गुरु घासीदास विश्वविद्यालय
(केंद्रीय विश्वविद्यालय अधिनियम 2009 क्र. 25 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)
कोनी, बिलासपुर – 495009 (छ.ग.)

Guru Ghasidas Vishwavidyalaya
(A Central University Established by the Central Universities Act 2009 No. 25 of 2009)
Koni, Bilaspur – 495009 (C.G.)

Department : *Library and Information Science*

Program Name : *M. Lib. I. Sc.*

Academic Year : 2021-22

List of Revised Courses

Sr. No.	Course Code	Name of the Course
01.	C1	Knowledge Society
02.	C2	Information Storage and Retrieval (Theory)
03.	C3	Information Communication Technology for Libraries (Theory)
04.	C4	Information Storage and Retrieval (Practice)
05.	C6	Information Source , System and Programme
06.	C7	Managements of Libraries and Information Centers/ Institutions
07.	C8	Research Methods and Statistical Techniques
08.	C9	Information Communication Technology for Libraries (Practice)
09.	AECC1	Information Analysis, Repackaging, and Consolidation
10.	DSE 1	Academic Information System
11	GE2	Preservation and Conservation of Library Materials
12	GE3	Media and Information Literacy

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Minutes of Meetings (MoM) of Board of Studies (BoS)

Academic Year : 2021-22	
School	: *School of Studies of Arts*
Department	: *Library and Information Science*
Date and Time	: October 29, 2021, 12: 00 Noon
Venue	: *UTD Wing B, Room No. 74*

The scheduled meeting of member of Board of Studies (BoS) of Department of Library and Information Science, School of Studies of Arts, Guru Ghasidas Vishwavidyalaya, Bilaspur was held to design and discuss the B.Lib.I.Sc. and M.Lib.I.Sc. scheme and syllabi.

The following members were present in the meeting:
1. Dr. Brajesh Tiwari (HOD, Associate Prof., Dept. of Lib. & Info. Science.-cum Chairman, BOS)
2. Prof. Maya Verma , PRSU , Raipur was attend through online mode.

Following points were discussed during the meeting
1. Revision of B.Lib. I.Sc. Syllabus for the session 2021-22 onwards;
2. Revision of M.Lib. I.Sc. Syllabus for the session 2021-22 onwards;

The committee discussed and approved the scheme and syllabi. The revised courses are as follows:

B.lib.I.Sc.

C1	Foundation of Library and Information Science
C2	Knowledge Organization- Classification (Theory)
C3	Knowledge Organization- Cataloguing (Theory)
C4	Basics of Information and Communication Technology (Theory)
C5	Information Sources , Systems and services
C6	Library Management
C7	Knowledge Organization- Classification (Practice)
C8	Knowledge Organization-Cataloguing (Practice)
C9	Basics of Information and Communication Technology (Practice)
DSE1	School Library and Media Center
DSE2	Public Library and Information Systems
DSE3	Special Library and Information Systems

M.Lib.I.Sc.

C1	Knowledge Society
C2	Information Storage and Retrieval (Theory)
C3	Information Communication Technology for Libraries (Theory)
C4	Information Storage and Retrieval (Practice)
C6	Information Source , System and Programme

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C7   Managements of Libraries and Information Centers/ Institutions
C8   Research Methods and Statistical Techniques
C9   Information Communication Technology for Libraries (Practice)
AECC1 Information Analysis, Repackaging, and Consolidation
DSE1   Academic Information System
GE2   Preservation and Conservation of Library Materials
GE3   Media and Information Literacy

The new courses introduced are as follows:

B.Lib.I.Sc.

GE 2   Digital Library : Fundamental

C7   Knowledge Organization – Classification (Practice)

C8   Knowledge Organization – Cataloguing (Practice)

Project   Project work (In lieu of DSE)

M.Lib.I.Sc.

C5   Library Use and User Studies

GE1   Webometrics, Infomatics, & Scientometrics

Project   Project work (In lieu of DSE)

❖ CBCS system was already adopted in the above courses from session 2015-16

❖ Prof. Jaydeep Sharma, IGNOU, New Delhi who could not attend the meeting however send his consent about the newly prepared syllabus.

❖ Advices from the faculty members present as well as ex faculties were also consider the CBCS/ECS courses adequately endorse in the design and development of syllabus.

