

**MASTER OF LIBRARY AND INFORMATION SCIENCE (M. LIB. I. Sc.)**

पुस्तकालय तथा सूचना विज्ञान निष्णात (एम. लिब. आई. एससी.)

**TWO YEAR PG COURSE**

**Academic Session 2017 -2018 & onwards**

**Syllabus (CBCS)**

**पाठ्यक्रम (सी. बी. सी. एस.)**



पुस्तकालय एवं सूचना विज्ञान विभाग

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

कंप्यूटर एवं सूचना विज्ञान पीठ

**SCHOOL OF COMPUTER SCIENCE AND INFORMATICS**

हरियाणा केन्द्रीय विश्वविद्यालय

**CENTRAL UNIVERSITY OF HARYANA**

महेन्द्रगढ़, हरियाणा  
**MAHENDERGARH, HARYANA**

## Nomenclature

Abbreviation/ Acronyms	Description
CC	Core Course
CBCS	Choice Based Credit System
DCEC	Discipline Centric Elective Course
GEC	Generic Elective Course
SEEC	Skill Enhancement Elective Course
L	Lectures
S	Seminar
P	Practical

**Total Credit: 100**

**Semester Wise Distribution of Credit: 24+26+26+24=100**



## SEMESTER - I

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Foundation of Library and Information Science	SCSI LIS 01 01 01 <b>01C 4105</b>	C	4-1-0	5
2	Knowledge Organization and Processing - I: Classification (Theory)	SCSI LIS 01 01 01 <b>02C 4105</b>	C	4-1-0	5
3	Knowledge Organization and Processing - I: Classification (Practice)	SCSI LIS 01 01 01 <b>03C 0055</b>	C	0-0-10	5
4	Information Sources, Systems and Services	SCSI LIS 01 01 01 <b>04C 3025</b>	C	3-0-2	5
5	To be taken from other department		GEC	4-0-0	4

\*  
Generic Elective Course (GEC) offered by the department

to students of other departments

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Information Literacy	SCSI LIS 01 01 01 <b>GEC 4004</b>	GEC	4-0-0	4
2	Community Information Systems & Services	SCSI LIS 01 01 02 <b>GEC 4004</b>	GEC	4-0-0	4
3	Communication Skills	SCSI LIS 01 01 03 <b>GEC 4004</b>	GEC	4-0-0	4



## SEMESTER - II

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Management of Libraries and Information Centres	SCSI LIS 01 02 <b>05C 4105</b>	C	4-1-0	5
2	Knowledge Organization and Processing-II: Cataloguing (Theory)	SCSI LIS 01 02 <b>06C 4105</b>	C	4-1-0	5
3	Knowledge Organization and Processing-II: Cataloguing (Practice)	SCSI LIS 01 02 <b>07C 0055</b>	C	0-0-10	5
4	Information Communication Technology and Libraries (Theory and Practice)	SCSI LIS 01 02 <b>08C 3025</b>	C	3-2-0	5
5	E-Resources Management (Compulsory)	SCSI LIS 01 02 <b>04GEC 2002</b>	GEC	2-0-0	2
6	Discipline Centric Elective Course I*	SCSI LIS 01 02 <b>01DCEC 4004*</b>	DCEC	4-0-0	4

\*Discipline Centric Elective Course (DCEC)  
Choose any one of the following courses:

S. No.	Title of the Course	Course Code	Course Type	Credits (L-T-P)	Total Credits
1	Public Library Systems	SCSI LIS 01 02 <b>01</b> <b>DCEC 4004</b>	DCEC	4-0-0	4
2	Special Library Systems	SCSI LIS 01 02 <b>02</b> <b>DCEC 4004</b>	DCEC	4-0-0	4
3	Preservation and Conservation of Library & Archival Materials	SCSI LIS 01 02 <b>03</b> <b>DCEC 4004</b>	DCEC	4-0-0	4

