SYLLABUS
POST GRADUATE COURSE
LIBRARY AND INFORMATION SCIENCE
(SEMESTER SYSTEM)
2020-21

SCHOOL OF LIBRARY AND INFORMATION SCIENCE
GANGADHAR MEHER UNIVERSITY,

AMRUTA VIHAR

SAMBALPUR-768004, ODISHA

Post Graduate
Programme Structure
P.G. Department of Library and Information Science
G.M. University, Sambalpur

Post Graduate programme comprising two years, will be divided into 4 (four) semesters each of six months duration.

Year	Semesters	
First Year	Semester I	Semester II
Second Year	Semester III	Semester IV

The detail of title of papers, credit hours, division of marks etc of all the papers of all semesters is given below.

1. There will be two elective groups namely:
   - Discipline Specific Elective in Sem II.
   - Interdisciplinary Elective in Sem III.

A student has to select one of the DSE paper in Sem II and one of the paper in Sem III as offeredby the respective department at the beginning of the semester II and semester III respectively.

2. Each paper will be of 100 marks out of which 80 marks shall be allocated for semester examination and 20 marks for internal assessment (Mid Term Examination).
3. There will be four lecture hours of teaching per week for each paper.
4. Duration of examination of each paper shall be three hours.
5. Pass Percentage:
   - The minimum marks required to pass any paper shall be 40 percent in each paper and 40 percent in aggregate of a semester.
   - No students will be allowed to avail more than three (3) chances to pass in any paper inclusive of first attempt.

Semester-I: Part-I

Papers		Marks		Total Marks	Duration (Hrs)	Credit Hours
Paper No	Title	Mid Term	End Term			
101	Foundation of Library and Information Science	20	80	100	3	4
102	Organization of Knowledge – Classification Theory	20	80	100	3	4
103	Organization of Knowledge – Cataloguing Theory	20	80	100	3	4
104	Management of Library and Information Centre	20	80	100	3	4
105	Organization of Knowledge – Classification Practice and Cataloguing Practice	-	100	100	3	4
	Total			500		20

Semester-II: Part-I

Paper No	Title	Mid Term	End Term	Total Marks	Duration (Hrs)	Credit Hours
201	Search Strategies and Techniques	20	80	100	3	4
202	Information Sources & Services- Theory	20	80	100	3	4
203	Basics of Information and Communication Technology & Application in Libraries	20	80	100	3	4
204	Personality Development & Communication Skill	20	80	100	3	4
205	ICT and Library Management Software – Practice	-	100	100	3	4
DSE Papers* (Any one)						
206 A	Preservation & Conservation of Library Materials	20	80	100	3	4
206 B	Community Information Service	20	80	100	3	4
206 C	Information Resource Development	20	80	100	3	4
	Total			600		24

*Discipline Specific Elective Paper. Any one paper can be opted by students of this Department.

Semester-III: Part-II

Paper No	Title	Mid Term	End Term	Total Marks	Duration (Hrs)	Credit Hours
301	Information Retrieval	20	80	100	3	4
302	Digital Library and Content Management- Theory	20	80	100	3	4
303	Academic Library System	20	80	100	3	4
304	Web Technology	20	80	100	3	4
305	Internship and Content Management Software – Practice	-	100	100	3	4
IDSE Papers**						
306 A	Intellectual Property Rights & Copyright	20	80	100	3	4
306 B	Internet & Its Applications	20	80	100	3	4
306 C	Electronic Publishing (E-Publishing)	20	80	100	3	4
	Total			**600**		**24**

**Inter Discipline Specific Elective Paper. Any one paper can be opted by students of other Departments.

Semester-IV: Part-II

Paper No	Title	Mid Term	End Term	Total Marks	Duration (Hrs)	Credit Hours
401	Research Methodology	20	80	100	3	4
402	Information System and Networks	20	80	100	3	4
403	Knowledge Management	20	80	100	3	4
404	Information Literacy	20	80	100	3	4
405	Dissertation/Project and Viva-voce		100	100	3	4
	Total			**500**		**20**
22 Papers	**Grand Total**			**2200**		**88**

Paper No: **101**

Paper Name: **FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objectives: To acquaint the students with the basic concept and philosophy of Librarianship including *the* Information and Communication Technology.
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Outcome: After completion of the course, students will be able to develop their interest in the subject, understand the basic concept and philosophies of the subject and identify the professional associations and their role in the field. Further, they will be abreast with the concept of data, information and knowledge, philosophies of the information and the different models and their application in information science.

Unit 1: Libraries- Concepts, Types, TheirRole and Development
- Types of Libraries: Features and Functions, Five Laws of Library Science
- Growth &Development of Libraries in UK, USAand India
- Library Extension Services
- Library Legislation, Press and Registration of Books Act, Delivery of Books and Newspapers Act

Unit 2:Professional Associations and Organizations
- Professional Ethics in Librarianship
- Professional Associations: IFLA, ILA, IASLIC, SLA
- Information and Documentation Organizations: UNESCO, NISCAIR, DESIDOC, NASSDOC

Unit 3: Information and Communication
- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Information Society and National Information Policy

Unit 4: Library and Information Users'
- Information Users': Types and Characteristics
- Information Needs, Information Seeking Behaviour Models
- User Education & User Study
- Electronic/Digital Literacy

RECOMMENDED BOOKS
- American Library Association (2003). Information policies: A compilation of position statements, Principles Statutes and other pertinent statements. ALA: Chicago Press.
- Amudhavalli, A. &Singh,Jasmer(2000). Challenges and Changes in Librarianship, New Delhi: B. R. Publishing Corporation.
- Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publishing.

- Feather, John. (2004). The Information Society: A study of continuity and changes. Landon: Facet Publishing.
- Khan, Riyazuddi.(2006). Introduction to Library Science. New Delhi: S.B.S. Publication.
- Khanna, J. K. (2003). Library and Society. New Delhi: EssEss Publications.
- Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.
- Kumar, S. &Sah, Leena. (2000). Public Library Act in India, New Delhi: EssEss Publications.
- M. Esperanza A. C. (2004). Perspective of Library Movement in India.New Delhi: B R Publishing Corporation.
- McBride, P. K. (2001). Career Award Information and Communications Technology: Foundation Level. Cambridge University Press.
- Ngurtinkhuma, R. K. (2011). Public Library in India. New Delhi: Today and Tomorrow.
- Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions Press.
- Rai, A. N. (2000). Communication in Digital Age. New Delhi: Author Press.
- Ranganathan, S. R.(1988). The Five Laws of Library Science. New Delhi: SaradaRanganathan Endowment for Library Science.
- Rubin, Richard. (2010). Foundations of Library and Information Science.New York: Neal-Schuman Publishers.
- Sharma, C. R. & Singh, U. N. (2003). Information Technology. New Delhi: Shree Publishers and Distributers.

Paper No: 102
Paper Name: ORGANIZATION OF KNOWLEDGE – CLASSIFICATION THEORY

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objectives: To apprise the students with the organization of knowledge with different basic concepts and philosophies of library classification.

Outcome: After completion of the course, the students will understand various issues in library classification, functions of different classification schemes and recent trends and developments in the subject.

Unit 1: Knowledge Organization
- Universe of Knowledge/Subjects: Nature and Attributes
- Modes of Formation of Subjects
- Knowledge Classification and Library Classification; Static & Dynamic Theories ofClassification

Unit 2: Classification Schemes
- Species of Library Classification Schemes
- Salient Features of DDC, UDC, and CC
- Mapping of Subjects in DDC, UDC and CC

Unit 3: Library Classification Theory
- Definition, Need and Purpose of Classification
- Planes, Canons, Principles, Fundamental Categories, Postulates, Facet Analysis and Facet Sequence
- Phase Relation, Common Isolates, Devices, Mnemonics

Unit 4: Notational Techniques and Recent Trends
- Notation: Definition, Types, Functions, Qualities and Techniques
- Design and Development of Classification Schedules
- Recent Trends in Library Classification

RECOMMENDED BOOKS
- Broughton, Vanda. (2004). Essential Classification. London: Facet Publishing.
- Dhiman, A. K. &Yashoda Rani. (2005). Learn Library Classification. New Delhi: EssEss.
- Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. Publishing.
- Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.
- Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
- Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. Publishing.
- Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.
- Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: EssEss Publishers.
- Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj Publishing.
- Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.
- Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10thed.). New Delhi: Atlantic.