विभागाध्यक्ष
HEAD
पुस्तकालय एवं सूचना विज्ञान विभाग
Deptt. of Library & Info. Science
गुरू घासीदास विश्वविद्यालय,
Guru Ghasidas Vishwavidyalaya
बिलासपुर (छ.ग.)
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1.1.2

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)
(A Central University)
MASTER OF LIBRARY AND INFORMATION SCIENCE
ONE YEAR (TWO SEMESTERS) POST GRADUATE DEGREE PROGRAM
Scheme of Examination w.e.f. Session: 2021-2022 Onwards

First Semester

Courses	Title	Credits (L:T:P)	MARKS DISTRIBUTION		
			Continuous Evaluation	Semester End Examination	Total Marks
C1	**Core Courses (CC)** Knowledge Society	3:1:0	30	70	100
C2	Information Storage and Retrieval (Theory)	3:1:0	30	70	100
C3	Information Communication Technology for Libraries (Theory)	3:1:0	30	70	100
C4	Information Storage and Retrieval (Practice)	0:1:3	30	70	100
C5	Library Use and User Studies (Practice)	0:2:2	30	70	100
GE1 GE2 GE3	**Generic Elective(GE)*** Webometrics, Informatics & Scientometrics Preservation and Conservation of Library Materials Media and Information Literacy	3:1:0	30	70	100
	TOTAL	24	180	420	600
	Second Semester				
C6	**Core Courses (CC)** Information Source, System and Programmes	3:1:0	30	70	100
C7	Management of Libraries and Information Centers/ institutions	3:1:0	30	70	100
C8	Research Methods and Statistical Techniques	3:1:0	30	70	100
C9	Information Communication Technology for Libraries (Practice)	0:1:3	30	70	100
AECC1	**Ability Enhancement Compulsory Course(AECC)** Information Analysis, Repackaging and Consolidation	0:1:1	30	70	100
SEC1	**Skill Enhancement Course(SEC)** Technical Writing and Content Development	0:1:1	30	70	100
DSE1 DSE2 DSE3	**Discipline Specific Elective(DSE)*** 1. Academic Information System 2. Agricultural Information System 3. Legal Information System		30	70	100

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गुरु घासीदास विश्वविद्यालय,
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DSE4	4. Industrial Information System				
Project Work/Dissertation (In Lieu of DSE)		4	---	---	100
	TOTAL	24	210	490	700

Note: * Any one
   ** Student may opt any one Course/opt any one Course (current/upcoming) available at SWAYAM and notified by the department.

Note: *Practical and Viva-voce will be conducted by internal examiners.*

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First Semester

Core Course – C1
Knowledge Society
TM 100(Internal Assessment 30+Theory 70) (Credit-04)

Objectives:

- This unit will introduce the notions of information and knowledge societies and examine in some detail their basic traits and characteristics.
The principal differences between knowledge societies and pre-knowledge societies are explained and the major issues that need to be addressed in becoming a knowledge society are outlined.

Learning Outcomes :

After studying this paper, students shall be able to:

- An understanding of the differences among the notions of Data, Information and Knowledge.
- An understanding of different Acts and Laws related to information society
- The conceptual difference between information society and knowledge society .

Unit 1: Data, Information and Knowledge

- Data, Information and Knowledge & Wisdom : concepts and differences
- information generation
- Communication channels, modes and barriers

Unit 2: Information Society

- Information Society: Genesis, characteristics and Implications
- Policies Programme Related to Information.
- Information Industries.
- Concepts of Freedom, Censorship, Fair Use. Creative Commons.
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

Unit 3: Information Science

- Information Science: Definition, Scope, objectives
- Information Science as a Discipline & its relationship with other subjects
- Information communication Models

Unit 4: Economics of information

- Information as an Economic Resource
- E- Commerce and E-Governance
- Marketing of Information.

Unit 5: Information & Knowledge Management

- Information Management
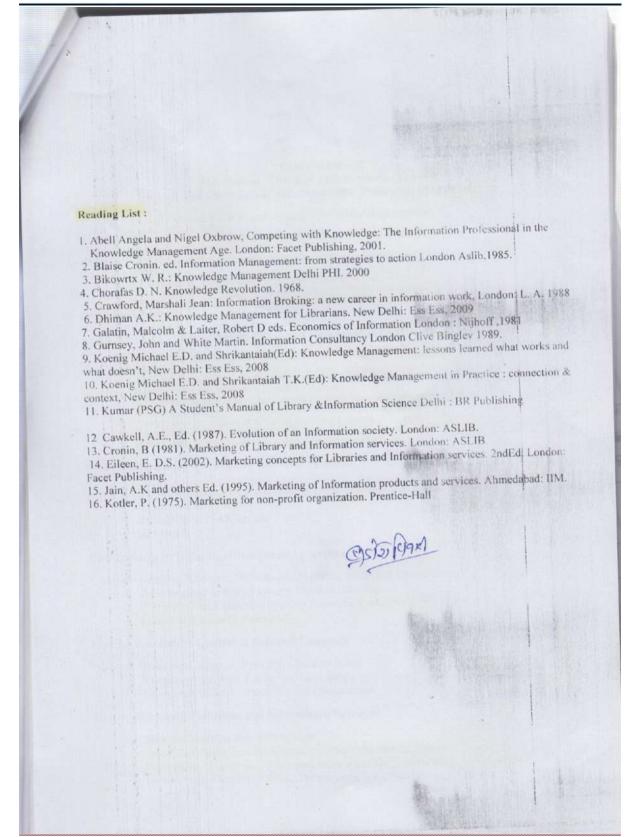- Knowledge Management
- Information Society Vs Knowledge Society

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Reading List :

1. Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publishing, 2001.
2. Blaise Cronin. ed. Information Management: from strategies to action London Aslib.1985.
3. Bikowrtx W. R.: Knowledge Management Delhi PHI. 2000
4. Chorafas D. N. Knowledge Revolution. 1968.
5. Crawford, Marshali Jean: Information Broking: a new career in information work, London: L. A. 1988
6. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: Ess Ess, 2009
7. Galatin, Malcolm & Laiter, Robert D eds. Economics of Information London : Nijhoff ,1981
8. Gurnsey, John and White Martin. Information Consultancy London Clive Binglev 1989.
9. Koenig Michael E.D. and Shrikantaiah(Ed): Knowledge Management: lessons learned what works and what doesn't, New Delhi: Ess Ess, 2008
10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): Knowledge Management in Practice : connection & context, New Delhi: Ess Ess, 2008
11. Kumar (PSG) A Student's Manual of Library &Information Science Delhi : BR Publishing

12 Cawkell, A.E., Ed. (1987). Evolution of an Information society. London: ASLIB.
13. Cronin, B (1981). Marketing of Library and Information services. London: ASLIB.
14. Eileen, E. D.S. (2002). Marketing concepts for Libraries and Information services. 2ndEd: London: Facet Publishing.
15. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: IIM.
16. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall

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Core Course –C2
Information Storage and Retrieval (Theory)
TM 100 (Internal Assessment 30 + Theory 70) (Credit - 04)

Objectives:
- To study various methods and techniques of information retrieval and search strategies
- To understand the perspectives and significance of Information retrieval in the present– context
- To develop skills in information processing, organization, and retrieval
- To familiarize students with information retrieval techniques
- To understand indexing concepts, theories, methods, and importance
- To familiarize students with current trends in information retrieval–

Learning Outcomes :

After studying this paper, students shall be able to:

- Understand the objectives, components, and functions of information processing and retrieval systems
- Gain the knowledge of information search, search techniques; search strategies; and other search formations
- Clear understand the concepts, theories, methods and importance indexing languages, thesauri, and different subject headings
- Understand the different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

Unit 1: Information Storage and Retrieval Systems

- Concepts, Objectives, Functions and component of ISAR system
- ISAR System: Operation Design
- Evaluation of ISAR System
- IR Models

Unit 2: Subjects Indexing: Principle and practices

- Indexing: Concept, Theories and Methods, Historical Development
- Pre coordinate Indexing system, Citation Indexing
- Post coordinates Indexing System- Keyword, Uniterm etc.
- Trends in Automatic Indexing

Unit 3: Vocabulary Control & Indexing Language

- Indexing Language: Type and Characteristics,
- Vocabulary Control: Tools, Need and Scope
- Thesaurus: Structure, Function and Construction

Unit 4: Searching Technique and Information Retrieval

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search etc., Federated Search and Multimedia Databases Search
- Data Mining, Data Harvesting,: Dublin Core, OAI/PMH, Semantic Web

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Unit 5: Advanced IR Techniques

- Cross-language retrieval
- Image retrieval
- Multimedia retrieval

Reading List :

1. Alberico, R. & Micco M.(1990). Expert systems for reference and information retrieval. West Port : Meckler. Aslib Atchison, J. & Alan G. A. (1972). Thesaurus construction: a practical manual. London: Aslib.
2. Atchison, J. & Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: Aslib.
3. Austin, D. (1984). PRECIS: A manual of concept analysis and subject Indexing. 2nded.
4. Chowdhruy, G. G. (2003). Introduction to modern Information retrieval. 2nd Ed. London: Facet Publishing.
5. Cleaveland, D. B. (2001). Introduction to indexing and abstracting. 3rd Ed. Englewood Colo. : Libraries Unlimited
6. Crawford, M. J. (1988). Information broking: a new career in information work. London: Facet publishing.
7. Ford, N. (1991). Expert systems and artificial intelligence: An information manager's guide. London: LA. Page 45 of 73
8. Ghosh, S. B., & Biswas, S.C. (1998). Subject indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
9. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet publishing.
10. Lancaster, F.W. (2003). Indexing and abstracting in theory and practice. London: Facet publishing.
11. Pandey , S.K. (2000). Library information retrieval. New Delhi: Anmol.
12. Seetharama, S. (1997). Information consolidation and repackaging. New Delhi: Ess Ess publications.
13. Van, R.C.J.(1970). Information retrieval, 2nd ed. London: Butterworths.
14. Vickery, B.C. (1970). Techniques of information retrieval. London: Butterworths.

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Core Course – C3
Information Communication Technology for Libraries (Theory)
TM 100(Internal Assessment 30 + Theory 70) (Credit-04)

Objectives:
- To introduce the students to the basics of IT and related issues
- To train students in using information technology tools and techniques in information access, service, management, and archival activities
- To be familiar with applications of computers and information Technology in libraries.

Learning Outcomes :

After studying this paper, students shall be able to:

- Knowledge of automation software's and its application in the library
- Knowledge about a basic features of internet and its various tools.
- Knowledge of designing of webpage and content management.
- Concepts of digital library.