## SEMESTER - III

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Research Methodology in Library and Information Science	SCSI LIS 01 03 09C 3115	C	3-1-1	5
2	Digital Libraries (Theory)	SCSI LIS 01 03 10C 4105	C	4-1-0	5
3	Digital Libraries (Practice)	SCSI LIS 01 03 11C 0055	C	0-0-10	5
4	Academic Library Systems (Compulsory)	SCSI LIS 01 03 05 GEC 3003	GEC	3-0-0	3
5	To be taken from other department		GEC	4-0-0	4
6	Discipline Centric Elective Course II	SCSI LIS 01 03 04 DCEC 4004*	DCE C	4-0-0	4

\*  
Generic Elective Course (GEC) offered by the department to students of other departments

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Social Sciences Information Systems & Services	SCSI LIS 01 03 06 GEC 4004	GEC	4-0-0	4
2	Plagiarism and Academic Integrity	SCSI LIS 01 03 07 GEC 4004	GEC	4-0-0	4
3	Environmental Information Systems & Services	SCSI LIS 01 03 08 GEC 4004	GEC	4-0-0	4

**\*Discipline Centric Elective Course (DCEC)\***

**Choose any one of the following courses:**

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Web Technologies and Web-based Information Management	SCSI LIS 01 03 04 DCEC 4004	DCEC	4-0-0	4
2	Technical Writing and Content Development	SCSI LIS 01 03 05 DCEC 4004	DCEC	4-0-0	4
S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
3	Digital Era Information Storage, Retrieval and DBMS	SCSI LIS 01 04 04 DCEC 4004	DCEC	4-1-0	5
4	Dissertation	SCSI LIS 01 04 13 C 00010	C	10	10
5	Knowledge Management Systems	SCSI LIS 01 04 14 C 4105	C	4-1-0	5
6	Informetrics and Scientometrics	SCSI LIS 01 04 07 DCEC 4004	DCEC	4-0-0	4
7	Skill Enhancement Elective Course I *	SCSI LIS 01 04 01 SEEC*	SEEC	--	--

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**\* Skill  
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S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Internship Programme	SCSI LIS 01 04 01 SEEC	SEEC		