Paper No: 103
Paper Name: **ORGANIZATION OF KNOWLEDGE – CATALOGUING THEORY**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objectives: To acquaint the students with the organization of knowledge with various concepts and philosophies of library cataloguing.

Outcome: On completion of the course, students can perform library cataloguing using rules of filing entries and subject headings in cataloguing and different bibliographic standards

Unit 1: Cataloguing Principles
- Catalogue: Definition, Objectives, Functions
- Types of Catalogue and Physical Forms of Catalogue
- Principles of Cataloguing: Ranganathan's Cannon, Paris Principles
- Introduction to Catalogue Codes: CCC, AACR-IIR

Unit 2: Entry Elements, Filing Rules & Subject Headings
- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)
- Rules for Choice and Rendering of Headings in AACR –IIR
- Subject Heading Lists: Sears List &LCSH
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Unit 3: Standards of Bibliographic Description
- ISBD, FRAD (Functional Requirements for Authorized Description), GARR (Guidelines for Authority Records and References), RDA (Resource Description and Access)
- Standards for Bibliographic Information Interchange and Communication- ISO 2709, Z39.50, Z39.71

- ISBN & ISSN

Unit 4:Bibliographic Record Formats& Other Aspects
- Bibliographic Records Format- MARC 21, UNIMARC, CCF
- Cataloguing of E-Resources- Metadata Standards (Dublin Core)
- Derivatives of Cataloguing (Copy Cataloguing)

RECOMMENDED BOOKS
- Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
- Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: EssEss.
- Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
- Dhiman, Anil K. (2004). Cataloguing of Non-book Materials. New Delhi: EssEss.
- Girija Kumar &Krishan Kumar.(2004). Theory of Cataloguing. New Delhi: Vikas
- Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
- Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
- J. S. C. ed. (2002).Anglo-American Cataloguing Rules. London: Canadian Library Association.
- Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
- Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
- Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
- Roe, Sandra K (2002).The Audio Visual Cataloguing. New York: Haworth Press.
- Sharma, Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: SahityaPrakashan
- Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
- Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
- Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10[th]ed.). New Delhi: Atlantic.
- Viswanathan, C. G. (2008). Cataloguing Theory and Practice.New Delhi: EssEss.

Paper No: 104
Paper Name: MANAGEMENT OF LIBRARY AND INFORMATION CENTRE

Objective: To apprise the students and making them aware of the various management techniques in organization of library & information centers.

Outcome: The students, on completion of the course will be able to manage the library &information centers effectively.
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Unit 1: Management: Concept and Principles
- Principles of Scientific Management in Libraries and Information Centers
- Elements of Management Process (POSDCORB)
- Total Quality Management, Change Management, Disaster Management, Crisis Management, Marketing of Library & Information Services
- Project Management- PERT/CPM, SWOT Analysis, MIS, DSS
- Library Committee- Types and Functions

Unit 2: Physical Resource Management and Library Operations
- Library Building: Site, Selection, Planning
- Furniture, Fittings and Equipments: Standards and Specifications

- System Analysis and Design in Library Operations
- Collection Development and Management – Acquisition, Maintenance, Stock Verification, Weeding out Policy and Procedures
- Preservation and Conservation

Unit 3: Human Resource Management
- Organizational Structure
- Job Description and Analysis: Job – Evaluation
- Inter – Personal Relations
- Recruitment Procedures
- Motivation: Group Dynamics
- Training and Development
- Performance Appraisal

Unit 4: Financial Resource Management
- Resource Mobilization and Outsourcing
- Budgeting, Accounting and Auditing
- Budgetary Control

RECOMMENDED BOOKS

- Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House

- Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.

- Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.

- Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.

- Evans, G. Edward and Layzell, Patricia.(2007). Management Basics for Information Professionals, Second Edition. London: Libraries Unlimited.

- Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA

- Kotler, Philip (2003). Marketing Management. 11thed. New Delhi: Pearson.

- Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.

- Paton, Robert A. (2000). Change Management. New York: Response Books.

- Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate Publishing Limited.

- Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010).Records Management.7th ed. South-western, Division of Thomson Learning.

- Stueart, Robert D and Moran (Barbara B. Moran).(2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.

- Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10thed. New York: MC Graw Hill Inc.

Paper No: **105**

Paper Name: **ORGANIZATION OF KNOWLEDGE – CLASSIFICATION PRACTICE AND CATALOGUING PRACTICE**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	-	**100**	**100**
0	**0**	**4**	**04**			

Objectives: To familiarize the students with the building class numbers of various titles using DDC and cataloguing of various types of library resources

Outcome: On completion of the course, students will be able to classify library resources by using DDC scheme and can catalogue the library resources by using AACR II (R) and use subject headings.

(A)   Assigning Class Numbers representing Simple, Compound, Complex Subjects according to DDC (Latest available edition)

(B)   Preparation of Main and Added Entries of Documents according to AACR – IIR (Latest edition) having
    the following items,
- Single Responsibility and Shared Responsibility, Mixed Responsibility
- Corporate Author, Continuing Resources (Serials), Pseudonyms and Anonymous works
- Classics, Non-Book Materials (Cartographic Materials & e-resources)
- Assigning Subject Heading to Documents according to Sears List of Subject Heading (Latest edition)

(C)   Viva Voce

    Note: In Practical Paper total marks will consist as under:

    Mid Term Examination- 20, End Term Examination- 70 + Viva- voce (10 marks) = 80 marks

RECOMMENDED BOOKS

- American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.
- Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.
- Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.
- Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi :EssEss.
- Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.
- Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers
- Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.
- Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US :Total Recall Publications
- Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: SaradaRanganathan Endowment for Library Science.
- Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings.
- Satija, M.P. Exercises in the 23rd Edition of the Dewey Decimal Classification. New Delhi; EssEss.
- Sears, M. E. (2010). Sears List of Subject Headings.20th Ed. New York: H. W. Wilson.
- Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

Paper No: **201**
Paper Name: **SEARCH STRATEGIES AND TECHNIQUES**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective: To acquaint the students about the different types of search strategies to find information online and the indexing techniques.

Outcome: On completion of the course, students can use different type of search strategies to find information online and develop skill to apply indexing techniques in the library.

Unit-1: Search Strategies
- Search Strategies: Concept, Need, Development
- Process for Searching: Preparing to search, Feedback and Refining
- Basic Search Techniques: Word and Phrase, Boolean, Truncation, Proximity, Field, Metadata, Limit Search Techniques

Unit-2:   Online Searching
- Online Searching and Retrieval: Definition, Historical development, basic features; Searching vs. browsing
- Online Search tools: Search Engines- Primary Search Engines, Meta search Engines,Focused crawler- based search engines and Directories, Subject Gateways
- Google Search tools and techniques,
- Federated search: Concept, Need, Functions, Advantages, Disadvantages, Federated Search Engine vs Meta search engine; Cluster Based Web search

Unit-3: Indexing Language and Vocabulary Control
- Indexing Language: Types and Characteristics
- Vocabulary Control: Definition and Purpose. Tools of Vocabulary Control
- Thesaurus: Structure and Function; Design/Construction of Thesaurus. (Printed material)

Unit-4 : indexing techniques
- Post Coordinate Indexing, Uniterm, KWIC, KWOC, Keyword Indexing
- Citation Indexing – Meaning and importance, Different citation indexes: SCI, SSCI,AHCI
- Automatic Indexing: Concept and Process; Manual vrs Automatic Indexing
- Automatic Term Extraction and Weighing, Automatic Text Retrieval

RECOMMENDED BOOKS
- Albert, Walker. (1974). House Journals. In Kent, A. et al. (Eds.). Encyclopaedia of Library and Information Science. Marcel Dekker. Vol. 11, pp. 61-64.
- Borowick, J. N. (1996). Technical Communication and its Applications. 2nd Ed. Prentice Hall.
- Burroughs, S., Brocato, K., Hopper, P. F. & Sanders, A. (2009). Media literacy: A central component of democratic citizenship. *The Educational Forum*, *73*(2), pp.154–167 (journal article).
- Chowdhury, G. G. & Chowdhury, Sudatta. (2001). Searching CD-ROM and Online Information Sources. Library Association Publishing.