Unit 1: Library Automation

- Standards of automation
- Planning and Implementation of Library Automation.
- Housekeeping Operation of Library.
- Evaluation of Library Automation Software

Unit 2: Internet Basics Features and Tools

- Internet: Definition, application and Tools
- Internet Connectivity
- E-mail
- Internet Protocol:
- OSI Network Model and TCP/IP Reference Model
- Z39.50, and Z39.85
- Network Based Information Services

Unit 3: Web Page Designing &Content Management

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5.
- Web Based Content Development, Content Development software: JOOMALA /Word Press etc

Unit 4: Open Access to Scholarly Communication

- Scholarly Communication: Concept and Meaning
- Open Access: Overview, Definitions. Open access publishing (full, hybrids, library as publisher, OA policies)
- People, Organizations (PLOS, SPRAC ,Budapest Open Access Initiative), and resources of Open Access
- Open Source Software :Identification ,Types and Use.

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Unit 5: Digital Libraries

- Genesis ,Definition, Objectives ,Scope of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space
- File Format :Text, Audio, Video and Image
- Software and Hardware for Digital libraries: OCR,
  Image editingsoftware,
- Input Capture Devices: Scanners, Digital Movie Cameras

Reading List :

1. Ahsan, N. (2002). Computer hardware guide. Delhi: Educational publishing house.
2. Allen, T., & Robert, N. (2002). Programming languages. New Delhi: Tata McGraw-Hill.
3. Balakrishnan, S. (2000). Networking and the future of libraries. New Delhi: Ess Ess publications.
4. Bansal, S. K. (2005). Information technology and globalisation. New Delhi: A.P.H. publishing.
5. Basandra , S. K. (2002). Computers today. New Delhi: Golgotia.
6. Clements, A. (2004). The principles of computer hardware. New York: Oxford publications.
7. Dhiman, A. K. (2003). Basics of information technology for librarians and information scientists. New Delhi: Ess Ess publications.
8. Gill, N. S. (2016). Handbook of computer fundamentals. New Delhi: Khanna book publishing Co.
9. Gupta, V. (2005). Rapidex computer course. New Delhi: Pustak mahal.
10. Hunt, R., & Shelley, J. (2002). Computers and common sense. New Delhi: Prentice-Hall.
11. James, K. L. (2013). Computer hardware. Delhi: PHI Learning Pvt. Ltd.
12. Jeanne, F. M. (2006). A librarian's guide to the internet: A guide to searching and evaluating information. Oxford: Chandos publishing.

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Core Course – C4
Information Storage and Retrieval (practice)
TM 100(Internal Assessment 30 + Practice 70) (credit 04)

Objectives:
Practical implication of Information Storage and Retrieval systems with special reference to UDC , Cataloguing, Indexing and so on.

Learning Outcomes :
After studying this paper, students shall be able to:

- Understand the classification with special reference to UDC and different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

Unit 1: Preparation of Class Number for Micro-Document using UDC.
Unit 2: Preparation of cataloguing entries for Complex Continuing Resources and Non- book Materials.

Unit 3: Indexing Practice using PRECIS and KWIC.

Reading List :

1   Alberico, R. and Micco M. (1990). Expert systems for reference and information retrieval. West Port:Meckler.
2   Atchison, J. and Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: ASLIB.
3   Charles, T., Boyce, Bert R. and Kraft, Donald H. 2000. Text Information retrival Systems. (Library and Information Science). 2nd ed. California: Academic Press
4   Chowdhruy, G.G. (2003). Introduction to modern Information retrieval. 2nd ed. London: Facet Publishing.
5   Cleaveland, D. B. (2001). Introduction to Indexing and Abstracting. 3rd ed. Englewood Colo: Libraries Unlimited.
6   Lancaster, F Wilfred. (2003). Indexing and abstracting in theory and practice.3rd ed. Urbana: University of Illinois.
7   Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.
8   Neelameghan, A. (1995). Online Database searching and Retrieval: Strategies, Procedures,Commands and Problems – A brief guide. Bangalore: Sarada Ranganathan Endowment for Library Science.
9   Pandey, S.K. Ed. (2000). Library Information retrieval. New Delhi: Anmol.
10 Van Rijsbergen, C.J. (2004). The Geometry of Information Retrieval. Cambridge: Cambridge University Press.

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Generic Elective – GE2
Preservation and Conservation of Library Materials
TM 100 (Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:
- To familiarize students with the preservation and conservation of information sources;
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation;
- To study record management concepts and issues;
- To understand hazards to library materials and their preservation

Learning Outcomes :

After studying this paper, students shall be able to:

- Educating students on tools and techniques of preserving information sources making them are of legal issues while digitizing and digital preservation/archives;
- Familiarise with methods and process practiced to preserve important documents in libraries;
- Knowledge of evolution of storage devices and materials used to record and preserve knowledge through ages till modern times;
- Awareness of hazards of library materials and modes used for their preservation;
- Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories;.

