

Kakatiya University



Department of Library and Information Science

Syllabus for

Master of Library and Information Science

SEMESTER I AND II

(Syllabus to be implemented from June, 2021 onwards)

Syllabus For

Master of Library and Information Science

1. **PROGRAMME TITLE:** Master of Library and Information Science under the Faculty of Interdisciplinary Studies

2. **YEAR OF IMPLEMENTATION:** - Revised Syllabus will be implemented from June 2021-onwards.

3. GENERAL INFORMATION

The Department of Library and Information Science started the Master of Library and Information Science course in 2004-05. This programme leads to the degree of Master of Library and Information Science. It is primarily intended to develop the professional abilities of students in Academic, Public, Special libraries and similar Library and Information Centres.

4. PROGRAMME OBJECTIVES:

- Prepare information professionals who demonstrate excellence in leadership, service, research and education in a technology-driven environment.
- To blend theoretical knowledge with practical skills.
- To promote leadership qualities among students.
- To promote the use of new technologies in teaching and research.
- To inculcate right values among students by encouraging to follow ethical practice.
- To impart quality education to meet national and global challenges.

5. PROGRAMME OUTCOMES:

After completion of M.Lib.I.Sc / M.L.I.Sc. PG Degree Programme the students:

1. Will develop the skill of thinking critically about the resources and Information.
2. Will be able to engage in independent and life-long learning in the broadest context of information and technological changes.
3. Will equip with the competencies for jobs in Library and Information and Science and related fields.

4. Will develop conceptual, applied and research skill as well as competencies required for effective problem solving and right decision making in relevant activities of Libraries and Information Science profession.

6. PROGRAMME SPECIFIC OUTCOMES:

The M.Lib.I.Sc. /M.L.I.Sc students will have the following attributes:

1. **Disciplinary Knowledge:** Ability to demonstrate comprehensive knowledge and understanding of concepts, laws and theories in Library and Information Science and other Inter Disciplinary sub-fields.
2. **Professional and Managerial skills:** Capable to manage technical staff and professional who manage housekeeping operations. Ability to provide Library and Information Services by using ICT, as well as guide information search on OPAC / Web OPAC, Internet, OARs and electronic databases.
3. **Skilled Communicator:** Ability to communicate effectively in oral and written forms with stakeholders in an effective manner.
4. **Critical Thinker:** Capability to critically analyze subjects of documents, guide Technical staff and think critically for solving problems pertaining to management of Library.
5. **Team Leader:** Capable of managing people at all levels of management in parent institution and in Library and Information Centers.
6. **Digitally Literate:** Capable of using digital technology for managing the Library and Information Centers.
7. **Ethical Awareness:** Capable of identifying ethical issue such as, IPR and Copyright Fair Use, etc. Reacted to Library and Information profession.
8. **Life-Long Learner:** Capable of being self-directed learner in the pursuit of knowledge for improving skills and re-skilling through continuous education.

7. NUMBER OF ADMISSIONS: Thirty Five (35)

8. DURATION :

- The programme shall be a full time regular programme
- The duration of programme shall be of one year of two Semesters.

9. PATTERN:-

Pattern of Examination will be Semester with 80+20 (100 marks) with Choice Based Credit System.

10. ATTENDANCE: Minimum attendance for each semester is 75% of the total number of Theory, Practical, Seminar and Viva-voce.

11. FEE STRUCTURE: (as applicable to self-Financing Course) Fees will be applicable as per University Rules/ Norms.

12. ELIGIBILITY FOR THE PROGRAMME:

Candidates seeking admission to the M. Lib.I.Sc. programme must hold Bachelor of Library and Information Science Degree (B.Lib.I.Sc / BLISc) or equivalent thereto of any other University.