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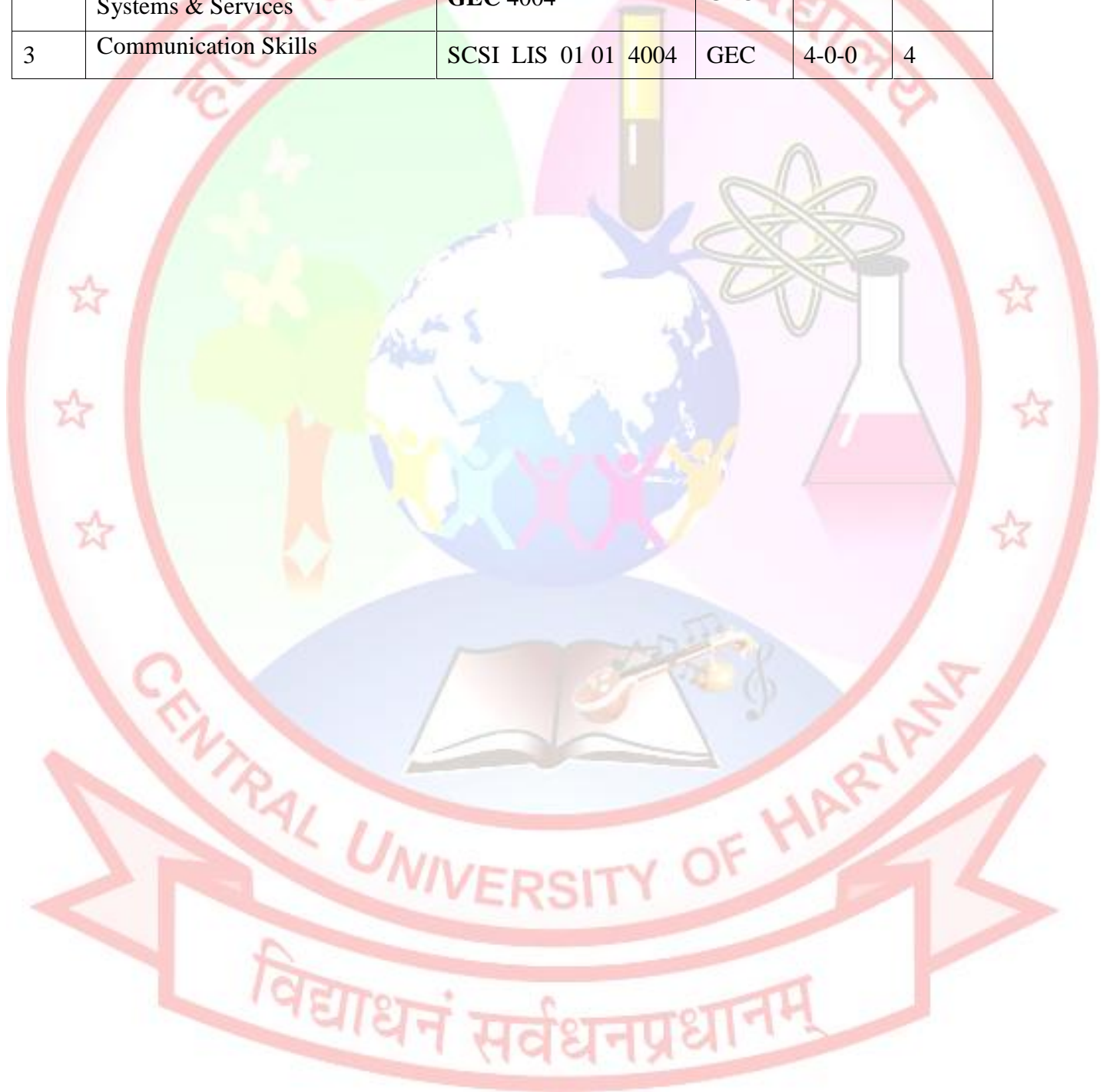
S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Foundation of Library and Information Science	SCSI LIS 01 01 01 C 4105	C	4-1-0	5
2	Knowledge Organization and Processing -I: Classification (Theory)	SCSI LIS 01 01 02 C 4105	C	4-1-0	5
3	Knowledge Organization and Processing -I: Classification (Practice)	SCSI LIS 01 01 03 C 0055	C	0-0-10	5
4	Information Sources, Systems and Services	SCSI LIS 01 01 04 C 3025	C	4-1-0	5
5	To be taken from other department		GEC	4-0-0	4

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S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Information Literacy	SCSI LIS 01 01 01 GEC 4004	GEC	4-0-0	4
2	Community Information Systems & Services	SCSI LIS 01 01 02 GEC 4004	GEC	4-0-0	4
3	Communication Skills	SCSI LIS 01 01 4004	GEC	4-0-0	4



## Detailed Course Contents

**TITLE OF THE COURSE: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

**COURSE CODE: SCSI LIS 01 01 01C 4105**

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### Objectives of the Course:

1. To introduce the basic concepts of knowledge and its formation.
2. To make the students familiar with Professional Association.
3. To understand the library legislation structure.
4. To understand the process of communication.

### UNIT I: Libraries in Knowledge Society

- Library as a social Institutions
- Evolution of Knowledge Society, Components, Dimensions and Indicators of Knowledge Society.
- Different Types of Libraries and their Characteristics, Objectives, Structure and Functions: Academic, Public, Special and National
- Library and Information Science Education in India

### UNIT II: Professional Associations and Promoters

- National Associations – ILA, IASLIC, IATLIS
- International Associations - ALA, SLA, ACRL and IFLA
- National Level Promoters – Raja Ram Mohan Roy Library Foundation and UGC
- International Level Promoters – UNESCO

### UNIT III: Fundamental Laws and Library legislation

- Five Laws of Library Science and their Re-Engineering in present era
- Library legislation: Need, Purpose, Objective and its implications for developing public library systems
- Delivery of Books (Public libraries) Act
- Intellectual Property Rights (IPR), Right to Information Act, Copyright and Plagiarism

### UNIT IV: Information and Communication

- Data, Information and Knowledge: Conceptual Differentiation and Information generation cycle
- Information and Communication Models, Channels and Barriers
- National Information Policy and National Knowledge Commission
- Information Literacy: Purpose, functions, objectives, models and Global Perspectives



## Recommended Readings

Bala, H. (2010). *Towards building a knowledge Society*. USA: Author press.