Unit 1: Library Materials: Preservation and Conservation

- Need for Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts, books, Periodicals, Newspapers, Pamphlets etc
- Non-Book Materials

Unit 2 : Hazards to Library Materials and Control Measures

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

Unit 3: Binding

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

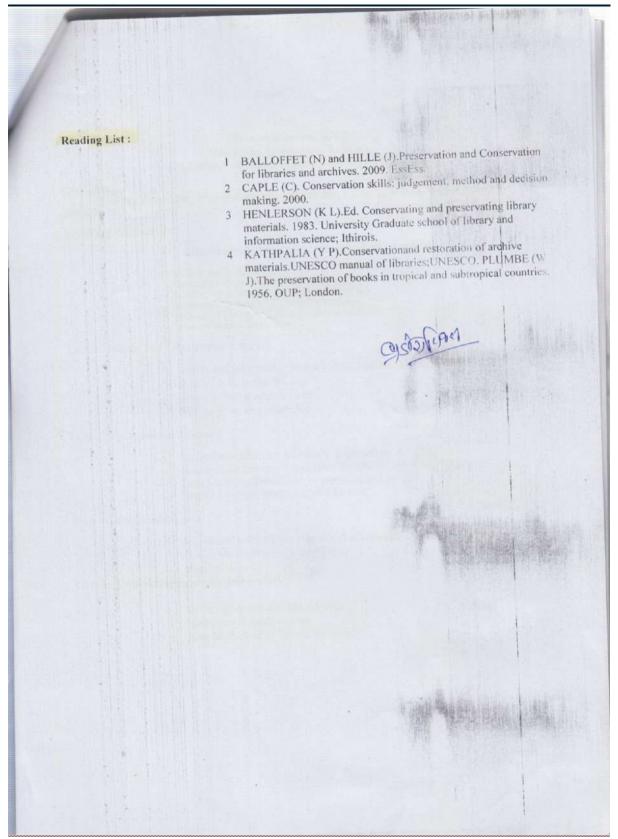**Unit 4: Restoration and Reformatting**

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents

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Reading List :

1. BALLOFFET (N) and HILLE (J).Preservation and Conservation for libraries and archives. 2009. EssEss.
2. CAPLE (C). Conservation skills: judgement, method and decision making. 2000.
3. HENLERSON (K L).Ed. Conservating and preservating library materials. 1983. University Graduate school of library and information science; Ithirois.
4. KATHPALIA (Y P).Conservationand restoration of archive materials.UNESCO manual of libraries;UNESCO. PLUMBE (W J).The preservation of books in tropical and subtropical countries. 1956. OUP; London.

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Generic Elective –GE3
Media and Information Literacy
TM 50(Internal Assessment30 + Theory 70) (Credit 4)

Objectives: Understanding of media and information literacy for providing better library services.

Learning Outcomes :

After studying this paper, students shall be able to:

- define media literacy;
- describe the process of media literacy;
- outline the core concepts of media literacy;
- evaluate the credibility of information;
- explain the power of visual images; and critically analyse media messages

Unit 1: Media and Information Literacy

- Media and Information literacy (MIL) definition, need and purpose,
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

Unit 2: Information Literacy

- Information Literacy Standards: Foundations & Implications
- Information Literacy Guideline :UNESCO, IFLA and ALA
- Data Literacy: Definition, Importance and scope
- Digital Literacy: emerging wed service

Unit 3: Ethics and Laws

- Media and information ethics: cyber laws and ethics
- Social Media Platforms and Tools
- Media Ethics

Unit 4: Understanding media and Society

- Defining Society and Mass Media
- Media and Public Opinion
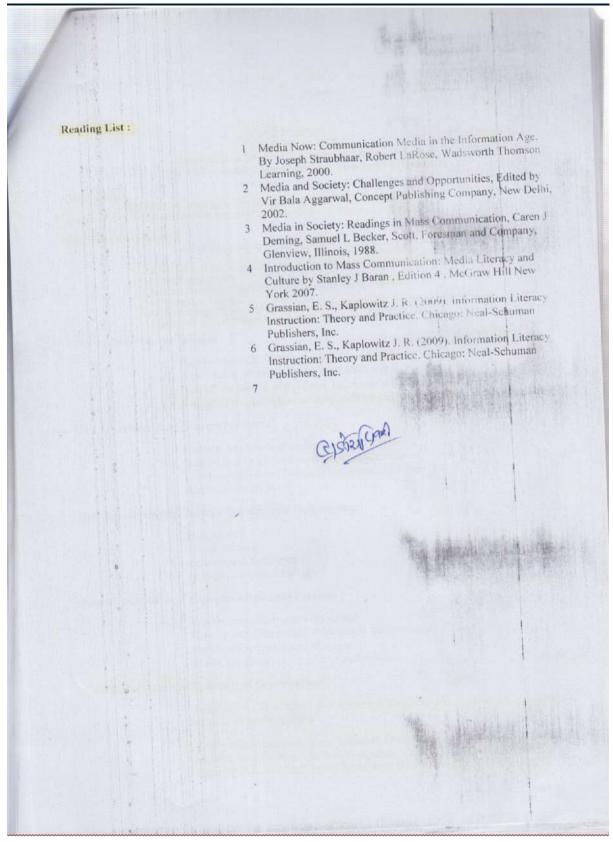- New Media and its Impact on Society

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Reading List :

1 Media Now: Communication Media in the Information Age, By Joseph Straubhaar, Robert LaRose, Wadsworth Thomson Learning, 2000.

