

**SYLLABI FOR
MASTER OF LIBRARY & INFORMATION SCIENCE
(TWO-YEAR INTEGRATED COURSE, SEMESTER SYSTEM)
2008-2009
SEMESTER-1**

Paper Code: M.Lib.-01

Paper Title : FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To study library in the social context and to acquaint the students with basic philosophy of library & information science.

UNIT - I

Library as a Social Institution and Normative Principles :

Social and historical foundations of library. Different types of libraries : Their distinguishing features and functions. Role of library in formal and informal education. Library Philosophy : Five Laws of Library Science & their implications.

UNIT - II

Library Development & Library Legislation :

Development of libraries with special reference to India. Library legislation : Need and essential features. Library legislation in India with special reference to features of all the Acts (Descriptive study to be excluded). Press and Registration Act and Delivery of Books (Public Libraries) Act . Copyright Act.

UNIT - III

Resource Sharing and Library & Information Profession :

Resource sharing and library networking. Attribution of profession. Librarianship as a profession. Professional ethics. Professional associations and their role. National and International library associations (ILA, IASLIC, IATLIS and IFLA). Professional education and research .

UNIT – IV

Library Promoters, Public Relations and Extension Activities :

National level promoters – RRRLF. International level promoters – UNESCO. Public Relations : Definition, Facets and Programmes . Publicity, extension and outreach activities. Library Guides. Consultancy including promotional Web tools.

Essential Readings :

Chopra, Hans Raj. Librarianship as a profession in India. Jodhpur : Jain Brothers, 1989. 284p. (ISBN : 81-85287-02-3)

Kumar, P.S.G. : Fundamentals of information science. New Delhi : S.Chand, 1998.

Prasher, R.G. Information and communication. New Delhi : Medallion Press, 1991.

Ranganathan, S.R. Five laws of library science. Bombay : Asia Publishing House, 1957.

Rout, R.K., ed. Library legislation in India. New Delhi : Reliance publishing House, 1986.

Venkatappaiah, V. Indian library legislation. 2v. Delhi : Daya Publishing House, 1990.

Further Readings :

Ekbote, Gopal Rao. Public library system. Hyderabad : Exbote Brothers, 1987.

Hill, Michael W. The impact of information on society.: Bowker-Saur, 1998.

Kaula, P.N. Higher education and libraries. The Indian scene. Herald of library science. 25(1-2) Jan-Apr. 1986 : 46-57.

Kent, Allen. Resource sharing in libraries : Why, how, when next action step. New York : Marshal Dekker, 1974.

Krishan Kumar. Development of university libraries during 1980s. University News 30(35), Aug. 1992 : 53-56.

Mangla, P.B., ed. Library and information science education in India. New Delhi : Macmillan, 1981.

Rathnaswamy, P. Communication management : Theory and practice. New Delhi : Deep & Deep, 1995.

Smith, Marth M. Information ethics.: Bowker-Saur, 1999.

UNESCO. National libraries : Problems and prospects. Paris : Unesco, 1980.

Paper Code : M.Lib.-02

Paper Title : KNOWLEDGE ORGANISATION : CLASSIFICATION (THEORY)

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To study library classification as a base for knowledge organisation

UNIT - I

Concept of Classification :

Knowledge Organisation. Classification as a base of organization of knowledge and information retrieval in libraries. General theory of library classification (Bliss, Sayers and Ranganathan). Development of schemes of library classification. Normative principles of classification and their application.

UNIT - II

Universe of Knowledge :

Development of Subjects : Structure and Attributes. Modes of Formation of Subjects, Methodology of Designing Classification schemes. Standard schemes of classification and their features: CC, DDC, UDC.

UNIT - III

Methods of Knowledge Organisation :

Species of Library Classification. Notation: Need, Purpose and Qualities. Postulates, Fundamental Categories and Facet Analysis, Common Isolates, Devices. Concept of Call Number : Class Number, Book Number and Collection Number.

UNIT - IV

Role of Major Organizations :

Documentation Training and Research Centre (DRTC). Classification Research Group (CRG), International Society for Knowledge Organisation (ISKO). Trends in library classification. Role of Computers.

Essential Readings :

Batty, C.D. An introduction to the twentieth edition of the Dewey Decimal Classification. London : LA, 1992.

Broughton Vanda. Essential Classification. London : Facet Pub., 2004.

Foskett, A.C. Subject approach to information. 5th ed. London : Library Association, 1996.

Gilchrist, Alan and Strachan, David. The UDC : Essays for a new decade. London : Aslib, 1990.

Krishan Kumar. Theory of Classification. 4th Rev. ed., New Delhi : Vikas Pub. House, 1992.

Ranganathan, S.R. Colon Classification, 7th ed. vi Revised and edited by M.A. Gopinath. Bangalore : Sharda Ranganathan Endowment for Library Science, 1989.

Ranganathan, S.R. Prolegomena to library classification. 3rd ed. Bombay: Asia, 1967.

Sayers, W.C.B. Manual of Classification for Librarians. Rev. ed. by Arthur Maltby. London, Andre Duetsch, 1975.

Universal Decimal Classification : International Medium ed. English text. FID Pub. No. 571. London : BSI, 1985.

Further Readings :

Cham, Lois Mai and others. Dewey Decimal Classification : A practical guide. New York : Forest Press, 1996.

Marcella, Rita and Newton, Robert. A new manual of classification. Mumbai: Jaico, 1997.

Raju, A.A.N. Dewey Decimal Classification (DDC 20) : Theory and practice: a practical self instructional manual. Madras : T.R.Pub., 1995.

Raju, A.A.N. Universal Decimal Classification (IME, 1985) : a practical and self instructional manual. Madras : T.R. Pub., 1999.

Rowley, Jennifer E. Organising knowledge : An introduction to information retrieval. Aldershot : Gower, 1987.

Satija, M.P. Colon Classification, 7th ed.: Some perspectives. New Delhi: Sterling, 1993.

Paper Code : M.Lib.-03

Paper Title : KNOWLEDGE ORGANISATION CATALOGUING (THEORY)

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To study the principles and theories of library cataloguing.

UNIT - I

Library Catalogue :

Library Catalogue : Concept, objectives, purpose and functions. Union Catalogue : Concept, purpose and Union Catalogues of INFLIBNET and DELNET. Selective & Simplified Cataloguing. Authority File, Shelf List, ISBN, ISSN.

UNIT - II

Forms of Library Catalogue :

Physical Forms of Library Catalogue : Conventional and Non-conventional (OPAC). Types of Catalogue : Dictionary Catalogue, Classified Catalogue, Alphabetic Classed Catalogue, Alphabetic Subject Catalogue.