Bawden, David & Robinson, Lyn (2012). *Introduction to information science*. London: Facet.

Connaway, L. S. & Faniel, I. M. (2014). *Reordering Ranganathan: Shifting User Behaviors, Shifting Priorities*. Ohio: OCLC Research

Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.

Dhavan, S.M. (2010). *Public Libraries in the Knowledge Society*. New Delhi: Serial

Duff, A. (2011). *Information Society Studies*. London: Routledge.

Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*. Santa Barbara: Libraries Unlimited.

Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.

Ranganathan, S. R. (2006). *The five laws of Library science*. Bangalore: Sarada Ranganathan Endowment.

Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.

Willinsky, J. (2005). *The Access Principle: The Case for Open Access to Research and Scholarship*. (Digital Libraries and Electronic Publishing). Cambridge: MIT Press.

**TITLE OF THE COURSE: KNOWLEDGE ORGANIZATION AND PROCESSING - I: CLASSIFICATION (THEORY)**

**COURSE CODE: SCSI LIS 01 01 02C 4105**

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**Objectives of the Course:**

1. To understand the importance of library classification in organization of knowledge.
2. To understand the subject formation and be acquainted with major schemes of classification.
3. To highlight the importance of canons in the design of classification schemes.
4. To familiarizes students with Current Trends in Library Classification.

**UNIT I: Universe of Subject**

- Subject and discipline: concept, features and Types
- Structure and Attributes of Universe of Subject
- Modes of Formation of Subject
- Phase Relation : level and forms

**UNIT II: Library Classification**

- Definition, Need, Purpose and Features of Library Classification
- Five Fundamental Categories: PMEST, Rounds and Levels
- Normative principles : laws, canons, principles and postulates
- Notation : Need, Functions and Types

**UNIT III: Library Classification Scheme**

- Types of Classification Schemes: Enumerative, Faceted and Analytico-Synthetic
- Mapping of Universe of subjects in major schemes of Library classification – Dewey decimal classification (DDC), Universal Decimal Classification (UDC), and Colon Classification (CC)
- Call Number: Class number, Book Number and Collection Number
- Steps involved in classifying document

**UNIT IV: Current Trends in Library Classification**

- Modern Knowledge Origination Tools: Thessauri, Taxonomies and Folksonomies
- Semantic Web: SKOS and OWL
- Webdewey Ontologies
- Reclassification



## Recommended Readings

- British Standards Institution. (2005). *UDC: Universal Decimal Classification*. London: British Standards Institution.
- Broughton, Vanda (2015). *Essential classification*. 2<sup>nd</sup> ed. London: Facet.
- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
- Dewey, M. (2003). *Dewey Decimal classification* (22<sup>nd</sup> ed., Vols. 1-4). Ohio: OCLC.
- Kumbhar, R. (2011). *Library Classification Trends in the 21st Century*. London: Chandos Publishing.
- Oggier, D. (2010). *Harnessing Folksonomies with a Web Crawler*. Germany: Verlag
- Peters, I. (2009). *Folksanonomies, Indexing and Retrieval in Web 2.0*. Germany: Saur
- Ranganathan, S. R. (1962). *Elements of Library Classification*. (3<sup>rd</sup>ed). Bombay: Asia
- Ranganathan, S. R. (1989). *Prolegomena to Library Classification*. (3<sup>rd</sup> ed.) Bangalore: SRELS
- Ranganathan, S. R. (2006). *Colon classification* (6<sup>th</sup>ed.). New Delhi: EssEss Publications.
- Satija, M. P. (2011). *A guide to the theory and practice of colon classification*. New Delhi: Ess Ess Publications.
- Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet



**TITLE OF THE COURSE: KNOWLEDGE ORGANIZATION AND PROCESSING -I: CLASSIFICATION (PRACTICE)**

**COURSE CODE: SCSILIS 01 01 03 C 0055**

**Objectives of the Course:**

1. To develop skills of classification and subject analysis
2. To develop skills in subject analysis and synthesis of different facets.
3. To develop proficiency in using Dewey decimal classification to construction Class Numbers for documents of different disciplines / subjects.
4. To develop proficiency in using Colon Classification 6th revised edition, DDC 23rd edition, to construct Class Numbers for documents of different disciplines / subjects.

