: Concepts and Components Database Structures, File Organization and Physical Design Database Management System: Basic Functions, Potential Uses (12L)

### **UNIT – IV: Web Interface**

Introduction to Web Interface: Introduction to Web Servers: Apache Server and Internet Information Server Web Interface Software: (13L)

### **UNIT – V: Introduction to Internet**

Basics of Internet -Search Engines and Meta Search Engines -Internet Search Techniques E-resources and Online Databases (10L)

References:

HARAVU (L J).(2016) Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.

INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.

Suseela V J. Uma V (2017). Data Management for Libraries: Understanding DBMS, Rdbms, Ir Technologies & Tools Hardcover



Paul DuBois (2016). MySQL (Developer's Library)

## **Paper V – Core**

### **Paper Code:**

### **Title of the Paper: Knowledge Organisation I – (Classification Practical)**

**Preamble:** This course makes possible an understanding of Colon Classification, Classification of Documents with Basic Subjects, Compound Subjects. Know about Dewey Decimal Classification

#### **UNIT – I:: Classification Schemes**

Features of Library Classification Schemes; Salient Features of DDC and CC. (14L)

#### **UNIT – II: Colon Classification (Ed. 6)**

Introduction, Structure and Organisation - Steps in Classification

Classification of Documents with Basic Subjects

Classification of Documents with Compound Subjects (11L)

#### **UNIT – III: Colon Classification (Ed. 6)**

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects (12L)

#### **UNIT – IV: Dewey Decimal Classification (Latest Edition)**

Introduction, Structure and Organisation - Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index (13L)

#### **UNIT – V: Dewey Decimal Classification (Latest Edition)**

Classification of Documents using Tables 3 to 7

### **References:**

Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification Ess Ess Publication

Ranganathan, S R (2007) Colon Classification: The Basic Classification (Ranganathan Series in Library Science) Ess Ess Publication

Satija, M P(2012) Exercises in the 23rd Edition of the Dewey Decimal Classification. Ess Ess Publications

Sharma, C K (2016). Practical Handbook of Dewey Decimal Classification Atlantic Publisher

## **Elective**

### **Paper Code:**

### **Title of the Paper: Library Automation and Networking**

#### **Unit-1: Library Automation:**

Definition, need, purpose and advantages. Automation Vs Mechanization.

Areas of Automation – Acquisition, Cataloguing, Access to Catalogue (OPAC), Circulation and Serial Control. (8L)

#### **Unit-2: Planning for Automation Procedure:**

Steps in Automation: Developing a basic Technology Plan. Identifying goals and objectives, Describing existing library services and technology, Feasibility Study, Assessing needs and priorities, Preparing strategic Plan, Hardware and Software selection and Implementation. Barcode Technology: Meaning, need, purpose and advantages. Types of barcodes : Dumb / Generic barcode and smart barcode – their application. RFID (Radio Frequency Identification) (9L)

#### **Unit-3: Networking and Networks:**

Networking: Concept, need and advantages. Basic components of network Network Topologies – Star, Ring, Bus, Hierarchical, Tree and Complete. Wireless Networking. Types of Networks – LAN, MAN, WAN. Networks: General and Bibliographic. General – ERNET, NICNET, INFONET. Library Networks: OCLC, INFLIBNET, DELNET : Their objectives, Functions, Services and Activities. (10L)

#### **Unit-4: Internet: Concept, Features, Services.**

Search Engines – Concept. Types – Search Engines and Meta Search Engines, Advantages in using Search Engines. Internet: Internet Searching. Web Browsers – Purpose, Functions, Facilities available with different Browsers. Sample Search by using Internet Explorer and Netscape. Internet Security Internet Reference Sources: Identification, accessing. Various sources useful for librarians in providing Reference Services with examples. Evaluation of Internet Information Sources – Need, Methods / Techniques. Protocols: Definition, Concept. Types – General - TCP / IP, OSI. Other Protocols: SMTP, Telnet, FTP, HTTP, Z39.50. (10L)

## **Unit-5: Hypertext, Hyper media.**

Markup Languages – HTML, XML,– Features. Web: Concept, Usefulness. Content Development / Content Creation for Web. Web Design – Methods (8L)

### **References:**

C. Xavier. World Wide Web Design with HTML. New Delhi : TMH, 2014.

Dilip C. Naik. Internet Standards and Protocols. New Delhi : PHI, 2015.