UNIT - III

Catalogue Entries, Filing and Subject Cataloguing :

Catalogue Entries : Main entry and Added entries (According to CCC, 5th ed. and AACR-2) . Filing of Entries. Subject Cataloguing : Meaning, purpose, objectives, approaches (Chain Procedure and Sear's List of Subject Headings).

UNIT - IV

Normative Principles of Cataloguing and Current Trends in Cataloguing :

Canons and Principles of Cataloguing : their application to CCC and AACR -2. Current Trends : ISBD, ISO 2709, MARC 21, UNIMARC and CCF.

Essential Readings :

Anglo American Cataloguing Rules/edited by Michael Gorman and Paul

Winkler. 2nd rev. ed. Ottawa, Canadian Library Association, 1998.

Girja Kumar and Krishan Kumar. Theory of cataloguing. 5th ed. New Delhi : Vikas, 1986

Krishan Kumar. An introduction to AACR-2. New Delhi : Vikas, 1992.

Ranganathan, S.R. Classified catalogue code. 5th ed. Bombay : Asia, 1964.

Sears, Minnie Earl. Sears list of subject headings. 18th ed., New York : H.W. Wilson, 2004.

Further Readings :

Foskett, A.C. Subject approach to information. 5th ed. London : Clive Bingley, 1990.

Gradley, Ellen and Hopkin, Alan. Exchanging bibliographical data : MARC and other international formats. Ottawa : Canadian Lib. Assoc., 1990.

Hunter, E.J. and Bakewell, K.G.B. Advanced cataloguing. London : Clive Bingley, 1989

Khan, M.A. Cataloguing in library services. New Delhi : Sarup pub., 1997.

Kochar, R.S. Principles and practices of cataloguing. Delhi : Rajat pub., 1998.

Krishan Gopal. Library online cataloguing in digital way. Delhi : Authors press, 2000.

Wyner, Bondan S. Introduction to cataloguing and classification. 7th ed. Littleton : Libraries Unlimited, 1985.

Paper Code : M.Lib.-04

Paper Title : INFORMATION TECHNOLOGY : BASICS

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To provide students the basic knowledge of Computer and its applications in library and information activities.

UNIT - I

Fundamentals of Information Technology :

Concept, need, scope & objectives. Computer Generations. Classification of computers. Computer memory and their types. Computer Architecture. Hardware and Software. Input and Output devices.

UNIT – II

Programming Languages & Operating systems :

Programming Languages: Concepts and tools. Algorithm & flowcharting. Operating Systems: Concept & basic features of MS-DOS & Windows.

UNIT - III

Common Application Softwares (Office Productivity tools)

Word Processors, Spread Sheets, Presentation softwares. Basic features of MS-Word, MS-Excel & Power point. DBMS Packages : Basic features of WINISIS & MS Access.

UNIT - IV

The Internet :

Concept, History & Common Services : E-mail & www. Computer Networks : Concept and uses. Network Types : LAN, MAN & WAN. Network Connectivity : Dialup, Leased Lines, DSL, Cable, Broadband, wireless, ISDN. Telex & Videotex.

Essential Readings :

Amba, Sanjeevi and Raghvan K.S. CDS/ISIS: A Primer. Delhi: Ess Ess, 1999

Basandra, S.K. Computer systems today. Delhi : Wheeler, 1999.

Bharihoke, Deepak. Fundamentals of IT. 2nd ed. New Delhi : Excel Books, 2002

Crawford, Sharon. Windows 98. New Delhi : BPB Pub., 1998

Norton, Peter. Introduction to computers. 2nd ed. New Delhi : Tata McGraw-Hill, 1998.

Sanders, Donald H. Computers today. 3rd ed. New York : McGraw-Hill, 1998.

Sinha, P.K. Computers fundamentals : Concepts, systems and applications. 2nd ed. New Delhi : BPB pub., 1992.

Further Readings :

Diwan, Parag, Suri, R.K. and Kaushik, Sanjay, Eds. IT encyclopedia. com. 3rd ed. 12v New Delhi: Pentagon Press, 2002.

Jain, V.K. Information technology and computer programming. 3rd ed. Delhi : S.K. Kataria and Sons, 2000.

Khurana, Rohit, ed. Encyclopedia of Computer Science. New Delhi: Allied, 2002.

Norton, Peter. DOS Guide : Updated to cover 6.2. New Delhi : Prentice-Hall, 1999.

Russel, Charlie and Crawford, Sharon. Upgrading to Windows 98. New Delhi: BPB pub., 1998.

Sandler, Corey, Badgett, Tom and Weingarton, J. Office 97 for Windows. New Delhi : BPB pub., 1997.

Taxali, R.K. PC software for Windows 98. Delhi : Tata McGraw-Hill, 2001.

SEMESTER-II

Paper Code: M.Lib.-05

Paper Title : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

The aim of this paper is to give students an idea of the principles of management and to acquaint them with the management techniques, functions, activities and routines of various sections & departments in a library / information centre.

UNIT - I

Principles of Library Management :

Functions of Management. Principles of scientific management and their application to Libraries and Information Centres. Management by Objectives. Library Authority, Library Committee, Delegation of Authority. Library Organisational Structure. Management Information System (MIS).

UNIT - II

Library House Keeping Operations :

Activities of different sections of library and information centre and their functions : Acquisition Section, Technical Section, Circulation Section, Maintenance Section, Periodical Section and Reference Section. Stock Verification & Rectification : Policies and procedures.

UNIT - III

Human Resource Management :

Policy & Staffing; Recruitment & Training, Job Description. Motivation (Definition, Nature, Importance and Theories of McGregor and Maslow). TQM.

UNIT - IV

Library Planning, Financial Management & Reporting :

Library Building, Furniture & Equipment. Resource mobilization. Budgeting techniques. Cost effectiveness and Cost benefit analysis. Library Statistics and Annual Report. Library Rules & Regulations.

Essential Readings :

Bryson, Jo. Effective Library and Information centre management. Hants: Gower, 1990.

Faruqi, Khalid, K., ed. Planning budget in libraries. New Delhi : Anmol Pub., 1997.

Faruqi, Khalid, K. Planning library buildings. New Delhi : Anmol Pubs.,1998.

Gupta, S.R. Stock verification in libraries : Problems and solutions.
Delhi : Ken Publications, 1990.

Iyer, V.K. Library management of staff training and development.
Delhi : Rajat, 1999.

Mittal, R.L. Library administration : Theory and practice. 4th ed.
Delhi: Metropolitan, 1984.

Narayana, G.J. Library and information management. New Delhi:
Prentice-Hall, 1991.

Further Readings :

Dhawan, K.S. Multimedia library. New Delhi : Commonwealth Publishers, 1997.