**PART I: Construction of Class Numbers for documents of different disciplines / subjects using Colon Classification 6th Revised edition**

- Dealing with Basic Subjects, complex subjects, complex isolates and complex array isolates
- Use of Anteriorising and Posteriorising Common isolates, Language isolates, Space isolates & Time isolates
- Use of different Devices

**PART II: Construction of Class Numbers for documents of different disciplines / subjects using Dewey decimal classification 22<sup>nd</sup>/23<sup>rd</sup> edition**

- Analysis of a work; direct approach; Main classes, Divisions and Sections
- Using synthetic features: Add from schedules
- Use of Table 1 'Standard Subdivisions'; Table 2 'Area'; Table 3 'Subdivisions of individual literature'; Table 4 'Subdivisions of individual languages'; Table 5 'Racial, Ethnic, National Groups', and Table 6 'Languages'.

## Recommended Readings

Dewey, M. (2011). *Dewey decimal classification and relative index* (23<sup>rd</sup> ed., Vols. 1-4). Ohio: OCLC.

OCLC. (2002). *WebDewey*. Ohio:OCLC.

Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos.

Ranganathan, S R. (1963). *Colon Classification* (6<sup>th</sup>ed.)(With amendments). Bombay: Asia.

Ranganathan, S. R. (1987). *Colon Classification* (7<sup>th</sup>ed.). Revised and edited by M.A.Gopinath. Bangalore: Sarada Ranganathan Endowment for Library Science.

Satija, M. P. (2002). *Manual of practical colon classification*.4<sup>th</sup> rev ed. New Delhi: Concept.





## **TITLE OF THE COURSE: INFORMATION SOURCES, SYSTEMS AND SERVICES**

**COURSE CODE: SCSILIS 01 01 04 C 3025**

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### **Objectives of the Course:**

1. To study the different kinds of information sources.
2. To study, evaluate and selection of different reference sources.
3. To understand the different types of reference and information services.
4. To study various Information systems.

### **UNTI I: Information Sources**

- Information Sources: Concept, Types, Characteristics and Uses
- Current Trends in Information Sources: CD-ROM, Internet resources, Discussion Forums and Information Gateways/Portals
- Evaluation and Selection Criteria of Different type of Sources: Print, Non-Print
- Information Access Tools: Library Catalogue, Search engines, Database, Web Indexes

### **UNTI II: Reference Sources - Use & Evaluation Criteria**

- Ready Reference Sources : Dictionary, Encyclopedia, Directory, Yearbooks, Almanac, Handbook and Manual
- Geographical Sources: Maps, Atlas , Globe, Gazetteer and Guides Books
- Biographical Sources: Nation and International
- Special Sources: Bibliographies, Databases

### **UNTI III: Information Services**

- Information Services: concept, definition, need and trends
- Type of Information Services: Reference Service, bibliographic, referral, document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)
- Electronic Information Services: E-CAS, E-SDI and E-DDS
- Recent Trends in Information Services: E-alerts, Web alerts, Web 2.0 tools for delivering information services and others

### **UNTI IV: Information Systems**

- Characteristics and scope of information systems
- National Information Systems: NISSAT, NISCAIR and NASSDOC
- International Information Systems: AGRIS, INIS and MEDLARS/MEDLINE
- Evaluation of Information Systems