G. G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2016.

Jesus Tramullas and Piedad Garrido (2015). Library Automation and OPAC 2.0: Information Access and Services in the 2.0 Landscape

Lakshmikant Mishra (2018) Automation and Networking of Libraries: A Manual of Library Management Software and Applications of Computer Technology in Libraries

**Elective (Swayam Portal)**

**Paper Code:**

**Paper Name: Document Processing and Organisation**

Block 1: Classification

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

Block 2: Cataloguing

Unit 3: Basics of Cataloguing

Unit4: Cataloguing Documents using AACR-2

Block 3: Filing and Shelving

Unit 5: Filing Rules

Unit 6: Shelving

Course- 3 Information Sources and Library Services(BLII-013)

Block 1: Information Sources and their use

Unit1: Categories of Information sources

Unit 2: Types of Information Sources

Block 2: Library Services

Unit 3: Circulation Services

Unit 4: Reference Service

Unit5: Awareness Services

Unit 6: User Orientation

## **SEMESTER II**

### **Paper I**

#### **Paper Code:**

#### **Title of the Paper:: Management of Library and Information Centers**

#### **Unit 1: Management:**

Concept, Definition and scope Schools of Management - Thought Systems Analysis and Design (14L)

#### **Unit 2: Human Resource Management:**

Organisation models job description and job analysis selection, recruitment training development  
Leadership Team building Motivation. (11L)

#### **Unit 3: Financial Management:**

Planning and Control Resource generation- Budget and Budgeting Budgetary control techniques Cost  
Benefit, Cost Effective analysis and accounting. (12L)

#### **Unit 4: Materials Management:**

Collection development and evaluation Policy, Issues relating to selection acquisition; Library  
routines, Circulation, Preservation and conservation (13L)

#### **Unit 5: Planning and planning strategies:**

Concept definition need and steps in planning MBO Planning techniques Decision making.(10L)

(Total –60L)

#### **References:**

Evans, (GE): Management techniques for librarians.

Chuanfu Chen and Ronald Larsen (2014). Library and Information Sciences: Trends and Research.  
Springer

Mittal (RL): Library Administration : Theory and practice. Latest ed.

Narendra Dodiya and Neelesh Malviya (2015). Management (10 Pillars of Library & Information Science).

Ranganathan, S R (2016). Library Administration (Ranganathan Series in Library Science). Ess Ess Publications

Ranganathan, S R Library Manual 2008. Ess Ess Publications

Vincent Kwami Afenyo and Samuel N B Tackie (2015). Total Quality Management in an Academic Library Paperback . Lambert Publication

## **Paper II**

### **Paper Code:**

### **Title of the Paper: Types of Library Systems**

#### **Unit 1: Public Library: Functions and Services**

Role of Public Libraries: Public Library as Knowledge Centers; Changing Dimensions of Public Library Services; Public Library Management; Organizational Structure of Public Library system; Role of UNESCO, IFLA, RRRLF, NKC, NLM, IPLM. Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human & Financial Resources; Resource Mobilization in Public Library; Library Legislation in India. (14L)

#### **Unit 2: Public Library Services**

Public Library as community information centre; Web-Based Public Library Services - Trends and Development ICT Application in Public Libraries; Resource Sharing and Networking (11L)

#### **Unit 3: Academic Libraries: Functions and Services**

Role of Academic Libraries in Higher Education; Academic Library Services - Management; Role of UGC - Staffing Norms and Standards; Continuing Education Program for Academic Libraries; Personnel Management - INFLIBNET- Objectives, Functions and Services - e-Shodh Sindhu /and N-LIST. (12L)

#### **Unit 4: Special Library: Functions and Services**

Types of Special Libraries; Special Library Management; Role of CSIR, ICAR, ICMR, DRDO, ICSSR etc. - Reference and Referral, Alert services, Web based services. (13L)

#### **Unit 5: Resource Planning and Development**

Information / Intellectual Resources; Physical Resources including ICT Infrastructure; Human Resources and Manpower planning; Financial Resource; Planning of Technical Information Units / centers - Mission oriented networks and consortia with special emphasis on India (10L)

(Total-60L)

**References:**

Semertzaki, Eva (2015). Special Libraries as Knowledge Management Centres, Chandos Publishing.