2 Media and Society: Challenges and Opportunities, Edited by Vir Bala Aggarwal, Concept Publishing Company, New Delhi, 2002.

3 Media in Society: Readings in Mass Communication, Caren J Deming, Samuel L Becker, Scott, Foresman and Company, Glenview, Illinois, 1988.

4 Introduction to Mass Communication: Media Literacy and Culture by Stanley J Baran , Edition 4 , McGraw Hill New York 2007.

5 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.

6 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.

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Second Semester
Core Course – C6
Information Sources, Systems and Programmes
TM 100(Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:
Get to know about the importance and form of information source and to know difference types of information systems and program.

Learning Outcomes :
After studying this paper, students shall be able to:

- Know that information sources can be categorized by type, content and media
- Get an idea about the contents of various categories of information sources
- Gather adequate knowledge about non-print media, their types and uses in libraries and information centers

Unit 1: Information Sources

- Physical medium of information
- Print Media, Multimedia (Hypermedia) and Hypertext
- Non– Print Media: Microform, Electronic and Optical Media
- Evaluation of information sources- Print and electronic

Unit 2: Information Sources for Users

- Content Analysis and its Correlation to Clientele
- Customized Organization of Information Sources
- Citation Analysis of Information Sources and their Use
- Aid to information

Unit 3: Information Sources, Systems and Programmes

- Humanities
- Social Science
- Science and Technology
- Non Disciplinary Studies

Unit 4: Information Experts as Resource Persons

- Library and Information Personnel
- Science and Technology Information Intermediaries
- Database Designers and Managers
- Media Personnel as Sources of Information

Unit 5: Information Systems and Organizations

- Information Organization as a System: Basic Concepts, Types and Characteristics of an Information System

- Kinds of Information System: Libraries, Documentation Centers and Information Centers Data Centers, Information Analysis Centers, Referral Centers and Clearing Houses Archives and Translation Pools: Functions and Services

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Reading List :

1. ATHERTON (Pauline): Handbook for information system and services (1997), UNESCO, Paris.

2. BAMAN (P): Studies on information systems, services and programs in India and abroad (1993) Ajanta, Delhi.

3. BARUA (B P): National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakash an, New Delhi.

4. KOCHTANEK (TR) and MATTHEWS (JR): Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.

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6. VICKERY (BC): Information systems (1973) Butterworths, Washington.

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Core Course – C7
Management of Library and Information Centers/Institutions
TM 100(Internal Assessment 30 + Theory 70) (Credit 4)

Objectives:
- To train the student in the techniques of librarianship and management of library
- To understand the application of management theories in library and information area
- To study organizational structure of library and information centers.

Learning Outcomes :

After studying this paper, students shall be able to:

- Familiarizing students with basic principles, practices, procedures to manage different types of libraries
- Be able to understand concepts of management, functions, and principles of scientific management
- Gain the knowledge of organizational structure
- Experience the application of management theories in library management, organization or administration.

Unit 1: Advanced Management Perspectives

- Concepts and schools of Management thoughts
- Management Information Science
- Functions and Principles of Scientific Management
- Change Management: concept and need

Unit 2: Human Resource Management

- Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- Organizational Behavior
- Managerial Quality and Leadership

Unit 3: Financial Management

- Budgetary Control and Techniques
- Costing Techniques
- Cost Analysis
- Resource Mobilization and Outsourcing

Unit 4: System Analysis and Design

- Library Planning: Basic Concepts, Types and Procedures.
- System Approach
- Work Flow and Organizational Routine
- Monitoring and Control Techniques,

Unit 5: Collection management in electronic environment

- Electronic resources
- E-consortia

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Reading List :

1   Bakewell, K. G. B. (1997). Managing user-centred libraries and information services. 2nd ed. London: Maxwell.

2   Bryson, J. (1996). Effective library and information management. Bombay: Jaico Pub.House

3   Chatterjee, A.K. (1982). Introduction to management: Its principles and techniques. Kolkatta: World Press.

4   Crawford, J. (1997). Evaluation of library and information services effectively. 2nd ed, London: Aslib.

5   Evans, G. E. (1983). Management techniques for librarians. 2nd ed. New York: Academic Press.

6   Evans, G. E. & Layzell, P. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.

7   Gautam, J. N. (1991). Library and information management. New Delhi: Prentice Hall India.

8   Georgi, C., Bellanti, R., & Holbrook, F. K. (2013). Excellence in library management. Hoboken: Taylor & Francis.

9   Gupta, K. D. (2001). Library practice for effective management, New Delhi: Indian Library Association

10 Hayes, R. M. (2001). Models for library management, decision-making, and planning. San Diego: Calif: Academic Press.

11 Hernon, P., & Altman, E. (1998). Assessing service quality: Satisfying the expectations of library customers. Chicago: American Library Association.