Makay, Duncan. Effective financial planning for library and
information services. London : Aslib, 1999.

Morgan, Steve. Performance assessment in academic libraries. New
York : Mansell, 1995.

Murthy, M.R.S. Cost analysis for management decision. New Delhi:
Tata Mc Graw Hill, 1990.

Nair, R. Raman. Computer application to library and information
services. New Delhi : Ess Ess, 1992.

Raina, Roshan. TQM in library and information services. New Delhi:
Infuse, 1999.

Sharma, H.D. Library building and furniture : A handbook for
librarians. Varanasi : Indian Bibliographic Centre, 1996.

Paper Code : M.Lib.-06

Paper Title : KNOWLEDGE ORGANISATION : CLASSIFICATION (PRACTICE)

Instructions for the Paper-Setters / Examiners

The Paper carries 80 marks. Duration of the paper is 3 hours. There shall be 28 titles in all the 4 units, out of which unit- I shall contain 4 titles to be classified (Basic Class + one component) both by DDC and CC. Unit - I shall carry 20 marks and shall be compulsory. Rest of the paper shall contain 3 units. Each unit shall have 8 titles and the candidates shall be given internal choice i.e. the candidates shall attempt 4 titles from each unit according to UDC, DDC and CC, respectively. Questions in Unit-II, III and IV shall also be of 20 marks each. In no case a title should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

The objective of this paper is to give practice and train students in the techniques of classifying titles of documents according to Colon Classification. (Rev. Ed. 6) and Dewey Decimal Classification, 21st ed.

UNIT - I

Classification of Documents according to DDC (21st ed.)

Classification of Documents representing simple subjects. Classification of Documents using tables. Classification of documents representing compound subject. Classification of documents representing complex subject

UNIT - II

Classification of documents according to UDC (3rd Abridged Ed.)

Classification of Documents representing simple subjects . Classification of Documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject

UNIT - III

Classification of documents according to CC (6th rev. ed.).

Classification of Documents representing simple subjects. Classification of Documents having Common Isolates. Classification of documents representing compound subject. Classification of documents representing complex subject.

UNIT - IV

Classification of same document according to DDC and CC :

The students will be asked to classify same title both according to DDC and CC.

Essential Readings :

Dewey, Melvil. Dewey Decimal Classification and Relative Index *18th ed. New York : Forest Press, 1971. 3v.

Universal Decimal Classification. BS 1000 A : Abridged 3rd rev. English ed. 1961. London : British Standards Institution : Forest Press, 1963. 254 p.

Ranganathan, S.R. Colon Classification. 6th rev. ed. Bangalore: Sarda Ranganathan Endowment for Library Science, 1960 (Reprint 1989).

Further Readings :

Sehgal, R.L. Number Building in DDC, UDC and CC. New Delhi : Ess. Ess. Pub., 1993.

Satiya M.P. and Comaromi, John P. Introduction to the Practice of DDC. New Delhi : Sterling Pub., 1988.

Paper Code : M.Lib-07

Paper Title : DOCUMENT CATALOGUING (PRACTICE)

Instructions for the Paper-Setters / Examiners

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be of serial / periodical publication. One Title shall be given and the candidates shall be asked to catalogue the same according to either AACR-2 or CCC -5. It shall carry 20 marks and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students in cataloguing of documents according to AACR-2 and CCC-5.

UNIT – I

Anglo American Cataloguing Rules, 2nd ed. (1988) :

Single authorship. Shared authorship. Collections and works produced under editorial direction. Work of mixed responsibility (Collaborators). Revisions of works. Adaptation of texts. Biographical works. Pseudonyms. Sacred scriptures and Multi-volume documents.

Note : Sears List of Subject Headings will be followed for subject cataloguing.

UNIT – II

Anglo American Cataloguing Rules, 2nd ed. (1988) :

Corporate authorship (Government bodies : Executive, Legislative, Judiciary; Institutions, Associations, Conferences, proceedings). Composite books (With and without collective title page, Bound with). Microforms. Computer files. Sound recordings. Motion pictures & Video recordings. Serials (to be set in question No. 1 only)

Note : Sears List of Subject Headings will be followed for subject cataloguing.

UNIT – III

Classify Catalogue Code , 5th ed. by Dr. S.R. Ranganathan.

Single authorship. Shared authorship. Work of mixed responsibility (Collaborators). Adaptation of texts and Pseudonyms.

Note : Chain Procedure will be followed for subject cataloguing.

UNIT - IV

Classify Catalogue Code , 5th ed. by Dr. S.R. Ranganathan :

Multi-volume documents. Corporate authorship (Government bodies : Executive, Legislative, Judiciary; Institutions, Associations, Conference, proceedings). Composite books (ordinary and artificial). Festschrift volumes. Serials (to be set in question No. 1 only)

Note : Chain Procedure will be followed for subject cataloguing.

Essential Readings :

Anglo-American Cataloguing Rules/edited by Michael Gorman and Paul Winkler. 2nd ed. Ottawa : Canadian Library Association, 1988 revision.

Ranganathan, S.R. Classified catalogue code with additional rules for dictionary catalogue code. 5th ed. Bombay : Asia Pub. House, 1964.

Ranganathan, S.R. Cataloguing practice. 2nd ed. (Reprint). Bangalore : Sarada Ranganathan Endowment for Library Science, 1989.

Sear's List of subject Headings. 12th/17th ed. New York : H.W. Wilson, 1982/2000.

Further Readings :

Hunter, E.J. and Bakewell, K.G.B. Advanced cataloguing. London : Clive Bingley, 1989

Khan, M.A. Cataloguing in library services. New Delhi : Sarup pub., 1997.

Kochar, R.S. Principles and practices of cataloguing. Delhi : Rajat pub., 1998.

Krishan Gopal. Library online cataloguing in digital way. Delhi : Authors press, 2000.

Paper Code : M.Lib.-08

Paper Title : INFORMATION SOURCES AND SERVICES (THEORY)

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

The aim of this paper is to impart knowledge regarding reference and information sources and services and systems to the students and also to make them aware about the concept of user education.

UNIT - I

Reference and Information Sources :

Documentary sources of information : Print, non-print including electronic sources – Definition, need and use. Non-documentary information sources : Human and Institutional and Electronic - Nature, types, characteristics and Utility. Categories: Primary, Secondary and Tertiary information sources. Internet as a source of information.

UNIT - II

Reference Service and User Education :

Reference Service : Concept, definition , types, theories and trends. Reference interview and search techniques. Information Users and their Information Needs : Categories of information users, Ascertaining

Users' Information need. User studies: Concept, need, purpose, techniques and methods. User Education : Concept, Goals and objectives and methods and. Evaluation.