13. ADMISSION PROCESS:

It is mandatory for students who want to seek admission to the M.Lib.I.Sc. programme; they have to apply for the CPGET entrance test and qualify in M.Lib.I.Sc entrance test. The admissions will be on the basis of merit of BLISc programme and reservation policy of the University. An application in the prescribed form along with necessary testimonials for admission to the B. Lib. I. Sc. programme must be accompanied with prescribed fees. The last date of application for the admission for M. Lib.I. Sc. programme shall be notified by the University in the newspapers and on the university Website.

14. MEDIUM OF INSTRUCTION:

Medium of Instruction and Examination shall be in English.

15. Mechanism of Credit Systems: The details of the Semester I and II Examinations shall be as under:

Semester I ----- Theory = 5 Credits Each i.e. 20 Credits

Seminar Paper = 1 Credit

Semester II ----- Theory = 5 Credits Each i.e. 20 Credits

Internship Report= 1 Credit

Total credits for M. Lib. I. Sc./ M.L.I.Sc. Programme : 42 Credits.

**Department of Library and Information Science
Kakatiya University, Warangal- 506009**

**CBCS Pattern in Semester System of Masters in Library and Information Science
at University College Campus (w.e.f. 2016-17 academic year)**

I Semester

Paper Code	Comp Code	Title of the paper	Internal Exam Marks	End Exam		Total Max. Marks	Total Min. Marks	No. of Credits
				Max Marks	Min Marks			
<i>Theory</i>								
1.1	101	Information Communication and Society	20	80	32	100	40	05
1.2	102	Management of Library & Information Systems	20	80	32	100	40	05
1.3	103	Information Processing and Retrieval	20	80	32	100	40	05
1.4	105	Information and Communication Technology	20	80	32	100	40	05
		Seminar	-	25	10	25	10	01
		Total				425		21

II Semester

Paper Code	Comp Code	Title of the paper	Internal Exam Marks	End Exam		Total Max Marks	Total Min Marks	No. of Credits
				Max Marks	Min Marks			
<i>Theory</i>								
2.1	201	Information Systems and Programmes	20	80	32	100	40	05
2.2	202	Research Methods & Statistical Analysis in LIS	20	80	32	100	40	05
<i>Practicals</i>								
2.3	203	Information and Communication Technology	20	80	32	100	40	05
<i>Elective</i>								
2.4.a	204	Academic Library System	20	80	32	100	40	05
2.4.b	204	Special Library System	20	80	32	100	40	
		Tutorial: Seminar/Internship/Field Visit	-	25	10	25	10	01
		Total				425		21

I Semester

CBCS System: Classroom Seminar (1 Credit)

II Semester

CBCS System: Internship Dairy (1 Credit)

(Internship Report: Submission of Report and Viva Voce)

Common Question Paper Pattern: Theory Course
(Sem. I and II)

Time: 3 Hours

Total Marks: 80 Instructions:

- 1) All questions are compulsory.*
2) All questions carry equal marks.
-

Descriptive Questions [16 Marks]

Q.1 (a)

Or

(b)

Q.2 (a)

Or

(b)

Q.3 (a)

Or

(b)

Q.4 (a)

Or

(b)

Q. 5. Write Short Notes on any four out of Six of the following: 16 Marks]

All short notes carry equal marks i.e. 4 marks each.

Evaluation of Internal Assessment: 20 Marks

Twenty Five (25) marks for Classroom Seminar i. e. One Seminar paper presentation.

Twenty Five (25) marks for Internship Report.

M.Lib.I.Sc: Master of Library and Information Science

(Semester – I)

PAPER – I: INFORMATION COMMUNICATION AND SOCIETY

BLOCK – I:

1.1 Information: Definition, Need, Purpose, Scope, Characteristics, Nature, Types and Functions – DIKW; Information Explosion - Information Diffusion Process – Emerging Trends.