## Recommended Readings

- Cassell, Kay Ann & Hiremath, Uma. (2018). *Reference and Information Services: An Introduction* (4<sup>th</sup> ed.). London: Facet.
- Chow, Anthony. (2012). *Library technology and user services: Planning, integration, and usability engineering*. Oxford: Chandos Publishing
- Cooke, Nicole A. (2017). *Information Services to Diverse Populations: Developing Culturally Competent Library Professionals*. Santa Barbara, California: Libraries Unlimited.
- Devarajan, G. & Pulikutheil, Joseph Kurien. (2011). *Information Access, Tools, Services and Systems*. New Delhi: Ess Ess Publications.
- Evans, G. Edward, Saponaro, Margaret Zarnosky , Christie, Holland & Sinwell, Carol. (2015). *Library Programs and Services: The Fundamentals* (8<sup>th</sup> ed.). Santa Barbara, California: Libraries Unlimited.
- Matthews, Joseph R. (2017). *The Evaluation and Measurement of Library Services* (2<sup>nd</sup> Ed.). Santa Barbara, California: Libraries Unlimited.
- Pantry, Sheila & Griffiths, Peter. (2009). *How to Give Your Users the LIS Services They Want*. London: Facet
- Posner, Beth (Ed.). (2017). *Library Information and Resource Sharing: Transforming Services and Collections*. Santa Barbara, California: Libraries Unlimited.
- Rankin,Carolynn & Brock, Avril. (2015). *Library Services from Birth to Five: Delivering the best start*. London: Facet.
- Singh, Gurdev. (2013). *Information Sources, Services And Systems*. Delhi: PHI Learning.
- Thomsett-Scott, Beth C. (Ed.). (2013). *Implementing Virtual Reference Services: A LITA Guide*. Chicago: ALA
- Urquhart, Christine, Hamad, Faten, Tbaishat, Dina & Yeoman, Alison. (2017). *Information Systems: Process and practice*. London: Facet.

**TITLE OF THE COURSE: INFORMATION LITERACY**

**COURSE CODE: SCSILIS 01 01 01 GEC 4004**

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**Objectives of the Course:**

1. To understand the basic concept of Information Literacy
2. To study Information literacy standards and Programmes
3. To understand the concept of search engines
4. To familiar the students to access various online information sources

**UNTI I: Introduction of Information Literacy**

- Concept, need and importance of information literacy
- Types of information literacy
- Role of information in the knowledge society

**UNTI II: Information Literacy Standard and Programmes**

- ACRL information literacy standards
- National programmes in information literacy
- International programmes in information literacy

**UNTI III: Search Engines**

- Origin and development of search engines
- Introduction to general (Google, Bing & Yahoo) & Meta search engines (Ask Jeevs, Savvy Search & Dogpile)
- Information search through specialized search engines (Scirus)

**UNTI IV: Online Information Resources**

- OPACs & World Cat
- Open source e-journals
- Open source e-books and online databases



## Recommended Readings

- American Association of School Librarians and Associations for Educational Communications and Technology. (1998). *Information Standards for Student Learning*. Chicago: American Library Association.
- Armstrong, S. (2008). *Information Literacy: Navigating & evaluating today's Media*. California: Shell Education.
- Blanchett, H., Powis, C. & Webb, J. (2012). *A Guide to Teaching Information Literacy: 101 Practical Tips*. London: Facet Publishing.
- Ercegovac, Z. (2008). *Information literacy: Search strategies, tools & resources for high school students and college freshmen* (2nd ed.). Ohio: Linworth.
- Herring, J. (2011). *Improving Students' web use and information literacy: A guide for teachers and teacher librarians*. London: Facet Publishing.
- Koltay, T., Špiranec, S. & Karvalics, L. Z. (2016). *Research 2.0 and the Future of Information Literacy*. London: Chandos Publishing.
- Neely, T. Y. (2006). *Information Literacy Assessment: Standards-Based Tools and Assignments*. Chicago: American Library Association.
- Radcliff, C. J., et. al. (2007). *A Practical Guide to Information Literacy Assessment for Academic Librarians*. Westport: Libraries Unlimited.
- Sales, D. & Pinto, M. (Eds.) (2017) *Pathways into Information Literacy and Communities of Practice: Teaching Approaches and Case Studies*. London: Chandos Publishing.



**TITLE OF THE COURSE: COMMUNITY INFORMATION SYSTEMS & SERVICES**

**COURSE CODE: SCSILIS 01 01 02 GEC 4004**

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**Objectives of the Course:**

1. To familiarize students with the meaning, definition and use.
2. To analyse implications of Community Information Systems.
3. To study various source of community information.
4. To understand the significance of application of ICT in community information system set up.