- Eleaner, Mitchell & Walters, Sheila A. (1995). Document Delivery Services: Issues and Answers. Learned Information Inc.
- Foskett, A. C. (1982). Subject approach to information. London. Library Association.
- Guha, B. (1983). Documentation and Information – Services, Techniques and Systems. 2nd ed. World Press.
- Hague, B. N. & Loader, B. D. (1999). Digital democracy: discourse and decision making in the *information age*. London: Routledge (book).
- Hutchins, John. (1998). Translation Technology and Translator. Machine Translation Review. Vol. 7, pp. 7-14.
- James E. Bobick& G. L. Berard (2011). Science and Technology Resources: A Guide for Information Professionals and Researchers. Libraries Unlimited Inc.
- Lancaster, F.W. (1979). Information retrieval systems: characterization testing and evaluation. New York. John Wiley & Sons.
- Large, Andrew and others. (2001). Information seeking in the online age: principles and practices. Munchen, K. G. Saur.
- McGrath, Mike. (2004). Inter-lending and Document Supply: A Review of Recent Literature. XLVII. Inter-lending and Document Supply. Vol. 32(1), pp. 50-54.
- Meadows, Jack. (1994). Information & communication. London. Bowker.
- Penland, Patric R. (1971). Content Analysis. In Kent, Allen and Lancour, Harold (Eds). Encyclopaedia of Library and Information Science. New York: Marcel Dekker Inc. Vol. 5, pp. 632- 665. Prior, Albert. (1997). Intermediaries and Electronic Information – What Role for the
- Rowley, J. (1999). The Electronic Library. 4th ed. London: Library Association Publishing.
- Saracevic, T. et al. (1990). Nature of Interaction between Users and Intermediaries in Online Searching: A Qualitative Analysis. In Proceedings of the 53rd Annual Meeting of the American Society for Information Science. Vol. 27, pp. 47-54.
- Singer, Carol A. (2012). Fundamentals of Managing Reference Collections. Facet publishing.
- Subramanyam, K. (1980). Trade Catalogues: Technical Literature. In Kent, A. et al. (eds.). Encyclopaedia of Library and Information Science. Marcel Dekker. Vol. 30, pp. 190- 198.
- Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). Library Association.

Paper No: 202
Paper Name: **INFORMATION SOURCES & SERVICES- THEORY**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objective: To acquaint the students about the different types of information sourceswith their specific features and characteristics.

Outcome: On completion of the course, students can use different type of information sources for further learning and or use in the library.

Unit 1: Information Sources
-   Documentary and Non-Documentary Sources (Human & Institutional)
-   Reference Sources: Categories, Characteristics and Usefulness
-   Evaluation of Reference Sources: Print and Electronic

Unit 2: Electronic Sources of Information
-   e-Documents, OPAC, Web-OPAC

- Subject Gateways/Portals, Bibliographical Sources, Full text Databases, Bulletin Boards, Discussion Groups/Forums
- Open Access Resources, List Serves, Social Networking Sites

Unit 3: Information Services
- Information Services: Definition, Scope, Need and Functions
- Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Services, Reprographic Service
- CAS/Alerting Service, SDI, DDS

Unit 4: Internet based Information Services
- Library 2.0: Concepts, Characteristics & Components
- Synchronous Communication & Content Delivery: Instant Messaging, RSS Feeds, Streaming Media, Podcasts, Vodcasts, SMS Enquiry Service
- Collaborative Publishing Tools: Blogs & Wikis
- Collaborative Service Platforms: Social Networks, Tagging, Social Bookmarking

RECOMMENDED BOOKS

- Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

- Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: McGraw Hill.

- Guha, B. (1999). Documentation and Information Services (2nded.). Calcutta: World Press.

- Gupta, Sangita. (2012). Innovative Challenges in Information Services. New Delhi: Kutub Publications.

- Higgens, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

- Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

- Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

- Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapter.

- Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.

- Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K Publishers.

- Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

- Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

- Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: EssEss Publications.

- Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

Paper No: **203**

Paper Name: **BASICS OF INFORMATION AND COMMUNICATION TECHNOLOGY & APPLICATION IN LIBRARIES**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objectives: To train the students with the basics structure of Information and Communication Technology and use of library software for record management and dissemination.

Outcome: On completion of the course, the students can not only understand the development of computers and ICT, the different software and hardware components, devices, operating systems and programming languages etc. but also can operate the same in the libraries.

Unit 1: Computer Technology
- Evolution of Digital Computers;
- Number systems;
- Character Representation: ASCII, ISCII and UNICODE;
- Basic Components of a Computer: Arithmetic Logic Unit;
- Control Unit; Memory Unit; Input / Output devices;
- System Software; Application software.
- Operating Systems: Linux, Windows;
- Introduction to Programming Languages

Unit 2: Introduction to Communication Technology
- Tele-communication: Transmission Media, ISDN, PSDN, Multiplexing,
- Modulation, Standards and Protocols,
- Wireless Communication; Networking: Topology and levels of networks, Network protocols, Network Models (OSI),
- Tools and Devices. Hardware requirements

Unit-3: Library Automation
- History and Development of Library Automation
- Planning and implementation
- Automation of in-house operations
- Requirements for Acquisition, Cataloguing, Circulation control, Serials Control, OPAC
- Library Security Technology: Barcode, QR Code, RFID, CCTV, Biometrics, Smartcard

Unit-4: Library Automation Packages
- History, Evolution and Generations of Packages
- Commercial Software Packages: LIBSYS,SOUL 2.0, SLIM
- Open-Source Software Packages: KOHA, NEWGENLIB,E-GRANTHALAYA
- Evaluation of Software Packages

RECOMMENDED BOOKS

- Arora, Ashok &Bansal, Shefali.(2000). Computer Fundamentals. New Delhi : Excel Books.
- Bach, Maurice J. (2015). Design of the Unix Operating Systems. Pearson
- Basandra, Suresh K. (1999). Computer Today. New Delhi :Galgotia Publications.
- Bilal, Dania (2014). Library Automation: Core Concepts and Practical Systems Analysis, 3rd Edition. ABC-CLIO.
- Brown-Syed, Christopher (2011).Parents of Invention: The Development of Library Automation Systems in the Late 20th Century. ABC-CLIO.
- Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996).Elements of Computer Science. New Delhi : New Age International.
- Date, C. J. (2003).An Introduction to Database Systems.Pearson Education. New Delhi : BPB Publications,
- Doyle, Stephen (2015) Complete ICT for Cambridge IGCSE. Oxford University Press.
- Gopal Krishan. (2005). Modern Library Automation. Authors Press.
- Grewal, Gagandeep. (2004). Handbook of Library Security. Dominant.
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- Ramesh Babu, B. &Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development.Delhi : B. R. Publishing.
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- Redmond E. (2012). Seven Databases in Seven Weeks. Shroff.
- Shotts, Williams E. (2012). The Linux Command Line – A Complete Introduction.
- Silberschatz, A.(2005). Operating System Concepts. Wiley
- Silberschatz. (2013). Database System Concepts Paperback. McGrawHill.
- Sinha, Pradeep Kumar &Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
- Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Sanjay.
- Stallings, William. (2007). Computer Networking with Internet Protocols and Technology.Delhi : Pearson Education.
- Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. EssEss
- Sybex.(2007). Linux Complete. BPB Publications, 2007: New Delhi.
- Ward, Brian (2014) How Linux Works – What Every Super user Should Know . No Starch Press.
- Wilson, Kevin (2016). Essential Computing: Concepts of ICT. Elluminate Press.

Paper No: 204
Paper Name: **PERSONALITY DEVELOPMENT & COMMUNICATION SKILL**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	20	80	100
3	**1**	**0**	**04**			

Objective: To make the students familiarize personality and communication skillsas effective communication skills play a crucial role in honing one's personality.

Outcome: On completion of the course, thestudents will develop not only theirpersonality, communication and marketing skills effectively but also thoughts, feelings and knowledge in the most desirable manner.