UNIT – III

Information Services and Products :

Information services and products. Information Services: Concepts, definition, need and trends. Alerting services, need, techniques and evaluation (CAS & SDI). Bibliographic, referral, document delivery and translation services.

UNIT - IV

National Centres, Information Systems and Services :

Study of National, International and Commercial Information Systems and Services (NISCAIR, NASSDOC, INIS, AGRIS, INSPEC) : Background, their services and products.

Essential Readings :

Bunch, Allan. Basics of information work. London : Clive Bingley, 1995.

Girja Kumar. Philosophy of User Education. New Delhi : Vikas, 1993.

Katz, William A. Introduction to reference work. 2V. NY : McGraw-Hill, 1987.

Krishan Kumar. Reference Service. 3rd rev. ed. Delhi : Vikas, 1996.

Ranganathan, S.R. Reference service. 2nd ed. Bombay : Asia Pub. House, 1961.

Further Readings :

Atherton, Pauline. Handbook for information system & services. Paris, Unesco 1997.

Chakrabarti, A.K. Reference Service. Hyderabad : APPLA, 1983.

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

Grogan, Denis. Practical reference work. 2nd ed. London : LA, 1981.

Gupta, B.M. et al. (eds). Handbook of libraries, archives and information centres in India. 16 vols. New Delhi : Information Industry publications, 1985-96.

Kumar, P.S.G. Fundamentals of information science. New Delhi : S. Chand, 1998.

Neelameghan, A. and Prasad, K.N. (eds.). Information systems, networks and services in India. 2 vols. Chennai : Ranganathan Centre for Information Studies, 1998.

Sewa Singh. Manual of Reference & Information Sources. 2nd ed.,

SEMESTER - III

Paper Code : M.Lib.-09

Paper Title : INFORMATOIN SOURCES AND SERVICES (PRACTICE)

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions on solving reference querries spread over the whole syllabus. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To impart practical knowledge to the students about the evaluation of reference and information sources and to give them practice in use thereof in answering queries of the users.

UNIT - I

Study and Evaluation of the following Information Sources :

Dictionaries : Oxford English Dictionary. Webster's New International Dictionary. Peter Roget's International Thesaurus. Harrod's Glossary of Library Terms. McGraw-Hill Dictionary of Scientific Terms. Encyclopaedias : New Encyclopaedia Britannica. Encyclopaedia Americana International Encyclopaedia of Social Sciences. McGraw-Hill Encyclopaedia of Science and Technology. Encyclopaedia of Library and Information Science (Marcel Dekker). Biographical Dictionaries : India Who's Who. International Who's Who (Europa). Dictionary of National Biography (UK and India). Websters' Biographical Dictionary.

UNIT - II

Study and Evaluation of the following Information Sources :

Gazetteers/Geographical Dictionaries : Columbia Gazetteer of the World. Gazetteer of India (New volumes after Independence). Fodor's India. Year Books : Europa Yearbook. Stateman's Yearbook. India : A Reference Annual. World's Fact Book. Bowker Library & Book Trade Almanac. Whitaker's Almanac. Universities Handbook : India. Commonwealth Universities Yearbook. World of Learning. Statistical Sources : Census of India. UNO Statistical Abstracts. Statistical Abstracts : India

UNIT - III

Study and Evaluation of the following Bibliographical Sources :

Bibliographies : British National Bibliography. Indian National Bibliography. Whitaker's Books in Print. Cumulative Book Index (Wilson). Books in Print (Bowker). Indian Books in Print . American Book Publishing Record (Bowker). Ulrich's International Periodicals Directory (Bowker). Union Catalogue : National Union Catalogues of Scientific Periodicals in India (INSDOC, NISCAIR). Union Catalogues of Social Science Periodicals & Serials in India (NASSDOC). Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).

UNIT - IV

Study and Evaluation of the following Bibliographical Sources :

Indexes : Guide to Indian Periodical Literature (Gurgaon). Library Literature (Wilson). Readers Guide to Periodical Literature. Abstracts : Library & Information Science Abstracts. Dissertation Abstracts International. Chemical Abstracts. Biological Abstracts. News Digest : Keesings Record of World Events. Asian News Digest.

Essential Readings :

All the reference sources mentioned above will actually be consulted by the students.

Paper Code : M.Lib.-10

Paper Title: INFORMATION TECHNOLOGY : APPLICATIONS (THEORY AND PRACTICE)

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To provide students the basic knowledge of Computer and its applications in library & information activities.

UNIT - I**Library Automation :**

Automation of library house keeping operations : Acquisition, Cataloguing, Circulation, Serial & Library Management. Planning & Implementation of Library automation. Basic features of library automation softwares : SOUL, Libsys, Koha.

UNIT - II**Networking & Telecommunications :**

Fundamentals of telecommunication technology. Computer Networks : Need, Network Media, Data transmission modes, Basic hardware components : Network Interface Cards, Repeater, Hubs, Bridges, Switches, Routers, Gateway. Network Topologies : Bus, Star, Ring, Mesh, Tree.

UNIT - III**The Internet :**

HTML & XML. Domain Name. Common Protocols : HTTP, TCP/IP & FTP. Web Browsers : Concept & Basic features of Internet Explorer & Firefox. Search Engines. Web servers.

Web based applications : File sharing, VoIP, Podcasting, Collaborative Services : Concept, Fax, Voice Mail, Web Conferencing, Blogs, Wikis and Wikipedia, Discussion Groups. On-line Chat. Subject Gateways and Portals.

UNIT - IV

Digital Libraries :

Concept, Objectives and advantages. Multimedia formats. Image Editing, Software, Digital Library Metadata. Digital Library Softwares : Basic features of Greenstone and Dspace. Optical Storage Media. Scanners : Concept, types and features. Optical Character Recognising (OCR), Digital Preservation : Concept and strategies. Data warehousing & Data mining : Basic concepts.

Essential Readings :

Devarajan, G. Information technology for libraries. New Delhi : Ess Ess pub., 1999.

Iyer, V.K. Networking and the future of libraries. Delhi: Rajat, 1999.

Malavya, V.C. Electronic libraries. New Delhi : Ess Ess pub. 1999.

McCoy, John. Mastering Web Design. New Delhi : BPB, 1996

Rowley, Jennifer. Electronic library. London : LA, 1998.

Vyas, S.O., et al. Excellence in information technology. Jaipur: Raj pub., 2000.

Further Readings :

Akshay Kumar. IT : An info-guide. Delhi : 2000. Ashok Babu, T. et al. Vision of future library and information systems. New Delhi : Viva Books, 2000.