12 Hendry, J. D., & Batchelor, B. (1997). How to market your library services effectively. London: Aslib.

13 Jain, A. K. (1999). Marketing information products and services: a primer for library and information professionals. New Delhi: Tata McGraw-Hill

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Core Course - C8

Research Methods and Statistical Techniques
TM 100(Internal Assessment 30+ Theory 70) (Credit 4)

Objectives:
- To familiarize students with concepts and types of research
- To know the research techniques and tools
- To understand the research methods and process
- To understand data analysis and interpretation

Learning Outcomes :

After studying this paper, students shall be able to:
- Familiar with theory of research and its methodology
- Familiar with identifying research problems and doing subject literature
- Sample size and research instrument for data collection
- Understanding the mode of data collection and data analysis
- Knowledge use of statistical tools and techniques for data analysis and interpretation of research findings

Unit 1:Research Methods

- Research: Definition, Nature, characteristics, purpose and types
- Research Methods: types
- Hypothesis: Concept, Types, Research Question .
- Scientific Methods: Features, Spiral of Scientific Method.

Unit 2: Research Design

- Research design: definition, purpose, types
- Characteristics & advantages of a good research design

Unit 3: Research technique and tools

- Data Collection: Meaning, Need, Purpose & Types
- Sampling technique and sampling error
- Scale and check list

Unit 4: Data analysis and interpretation

- Statistical methods: Concepts, definition and basic steps and factors involved.
- Measures central tendency: Mean, Median and Mode;
- Measures of Dispersion: Range, Mean Deviation and Standard Deviation;
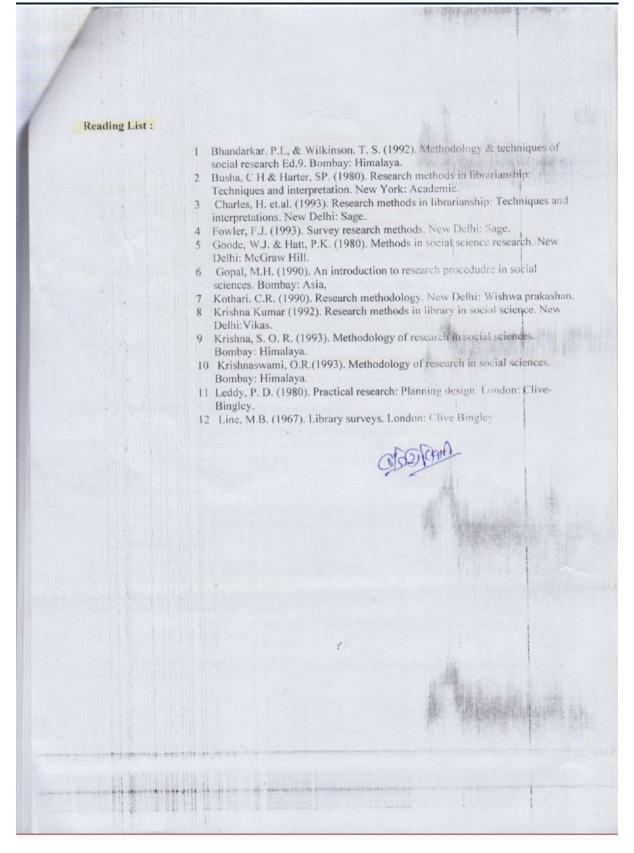- Measures of Variability and Correlation , t-test , z-test , ANOVA

Unit 5: Research Reporting

- Structure, Style, Contents
- Guidelines for research reporting
- Style manuals – Chicago – MLA- APA etc
- E-citation and methods of research evaluation

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Reading List :

1 Bhandarkar. P.L, & Wilkinson. T. S. (1992). Methodology & techniques of social research Ed.9. Bombay: Himalaya.

2 Busha, C H & Harter, SP. (1980). Research methods in librarianship: Techniques and interpretation. New York: Academic.

3 Charles, H. et.al. (1993). Research methods in librarianship: Techniques and interpretations. New Delhi: Sage.

4 Fowler, F.J. (1993). Survey research methods. New Delhi: Sage.

5 Goode, W.J. & Hatt, P.K. (1980). Methods in social science research. New Delhi: McGraw Hill.

6 Gopal, M.H. (1990). An introduction to research procedudre in social sciences. Bombay: Asia,

7 Kothari. C.R. (1990). Research methodology. New Delhi: Wishwa prakashan.

8 Krishna Kumar (1992). Research methods in library in social science. New Delhi:Vikas.

9 Krishna, S. O. R. (1993). Methodology of research in social sciences. Bombay: Himalaya.

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11 Leddy, P. D. (1980). Practical research: Planning design. London: Clive-Bingley.