1.2 Knowledge: Types - Classification of Knowledge, Spiral of Scientific Method

1.3 National Information Policy: Role of National & International Organizations in Development of Information Polices -

1.4 NATIS (National Information System) - NAPLIS (National Policy on Library & Information System)

BLOCK – II:

2.1 Information Communication: Definition, Types & Theories (Models): Shannon Theory; Laswell's Theory; Gerbner's theory, Schramm Theory

2.2 Communication of Information: Formal and Informal Channels- Information Intermediaries: Invisible Colleges, Technological Gate-Keepers, Information Brokers/ Consultants and Barriers

2.3 Information Cycle: Information Generation, Collection, Storage, and Dissemination of Information

2.4 Information Transfer: Information Transfer Agencies – Role of Libraries

BLOCK – III:

3.1 Social and Economic Implications of Information

3.2 IPR (Intellectual Property Right), WIPO (World Intellectual Property Organization),

3.3 RTI Act (Right to Information) - Indian Copyright Act

3.4 Information Technology Act

BLOCK – IV:

4.1 Knowledge Management: Concept, Characteristics

4.2 Knowledge Management: Principles

4.2 Knowledge Management: Initiatives in India

4.3 Knowledge Management: Tools and Techniques

BLOCK – V:

5.1 Information Literacy: Concept, Need, Objectives

5.2 Information Literacy: Standards and Models

5.3 Information Literacy: Products

5.4 Role of Institution in Information Literacy

Books for Study and Reference:

- Agarwal, S.N. Perspectives in Library and Information Science Vol.I and II. Lucknow, Print House, 1982.
- Balakrishnan, Shyama & Paliwal, P.K.Eds. Libraries in Information Age. Delhi, Anmol, 2001
- Chapman (E A) and Lynden (F C). Advances in Librarianship. 24V. San Diego Academic Press, 2000.
- Devarajan, G. (Ed). 50 years of Indian Librarianship. Delhi, Ess Ess Pub., 1999
- Feather, John. The Information Society. 2nd Ed. London, Lib. Assoc, 1998
- Guha B (ED). In the Library and Information Science horizon. New Delhi, Allied pub, 1984.
- Gupta, B.M. et al, Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.
- Khan, M.A. Principles and perspectives of copyrights. New Delhi: Sarup & Sons, 1996.
- Khanna, J.K.: Library and Society, Kurukshetra, Research Publicagions, 1987.
- Kumar, P.S.G. Foundations of Library and Information Science. Delhi, B.R.Pub., 2003 8
- Kumar, P.S.G. Fundamentals of Information Science. New Delhi, S.Chand, 1998
- Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
- National Knowledge Commission, India. Libraries – Gateways to Knowledge. Delhi, NKC, 2007
- Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.
- Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985
- Ranganathan, S.R.: Five Laws of Library Science. Delhi, 1957.
- Routh,R.K. : Indian Library Legislation. N.Delhi, Ess Ess Pub., 1991.
- Satarkar, S.P. Intellectual Property Rights & Copyright. Delhi, Ess Ess Pub. 2003
- Sengar, Shailendra. Library and Information Science. New Delhi, Anmol Pubs.,2007
- Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications , 2009
- Sharma,Pandey, S.K. : Development of Public Libraries in India. New Delhi, Ess Ess Pub., 1985
- Smith, Kelvin. Freedom of information. London, Facet, 2004.
- Vashishth, C.P & Satija, M.P. (Dr. P.S.G. Kumar Festschrift) Library and Information Profession in India. Vol. 1 Part I & Part II Reflections and Redemptions. (Vol.1, 2 parts).Delhi, B.R.Pub.,2004
- Venkatappaiah,V.: Indian Library Legislation.2 Vols. New Delhi, Daya Publishing House, 1990.