**UNIT I: Concept of Community Information System**

- Meaning, Definition, Need and Scope
- Uses and implications of Community Information Systems
- National and International information systems and their evaluation: NISCAIR, DESIDOC, INFLIBNET, INIS and AGRIS

**UNIT II: Application of ICT**

- Application of Information Communication Technologies – Radio (FM and other) TV, Computers, Mobile Technologies and other.
- Web 2.0 Tools: Blog, RSS, Wiki, etc., Folksonomies;
- Services: World Wide Web (WWW), E-Mail, Search Engines, Remote Login (Telnet), Bulletin Boards, Social Networking Sites, Chatting and Instant Message. Internet Security

**UNIT III: Setting up of Community Information System**

- Setting up of Community Information System – Needs analysis, planning, designing, application, executing, and evaluation.
- Invisible colleges; Folklore; Mass media, etc. Libraries as a Community Information System.
- Sustainability studies of some existing Community Information System – funding, executing, evaluation, reporting.

**UNIT IV: Design of Information System and Services**

- Information Services: Definition, Need, Scope; Difference between Information Service and Reference Service;
- Literature Search, Bibliographic Service, Translation Services and Reprographic Services.
- Design and development of Information System for NGO's

## Recommended Readings

- Cater-Steel, A and Al-Hakim, L. (2008). *Information Systems Research Methods, Epistemology, and Applications*. USA: Information Science Reference.
- Dwivedi, Y K and Wade, M R. (2011). *Information Systems Theory: Explaining and Predicting Our Digital Society*. (Vol. 2) (Integrated Series in Information Systems). USA: Springer.
- Gordon, S.R and Gordon, J R. (1999). *Information Systems: A Management Approach*. NJ: Wiley
- Hevner, A and Chatterjee, S. (2010). *Design Research in Information Systems: Theory and Practice*. New York: Springer.
- Kelkar, S A. (2009). *Information Systems: A Concise Study*. New Delhi: PHI.
- Quinn, H S. (2011). *Community Information Needs in a Broadband Media Age*. UK: Nova Science.
- Rajaraman, V. (2011). *Analysis and design of Information Systems*. New Delhi: PHI.
- Sadagopan, S. (2009). *Management Information Systems*. New Delhi: PHI.



**TITLE OF THE COURSE: COMMUNICATION SKILLS**

**COURSE CODE: SCSILIS 01 01 03 GEC 4004**

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**Objectives of the Course:**

1. To aware student with written communication skills.
2. To build up confidence relating effective communication skills.
3. To build up expressive power among students.
4. To aware students with Office writing and Presentation skills.

**UNIT I: Communication basics**

- Types of Communication – Verbal, Non-Verbal, Written, Effective Communication Skills
- Oral and Written Communication Skills, Body language and common gestures, Meeting and Telephonic
- Communication and Presentation Skills, Good Questioning and Listening Skills

**UNIT II: Communication Process**

- General overview, Characteristics and features of communication process,
- Target groups in written communication
- Reader – Writer relationship and Level of technicality in Scientific Communication

**UNIT III: Report writing**

- Annual Report and Daily Progress Report
- Event Report and Promotion Report
- Confidential Report and User Satisfaction Report

**UNIT IV: Office writing and Presentation**

- Office Writing: Notice Writing, Memo Writing, Letter Writing – Publisher, Book Seller, Binders, Users-Patrons-Clienteles
- Presentation: Body language, Book review, at the time of Library Committee meeting, Staff meeting, Condolence meeting, Business meeting
- Orientation, Conference, Seminars or Workshop – Training Program

## Recommended Readings

Basu, B. N. (2007). *Technical writing*. New Delhi: Prentice-Hall of India.

Booth, V. (2006). *Communicating in science: Writing a scientific paper and speaking at scientific meetings*. 2<sup>nd</sup> ed. Cambridge: University Press.

Hornby, A. S. (2009). *Oxford Advanced Learners Dictionary of Current English*. 8th ed. New Delhi: Oxford University Press.