Bavakutty, M. and Parameswaran, M., ed. Management of libraries in 21st century. New Delhi : Ess Ess pub., 2000.

Diwan, Parag, Suri, R.K. and Kaushik, Sanjay, eds. IT Encyclopedia.com. 3rd edition. New Delhi: Pentagon Press, 2002

Khurana, Rohit, ed. Encyclopedia of Computer Science. New Delhi: APH, 2002

Satyanarayana, B., eds. Information Technology : Issues and trends. New Delhi : Cosmo, 1998.

Paper Code : M.Lib.-11

Paper Title : INFORMATION STORAGE AND RETRIEVAL

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 10 short questions spread over the whole syllabus, to be answered in about 25-30 words each. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To familiarise the students about the principles and practices of cataloguing, subject indexing and information retrieval systems.

UNIT - I

Information Storage and Retrieval Systems :

Concepts and Components. Assigned and Derived Indexing. Assigned Subject Headings : Library of Congress Subject Headings, Sears List of Subject Headings and Medical Subject Headings. Principles of Subject Indexing.

UNIT - II

Pre & Post-Coordinate Indexing Systems :

Chain Indexing, PRECIS, POPSI. Key Word Indexing: KWIC, KWAC, KWOC. Citation Indexing. Automatic Indexing.

UNIT - III

Vocabulary Control :

Need, Purpose, Functions and Problems. Types and Characteristics. Vocabulary Control and its Tools : Thesaurus, Thesaurus-facet, Structure and Construction of an IR Thesaurus.(UNESCO Thesaurus). Trends in Vocabulary Control.

UNIT - IV

Information Retrieval Models and Evaluation :

Search Strategies : Manual/Machine. Feedback and Refining. Evaluation of Information Retrieval Systems : Precision and Recall. Information Retrieval Projects (SMART, MEDLARS and Cranfield). Trends in IR models.

Essential Readings :

Cleveland, Donald D and Cleveland, Ana D. Introduction to indexing and abstracting. Englewood : Libs Unlimited, 2001.

Foskett, A.C. Subject approach to information. 4th ed. London : Clive Bingley, 1992.

Ghosh, S.B. and Satpathy, J.N., eds. Subject indexing : concepts, methods and techniques. Calcutta : IASLIC, 1998.

Parik, R.C. Advanced indexing and abstracting practices. New Delhi : Ess Ess Pub., 2000.

Prasher, R.G. Index and indexing systems. Ludhiana : Medallion Press, 2001.

Further Readings :

Bajpai, S.K. Modern information retrieval. New Delhi : Ess Ess Pub., 1999.

Chowdhary, C.G. Information retrieval system. Calcutta : IASLIC, 1994.

Chowdhary, C.G. Text retrieval systems in information management. New Delhi : New Age International Pub. 1996.

Ellis, David. Progress and problems in information retrieval. London : LA, 1996.

Lancaster, F.W. Indexing and abstracting in theory and practice. 2nd ed. London : LA, 1998.

Riaz Muhammad. Advanced indexing and abstracting practices. New Delhi : Atlantic Pub., 1989.

Rowley, Jennifer E. Abstracting and indexing. 2nd ed. London : LA, 1988.

Paper Code : M.Lib.-12

Paper Title : RESEARCH METHODS AND STATISTICAL TECHNIQUES

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To familiarize students in the various aspects of research methods and statistical techniques and their application in the field of Library & Information Science.

UNIT - I

Concept of Research :

Research : Definition, meaning, need, process and types of research (Qualitative and Quantitative) Research design : Definition, types, identification and formulation of problem, hypothesis formulation. literature search : Print and Non-print and Electronic Sources.

UNIT - II

Research Methods, Techniques and Tools :

Research Methods : Scientific, Historical, Descriptive, Survey & Case Study and Experimental : their application in Library & Information Science. Research Techniques and Tools : Questionnaire, Schedule, Interview, Observation, Library records and reports, Sampling techniques

UNIT - III

Data Analysis and Interpretation :

Statistical Techniques : Measures of Mean, Mode, Median. Measures of Dispersion : Mean deviation, Standard deviation. Presentation of Data : Tabular, graphic, bar diagram, pie-line graphics. Computerised data analysis : Use of SPSS

UNIT - IV

Research Reporting and Bibliometrics :

Structure, style, contents, guidelines of Research Reporting, Style Manuals-MLA-APA, e-Citation and methods of Research Evaluation. Bibliometrics : Concept, definition, laws. Scientometrics and Infometrics.

Essential Readings :

Bajpai, S.K. Methods of social surveys and research. Kanpur : Kitabghar, 1985.

Best, J.W. Research in education. 4th ed. New Delhi : Prentice-Hall, 1983.

Ghosh, B.N. Scientific method and social research. 2nd ed. New Delhi : Sterling pub., 1984.

Goode, W.J. and Hatt, P.K. Methods in social research. London : McGraw-Hill, 1983.

Marsh, Catherine. The survey methods. London : George Allen & Unwin, 1983.

Puri, V.K. Fundamentals of statistical methods. New Delhi : Allied Pub., 1984.

Sehgal R.L. Statistical methods for Libraries. New Delhi: Ess Ess Pub., 1998.

Sinha, S.C. and Dhiman, A.K. Research Methodology. 2 V. New Delhi : Ess Ess., Pub., 2002

Further Readings :

Busha, C.H. and Harter, Stephen P. Research methods in librarianship : Techniques and interpretation. New York : Academic Press, 1980. 417 p.

Crowder, M.J. Statistical analysis of reliability data. London: Chapman and Hall. 1991.

Krishan Kumar. Research methods in library and information science. New Delhi : Har-Anand pub., 1992.

Lewis - Beck, Michael S. Data analysis : an introduction. Thousand Oaks; Sage pub., 1995.

Lucas, Henry. C. Analysis, design and supplementation of information. New York : Mc Graw Hill, 1992.

Slater, Margaret ed. Research methods in library and information studies. London : Library Association, 1990.

SEMESTER - IV

Paper Code : M.Lib.-13

Paper Title : INFORMATION AND COMMUNICATION

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To familiarise students with various characteristics of information and trends in scientific communication.

UNIT - I

Information and Communication :

Information : Characteristics, nature, value and use of information. Conceptual difference between Data, Information and Knowledge .Communication of information: Information generation. Communication channels : Models and barriers. Trends in scientific communication.

UNIT - II

Information Science & Information Society :

Definition, scope and objectives. Information Science as a discipline and its relationship with other subjects. Genesis, characteristics and implications of Information Society. Changing role of library and information centres in society. Information Industry : Generators, providers and intermediaries.