Shumaker, David. (2014). Special Libraries. In Encyclopedia of Library and Information Sciences, New York: Taylor and Francis.

Ranganathan (2017). New Education and School Libraries Sarada Ranganathan Endowment for Library Science)

Ranganathan (2006). Library Administration (Ranganathan Series in Library Science)18 August

**Paper III**

**Paper Code:**

**Title of the Paper: Knowledge Organization - II (Cataloguing Theory)**

**UNIT – I: Fundamental Concepts and Historical Developments**

Library Catalogue: Definition, Objectives, Purposes and Functions - History and Development of Library Catalogue Codes - Physical Forms of Catalogues - Types of Catalogues (14L)

**UNIT – II: Types of Catalogue Entries**

Kinds of Entries - Data Elements in Different Types of Entries - Filing of Entries in Classified and Alphabetical Catalogues (11L)

**UNIT – III: Choice and Rendering of Headings AACR 2**

Personal Authors: Western and Indic Names - Corporate Authors - Pseudonymous, Anonymous Works and Uniform Titles - Non-Print Resources (12L)

**UNIT – IV: Subject Cataloguing**

Subject Cataloguing: Concept, Purpose and Problems - Chain Indexing - Subject Headings Lists - LCSH, SLSH (13L)

**UNIT –V: Trends in Library Cataloguing**

Centralized and Cooperative Cataloguing - Bibliographic Standards: ISBD, MARC, CCF, etc - ISBN and ISSN  
(10L)

(Total-60L)

### **References:**

Bakewell, K. G. B. and Chandler G.(2015) A Manual of Cataloguing Practice: International Series of Monographs In library and Information Science

Chan, L.M. (2015). Library of Congress Subject Headings . Principles of Structure and Policies for Application. Washington DC: Library of Congress.

Rovira, C. and Caroline, C., (ed.). (2016). Sears List of Subject Headings. 13th ed. New York: Wilson Company.

Ranganathan, S R and Neelameghan, A (2006). Classified Catalogue Code: with additional rules for Dictionary Catalogue Code (Ranganathan Series in Library Science) Ess Ess Publications

## **Paper IV**

### **Paper Code:**

### **Title of the Paper:: Knowledge Organization - II (Cataloguing Practical)**

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II along with Sears List of Subject Headings (Latest edition) (14L)

### **UNIT - I: Classified Catalogue Code**

Works of Single and Shared Authorship - Works of Mixed Responsibilities - Editorial Publications

Series Publications - Multivolumed Works and Pseudonymous (11L)

### **UNIT- II: Anglo American Cataloguing Rules (Latest Edition)**

Works of Single and Shared Authorship - Works of Shared Responsibilities - Editorial Publications

Multivolume and Pseudonymous (12L)

### **UNIT - III: Classified Catalogue Code**

Works of Corporate Authorship - Works of Conflict of Authorship - Periodical Publications

Ordinary and Artificial Composite Books (13L)



#### **UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)**

Works of Corporate Bodies - Serial Publications - Works of Editorial Direction (10L)

(Total-60L)

#### **References:**

Bowman (J H) (2015). Essential cataloguing. 2003. Facet Publishing, London.

Miller (J), Ed. (2014) Sears list of subject headings. Ed. 15. Wilson, New York.

Parameswaran,(2017) M Anglo-American Cataloguing Rules (II) and CCC. Ess Ess Publications,

Ranganathan (S R). Classified catalogue code with additional rules for dictionary catalogue code.. Sarada Ranganathan Endowment for Library Science, Bangalore.