PAPER II: MANAGEMENT OF LIBRARY AND INFORMATION SYSTEMS

BLOCK – I:

1.1 Management: Concept, Need, Purpose & Functions of Management

1.2 Schools of Management: Management theories: Classical, Neo-classical and Modern Theories
- Application of Management Theories in LICs

1.3 Planning: Types of Planning, Planning Process.

1.4 Decision Making: Concept, Types – Process, Problems, Aids.

BLOCK – II:

2.1 Human Resource Management: Introduction, Objectives and Functions.

2.2 Human Resource Planning: Components and Process, Job Analysis,
Job Satisfaction, Job description - Human Resource Policies.

2.3 Human Resource Development: Recruitment Methods - Selection and Placement

2.4 Human Resource Development: Training and Development – Leadership and Team Building

BLOCK – III:

3.1 Financial Management: Resource Mobilization – Allocation of Funds

3.2 Formulation of Budget: Types of Budget, Budget Control and Process

3.3 Costing: Types of Costing, Costing Techniques, Costing of Services in LICs

3.4 Project Management: Definition, Objective, Scope, Organizational Planning Stages

BLOCK – IV:

4.1 Collection Development: Principles & Policies, Types of documents, Selection Criteria

4.2 Change Management: Concept, Types, Planning for Change in LICs

4.3 Management by Objectives (MBO): Concept and relevance to LICs

4.4 Total Quality Management (TQM) - Applications in LICs

BLOCK V:

5.1 Marketing of Information Services and Products: Marketing-Concept – Market Analysis,
Marketing Mix, Market Segmentation - Research & Techniques

5.2 Management Information System: Elements, Functions, Characteristics
Application of MIS in LICs

5.3 Disaster Management: Concept – Causes of Disaster – Disaster Preparedness

5.4 Disaster Management Planning in LICs: History of Disaster in Libraries

Books for Study and Reference

- Narayana, G.J. Library & information management. New Delhi, Prentice-Hall of India, 1991.
- Kumar, P.S.G.: Fundamentals of Information Science, New Delhi, S. Chand & Co. Ltd., 1998.
- Kumar, P.S.G.: A Students Manual of library and Information Science (two volumes Bound in one). Delhi, B. R. Pub. Corporation, 2002.
- Prasad, H. N. Information needs and users. Varanasi : Indian Bibliographic Centre, 1992.
- Prasher, R. G. Information and its Communication. New Delhi : Medallion Press, 1991.
- Singhal, Aravind and Rogers, EM. India's information revolution. New Delhi : Sage, 1989.
- Cawkell, A.E., Ed. Evolution of an Information Society. London : ASLIB, 1987.
- Harris, S. Human Communication. New Delhi : BPB Publications, 1992.
- Atherton, Pauline. Handbook for information systems and service, Paris: Unesco, 1977.
- Garvey, William D. Communication: the essence of science - facilitating information exchange among libraries, scientists, engineers and students. Oxford: Pergamon Press, 1979.
- McGarry, K.J. The changing context of information: an introductory analysis. London: Bingley, 1981.
- Machlup, F. & Mansfield, Uma, eds. The study of information: Interdisciplinary messages. New

PAPER – III : INFORMATION PROCESSING AND RETRIVAL

BLOCK – I :

1.1 Subject Indexing: Document representation by Subject Indexing. - Indexing Language.

1.2 Subject Headings: Library of Congress List of Subject Headings; Sears List of Subject Headings ; Vocabulary Control: Thesaurus

1.3 Indexing Techniques: History –Types of Indexing Techniques

1.3 Pre and Post Coordinate Indexing: Pre-coordinate (Chain, PRECIS, POPSI) & Post – Coordinate (UNITERM, KWIC, KWOC, KWAC) Indexing

BLOCK – II :

2.1 ISR System: Introduction: Objectives and Functions – Types of Retrieval –Components of ISR

2.2 ISR System: Design & Operation -Planning and Design of ISR System – File & Record Structure – Functional Approach – Compatibility of ISR Systems

2.3 ISR System: Cranefield Experiments – MEDLARS – SMART – STAIRS - TREC

2.4 ISR System – Evaluation - Recall, Relevance, and Precision

BLOCK – III:

3.1 Development of ISBDs: Joint Steering Committee (JSC) – Resource Description: RDA & and RDF

3.2 Data Exchange Formats: ISO 2709, Z.39.50, MARC21

3.3 Metadata: Concept -Types, Text Encoding Initiative (TEI), Dublin Core (DC)

3.4 Digital Object Identifier (DOI): Concept, Origin, Principles for Issuance and Application of DOI.

BLOCK – IV:

4.1 Database Searching: Search Process and Search Strategies

4.2 Online Catalogue: Searching Bibliographic Databases - Multiple Database Searching – Federated Search

4.3 Internet Searching: Tools – Search Engines and Meta Search Engines

4.4 Big Data: Concept Analysis and Application in Libraries

BLOCK – V:

5.1 Subject Gateways -Web Directories

5.2 Library Expert Systems: Application of Expert System in LICs -Artificial Intelligence

5.3 5.3 Social Networks: Social Tagging - Academic Social Networks (Research Gate & Academia,edu)

5.4 5.4 Web Portals: Websites – Blogs – Content Upload

Books for Study and Reference:

- Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, Latest Ed.
- Busha, Charles H. and Houter, S.P: Research Methods in Librarianship. New York, Academic Press, 1980.
- Devarajan, G. Research in Library and Information Science. Delhi, Ess Ess Pub., 2002
- Kothari, C.R.: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985.
- Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
- Kumar, P.S.G. Research methods and Statistical Techniques (Paper XII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
- Line, M.B.: Library Surveys, 2nd Ed., London, Clive Bingley, 1982.
- Ravichandra Rao, I.K. Quantitative methods for Library and Information Science: New Age International, 2009
- Ravichandra Rao, I.K.: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
- Sehgal, R.L. Applied Statistics for Library science Research. Vol. I and II. New Delhi, Ess Ess Pub., 1998
- Sehgal, R.L. Designing and Evaluation of Research in Library Science Vol.1. New Delhi, Ess Ess Pub., 1998
- Sehgal, R.L. Statistical Techniques for Librarians. New Delhi, Ess Ess Pub., 1998
- Sharma Pandey S.K. Universe of Knowledge and Research Methodology. Delhi, Ken Pub., 1990.
- Simpson, I.S.: Basic Statistics for librarians, 2nd ed., London, Clive Bingley, 1983.
- Singh, Ram Shobit. Encyclopaedia of research techniques in library and information science. New Delhi, Anmol pub, 2008

PAPER – IV : INFORMATION AND COMMUNICATION TECHNOLOGY (THEORY)

BLOCK – I :

1.1 Information Communication Technology: Definition, Development and Application of ICTs in LICs.

1.2 Client – Server Technology: Concept, Use, Different Types of Servers: File server, Proxy Server, Web Servers, Print Server, Database Server, etc.

1.3 Communication Technology: Introduction, Types : Twisted Pair, Coaxial, Optic Fibers,

1.4 Communication Media - Satellite Communication, VSAT, Microwave -Bandwidth – Multiplexing, ISDN

BLOCK – II :

2.1 Electronic / Digital Information Resources

2.2 E-documents - Concept of e-books and e-journals - Trends – Impact on LICs and Users.

2.3 Digitization - Concept, Procedures and Problems – Software and Hardware for Digitization.

2.4 Digital Collection, Digital Rights Management (DRM)

BLOCK –III:

3.1 Database: Concept, Structure and Design

3.2 Types of databases: Online databases - Bibliographic databases, Citation Databases, Full Text Dbs

3.1 Data Security: Concept, Need, Purpose. Virus – Definition, Effect.

3.2 Security Methods: Firewall , Anti Virus Software, Spam, IDS (Intrusion Detection System)

BLOCK – IV :