UNIT - III

Information Acts & Policies :

Intellectual Property Act, Right to Information Acts. Concept of freedom, Censorship, Copyright and Fair Use. Policies relating to information. Right to Information (including science, technology and education). International and National Programmes and Information Policies (NAPLIS) and National Knowledge Commission (NKC).

UNIT-IV

Information Management & Knowledge Management :

Information Management. Knowledge Management. Role of Networks, Libraries, Documentation and Information Centres :DELNET and DESIDOC.

Essential Readings :

Ellis, David. Progress and problems in information retrieval.
London : Lib. Assoc., 1996.

Halsall, Fred. Data communication, Computer networks and open systems. 4th ed., Delhi : Addison - Wesley Longwan pub., 2000.

Kumar, P.S.G. Fundamentals of information science. New Delhi : S.Chand & Co., 1998

Prasher, R.G. Information and communication. New Delhi : Medallion Press, 1991.

Stallings, William Data and Computer communications. 6th ed. Pearson : Education Asia, 2001.

Further Readings :

Black, Uyles D. Data communication and distribution networks. 3rd ed. New Delhi : Practice Hall of India, 1997

Burnett, R.E. Technical communication. 2nd ed. California : Wadsworth pub. Co., 1990.

Encyclopaedia of communication and information edited by Jorga Reina Schement. 3 vols. New York : Macmillan Ref. USA, 2002

Fisher, Palmer. Communication in organisation. Bombay : Jaico pub., 1994.

Rathnaswamy, P. Communication management : Theory and practice. New Delhi : Deep & Deep Pub., 1995.

Rayudu, C.S. Media and communication management. Bombay : Himalaya pub., 1993

UNESCO. World communication report : the media and the challenge of the new technologies. Paris, Unesco, 1997.

Vachani, Jagdish. Modern communication and information systems. New Delhi: Kanishka Pub., 1997.

Paper code : M.Lib.-14

Paper Title : INFORMATOIN ANALYSIS, REPACKAGING AND CONSOLIDATION

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students with the process of Repackaging and Consolidation for effective information services to industries and other target groups.

UNIT – I

Content Analysis, Abstract & Abstracting :

Content Analysis : Concept, Types, Processes. Abstract : Definition & Types. Abstracting : Types and Guidelines in preparing Abstracts. Abstracting Agencies and services.

UNIT - II

Information Analysis, Repackaging and Consolidation :

Information Analysis, Repackaging and Consolidation : Concept, Process. Guiding Principles for arrangement and presentation of idea in a helpful sequence. Electronic Content Creation. Information Consolidation Products : Concepts, Types, Design, Development and Methodology. Knowledge and skills required for information analysis and consolidation.

UNIT - III

Information Products :

Information News-letters, Hand Books, House Bulletins, In-house Communication, Trade Bulletin, Product Bulletin, State-of-the-Art Report, Trend Report, Technical Digests : Nature, concept, types, design; and development.

UNIT - IV

Marketing of Information :

Concept, Need, Benefits, Ingredients. Information Marketing in India. Trends in Marketing of Information Services.

Essential Readings :

Bhattacharyya, G. and Gopinath, M.A., ed. Information analysis and consolidation : Principles, procedures and products. DRTC Annual seminar No. 18. Bangalore : D.R.T.C., 1981.

Garvin, David."Information analysis centre and the Library". Special Libraries. Vol. 62(1), Jan. 1971. pp 17-23.

Gupta, B.M. and others (ed.). Handbook of libraries, archives and information centres in India. 16 vols. New Delhi : Information Industry pub., 1988-2000 (only relevant chapters in various volumes).

Saracevic, T. and Wood, J.S. Consolidation of information : A handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris : Unesco, 1981.

Seetharama, S.Information consolidation and repackaging. New Delhi : Ess Ess Pub., 1997.

Further Readings :

Branderth, M. Specialised information analysis centres in international development : Report of a meeting held at Montebellow. Quebec, Canada, I.D.R.C. Oct 4-8, 1982.

Carroll, Bounie T. and Maskewitz, Betty F."Information analysis centres". In : Williams, Martha E. (ed): Annual review of information science and technology. Vol. 15, 1980.

Crawford, J.Evaluation of library and information services, 2nd ed., 2000.

Kertesz, F. Guidelines for establishing and operating information analysis centres. Paris : Unesco, 1978.

Koch, H. William and Grattidge, Walter. Marketing the products and services of information analysis centres. New York : American Institute of Physics, 1972.

Seetharama, S. "Modes of presentation of information in information consolidation products:. Library Science with a slant to Documentation. Vol. 22, 1985. Paper E.

Simpson, G.S."Information analysis centre view point on wordage problems : amount, language and access". Journal of Chemical Documentation. Vol. 12 (2), 1972 pp. 97-98.

Technonet Asia : A guide to setting up a technical information service unit. Singapore : Technonet Asia, 1979.

Paper Code : M.Lib.-15

PAPER TITLE : INFORMATION SYSTEMS :
OPT. ("A") : SOCIAL SCIENCES INFORMATION SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students about the Information Sources and Network in the field of Social Sciences.

UNIT - I

Structure and Development of Social Sciences :

Definition, scope, landmarks and research trends in the disciplines of Political Science, Economics, Sociology, Psychology, History.

UNIT - II

Social Science Information Sources :

Evaluation of the following Information sources : Print and non-print, electronic and Web-based : Asian News Digest. British Humanities Index. Current Sociology. Demography Yearbook. Economic Titles. Historical Abstracts. International Bibliography of the Social Sciences. Political Science Abstracts. Population Index. Social Science Citation Index. Sociological Abstracts. UN Demographic Yearbook. Business Periodicals Index. Guide to Indian Periodical Literature. New Palgrave Dictionary of Economics. International Encyclopedia of Social and Behavioural Sciences. Social Science Index (H.W. Wilson). Dissertation Abstract International. Gazetteer of India. PAIS Bulletin. Wealth of India. Social Science abstracts.

UNIT – III

Social Science Information Institutions :

Study of the following Social Science Institutions engaged in Information generation and dissemination : Centre for Policy Research. ICSSR. ICWA. Institute for Defence Studies and Analysis. Indian Institute of Management, Indian Institute of Public Administration National Council for Applied Economic Research. National Institute of Public Finance and Policy. Tata Institute of Social Sciences. UNESCO. Indian Council of Historical Research. Institute of Economic Growth

UNIT - IV

Social Science Information System :

Concept and evaluation. Evaluation of existing Information Associations, Systems and Networks in Social Sciences at national and international level. International Political Science Association. International Sociological Association. Social Science Information Gateway (Intute). SocioSite. International Social Science Council (ISSC). International Committee for Social Science Information and Documentation (ICSSD). Social Science Research Network (SSRN)

Essential Readings :

Herron, Nancy, ed. Social Sciences: A Cross disciplinary guide to selected sources. 3rd ed. Libraries Unlimited, 2002.