Unit 1: Personality and its Characteristics
- Personality Types, Traits and Characteristics
- Social, Soft and Influencing Skill Development
- Attitude, Appearance, Time and Stress Management Skill

Unit 2: Communication Skill
- Professional Communication Skills (Verbal, Non-Verbal & Written)
- Communication –Understanding the Audience, Presentation, Body Language, Interpersonal Skills and ability to listening Skill
- Technical Communication Skills and Editorial Tools

Unit 3: Marketing Skills & Public Relations
- Marketing Planning and Strategy
- Publicity and Promotion
- Public Relations and Liaison with Library Authority and Patrons

Unit 4: Leadership and Vision
- Organizational Ability, Team Leadership and Problem Solving
- Project Management, Annual Plan, Five-Year & Perspective Plan, Disaster Management, Conflict and Crisis Management
- Visionary and Futuristic Approach, Preparation of Vision Document
- Negotiation Skills & Strategies

RECOMMENDED BOOKS

- Aitchison, J. (1988). Teach Yourself Linguistics. Hodder and Stoughton.

- Booth, P. F. (1991). Report Writing. 2nd ed. Kings Ripton: Huntington.

- Chandler, B. E. (1983). Technical Writer's Handbook. Ohio: American Society for Metals.

- Chandra, A. and Saxena, T. P. (1979). Style Manual. New Delhi: Metropolitan Books.

- Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.

- Gerson, S. J. and Gerson, S. M. (1992). Technical Writing, Process and Product. Englewood Cliff's: Prentice Hall.

- Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.

- Gupta, S.(2009). Personality development and communication skills. Jaipur, India: Book Enclave.

- Harrison, C. (1980). Readability in the Classroom. Cambridge: Cambridge University Press.

- Huckin, T. N. and Olsen, L. A. (1991). Technical Writing and Professional Communication for Non-Native Speakers of English. 2nded. New York: McGraw-Hill.

- James, G. Gray. (1986). Strategies and Skills of Technical Presentations. Westfort: Greenwood Press.

- Karten, N. (2010). Presentation skills for technicalprofessionals achievingexcellence. Ely: IT Governance Publications.

- Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work(10th ed.). Australia: South-Western Carnage Learning.

- McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

- Sherman, T. A. and Johnson, S. S. (1990). Modern Technical Writing. 5th ed. Englewood Cliff's: Prentice Hall.

- Swain, D. V. and Swain, J. R. (1991). The Issue of Audience. *In* Scripting for the New Audio-Visual Technologies.2nd ed. Chapter 4. Boston: Focal Press.

- Van Alstyne J. S. (1986). Professional and Technical Writing Strategies. Englewood Cliffs, New Jersey: Prentice-Hall Inc.

- Weisman, H. M. (1980). Basic Technical Writing. Columbus: Charles Orenill Publishing.

Paper No: 205
Paper Name: ICT AND LIBRARY MANAGEMENT SOFTWARE-PRACTICE

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**-**	**100**	**100**
3	**1**	**0**	**04**			

Objective: To provide hands on practice on free and open-source library automation software packages.
Outcome: After completion of the course, students will be able to operate the different types of Library automation software packages

Unit 1: Use of system software and application software
- Windows-10, Linux
- MS-Word, MS-Excel, MS-PowerPoint

Unit 2: Hands on experience with library automation software (any one)
- Newgenlib
- E-Granthalaya
- Koha

Unit 3: Programming language and databases
- Basic Programming in HTML
- DBMS (MS-Access)

Unit 4: Viva-Voce

Note: In Practical Paper total marks will consist as under:
End Term Examination = Record Assignment 30 Marks +Computer Practice 50 marks + Viva- voce (20 marks) = 100 marks

RECOMMENDED BOOKS

1. Mukhopadhyay, P. Library automation – software packages – MLII 104 (ICT applications – Part 1), MLIS, IGNOU, 2006.
2. Mukhopadhyay, P. Library automation packages - introduction – BLII 003, Block 1, Unit 1 of CICTAL course, IGNOU, 2005
3. Shotts, Williams E. (2012). The Linux Command Line – A Complete Introduction.
4. Silberschatz, A.(2005). Operating System Concepts. Wiley
5. Silberschatz. (2013). Database System Concepts Paperback. McGrawHill.

Paper No: **206-A**
Paper Name: **PRESERVATION & CONSERVATION OF LIBRARY MATERIALS**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective-   To appraise need and techniques of preservation and conservation of library materials.

Outcome-   After completion of the course, students will be able to understand various preservation and conservation techniques of library materials.

Unit 1: Basics of Preservation and Conservation: Overview
- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets
- Digital Preservation

Unit 2: Preservation of Non-Print Materials
- Palm Leaves
- Manuscripts
- Films
- Floppies and Disks

Unit 3: Hazards and Control Measures to Library Materials
- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc)
- Chemical Factors
- Biological Factors

Unit 4: Binding
Types of Binding of Library Materials
- Binding Material and their Varieties
- Binding Process
- Standards for Library Binding

RECOMMENDED BOOKS
- Casey, J. P. (1982). Paper making. New York : Inter-science Publishers
- Corduroy, John. (1978). Book binding for beginners. London : Thomas and Hudson
- Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library
- Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague : IFLA

- Gabriel, M. & Ladd, D. (1980).The microfilm revolution in libraries. Greenwich : JAI Press

- Harvey, Poss. (1993). Preservation in libraries: a reader. London : R R Bowker
- Hans, K. J. (1958). Sign, symbol and script. London : George Allen &Unwin
- Sharma, R. G. (1979). Pandulipisampadankala. Delhi :PrabhatPrakashan
- Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi

Paper No: **206-B**
Paper Name: **COMMUNITY INFORMATION SERVICE**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective-   To acquaint students with need and purpose of community information services.

Outcome-   After completion of the course, the students will be aware of developing community information center for providing services to the community.

Unit 1: Basics of Community Information
- Community Information: Definition, Origin and Scope
- Need for and Sources of Community Information
- Role of Libraries in Dissemination of Community Information

Unit 2: Community Information Services
- Community Information Services: Meaning, Types and Target Users
- Community Information Centers: Planning and Role of Information Services
- Community Information Services to Specific Communities
    - a)   Rural, Urban and Metropolitan Communities
    - b)   Industrial, Business Communities
    - c)   Academic, Research, Institutional and R & D Communities
    - d)   Physically/Mentally Disadvantaged Communities
    - e)   Children, Women and Senior Citizens
- Community Information Services in India, UK and USA
-

Unit-3: Community Information Resources
- Nature and Scope, Differences with bibliographical resources
- Documentary Sources: vital statistics, land records, official publications, magazines etc.
- Institutional Sources: Publications of local governments and government agencies, educational and religious institutions etc.
- Human Resources: village level leaders, field extension personnel, religious leaders, government officials, etc;
- Cultural heritage resources and Digital resources.

Unit 4: Digital Community Information Services
- Digital Community Information Services – Need, Advantages, Tools and Techniques
- Software Framework for Community Information Services: Models, Components
- Community Communication and Interaction: Tools, Techniques and Processes

RECOMMENDED BOOKS

- Ainley, P. (1980). Basics of community information: an action handbook for librarians. London: Association of Assistant Librarians.
- American library Association. (1966). Minimum standards for public library systems. Chicago: ALA.
- Babu, B. Ramesh and Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development/edited by Delhi, B.R. Publishing.
- Bunch, A. (1982) Community Information Services : Their Origin, Scope and Development. London, Clive Bingley.
- Bunch, A. (1982). Community information services: the origin, scope and development. London: Clive Bingley.
- Bunch, A. (1993). The basics of community information work. London: Library Association.
- Chandrasekhara Rao.(1996) V. Library Services for Tribal Community. Delhi : Delta Publishing House.
- Coleman, P.. (1986). Community information policy and provisions. ASLIB Proceedings, 38 (9), 305-316.
- Croneberger, R., Kapecky, M., Luck, C., & Appalachian Adult Education Center (Morehead State University). (1975). The library as a community information and referral center. Morehead, Ky: Appalachian Adult Education Center, Morehead State University.
- Durnance, J.C. (1984). Armed for action : Library Response to Citizen Information needs. New York : Neal- Schuman.
- Durrance, J. C., & Fisher, K. E. (2002). Online community information: creating a nexus at your library. Chicago, Ill: American Library Association.
- Durrance, J. C., & Schneider, K. G. (1996). Public library community information activities: Precursors of community networking partnerships. Ann Arbor: School of Information, University of Michigan. Retrieved March, 5, 1997. Available Durrance, J.C. (1986). Community information services: an innovation at the beginning of its second decade. In Advances in librarianship, (Vol. V– 13). Orlando: Academic Press.
- Kahn, A.J et al. (1996). Neighborhood Information Centers: A study and Some Proposals. New York : Columbia University School of Social Works.
- Mukhopadhyay, P. (2004). Community information services through web and CDROM: An open source framework for public libraries in India. Retrieved March 2014 from http://www.drtc.isibang.ac.in/xmlui/handle/1849/185 Mukhopadhyay, P. (2006). Public Library based Web-enabled Community Information System for Rural Development in India: Designing a FLOSS based Multilingual Prototype. Retrieved March 2014 from https://drtc.isibang.ac.in/handle/1849/408 (XXII lASLIC National Seminar. IIT, Roorkee, 2006. pp. 261-268). Mukhopadhyay, P. (2011). Digital community information system: a framework for India. Germany: LAP Lambert Academic Publishing.
- Neelameghan, A. (2006). E-communities, community knowledge and knowledge management. KnowGenesis, International Journal of Technical Communication, 1(2), 21-27.
- Rowlat, M. (2002). A new profile for citizens' (or community) information? Ariadne, 19, 1–10.
- Sarkhel, J. K. (2000). A generalized framework for the design and development of an area profile. Vidyasagar University Journal of Library and Information Science. 5; 2000; pp. 3 – 16.
- Turick, D. (1978). Community information services in libraries. New York: Library Journal