#### **Paper V – Internship Program**

Three weeks at College Level / Local Institution

(Total-30L)

**Elective**

**Paper Code:**

**Title of the Paper: Technical Commutation and Community Information Systems**

**Unit 1: Community Information Services (CIS)**

Community Information Services – Definition, Need, Features and objectives; Providers of Community Information Services: Systems, Agencies and Institutions, Libraries as CIS Providers; Role of public libraries, Library Outreach Programs, Library Publicity and Public Relation; Community Information Systems and Services: Global and National Scenario. (8L)

**Unit 2: Community Information Resources**

Documentary Sources: vital statistics, land records, official publications, magazines, maps & atlases, photographs, personal collections, leaflets, local history materials, etc.; Institutional Sources: Publications of local governments and government agencies, educational and religious institutions, (9L)

### **Unit 3: NGOs**

NGOs, political parties, labour and peasant organizations, etc; Human Resources: village level leaders, field extension personnel, religious leaders, government officials, etc; Cultural heritage resources and Digital resources. (10L)

### **Unit 4: Local Studies**

Definition and Scope, Types and kinds of local studies materials; Local studies — Collection and Organization in libraries; Government agencies, local organizations including the calendar of local events; Area Profile — Meaning, Structure and compilation; Local history, Local heritage and Oral history. (10L)

### **Unit 5: Planning of Community Information Centre**

Community Information Centres: Planning and Role of Information Services; Access to Community Information Services. Media and Mechanisms; Projects and initiatives on community information organization; Digital Community Information Services; Community Information Portals (8L)

(Total-45L)

### **References:**

Annabel Stephens (2016). Assessing the Public Library Planning Process

Michael Dewe Ed.(2015). Local Studies Collection Management

Sandra S. Nelson (2016) The New Planning for Results: A Streamlined Approach

Virginia A. Walter (2015) Output Measures and More: Planning and Evaluating Public Library.

Isto Huvila (2012). Information Services and Digital Literacy

### **Elective**

### **Course: Library Automation and Digitization**

Block 1: Library Automation Packages

Unit 1: Introduction

(5L)

Unit 2: Acquisition and Cataloguing (5L)

Unit 3: Serials Control (5L)

Unit 4: Library Services(5L)

Block 2: Media Resources(5L)

Unit 6: Media Resources for Libraries and their Preservation (5L)

Unit 7: Equipment and their Maintenance (5L)

Block 3: Digitization of Media Resources (5L)

Unit 8: Digitization Concept and Need (5L)

Unit 9: Methods and Equipment (5L)

(Total-45L)

## Semester III

### Paper I - Core

**Paper Code:**

**Title of the Paper: Knowledge Management**

**Preamble:**

**L T P C**

1. To familiarize students with basic concepts of information and its communication in society.
2. To learn advanced information processing techniques and develop capability in retrieving information by applying different search techniques.
3. To acquaint students with the activities and services of different information systems and introduce the repackaging and consolidation techniques.
4. To introduce the different methods and techniques of research.
5. To identify and learn the major issues in the development of new technology in the libraries.
6. To develop skills in using computer and communication technology; and
7. To introduce modern management techniques to students to manage Libraries and Information Centres effectively.

#### Unit 1 – **Knowledge Economy**

Features, characteristics, complex nature of knowledge, taxonomy of knowledge; Need for Knowledge Management. (14L)

#### Unit 2 -**Knowledge Management**

Basics, Meaning and definition of KM; Types of knowledge; KM Systems; Knowledge creation and knowledge architecture – Nonaka's model (11L)

#### Unit 3 – **Knowledge Management-Strategies**

Capturing tacit knowledge – methods; Knowledge codification – tools and procedures Knowledge Mapping; Knowledge testing; Knowledge transfer (12L)

#### Unit 4 – **Knowledge Management System**

Tools and Portals, Data visualization; (13L)

#### Unit 5 **Data mining;**

Managing knowledge workers. Knowledge - Management in Library and Information Centers. (10L)

Total – 60L

## REFERENCES

Bultrini, Leda., McCallum, Sally., Newman, Wilda and Sempéré, Julien (2016). Knowledge Management in Libraries and Organizations.. IFLA Publications

Bhaskar Mukherjee and Mohammad Nazim (2016). Knowledge Management in Libraries: Concepts, Approaches and Tools. Chandos Publishing

Dalkir, Kimiz & Liebowitz, Jay (2015). Knowledge Management Theory & Practice. MIT Press

Easterby-Smith, Mark & Lyles, Marjorie A. (2016). Handbook of organizational learning and knowledge management. Wiley

Liebowitz, Jay (2014). Knowledge Management Handbook: Collaboration and Social Networking. Taylor and Francis.