4.1 Library Automation Software: Introduction – Importance- Features

4.2 Software - Open Source and Proprietary – Implications, Advantages Different Types of Software

4.3 CDS/ISIS, SOUL

4.4 NewGenLib and KOHA

BLOCK – V :

5.1 Digital Libraries: Concept – Definition – Characteristics

5.2 Major Digital Library Initiatives (India and Abroad)

5.3 Institutional Repositories (IR) – Need – Concept - Characteristics

5.4 Digital Library Software: Greenstone and DSpace

Books for Study and Reference:

- Balakrishanan, Shyama & Paliwal, P.K. Current Scenario of Information Technology. Delhi, Anmol, 2001
- Balakrishanan, Shyama & Paliwal, P.K. Information Technology for the Next Millennium. Delhi, Anmol, 2001
- Brophy, Rowley. The basics of information systems. London, Library Association, 1996.
- Carter, Roger. Information Technology Handbook. London, Heinemann, 1997
- Dhiman, A.K. Basics of Information Technology for Library and Information Scientists. 2 Vols., Delhi, Ess Ess, 2003
- Ferris Jeffrey A. WINDOW 2000: Development and desktop management. Pearson Education, New Riders, 2000.
- Kumar, P.S.G. Information Technology: Basics: (Paper IV of UGC Model Curriculum). Delhi, B.R.Pub., 2003
- Mahapatra, M. and Ramesh, D.B. Information Technology Applications in Libraries: A text book for Beginners. Bhubaneswar, Reprint, 2004
- Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 1 Vol.1. Washington, Microsoft Press, 1998.
- Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 2 Vol.2. Washington, Microsoft Press, 1998.
- Microsoft Corporation. Microsoft Visual C++ 6.0 RUN - TIME Library Reference –Vol.4. Washington, Microsoft Press, 1998.

(Semester – II)
PAPER – V : INFORMATION SYSTEMS & PROGRAMMES

BLOCK – I :

- 1.1 Information System-** Concept – Meaning, Types and characteristics
- 1.2 Kinds of Information Systems** - Libraries, Documentation centers,
- 1.3 Kinds of Information Systems-** Information Centers, Information Analysis Centers,
- 1.4 Community Information Systems**

BLOCK – II:

- 2.1 Information Products and Services --** Definition, and Types with examples
- 2.2 Information products:** Institutional and Commercial.
- 2.3 Information Services –** Bibliographic, Document Delivery, Alert services
- 2.4 Information Services and Systems** for Persons with Disability

BLOCK – III:

- 3.1 Kinds of Information Systems** - Data Banks, Referral Centers,
- 3.2 Kinds of Information Systems** - Clearing Houses, Archives, and Reprographic & Translation centers.
- 3.3. Information Analysis and Consolidation:** Concept, Need and Purpose.
- 3.4 Information Analysis and Consolidation:** Packaging and Re-Packaging of Information.

BLOCK – IV :

- 4.1 Global Information Systems** - AGRIS, MEDLARS
- 4.2 Global Information Systems** – INIS –INSPEC
- 4.3 Regional Information Systems** – ASTINFO, APINESS
- 4.4 Regional Information Systems** – SAARC (SDC)

BLOCK – V :

- 5.1 National Information Systems** - NISSAT, NISCAIR
- 5.2 National Information Systems** - NCSI, DESIDOC
- 5.3 National Information Systems** - NASSDOC, SENDOC
- 5.4 National Information Systems** - ENVIS, INFLIBNET

Books for study and reference:

- Atherton, Pauline. Handbook of Information Systems and Services. Paris, Unesco, 1977
- Bell, Simon. Learning with information systems: Learning cycles in information systems development. London, Routledge, 1996
- Falkeberg, Eckhard D et al., Ed. Information system concepts: Towards a consolidation of views. 1995. Chapman and Hall, London.
- Gopinath, M.A. and Rama Reddy, E. Information access through networks. Hyderabad, Booklinks Corporations, 1996.
- Grembergen, Wim Van. Information technology evaluation methods and management. London, Idea Group Publishing, 2001.
- Kakabadse, Nada K and Kakabadse, Andrew K. Creating future: Leading change through information systems. Ashgate, USA, 2000.
- Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
- Rowley J. The basics of information system. Ed2. London, Library Association, 1996.