- Vashishth, C.P. (ed.) (1995). Libraries as Rural Community Resource Centers. New Delhi, B.R. Publishing Corporation.

Paper No: **206-C**
Paper Name: **INFORMATION RESOURCE DEVELOPMENT**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	20	80	100
3	**1**	**0**	**04**			

Objective-   To keep acquainted with the types of information resources and develop various types of resources in the library to use for learning and research and need of principles for resource development, bibliography, use of databases, institutional repositories, open access resources etc.

Outcome-   On completion, the students can provide new platform of services in library, dissemination of information and resources for wider use among the patrons. They also can adopt various principles in resource development, prepare various bibliographies for greater academic interest etc.

Unit 1: Types of Information Resources
- Documentary (Primary, Secondary & Tertiary)
- Non-Documentary
- E-Resources

Unit 2: Book Selection Principles
- Drury's Principle
- Dewey's Principle
- McColvin's Principle
- Ranganathan's Principle

Unit 3: Selection Tools
- Current List
- Bibliographies
- Library Catalogue
- Books in Print
- Publishers' Catalogue
- Directories
- WebOPAC (WorldCat)
- Websites

Unit 4: Categories of Documents
- By Physical Characteristics
- By Information Characteristics
- Books and Periodicals
- Theses and Dissertations
- Govt. Publications
- Grey Literature

RECOMMENDED BOOKS
- Keith R. McCloy. (1995). Resource management information systems: process and practice. Bristol, PA: Taylor & Francis. London.

- Kenneth C. Laudon, Jane Price Laudon. (2002). Management information systems:managing the digital firm. Prentice-Hall. New Jersey, USA

- Margaret C. Harrell ... [et al.]. (2011). Information systems technician rating stakeholders: implications for effective performance. Santa Monica, CA : RAND National Defense Research Institute

- Mcnurlin. (2003). Information Systems Management In Practice. Pearson Education India. Delhi.

- Okon.E. Ani&BlessingAhiauzu. (2008). Towards effective development of electronic information resources in Nigerian university libraries. Emerald Group Publishing Ltd.

- Pitschmann, Louis. (2001). ABuilding sustainable collections of free third-party Web resources. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.

SEMESTER-III
PART-II

Paper No: **301**
Paper Name: **INFORMATION RETRIEVAL**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective-   To get abreast the students about the indexing & vocabulary control techniques and searching of resources both through print and electronic form.

Outcome: The trained students, after completion of the course, will be using the indexing techniques and retrieve the useful resources for learning and research for the benefits of the users in the library.

Unit 1: Basics of Information Retrieval Systems
- Definition, Components and Types of ISAR Systems
- Elements of File Organization
- Artificial Intelligence and Expert System
- Information Retrieval Models

Unit 2: Subject Representation and Indexing Languages
- Alphabetical Subject Representation
- Contributions of Cutter, Kaiser, Ranganathan, Farradane and Coates
- Characteristics of Indexing Languages
- Vocabulary Control-List of Subject Headings, Thesaurus and Thesaurofacet, Classaurus

Unit 3: Indexing Systems and Techniques
- Assigned Indexing vs Derived Indexing
- Assigned Indexing Systems: Pre-Coordinate (PRECIS, POPSI and Chain Indexing) and Post-Coordinate Indexing System (Uniterm Index System)
- Derived Indexing Systems: Title based (KWIC, KWOC and KWAC), Citation based(SCI, SSCI, etc.) and Full-Text (STAIRS, LEXIS-NEXIS, etc.)
- Automatic Indexing: COMPass

Unit 4: Information Searching and Evaluation
- Search Methods and Search Strategy, Boolean Search
- Information Searching in different Media: Print and Electronic
- Need and Parameters of Evaluation
- Retrieval Performance: Recall and Precision

RECOMMENDED BOOKS

- Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.

- Becker, Joseph and Robert M Hayes.(1967). Information Storage and Retrieval tools Elements& Theories. New York: John Wiley.

- Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993

- Convey, John.(1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.

- Elis, David (1996). Progress and Problems in Information Retrieval. London: Library Association.

- Fosket, A.C. (1992) Subject Approach to Information. London: Clive Bingley.

- Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.

- Grolier, Eric de.(1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.

- Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.

- Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.

- Meadow, Charles T. (2000). Text Information retrieval system.Academic Press.

- Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.

- Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.

- Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.

Paper No: 302
Paper Name: **DIGITAL LIBRARY AND CONTENT MANAGEMENT- THEORY**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objective- To make the students aware with content management concepts, content developing strategies and digitization in library and develop their confidence level in using the same in the library..

Outcome- The students, after completion of the course,will be in a position to implement the content management, content developing strategies and digitization of information resources in the library.

Unit 1: Content Management & Digitization
- Content Development: Concept; Content Creation & Organization
- E-Content Development Strategies
- Virtual Learning Environment
- Digitization Process, Tools and File Formats

Unit 2: Digital Library Concepts
- Digital Library & Institutional Repository: Concepts; Digital Library Initiatives (National & International)
- Digital Library Software(s)
- Digital Library Creation using D-Space

Unit-3: Knowledge Discovery through Data Mining
- Definition, Benefits and applications of data mining
- Data mining approaches and functionalities
- Important data mining techniques
- Web Mining and its applications

Unit-4: Legal Issues in Content Management & Digital Library
- File formats, Identifiers & Handle systems in digital libraries
- Metadata standards – Dublin Core, METS, TEI etc
- Metadata interoperability, cross walking and mapping
- Copyright and Rights Management in digital libraries

RECOMMENDED BOOKS

- Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi :Ane Books.

- Chowdhury, G. G. & Chowdhury, Sudatta.(2003). Introduction to Digital Libraries. London : Facet.

- Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.

- Jones, Richard et al. (2006). The Institutional Repository. Oxford :Chandos Publishing.

- Judith, Andrews & Derek, Law.(2004). Digital Libraries. Hants : Ashgate.

- Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi :Isha Books.

- Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi :Isha Books.

- Shinde, G. Z. et al. (2015). Emerging Technologies and Future of Libraries; Issues and Challenges. New Delhi: Daya Publishing House.

Paper No: 303
Paper Name: ACADEMIC LIBRARY SYSTEM

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective- To make the students conversant with organization, functions, building, user-oriented collections and services in academic library as well as role of library in continuing education program.