Mohammad Nazim and Bhaskar Mukherjee (2016) Knowledge Management in Libraries Concepts, Tools and Approaches. Elsevier Ltd.

## **Paper II - Core**

### **Paper Code:**

### **Title of the Paper: User studies and Informetrics**

#### **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 (14L)

#### **Unit – II**

University and college library user behaviour – evolving a theory of user behaviour – Characteristics - patterns of user behaviour users and their influencing factors – Limitations in behavioural research in librarianship - User needs and user education: concepts – Aims and objectives – planning of user education – problems of user studies and user education. (11L)

### **Unit -III**

Evolution of the concept of Infometrics -Librametrics, Bliometrics, Scientometrics - Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory and Circulation theory. (12L)

### **Unit – IV**

Quantitative and Qualitative techniques: Types, Multidimensional scaling, Cluster analysis, Correspondence analysis, Coword analysis and, media and audience analysis, SPSS.11.0 version (13L)

### **Unit –V**

Citation Analysis; Definition, Theory of citing, different forms of citations, Age of citation – citation counts, Self -citation - Application of Quantitative and Qualitative tools and techniques in LIS

Research (10L)

### **References:**

Devarajan. User Studies. Allied Publishers, New Delhi, 2017

Garfield (E) : Citation Indexing,

Kumar, PSG. Library and Users: Theory and Practice. BR Publications, New Delhi, 2014

Ravichandra Rao(2016): Quantitative Methods in Library and Information Science. Delhi: Wiley Eastern, 2016

Ravichandra Rao (IU) : Informatics, 2015.

Sridhar, MS. Library Use and User Research. Concept Publishing Co., New Delhi

## **Paper III - Core**

### **Paper Code**

### **Title of the Paper: Advance Knowledge Organization - I (Classification and Cataloguing Theory)**

#### **Unit - I**

Universe of Knowledge: Structure and attributes-Modes of formation of subjects (14L)

#### **Unit-II**

General theory of Library Classification: Normative Principles and their applications; Canons and Facet Analysis; fundamental Categories (11L)

#### **Unit – III**

Schemes of Library Classification: Introduction, Features and Application- CC, DDC, UDC and LC (12L)

#### **Unit –IV**

Cataloguing: Purpose, structure, types; normative principles, Canons & Laws; Standard codes of Cataloguing –CCC and AACR (13L)

#### **Unit – V**

Subject cataloguing – subject heading lists-SLSH, LCSH. Bibliographic Control –ISBD(G) and UBC. (10L)

Total - 60L

### **REFERENCES**

Dewey Decimal Classification and Relative Index.OCLC.

Universal Decimal Classification . UDC Consortium.

Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification Ess Ess Publication

Ranganathan, S R. Colon Classification Basic Classification - Ranganathan Series in Library Science 4: Madras Library Association Publication 26.

Ranganathan, S R. Philosophy of Library Classification.Ess Ess Publication

Ranganathan, S R Classification and Communication Ess Ess Publication



**Paper IV - Core**

**Paper Code:**

**Title of the Paper: Internship**

To place students in a working Library & Information Centre environment approved / recommended by the Department to enable them to be exposed to the various sections / divisions to gain practical knowledge and to give them working experience.

**Internship shall be for one month (30 days).**

A Report shall be submitted by each student along with a certificate from the head of the library concerned for the completion of Internship. The Internship report will be evaluated by the department faculty and marks will be sent to the Controller of Examinations.

Total -30L

## **Paper V - Core**

### **Paper Code:**

### **Title of the Paper: Advance Knowledge Organization I (Classification Practical)**

DDC and UDC

Scheme 1:

Dewey Decimal Classification - Practical

Classification of Macro and Micro documents using specified edition of DDC.

Scheme 2:

Universal Decimal Classification - Practical

Classification of Macro and Micro documents using specified edition of UDC.

### **REFERENCES**

Dewey Decimal Classification and Relative Index.OCLC.

Universal Decimal Classification . UDC Consortium.

Gopinath, M.A , Ranganathan S R. Prolegomena to Library Classification Ess Ess Publication

Ranganathan, S R. Colon Classification Basic Classification - Ranganathan Series in Library Science 4: Madras Library Association Publication 26.