PAPER – VI : RESEARCH METHODS & STATISTICAL ANALYSIS IN LIBRARY & INFORMATION SCIENCE

BLOCK – I :

- 1.1 **Research** – Definition, Need, Purpose & Types
- 1.2 **Selection of Research Problem**
- 1.3 **Research Design: Steps** - Objectives, Methodology
- 1.4 **Review of Literature** -- Need, Purpose and Sources

BLOCK – II :

- 2.1 **Hypothesis** – Meaning, Formulation and Types
- 2.2 **Historical and Experimental Research**
- 2.3 **Survey Research, Comparative method**
- 2.4 **Case Study Method, Delphi Method**

BLOCK – III :

- 3.1 **Sampling Methods & Techniques**
- 3.2 **Data Analysis** – Statistical Techniques
Data processing
- 3.3 **Data Analysis** – Computer Processing
Software for Data Analysis, SPSS
- 3.4 **Data Interpretation & Presentation of Results**

BLOCK – IV :

- 4.1 **Report writing:** Types, Steps
- 4.2 **Organization and presentation of data:** Layout
- 4.3 **Citation Style Manuals/Sheets**
- 4.4 **Citation Tools** – Reference Style Management Tools

BLOCK – V :

- 5.1 **Metric Studies in LIS ; Bibliometric Studies**
- 5.2 **Scientometrics, Webometrics, Altmetrics**
- 5.3 **Trends in LIS Research**
- 5.4 **Plagiarism:** Concept & Types

Books for Study and Reference:

- Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, Latest Ed.
- Busha, Charles H. and Houter, S.P: Research Methods in Librarianship. New York, Academic Press, 1980.
- Devarajan, G. Research in Library and Information Science. Delhi, Ess Ess Pub., 2002
- Kothari, C.R.: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985.
- Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
- Kumar, P.S.G. Research methods and Statistical Techniques (Paper XII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
- Line, M.B.: Library Surveys, 2nd Ed., London, Clive Bingley, 1982.
- Ravichandra Rao, I.K. Quantitative methods for Library and Information Science: New Age International, 2009
- Ravichandra Rao, I.K.: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
- Sehgal, R.L. Applied Statistics for Library science Research. Vol. I and II. New Delhi, Ess Ess Pub., 1998
- Sehgal, R.L. Designing and Evaluation of Research in Library Science Vol.1. New Delhi, Ess Ess Pub., 1998
- Sehgal, R.L. Statistical Techniques for Librarians. New Delhi, Ess Ess Pub., 1998.

PAPER –VII : INFORMATION AND COMMUNICATION TECHNOLOGY
(PRACTICALS)

BLOCK – I :

1.1 MS Word - Introduction

Exercises in Creation of Textual Documentation, Insertion of Tables and Pictures, Formatting, Editing and Printing of Textual documents, Mail merge

1.2 MS Excel – Introduction

Exercises in Creating and saving a spreadsheet, Sorting of data, Formatting of spreadsheet, Editing and Printing of spreadsheet

1.3 MS Access - Introduction

Exercises in Database creation, updating the database, Sorting data records searching and Printing

1.4 MS Power Point – Introduction

Exercises in preparation and presentation of slides

BLOCK – II :

2.1 SOUL – Introduction - Acquisition, Catalogue,

2.2 SOUL - Circulation, Serial Control,

2.3 SOUL- OPAC & Administration Modules

2.4 SOUL – Searching Techniques

BLOCK – III :

3.1 Search Engines

3.2 Web –OPAC

3.3 Online Databases

3.4. Institutional Repositories

BLOCK – IV :