Outcome: After completion of the course, students will be in a position to manage the Academic Library and provide services

Unit 1: Academic Library: Functions and Services
- Role of Academic Library in Higher Education
- Academic Library Services
- Academic Library Management
- Role of UGC for Academic Library Development

Unit 2: Resource Development
- Physical Resources including ICT Infrastructure
- Collection Development Policy, Weeding out Policy
- Human Resource Development
- Financial Resource Management

Unit 3: Staff Development and Continuing Education
- Staffing Norms and Standards
- Continuing Education Program for Academic Libraries
- Personnel Management
-

Unit 4: Library Networks and Consortia
- INFLIBNET- Objectives, Functions and Services; MHRD/UGC-INFLIBNET
- Initiatives for Academic Library Development: e-Shoudh Sindhu/ and N-LIST

RECOMMENDED BOOKS
- Box, Kausik. (1991). Information Networks in India: Problems and Prospects. New Delhi: EssEss.
- Cowley, John. (1982). Personal Management in Libraries. London: Clive Bingley.
- Dale, Penny; Beard, Jill & Holland, Matt (2016). University Libraries and Digital Learning Environment. Ashgate.
- Evans, G E.(1983). Management Techniques for Librarians. New York: Academic Press.
- Gelfand, M A. (1974).University Libraries for Developing Countries. Delhi: University Book and Stationery.
- Girja Kumar. (1987). Library Development in India. New Delhi: Vikas.
- Gurdev Singh. (2015). Academic Library System and Services. ESS ESS.
- Hingwe, K S. (1982). Management of University Libraries in India. Calcutta: The World Press.
- IFLA. (1985). Continuing Education: Issues and Challenges. New York: KG Saur
- Isaac Dorothy, Raju AAN, Ramaiah, LS. (1993). Eds. Academic Libraries: Role in the National Development. T R Publications.

- Kent, A & Galvin, TJ. (1979). The Structure and Governance of Library Networks. New York: Marcel Dekker.
- Ketz, William A. (1980). Collection Development: The Selection of Materials for Libraries. New York: Holt.
- Krishan Kumar. (1987). Library Administration and Management. New Delhi: Vikas.
- McDonald, Joseph &Micikon, Basney. (1994). Academic Libraries: The Dimensions of their Effectiveness. Greenwood Press.
- McKee, Bob. (1989). Planning Library Service. London: Clive Bingley.
- Mishra, R N (2017). Use and Services of University Library. New Delhi; Today and Tomorrow's Printers and Publishers.
- Mittal, R L. (1993). Library Administration: Theory and Practice. New Delhi: Metropolitan
- Poole, Herbert. (Ed). (1977). Academic Library by the Year 2000. New York: Bowker.
- Prashar, R G. (1991). Managing University Libraries. New Delhi: Today & Tomorrow.
- Ranganathan, S R. (1989). Library Book Selection. Bangalore: Sarada Rangnathan Endowment for Library Science.
- University Grants Commission. (1993). Report of the curriculum Development Committee in Library and Information Science. New Delhi: UGC.

Paper No: 304
Paper Name: WEB TECHNOLOGY

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
0	0	2	02			

Objectives:

- To introduce the students with basic concepts of Web technology.
- To familiarize the students with the concepts of web page design.
- To acquaint students with the current trends in web technologies.

Unit 1: Internet Basics/Web Technology

- World Wide Web: History and Evolution, Uniform Resource Locator (URL), Open URL, Web Servers, Network Protocols: TCP/IP, FTP, SSHD, SOAP, etc.
- Web Browsers- Netscape Navigator, Internet Explorer and Mozilla Firefox
- Search Engines: Definition; Evolution; categories; search techniques; Metatags
- Web Security concepts

Unit 2: Web Page Design

- Introduction to Mark Up languages: SGML, HTML, DHTML, XHTML and XML, Common HTML commands.
- Tools for Web Page Designing: HTML Editors; Client-side Scripting – VB Script, Java Script and PHP; Server-side Scripting- ASP and JSP; DOM, CSS; Features of Web Page Design Tools; Advantages of Web Page Design Tools
- Evaluation of websites

Unit 3: Web 2.0/ Web 3.0 Concepts and Applications

- Web OPAC, Web 2.0 functions and features, Web 3.0
- Web 2.0 Tools and their application in Libraries: RSS Feed, Blogs/Weblogs, Tags, Folksonomy,
- Mashups, Podcasts, Instant Messaging, Flicker, Wikis and Social Networking Sites, YouTube
- Semantic Web

Unit 4: Current Trends

- Cloud computing: Concept, types
- Vendors in cloud computing: Google, Amazon, Microsoft, rack space etc.
- Application of Cloud computing in Libraries
- M-computing: Concept and Applications

Recommended Books:

1. *A Helpful Guide to Web Search Engines -- how search engines work (page 4).* (n.d.). Retrieved September 7, 2021, from http://www.monash.com/spidap4.html

2. Cleveland, A. D., & Cleveland, D. B. (2013). *Introduction to indexing and abstracting: Fourth edition*. ABC-CLIO.

3. Croft, B., Metzler, D., &Strohman, T. (2011). *Search engines: Information retrieval in practice*. Pearson Higher Ed.

4. Hahn. (1996). *The Internet complete reference*. Tata McGraw-Hill Education.

5. Hill, B. (2003). *Google for dummies*. John Wiley & Sons, Inc.

6. Hurwitz, J. S., Bloor, R., Kaufman, M., & Halper, F. (2010). *Cloud computing for dummies*. John Wiley & Sons.

7. Kinyanjui, D. (2017). *Application of web 2.0 Technologies in libraries*. Grin Verlag.

8. Kizza, J. M. (2020). *Guide to computer network security*. Springer Nature.

9. Parkes, D., & Walton, G. (2010). *Web 2.0 And libraries: Impacts, technologies and trends*. Chandos Publishing.

10. Velte. (2009). *Cloud computing*. Tata McGraw-Hill Education.

11. Williamson. (2001). *Xml: The complete reference*. Tata McGraw-Hill Education.

12. Young, M. L. (1999). *Internet: The complete reference, millennium edition*. McGraw-Hill Osborne Media.

Paper No: 305
Paper Name: **INTERNSHIP AND CONTENT MANAGEMENT SOFTWARE - PRACTICE**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	-	100	100
0	0	4	04			

(A) INTERNSHIP - 50 marks

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.

(B) Content Management Software Practice 50 marks

- Hands on practice on Joomla/Drupal.

- Hands on practice on Greenstone Digital Library Software (GSDL), D-Space.

End term examination 100 Marks

A-**Internship 50 Marks**: Report Submission 30Marks+ Presentation 20 Marks

B- **Content Management Software Practice 50 Marks**: Record Assignment & Computer Practice (30 marks) + Viva-Voce (20 marks)

Paper No: 306-A
Paper Name: **INTELLECTUAL PROPERTY RIGHTS & COPYRIGHT**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objective- To make the students aware of the intellectual property & copyright concepts and other issues related issues to patents, trade rights etc.

Outcome- After completion of the course, students will be aware of IPR & copyright, copyright violation and infringement.

Unit 1: Intellectual Property Rights
- IPR: Meaning, Concept, Genesis, and Development
- Categories of IPR
- Enforcement of Intellectual Property Rights& Role of WIPO,
- IPR Acts and its Application in Electronic Environment
- Berne Convention; Universal Copyright Convention; Stockholm Conference; Paris Conference; WIPO Copyright treaty; GATT; TRIPS.

Unit 2: Copyright
- Copyright: Meaning and Scope
- Rights to Copyright Owner, Open access journals and repositories

- Licensing of Copyright
- Copyright and Protection of Electronic Resources
- Copyright Laws, Creative Commons; Plagiarism

Unit 3: Patents
- Concept and Scope
- Patent Laws in India & Abroad and its amendments
- Protection of Inventions