Ranganathan, S R. Philosophy of Library Classification.Ess Ess Publication

Ranganathan, S R Classification and Communication Ess Ess Publication

Ranganathan, S R Elements of Library Classification South Asia Books

**Elective**

**Paper Code:**

**Title of the Paper: Information Literacy Applications in LIS**

**UNIT – I : Fundamental of Information Literacy**

Concept, Need and Objectives - Areas of Information Literacy - Standards in Information Literacy - Role of Institution in Information Literacy (8L)

**UNIT - II : Information Literacy Programmes**

Scope of Information Literacy Program - National Program in Information Literacy - International Program in Information Literacy (9L)

**UNIT – III : Methodology of Information Literacy**

Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin - Designing of Information Literacy Program - Implementation of Information Literacy Programs (10L)

**UNIT- IV : Application of Information Literacy in Library and Information Centre's**

Information Literacy for Users - Information Literacy for Professionals - Information Literacy for Research and Development (10L)

**UNIT - V : Trends in Information Literacy**

Web based Information Literacy System - OPAC Information Literacy System - Life Long Learning System (8L)

(Total -45L)

**References:**

Baldwin V A (2015). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. University of Nebraska, Lincoln.

Eisenberg M B (2014), . Information Literacy: Essential Skills for the Information Age. 2nd ed. Libraries Unlimited ,Westport.

Grassian E S.(2015). Learning to lead and manage information literacy instruction Neil Schuman Publishers, New York

Grassin E S and Kaplowitz J R (2015). Information Literacy Instruction: Theory and Practice. . Neal Schuman, New York.

## **Elective**

### **Paper Code:**

### **Title of the Paper: Web based Information Resources**

#### **Unit 1:**

General Introduction - Nature and characteristics of information; Role of electronic resources in - scholarly communication; trends in scholarly communication (8L)

#### **Unit 2:**

Electronic Information Resources - Definition, characteristics and types; Information Resources on the Internet – E-books, E-journals, information gateways (9L)

#### **Unit 3:**

Open Course Ware, MOOC , DRM, DOI, Link resolvers, open access resources, open data initiatives , preprints, discussion forums, technical reports, OPACs, ETDs, Patents, reference sources, (10L)

#### **Unit 4:**

search tools, subject directories, courseware, software - Prominent sources in different subjects  
Databases: Bibliographic, Full-text, numeric, (10)

#### **Unit 5:**

Ready Reference Sources – dictionaries, encyclopaedias, yearbooks, directories, biographical sources, geographical sources, handbooks and manuals and statistical sources (8L)

(Total-45L)

## **REFERENCES**

Andrew C. White & Eric Djiva Kamal. (2014). E-metrics for Library and Information Professionals: How to Use Data for Managing and Evaluating Electronic Resource

Cathy De Rosa et al. (2015). Perceptions of libraries and information resources: a report to the OCLC membership. OCLC Online Computer Library Center,

Frank Rennie & Robin Mason. (2017). e-Learning and Social Networking Handbook: Resources for Higher Education. Routledge

Miller, William & Pellen, Rita .(2015). *Adapting to E-Books*. Routledge

Pitschmann, Louis. (2017). *Building sustainable collections of free third-party Web resources*. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.

Siemens, Raymond George, & Schreibman, Susan. (2017). *A companion to digital literary studies*. Blackwell Publishing.

## **Semester IV**

### **Paper I –Core**

#### **Paper Code:**

#### **Title of the Paper: Marketing of Library Sources and Services**

##### **UNIT – I: Fundamental Concepts**

Needs, Objectives and Philosophy - Marketing Environment: Producer, Consumer – Buyer Behavior - Marketing Information System - Market Segmentation - Marketing Mix (14L)

##### **UNIT – II: Strategies and Techniques**

Strategic Planning - Marketing Research - Marketing Process (11L)

##### **UNIT – III: Promotion of LIS Products and Services**

LIS Products and Services as a Marketable Commodity - Pricing, Distribution Channels and Communication Strategies - Advertising, Sales Promotion - Public Relations - E-Marketing (12L)