Hoselitz, B.F. Readers Guide to Social Sciences. Rev. Ed. Glencoe : Free Press, 1972.

McKenzie, W.J.M., ed. Guide to Social Sciences. London : Weidenfied and Nicolson, 1996.

Related sources and websites of various Institutions in the field of Social Sciences.

Further Readings :

Belly, Robert. Guide to Reference Books. 11th ed. Chicago : ALA, 1996.

Hunt, Elgin F and Colander, David L. Social sciences: An Introduction to the study of society. Ed. 9. Allyn, 1995

ICSSR Annual Reports and News Letters of various years.

Li, Tze Chung. Social science reference sources: A Practical guide. Ed 3. Greenwood, 2000.

Vyas, S.D. Social science information in India: Efforts toward bibliographic control. New Delhi : Concept,. 1992

Walford, A.J. Guide to reference material. V2 : Social and Historical Science, Philosophy and Religion. London : Library Association, 2000

Webb, William H, ed. Sources of information in social sciences. 3rd ed., 1980

Paper Code : M.Lih.-15

Paper Title : INFORMATION SYSTEMS :
OPT. ("B") : BUSINESS INFORMATION SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To make the students aware of the Business Information System.

UNIT - I

Business Information :

Nature and characteristics: Its role, generation and utilization. Systems view of business information. Components of Business Information Systems: Resources, centres, consultants, suppliers, financial organisations, industrial promoters, etc. Users of business information : Categories, role, functions, and need.

UNIT - II

Business Information Sources & Products :

Sources of Information : Directories, Digests, Market, Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design & Trade Marks, Standards, Databases. Information services : CAS, SDI, Technical Enquiry Service, other computerised services.

UNIT - III

Business Information Institutions & Networks :

Information Networks : overview of Business Information Networks. Institutional: national & international: Studies related to the activities of : NIDCS, IIFT, ITPO, CII, FICCI, UNIDO, UNCTAD

UNIT - IV

Organising Business Information for End user Support :

Database System: Business Measurement System; Business Planning System. Text Management System: Text retrieval system; Office systems Management Support Systems: Decision support systems; information centres.

Essential Readings :

Atherton, Pauline. Handbook of information systems and services, 1977.

Campbell, M.J. ed.: Manual of business library practice, 1975.

Curts, Graham. Business information systems: Analysis, design & Practice, 1989.

Further Readings :

Ahituv, N.I.V. Principles of Information System for Management. USA Business & Educational Technologies, 1994.

Dossett, Patti. ed. Handbook of special librarianship & information services, 6th ed. 1992.

Garland, John. L. How to develop Business information systems for End User. 1986.

Neelamegham, A., comp: DRTC reference course on information services for business and industry, 1974.

Wasserman, et al: Encyclopaedia of business information sources, 1983.

Paper Code : M.Lib.-15

PAPER TITLE : INFORMATION SYSTEMS :

OPT. ("C") : HEALTH SCIENCE INFORMATION SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4

units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To make the students aware of the Health Science Information System.

UNIT - I

Health Science Information :

Growth and development of Health Science. Types of Health Science libraries/information centres. Information Services : Current Awareness Service, SDI service, Indexing and abstracting service, Literature search. Users of Health Science information.

UNIT - II

Health Science Information Sources :

Sources of Information : Documentary: Printed and non-print. (list to be provided by the concerned teacher)

UNIT -III

Health Science Information Institutions :

National Medical Library. WHO. ICMR. Department of Biotechnology. Council of Ayurveda and Siddha. Council of Homeopathy. National Institute of Health and Family Welfare. CDRI. CFRI. CFTRI. NIN. NII. NIC

UNIT - IV

Information Systems and Networks :

HELLIS, MEDLARS, BIOSIS. Trends in Health Science Information System. Application of Hypertext, Hypermedia, Multimedia. Expert System and Artificial Intelligence.

Essential Readings :

Carmel, Michael, ed.: Health care librarianship and Information work
22 ed, 1995.

Dixit, R.P. Information management in Indian medical libraries, 1995,
pp 1-423.

Gupta, S.P, et al. Information technology and health science
libraries, MLAI sp. Pub. 1993, pp.1-279.

Further Readings :

Journal of American Society for Information Science: Perspectives on
medical informatics: Information technology in health care, 1995,
46(10), 723-800.

Kumar R.P. Srivastava, Divya and Gupta, S.P., eds. Education for
librarianship in information age, MLAI sp. Pub. 1995, pp.1-287.

Picken, Fiona Mackay and Kahn, Ann, M.C. Medical librarianship in the
eighties and beyond: A world perspective, 1986.

Varalaxshmi, R.S.R. Information services in medical college libraries, 1993.

Paper Code : M.Lib.-16

Paper Title : MANAGEMENT OF LIBRARY SYSTEMS :
OPT. ("A") : PUBLIC LIBRARY SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives:

To acquaint the students with the present set up of public library system in India.

UNIT - I**Public Libraries :**

Meaning, importance, functions. Role of Public Library in literacy and mass education. Public Library Movement in India : Recommendation by S.R. Ranganathan, Advisory Committee for India, UNESCO manifesto, Role of Raja Ram Mohun Roy Library Foundation (RRRLF) and National Library (Kolkata). Organisation of Public Library System : National, regional and State, Library governance.

UNIT - II**Public Library Legislation in India :**

Study of salient features of existing library acts in India : Tamil Nadu (Chennai). Andhra Pradesh (Hyderabad). Karnataka (Mysore). Maharashtra (Mumbai). West Bengal (Kolkata). Manipur. Kerala. Haryana. Goa and Mizoram. Library & Information Policy : Library & Information Policy at National and International level in India.

UNIT - III**Organisation of a Public Library :**

Manpower Development: Qualifications, recruitment, job description, job analysis, staff manual. Library Finance: Sources, budgeting, accounting and auditing. Library Building & Equipment : Planning, Concept of Modular Equipment Building. Library Furniture & Equipment. Collection Development : Print, Non Print (including Electronic documents). Organisation of various Sections : Periodical, Technical, Reference, Circulation and Maintenance Section.

UNIT - IV**Resource Sharing & Automation :**

Networking, Integrated public library system. Library Automation: Automating the house-keeping services in various sections in the public libraries. Library services to special groups of people including Physically handicapped, mentally challenged, Visually impaired, Prisoners and Children.

Essential Readings :

Faruqi, Khalid K. ed. Planning budget in libraries. New Delhi : Anmol, 1997. 294 p.