Unit 4: Copyright& Patent Violation and Infringement
- India
- USA
- UK

RECOMMENDED BOOKS

- AjitParulekar and Sarita D' Souza, Indian Patents Law – Legal & Business Implications; Macmillan India Ltd, 2006.
- Andrew Murra. (2010).Information Technology Law: The law and society. Amazon.com
- B. L. Wadhera; Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications; University Law Publishing Pvt. Ltd., India, 2000
- Bourgagaize, Jewell and Buiser, Biotechnology: Demystfying the Concepts, Wesley Longman, USA, 2000
- Carlos M. Correa and Abdulqawi A. Yusuf. (2008). Intellectual Property and International Trade: The TRIPS Agreement (Second Edition. Amazon.com
- D. Balasubramaniam, C.F.A. Bryce, K. Dharmalingam, J. Green and K. Jayaraman, Concepts in Biotechnology, University Press (Orient Longman Ltd.)., 2002
- Deborah E. Bouchoux. (2012). Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade Secrets .Amazon.com.
- Federico Munari and Raffaele Oriani. (2011). The Economic Valuation of Patents: Methods and Applications (New Horizons in Intellectual Property Series) . Amazon.com
- Fishman, Stephen. (2008). The copyright handbook: what every writer needs to know. Berkeley, CA: Nolo.
- Freeman, Lee & Peace, A. Graham. (2005). Information ethics : privacy and intellectual property. Hershey, PA : Information Science Pub.
- Jessica Litman. (2001). Digital Copyright: Protecting Intellectual Property on the Internet. Amazon.com
- John Grant, Charlie Ashworth and Henri J. A. Charmasson. (2008). Patents, Registered Designs, Trade Marks and Copyright For Dummies. Amazon.com
- Jude C. Umeh. (2008). The World beyond Digital Rights Management . Amazon.com
- P.Narayanan; Law of Copyright and Industrial Designs; Eastern Law House, Delhi, 2010
- P.N. Cheremisinoff, R.P. Ouellette and R M Bartholomew, Biotechnology Applications and Research, Technomic Publishing Co., Inc. USA, 1985
- T.M. Murray and M.J. Mehiaman, Encyclopedia of Ethical, Legal and Policy issues in Biotechnology, John Wiley & Sons 2000
- YiJunTian and Jane Winn. (2008). Re-thinking Intellectual Property: The Political Economy of Copyright Protection in the Digital Era (Routledge Research in Intellectual Property). Amazon.com

Paper No: 306-B
Paper Name: INTERNET & ITS' APPLICATIONS

Credit Distribution	Total Credits	Mid-Term	End-Term	Total Marks

L	T	P	L+T+P	20	80	100
3	1	0	04			

Objective- To make the students aware of Internet and its related technologies in teaching, learning and research.

Outcome- After completion of the course, students will be aware of well use of Internet technology for learning, research. They will also can disseminate the skill to the users in the library.

Unit 1: Internet: An Overview
- Internet: Introduction, Historical Development and Scope of Internet
- Internet Architecture: H/W & S/W Components, Client/Server Principle, Routers, Connection Types, ISP, Protocols, Uniform Resource Locator, IP Address
- Domain Name System

Unit 2: Web Languages & Web Browsers
- Web: Introduction, History and Functions
- Web Languages: HTML, XML, CSS, ASP, JavaScript, PHP
- Web Browsers: Internet Explorer, Mozilla Firefox, Google Chrome

Unit 3: Intranet & Internet Security
- Intranet: Components, Prerequisites and Services
- Extranet: Components, Prerequisites and Services
- Internet Security: Types of Security, Firewalls, Anti-Virus, Anti-Spyware

Unit 4: Internet Tools & Services
- Communication Tools: Email, Telnet, Discussion Groups
- Search Tools: Gopher, Veronica, Jughead, Archie, Search Engines
- Content Enriching Services: Blogs, Wikis, Social Community Websites

RECOMMENDED BOOKS

- Bates, Chris. (2006). Web Programming: Building Internet Applications. 3rded. New Delhi: Wiley-India.
- Crumlish, Christian. (2007). The ABCs of the Internet. New Delhi: BPB Publications.
- Hartl, Michael and Prochazka, Aurelius. (2007). Rails Space: Building a Social Networking Website with Ruby on Rails. Addison-Wesley Professional.
- Kalbach, James. (2007). Designing Web Navigation: Optimizing the User Experience. Sebastopol: O'Reilly Media.
- Miller, Joseph B. (2008). Internet Technologies and Information Services (Library and Information Science Text Series).Libraries Unlimited.
- Morville, Peter and Rosenfeld, Louis. (2006). Information Architecture for the World Wide Web: Designing Large-Scale Web Sites. 3rd ed. Sebastopol: O'Reilly Media.
- Nair, R. Raman. (2002). Internet for Information Services. New Delhi :EssEss Publications.
- Robbins, Jennifer Niederst. (2012). Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics. 4th ed. Sebastopol: O'Reilly Media.
- Sehgal, R. L. (2000). Internet and Internet for Librarians. New Delhi :EssEss Publications.
- Russell, Jesse and Cohn, Ronald (eds.). (2012). Web Browser. Book on Demand Ltd.

- Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.
- Weinberg, Tamar. (2009). The New Community Rules: Marketing on the Social Web. Sebastopol: O'Reilly Media.

Paper No: 306-C
Paper Name: **ELECTRONIC PUBLISHING (E-PUBLISHING)**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective: To make the students aware of different types of e-publishing comprising of elctronic books, journal articles, reports etc. which facilitate easy access and use by the students for learning and research and its' importance in the realm of e-learning.

Outcome: After completion of the course, the students will be able to differentiate different types of e-publishing and mechanism of storage of the same for future retrieval and dissemination to the users in the library.

Unit 1: Basics of Electronic Publishing
- History of scholarly Publishing, Types of e-publications
- Migration of peer reviewed journals from print to electronic
- Role of Internet in accessing to such resources
- Digital publishing as a catalyst to interdisciplinary communication
- Peer review process; Archival options for short- and long-term preservation

Unit 2: Stakeholders of Electronic Publishing
- Universities, research institutions, university presses;
- Libraries andcommercial publishers in scholarly communication
- Newspapers and thetransformation of journalism.
- Open Access Publishing
- Large scale digitizationprojects at the international level.

Unit 3: E-Publishing and e-learning
- Digital publishing- Models
- E-Pushing in the realm of e-learning
- E-publishing tools and evaluation techniques
-

Unit-4: E-Publishing Technology
- Technology support such as, hardware, software for e-publishing
- DTP software
- Copyright

RECOMMENDED BOOKS
- Gastel, Barbara & Day, Robert A. (2016). How to Write and Publish a Scientific
- Paper. Greenwood.
- Rose, M. J. & Adair-Hoy, Angela . (2011). How to Publish and Promote Online
- Paperback Rose.St. Martin's Griffin.
- Singh, Vishnu P. (2015). Simplified Desktop Course Book Paperback. Asianbooks.

- Spring, Michael B (1991). Electronic printing and publishing: the documentprocessing revolution. Dekker.

SEMESTER-IV
PART-II

Paper No: **401**
Paper Name: **RESEARCH METHODOLOGY**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	**20**	**80**	**100**
3	**1**	**0**	**04**			

Objective-   To make the students aware of the research methodology concepts, definitions, and various techniques used for data analysis in research and to achieve new insights or gain familiarity of a phenomenon.

Outcome-   After completion of course, students will be aware of need of research, its' usefulness and confident to take up research work.

Unit 1: Research and Research Design
- Concept, Meaning, Need and Process of Research
- Types of Research: Fundamental and Applied
- Research Design, Types of Research Design
- Designing Research Proposal
- Literature Search – Print, Non-Print and Electronic Sources
- Literature Review

Unit 2: Research Methods
- Scientific Method
- Historical Method
- Survey and Case Study Method
- Experimental Method

Unit 3: Data Analysis and Interpretation
- Data Collection Techniques: Questionnaire, Interview, Observation, Sampling and Delphi
- Presentation of Data-Tables, Charts and Graphs
- Interpretation of Data: Frequency Distribution, Measures of Central Tendency, Analysis of Time Series, Co-relation Studies and Analysis of Variance
- Use of Statistical Packages

Unit 4: Bibliometric Methods and Report Writing
- Bibliometric Studies: Meaning, Scope and Parameters
- Bibliometric Laws and their Applications
- Informetrics, Scientometrics and Webometrics
- Guidelines for and Preparation of Writing Research Report (Thesis and Dissertation)

RECOMMENDED BOOKS

- Booth,W. C., Williams, J. M. and Colomb, G. G. (2003). The Craft of Research. University of Chicago Press.
- Brady, John. (1997). The Craft of Interviewing. New York: Vintage.