##### **UNIT –IV: Management Consultancy**

Evolution, Need and Objectives - Voluntary versus Authenticated Consultancy - Impact of Management Consultancy on Librarianship - Role of Library Associations and LIS Schools (13L)

##### **UNIT – V: Information Analysis, Consolidation and Re-Packaging**

Information Analysis and Consolidation: Concept, Need and Purpose - Packaging and Re-Packaging: Concept, Need, Purpose and Criteria - Information Consolidation Products: Concept, Types, Design and Development

(10L)

(Total-60L)

##### **Recommended Books**

BAKEWELL (K G). (2017) Managing user-centred libraries and information services. Ed. 2. . Maxwell, London.

CARPENTER (J) and DAVIES (R). (2015). Research and Development, British Library, London.

COOTE (Helen) and BATCHELOR (Bridget).(2017). How to market your library services effectively. Ed. 2. Aslib, London.

HELINSKY (Z). (2018) A short-cut to marketing the library. Chandos Publishing, Oxford.

KOTLER (Philip).(2016) Marketing management. Ed.12. Prentice Hall, Delhi.

## **Paper II –Core**

### **Paper Code:**

### **Title of the Paper: – Research Methodology**

#### **UNIT – I: Introduction to Research**

Research: Concept, Need and Purpose ,Research Problem and Research Design Literature Review Hypothesis: Definition, Types, Sources and Functions (14L)

#### **UNIT –II: Types of Research Methods**

Historical, Survey and Experimental,Case Study, Scientific Research and Statistical Research, etc. (11L)

#### **UNIT – III: Research Techniques**

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc. Library Records and Reports (12L)

#### **UNIT – IV: Statistics and its Applications**

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test. Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc. Report Writing Statistical Packages – MS Excel, SPSS, and Web-based Statistical Analysis Tools, etc. (13L)

#### **UNIT – V: Metric Studies and Style Manuals**

Scientometrics, Infometrics and Webometrics Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, (10L)

(Total -60L)

#### **References:**

Alvesson M and Skoldberg K.(2015) Reflexive methodology: new vistas in qualitative research. Ed. 2 Rev. Sage Publication, London.

Busha C H. (2016). Research methods in librarianship. Academic Press, New York.

Goode W J and Hatt P K (2016). Methods in social research. McGraw-Hill, New York.

Greenfield T. (2017) Research methods: guidance for postgraduates.. Hodder Arnold, London.

Krishan Kumar. (2015). Research methods in library and information science. Rev. Ed. Har-Anand Publications, New Delhi.

Powell R R and Silipigni C L.( 2014). Basic research methods for librarians. Ed. 4. Libraries Unlimited, Westport.

### **Paper III –Core**

#### **Paper Code:**

#### **Title of the Paper: Advanced Knowledge Organization – II (Cataloguing Theory)**

##### **UNIT - 1**

Cataloguing of different kinds of documents – Print and E-resources using - appropriate standards – AACR-2 (14L)

##### **UNIT II.**

Main and Added Entries of Documents: Single Author, Joint Authors, Editors - Corporate author, Continuing Resources (Serials),Pseudonyms Author and Anonymous Books, Non-Book Materials (e-resources), Assigning Subject Heading to Documents-Sear’s List of Subject Heading (11L)

##### **UNIT III**

Cataloguing: Purpose, structure, types including - Normative principles, Canons & Laws; Standard codes of Cataloguing AACR 2 (12L)

##### **UNIT IV:**

Subject cataloguing subject heading lists; thesauri and vocabulary control (13L)

##### **UNIT V**

Cataloguing of Documents: Print and Non-Print using AACR-2 (10L)

(Total-60L)

#### **References:**

Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 2015

Barbara M Westby, Ed. Sears List of Subject Headings, New York, HW Wilson, 2016.

Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 2015.



Chernyi, A.I. Introduction to Information Retrieval Theory. London, ASLIB, 2017.

Fritz, Deborah A. Cataloguing with AACR2 and US-MARC Records. Chicago, ACA, 2016.