Indian Library Association. National information policies and programmes. Delhi : ILA, 1991.

Iyer, V.K. Public library systems in India. Delhi : Rajat, 1999. 323 p. Jordan, Peter. Staff management in library and information work. Bombay: Jaico, 1996. 264 p.

Nair, R. Raman. ed. Public library development. New Delhi : Ess Ess Pub., 1993. 178 p.

Ramaiah, L.S. & others. Public library systems : services & networking.2V. New Delhi : Ess Ess Pub., 1997.

Venkatappaiah, V. Library legislation in India. 2V. Delhi : Daya Pub. House, 1990.

Further Readings :

India Planning Commission. Modernisation of library services and informatics (working group); Report for the seventh Five Year Plan (1985-90). New Delhi : The Auth., 1991.

Iyengar, Sreenidhi, ed. Library services for the disadvantaged. New Delhi : Anmol, 1996. 240 p.

Mishra, S and Sunil Kumar. Staff development for library and information services. New Delhi : Ess Ess, 1999. 170 p.

Nair, R. Raman. Public library movement. New Delhi : Concept, 2000. 151 p.

Satyanarayana, N.R. Manual of computerization in libraries. New Delhi :Wishwa Prak., 1995.

Viswanathan, C.G. Public library organisation : with special reference to India. New Delhi : Ess Ess, 1990. 218 p.

Paper Code : M.Lib.-16

Paper Title : MANAGEMENT OF LIBRARY SYSTEMS :
OPT. ("B") : ACADEMIC LIBRARY SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives :

To acquaint the students with the present set up of academic library system in India

UNIT – I

Academic Libraries :

Concept, need, purpose, types, functions and present set up of Academic Libraries in India. Role of UGC in the growth & development of Academic libraries of higher education institutions in India. Committees & Commissions :Kothari Commission, Radhakrishnan Commission, Mudaliar Commission.

UNIT - II

Library Organisation & Administration :

Library authority and its decentralisation. Manpower development: Qualifications, recruitment, Job description, job analysis, staff manual. Library Finance : Sources, budgeting, accounting and auditing. Collection Development: Print and Non-Print including Electronic documents.

UNIT - III

Organisation of Various Sections & Library Building :

Periodical, Technical, Reference, Circulation and Maintenance Sections. Centralized v/s Decentralized System : Departmental libraries. Library Building : Planning. Library furniture & equipment.

UNIT - IV

Resource Sharing & Networking and Policies :

Concept of Resource Sharing & Networking with special reference to INFLIBNET, DELNET. Consortia and Institutional Repositories (IR). Library & Information Policy at the National and International level in India.

Essential Readings :

Brophy, Peter. The Academic Library. London : LA, 2000.

Chaturvedi, D.D. (ed). Academic libraries. New Delhi : Anmol pub., 1994. 232 p.

Devarajan, G. Resource allocation in university libraries. New Delhi : Ess Ess pub., 1993. 187 p.

Gupta, O.P. Development of university libraries in India after independence. New Delhi : Concept pub., 1992. 227 p.

Gupta, O.P. Library and information services in university and college libraries in India. New Delhi : Reliance pub., 1998. 254 p.

Shukla, K.H. University libraries in India : Some observations and suggestions. Jaipur : RBSA pubs, 1994. 212 p.

Further Readings :

Biddle, Stanton F. Planning in the university library. Connecticut : Greenwood press, 1992. 227 p.

Brown, Sally et al. 500 Tips for academic librarians. London : Lib. Assoc., 1997. 184 p.

Indian Library Association. Challenges before the university libraries in the 21st century. Delhi : I.L.A., 1999. 430 p.

Khanna, J.K. Manual for administering academic libraries. New Delhi : Beacon pub., 1997. 456 p.

Krishna, C. Murali. Manpower planning in university libraries. New Delhi: Ess Ess pub., 1993. 136 p.

Line, M.B., ed. Academic Library Management. London : LA, 1990.

Morgan, Steve. Performance assessment in academic libraries. London : Mansell, 1995. 211 p.

Oldroyd, Margaret (ed). Staff development in academic libraries : present practice and future challenges. London : Library Assoc. pub., 1996. 184 p.

Paper Code : M.Lib.-16

Paper Title : MANAGEMENT OF LIBRARY SYSTEMS :
OPT. ("C") : SPECIAL LIBRARY SYSTEM

Instructions for the Paper-Setters / Examiners :

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions in all, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Objectives:

To acquaint the students with the present set up of Special library system in India.

UNIT – I

Special Libraries:

Concept, role, characteristics, and functions. Development of special libraries in India . Role of IASLIC. Library & Information Policy at National Level in India.

UNIT - II

Library Organisation & Administration :

Collection Development and Management of Government documents, maps, manuscripts, newspaper clippings, serials, specifications (patents and Standards) technical reports, theses. Financial Management auditing : Sources of finance, budgeting techniques. Accounting and Auditing. Manpower development and recruitment. : Qualifications, Job Description, Staff Manual.

UNIT - III

Information Service & Library Building :

Library Building : Principles, planning and features. Information Services : Bibliographic, Current Awareness (CAS), Digest, Documentary Delivery, Indexing, Abstracting, Referral, Selective Dissemination (SDI), Translations, Consultancy, Trend Report, . Reference & Information Services.

UNIT - IV

Resource Sharing & Marketing of Information :

Resource Sharing :Concept, Areas, Factors of Development. Networking.
Marketing of Information Products & Services.

Essential Readings :

Burton, Paul F. and Patric, J. Howard. Information management technology : A librarian's guide. London : Chapman and Hall, 1991. 216 p.

Dhawan, K.S. Multi-media library. New Delhi : Commonwealth Publishers, 1997. 229 p.

Pruett, Nancy Jones, et al. Scientific and technical libraries : Functions & Management. Vol. 1. Orlando : Academic Press, 1986. 353 p.

Scammell, Alison, ed. Handbook of special librarianship and information work. London : Aslib, 1997. 478 p.

Further Readings :

Bernstein, Ira H. and Havig, Paul. Computer literacy. London : Sage Publications, 1999. 425 p.

Dove, Jackson. Audio-visual : The availability and exploitation of non-print material with special reference to libraries. London : Andre Deutsch, 1975. 300 p.

Faruqi, Khalid K. Planning library building. New Delhi : Anmol Publications, 1998. 209 p.

Liu, Cricket, et al. Managing internet information services. California: O' Reilly and Associates, 1994. 630 p.

Radhakrishna Kashyap, K.A. Selective Dissemination of information services. New Delhi : Anmol Pub., 1998. 253 p.

Strauss, Lucille J. Scientific and technical libraries : their organisation and administration. New York : Becker & Hayes, 1972.