- Gillham, Bill. (2000). The Research Interview. London: Continuum Press.
- Kish, Leslie. (1995). Survey Sampling. New York: Wiley.
- Marshall, Catherine and Rossman, Gretchen B (2006). Designing Qualitative Research. Sage USA.
- Nielsen, Jakob. (2000). Designing Web Usability. New Riders, USA.
- Payne, Stanley. (1951). The Art of Asking Questions. Princeton University Press.
- Raju, NemaniGovinda. (2009). Bibliometric Applications: Study Of Literature Use Patterns
- Rea , Louis M and Parker , Richard A. (2005). Designing and Conducting Survey Research, San Francisco: Jossey-Bass.
- Reinard , John C. (2006). Communication Research Statistics. Sage, USA.
- Rowntree, Derek. (2003). Statistics without Tears: A Primer for Non-Mathematicians. London: Penguin.
- Rubin, Herbert and Irene. (2004). Qualitative Interviewing: The Art of Hearing Data. Sage, USA.
- Sudman, Seymour (1976). Applied Sampling. New York: Academic Press.
- Wadsworth, Yoland. (1998). Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project. Australia: Allen and Unwin.
- Williams, Frederick and Monge, Peter. (2001). Reasoning with Statistics. Harcourt, USA.
- Willis, Gordon B. (2004). Cognitive Interviewing: A Tool for Improving Questionnaire Design. Sage USA.

Paper No: 402
Paper Name: **INFORMATION SYSTEM AND NETWORKS**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	T	P	L+T+P	20	80	100
3	1	0	04			

Objective- To make the students aware of the different information systems and networks available at national and international level used for data and information exchange.

Outcome- After completion of course, students will be aware of different information systems and networks functioning and their use for information exchange.

Unit 1: Information Systems
- Definition, Types and Characteristics
- Information Organizations and Systems
- Planning and Designing of Information System
- Evaluation of Information System

Unit 2: National Information Systems
- Environmental Information System (ENVIS)
- Patent Information System (PIS)

Unit 3: Global Information Systems
- International System for Agricultural Science and Technology (AGRIS)
- International Nuclear Information System (INIS)
- Information, Service for Physics Engineering and Computing (INSPEC)
- Medical Literature Analysis and Retrieval System (MEDLARS)

Unit 4: Networks
- Resource Sharing and Networking – Objectives and Scope
- Features and Characteristics of Library Networks
- Data Networks – National Information Centre Network (NICNET), National Research and Education Network (ERNET), National Knowledge Network (NKN)

RECOMMENDED BOOKS

- Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.
- Lihitkar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.
- Lucy A. Tedd and Andrew Large. (2004). Digital Libraries: Principles and Practice in a Global Environment. Munchen : G.G. Saur.
- Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
- Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.
- Shuman, Bruce A. (2004). Issues for Libraries and Information Science in the Internet Age. Englewood. Libraries Unlimited Inc.

Paper No: 403
Paper Name: KNOWLEDGE MANAGEMENT

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	20	80	100
3	**1**	**0**	**04**			

Objective- To make the students aware of need and concepts of knowledge management in library.

Outcome- After completion of the course, students will be aware of the application of knowledge management in libraries & information centers.

Unit 1: Basics of Knowledge Management
- Concept of Knowledge
- Types of Knowledge :Explicit Knowledge , Implicit Knowledge
- Concept and Scope of Knowledge Management
- Knowledge Management Cycle

Unit 2: Knowledge Management: Creation & Tools
- Knowledge Creation, Access, Transfer and Sharing
- Knowledge Tools
- Knowledge Networks
- Knowledge in Decision Making

Unit 3: Pre-requisites of Knowledge Management
- Sharing of Expertise
- Knowledge Mapping
- Knowledge Worker

Unit 4: Trends and Challenges of Knowledge Management
- KM Initiatives in Indian Organization
- Software for Knowledge Management
- Pioneers in Knowledge Management
- Advances in Knowledge Management

RECOMMENDED BOOKS

- Anderson, Paul. (2012). Web 2.0 and beyond: principles and technologies. Boca Raton : CRC Press
- Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research
- Carl Frappaolo. (2006). Knowledge Management. Amazon.com
- ChristeeGabourAtwood.(2009). Knowledge Management Basics (ASTD Training Basics Series.Amazon.com
- Donald Hislop. (2009). Knowledge Management in organization.Amazon.com
- Elias M. Awad. (2010). Knowledge Management: Updated 2nd Edition (2010 Second Edition). Amazon.com.
- Easterby-Smith, Mark & Lyles, Marjorie A. (2011).Handbook of organizational learning and knowledge management. Chichester, West Sussex : Wiley,
- Guilin, Guangxi Zhuangzu Zizhiqu. (2006). Advances in knowledge acquisition and management; Pacific Rim Knowledge Acquisition Workshop, PKAW .New York : Springer,
- Irma Becerra-Fernandez and Rajiv Sabherwal.(2010). Knowledge Management System and Processes.Amazon.com
- J. Paul Peter and James H. Donnelly. (2010). Marketing Management: Knowledge and Skills, 10th Edition. Amazon.com
- Jay Liebowitz. (2012). Knowledge Management Handbook: Collaboration and Social Networking, Second Edition .Amazon.com
- KimizDalkir and Jay Liebowitz. (2011). Knowledge Management Theory & Practice.Amazon.com

Paper No: 404
Paper Name: **INFORMATION LITERACY**

Credit Distribution			Total Credits	Mid-Term	End-Term	Total Marks
L	**T**	**P**	**L+T+P**	20	80	100
3	**1**	**0**	**04**			

Objective-   To make the students aware of need and concepts of information literacy and its use in libraries due to constant evolving information and technology landscape.

Outcome-   After completion of the course, students will be in a position to determine the nature and extent of information needed. Access information effectively and efficiently.

Unit 1: Emergence of Information Literacy
- Information: Characteristics of information, Types of information
- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

Unit 2: ICT and Media Literacy
- Computer Literacy and E-Literacy
- Digital Literacy
- Media Literacy
- Information Literacy and Bridging the Digital Divide

Unit 3: Information Literacy and Libraries
- School, College and University Libraries
- Public Libraries
- Special Libraries
- Information Literacy and LIS Education,
- International and national initiatives, Policies and guidelines IFLA, ALA, UNESCO, Information literacy skills and best practices.

Unit 4: Policy and Advocacy
- Information Literacy: Initiatives and Forms in USA, UK and Australia
- Policies, Guidelines and Standards: UNESCO, IFLA and ALA
- Information Literacy: Skills and Competencies
- Information literacy: Best Practices

RECOMMENDED BOOKS

- Association of College and Research Libraries (ACRL).(2000). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association. http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm

- Australian Library and Information Association, Information Literacy Forum.(2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association. http://www.alia.org.au/policies/information.literacy.html

- Bawden, David. (2001). Information and Digital Literacies: a review of concepts. Journal of Documentation, V57(2), pp. 218-259.

- Bruce, Christine. (1997). The Seven Faces of Information Literacy. Adelaide: Auslib Press.

- Council of Australian University Librarians.(2001). Information Literacy Standards. Canberra: Council of Australian University Librarians.

- Presidential Committee on Information Literacy, American Library Association.(1989). Final Report. Chicago: American Library Association. http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm
- Society of College, National and University Libraries (SCONUL). (1999). Information skills in higher education: a SCONUL Position Paper. London: SCONUL.http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
- Torras, M. C. &Saetre, T. P. (2009). Information Literacy Education. Oxford: Chandos Publishing.
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- Bawden, D. (2001). Information and digital literacies: a review of concepts. Journal of Documentation, 57(2), 218-259.
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- Presidential Committee on Information Literacy, American Library Association. (1989).
- Society of College, National and University Libraries (SCONUL). (1999). Information skills in higher education: a SCONUL Position Paper. London: SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
- Torras, M. C. &Saetre, T. P. (2009). Information Literacy Education. Oxford: Chandos Publishing.
- Information Literacy: Goals & Objectives
- Strategies used to incorporate research skills for the College of Liberal Arts and the Graduate School of Management. https://libguides.willamette.edu/information-literacy

Paper No: **405**
Paper Name: **DISSERTATION/ PROJECT and VIVA-VOCE**

Credit Distribution			Total Credits	Dissertation/Project	Viva-voce	Total Marks
L	**T**	**P**	**L+T+P**	**80**	**20**	**100**
0	**4**	**0**	**04**			

Every Student has to carry out a project work on a topic approved by the Departmental Council, under the guidance of a faculty member and prepare a Dissertation / Project Report.

Student should make a presentation and appear for a Viva-Voce for evaluation and Grading.