**Paper IV - Core  
Project**

Dissertation = 80 Marks [2 Reviews – 20+20=40 Marks, Report Valuation = 40 Marks]-Viva= 20 Marks

(Total – 60L)

## **Paper V – Core**

**Paper Code:**

**Title of the Paper: Advanced Knowledge Organisation – II (Cataloguing Practical)**

### **Exercise**

1. Classification of Books and Periodicals according to CCC (15L)
2. Cataloguing of Documents: Print and Non-Print using AACR – II (15L)

(Total-30L)

References:

Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 2015

Lal, C and Kumar, K. Practical Cataloguing AACR-2. ESS Publications, New Delhi. 2006.

S.R. Ranganathan (2006) . Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code . Ess Ess Publications

## **Elective**

### **Paper Code:**

### **Title of the Paper: – Web Technologies**

#### **Unit 1: WWW: An Overview**

Evolution and growth of Web; The Invisible Web; Internet Architecture: H/W & S/W Components, Client/Server Principle, Routers, Connection Types, ISP, Protocols, Uniform Resource Locator, IP Address; Domain Name System; Web servers: Apache etc. (8L)

#### **Unit 2: Web Design Principles**

Mark-up Languages: SGML, HTML, XML; Web Browsers: Internet Explorer, Mozilla Firefox, and Google Chrome. Communication Tools: E-mail, Discussion Groups, (9L)

#### **Unit 3: Social Media**

Basic principles and practices in developing websites - Tools and technologies associated to website designing, concept of web browsers-Page design and layout , design concepts , Mark up languages SGML, HTML, XML, CSS , Dream weaver, Web publishing and hosting. (10L)

#### **Unit 4: Search Engines**

Search Tools: Search Engines and Meta Search Engines; Intranet and Extranet: Components, Prerequisites and Services; Design and evaluation of Search engines. (10L)

#### **Unit 5: Web Security**

Internet Security: Worms, Viruses, Malware, Spyware, phishing, Cyber Crime: Provision in the Indian IT Act; Firewalls, Anti-Virus, Anti-Spyware. (8L)

(Total- 45L)

**References:**

Bates, Chris. (2016). Web Programming: Building Internet Applications. 3rd Ed. Wiley-India.

Duckett, Jon .(2014). HTML and CSS: Design and Build Websites Paperback .Wiley

Hartl, Michael & Prochazka, Aurelius. (2017). RailsSpace: Building a Social Networking Website with Ruby on Rails. Addison-Wesley Professional.

Kalbach, James. (2017). Designing Web Navigation: Optimizing the User Experience. O'Reilly Media.

Morville, Peter & Rosenfeld, Louis. (2016). Information Architecture for the World Wide Web: Designing Large-Scale Web Sites. 3rd Ed. O'Reilly Media.

Robbins, Jennifer Niederst. (2017). Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics. 4th Ed. O'Reilly Media.

**Paper VI - Elective**

**Paper Code:**

**Title of the Paper:: Digital Libraries**

**Unit – I**

Concept of Digital Libraries - Transition of libraries from traditional to digital:-  
Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges (8L)

**Unit – II**

Digital Library Management - Design and Organization of Digital Libraries:  
Architecture, Interoperability, Protocols and Standards; User Interfaces (9L)

**Unit – III**

Digital content creation: organization and Management, files & formats - Overview of Major  
Digital Library Initiatives- Open Archives Initiative (OAI) and similar developments (10L)

**Unit – IV**

Building the digital library - Digitization – process and methods – Planning for Digitization -  
Institutional Repositories- Open Source Software for digital libraries: GSDL - DSpace – EPrints,  
Access to and Use of Digital Libraries; Storage, Archiving and Preserving Digital Collections. (10L)

**Unit – V**

Web Technology: An overview; Web Browsers and Search Engines, Web sites and Web portal Tools and Techniques – Webpage design using HTML (8L)

(Total- 45L)

### **Reference Books**

Gorman, G.E.(2015) The Digital Factor in Information and Library Services. London: Facet Publications

Lankes, R. D.(2016) Implementing Digital Reference Services: Setting Standards and making it real. London: Facet,

International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2018.

Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors, 2017

G.G. Chowdhury. Introduction to Digital Libraries. London: Facet Publishing, 2016.

John M. Cohn, Ann L. Kelsey and Keith Michael Fiels, Planning for Library automation: A Practical Handbook – London: Library Association, 2016.