4.1 Online Databases

4.2 Search Strategies

4.3 Subject Gateways and

4.4 Web Directories

BLOCK –V: WEB DESIGNING

5.1 Web Page Design – Tools and Techniques

5.2 Home page

5.3 Web Blog Design

5.4 Web 2.0

PAPER – VIII(a): ACADEMIC LIBRARY SYSTEM

BLOCK – I :

- 1.1 Academic Libraries** –Objectives, Characteristics,
- 1.2 Academic Libraries** – Functions and Services (Reference Service, Literature Search Service etc.)
- 1.3 Types of Academic Libraries** – School, College and University Libraries
- 1.4 Role of Academic Libraries in Higher Education**

BLOCK – II :

- 2.1 Growth and development of Academic libraries in USA, UK and India
- 2.2 National Policy, Commissions and Committees on Academic Libraries**
- 2.3 Role of UGC in development of Academic libraries in India**
- 2.4 **Future of Academic Libraries in India** – Opportunities and Challenges

BLOCK –III:

- 3.1 **Academic library** – Authorities Types,
- 3.2 **Academic Library** - Library Committee & Types
- 3.3 **Financial Management** – Sources of Finances- Methods of Financial Estimation
- 3.4 **Budgets** - Types.

BLOCK –IV:

- 4.1 **Human Resources** – Planning & Development
- 4.2 **Job Description, Job Specification**
- 4.3 **Staff Formula, Job Analysis**
- 4.4 **Standards and Norms for Academic Libraries**

BLOCK – V :

- 5.1 **Collection development** – Types of Documents – Collection Development Policy – Selection principles and procurement
- 5.2 **Collection Evaluation**
- 5.3 **Planning and Developing – Building, Infrastructure**
- 5.4 **User Education, User Studies and Information Literacy in Academic Libraries**

Books for Study and Reference:

- American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
- American Library Association. Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
- Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
- Balakrishanan, Shyama & Paliwal, P.K. Academic Library automation
- Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
- Bhaskara Rao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
- Biddiscombe, Richard, Ed. The end – user revolution. 1996. Library Associations, London.
- Brophy, Peter. The academic library. 2000. Library Association, London
- Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
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PAPER – VIII (b) SPECIAL LIBRARY SYSTEM

BLOCK – I :

- 1.1. **Special Libraries** – Characteristics & Functions
- 1.2 **Special Libraries** – Services (CAS, SDI, DDS, Translation) – Abstracting and Indexing
- 1.3 **Changing role of Special Libraries in Promotion of Research and development**
- 1.4 **Changing role of Library professional in Special Libraries**

BLOCK – II :

- 2.1 **Growth and Modernization of special libraries with special reference to India**
- 2.2 **Role of Special Libraries in transforming Organizations in to learning organizations**
- 2.3 **Role of Associations** – SLA, ASLIB, IASLIC
- 2.4 **Emergence of Hybrid Special Libraries** with special reference to India

BLOCK – III :

- 3.1 **Library Authorities - Types**
- 3.2 **Financial Management** – Various Sources of finances
- 3.3 **Budgeting Techniques**
- 3.4 **Financial Estimation Methods**

BLOCK IV - HUMAN RESOURCE DEVELOPMENT

- 4.1 **Human Resource Development**
- 4.2 **Human Resource Planning**
- 4.3 **Infrastructural Facilities** – Planning and Organization
- 4.4 **Infrastructural Facilities** – Building, Furniture and Equipment

BLOCK – V: COLLECTION DEVELOPMENT AND SERVICES

- 5.1 **Collection development in Special Libraries**
Types of documents – Standards and Specifications, Patents, Serials, Non-book material
- 5.2 **Collection Evaluation**
- 5.3 **User studies and Information Literacy in Special Libraries**
- 5.4 **Planning of Special Library Services**, Automation of special Library services

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