12 Line, M.B. (1967). Library surveys. London: Clive Bingley

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Core Course - C9
Information Communication Technology for Libraries (Practice)
TM 100 (Internal Assessment 30 + Practice 70) (Credit 4)

Objectives:
- To give practical training in the use of library automation software
- To familiarize students with open source library software
- To familiarize the students with various operating systems
- To familiarize the students about information technology and its application to Library and– Information work
- To give basic knowledge about the software aspects and library automation packages

Learning Outcomes :
After studying this paper, students shall be able to:

- Able to understand and work on experience with IT products and services
- Have the knowledge of working with computer hardware, software
- Be trained to work with library automation and management tool
- Overall knowledge of library automation and the parts of its operations using different types of software
- Gain knowledge of both system software and application software related to library automation and management.

Unit 1: Integrated Library Management Software

- Integrated Library Software packages: SOUL/ Koha
- Modules such as Acquisitions, Cataloguing, Circulation, Serial Control, Administration and OPAC
- Installation of ILMS Software

Unit 2: Digital Library Software

- Overview of Digital Library Software: D-Space, Greenstone, e-prints,
- Creation of Digital Repository through D-Space and/or Greenstone

Unit 3: Web designing

- Creation of web page using HTML
- Creation of blogs

Unit 4: Content Management Software

- Function and use of any Content Management Software: Joomia / Drupal / Wordpress

Note : This is only a broad outline, the coverage of topics in this paper will be elaborated by the concerned teacher.

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Reading List :

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2. CHOWDHURY (G G) and CHOWDHURY (Sudatta): Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
3. COOPER (Michael D): Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
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5. NEELAMEGHAN (A) and LALITHA (SK): Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS (2001), Sarada Ranganathan Endowment for Library Science, Bangalore.
6. NEGUS (Christopher): Linux Bible. (2005), John Wiley, New York.
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10. WINSHIP (Ian) and McNAB (Alison): The Student's Guide to the Internet (2000), Library Association, London.

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Ability Enhancement Compulsory Course -AECC1

Information Analysis, Repackaging and Consolidation

TM 100(Internal Assessment +Practice 70) (Credit 2)

Objectives:

- To know about the repackaging, consolidation and analysis of information and their use and importance.
- This paper focuses to enhanced the ability of the students to know difference tools and products of IAR and how to prepare and used in practical cynario

Learning Outcomes :

After studying this paper, students shall be able to:

- highlight the impediments and difficulties associated with fruitful use of existing information
- explain the concepts of information consolidation and repackaging
- trace the origins of the concepts of information consolidation and repackaging
- assess the need for such service and explain the processes involved in information consolidation
- discuss how the concept of appropriate or consolidated information developed in conjunction with the concept of appropriate technology and technology transfer
- assess the value and benefits of consolidated information to different user communities or groups

Unit 1: Repackaging and Consolidation

- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Content Analysis
- Information Intermediaries

Unit 2: Information Analysis and Consolidation Centre's

- Genesis of Information Analysis and Consolidation(IAC) centre's
- IAC Centre's in India

Unit 3: Tools for IAR

- Indexes, Abstracts, Reviews, Digests, Markets Surveys
- Different Types of Abstracts

Unit 4: Information Products

- Nature Concept and Type
- Information Newsletter, House Bulletin, In-House communications,
- Trade Reports, Technical Digest, and Trend Reports, state-of- the –art- reports
- Electronic Content Creation

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Reading List :

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Discipline Specific Elective - DSE1
Academic Information System
TM 100(Theory 70+InternalAssessment30) (Credit 4)

Objectives:
- To encourage life-long learning among students to make them more knowledgeable in academic library system;
- To understand the concept, importance, functions, services and different types of– academic libraries;
- To know the background of development of higher education in India.

Learning Outcomes :
After studying this paper, students shall be able to:
- Define the basic objectives of academic libraries
- Identify the differences in school, college and university libraries
- Explain the services and extension activities of academic libraries
- Understanding the historical development of higher education in India;
- Gain the knowledge of library finance and infrastructure

Unit 1: Academic Libraries:
- Meaning, definition, importance, functions, services and types of– academic libraries;
- Users of academic libraries: types of users and their needs.

Unit 2: Higher Education and Libraries:
- History and development of higher education in India;
- Role of UGC in the development of higher education;–
Monitoring / accreditation agencies in India - NAAC, NBA;–
Role of knowledge commission in higher education

Unit 3: Library Finance and Infrastructure:
- Academic library finance and budgeting;
- Human resource management;
- Library buildings and equipments.

Unit 4: Planning and management of higher education
- Structure and organization of higher education in India ;
- Curriculum planning for higher education ;
- Universities and its structure

Unit 5: Collection Development in Academic Libraries:
- Types and character of academic library collection;–
- Acquisition of documents: selection, policy, and procedures, maintenance;–
- Problems of collection development

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Reading List :

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2   Applegate, Rachel (2010). Managing the small college library. Englewood, CO: Libraries Unlimited.

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