Lannon, J. M., & Gurak, L. J. (2018). *Technical communication*. Boston : Pearson

Sethi, J. & Dhamija, P. V. (2009). *Course in Phonetics and Spoken English*. 2nd ed. New Delhi: Prentice Hall of India.

Turk, C., & Kirkman, J. (2015). *Effective writing: Improving scientific, technical, and business communication*. 2<sup>nd</sup> ed. London: Routledge.

Wren, P. C. & Martin, H. (2006). *High School English Grammar and Composition*. New Delhi: S. Chand.



## SEMESTER - II

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits	*Discipline Centric Elective Course (DCEC)
1	Management of Libraries and Information Centres	SCSI LIS 01 02 05 C 4105	C	4-1-0	5	Choose any one of the following courses:
2	Knowledge Organization and Processing-II: Cataloguing (Theory)	SCSI LIS 01 02 06 C 4105	C	4-1-0	5	
3	Knowledge Organization and Processing-II: Cataloguing (Practice)	SCSI LIS 01 02 07 C 0055	C	0-0-10	5	
4	Information Communication Technology and Libraries (Theory and Practice)	SCSI LIS 01 02 08 C 3025	C	3-2-0	5	
5	E-Resources Management (Compulsory)	SCSI LIS 01 02 04 GEC 2002	GEC	2-0-0	2	
6	Discipline Centric Elective Course I*	SCSI LIS 01 02 01 DCEC 4004*	DCEC	4-0-0	4	

S. No.	Title of the Course	Course Code	Course Type	Credits (L-T-P)	Total Credits
1	Public Library Systems	SCSI LIS 01 02 01 DCEC 4004	DCEC	4-0-0	4
2	Special Library Systems	SCSI LIS 01 02 02 DCEC 4004	DCEC	4-0-0	4
3	Preservation and Conservation of Library & Archival Materials	SCSI LIS 01 02 03 DCEC 4004	DCEC	4-0-0	4

**TITLE OF THE COURSE: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

**COURSE CODE: SCSILIS 01 02 05C 4105**

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**Objectives of the Course:**

1. To introduce the students with the basics of library and information science.
2. To introduce the students with various Library Systems.
3. To create understanding about Human Resource and Financial and space Management.
4. To understand Performance parameters and Library reporting.

**UNIT I: Library System**

- Subsystems of Library and their interrelationships
- Acquisition and Collection Development: policy and procedures
- Document circulation: functions, procedures and methods
- Serials control: functions, procedures and methods

**UNIT II: Management Functions**

- Planning, organizing, staffing, directing, coordinating, reporting, Budgeting and controlling.
- Schools of management thought: Scientific Management, Classical School
- Reporting: Types of reports: Annual Report- compilation, contents and style
- Marketing of library & information products and services

**UNIT III: Human Resource Management and Financial Control**

- Organizational structure: Library Authority and Library Committee
- Job description, analysis and evaluation. Training and development. Performance appraisal
- Motivation: Inter-personal relations, Motivational Theories: Maslow, Hertzberg and McGregor Group dynamics
- Budgeting and different types of budgets: PPBS, ZBB and Line Budget, Costing techniques and cost analysis

**UNIT IV: System Analysis and Performance Parameters**

- System Analysis and Design, Work Flow and Organizational Routines
- Monitoring Techniques: OR, MIS, MBO, Network Analysis, Time and Motion Study and SWOT Analysis
- TQM: Concept, Elements, and Quality Audit
- Project Management: PERT, CPM and Change Management



## Recommended Readings

- Byrson, J. (2017). *Effective Library and Information Centre Management*. S.l.: Routledge.
- Evans, G. E. & Aire, C. (2014). *Management Basics for Information Professionals*. 3<sup>rd</sup> ed. Chicago: American Library Association.
- Griffin, R. W. (2016). *Fundamentals of Management*. Boston, MA: Cengage Learning.
- Hayss, Robert M. (2001). *Models for Library Management, Decision-Making and Planning*. New York: Academic Press.
- Matarazzo, J. M. & Pearlstein, T. (2018). *The Emerald handbook of modern information management*. UK: Emerald Publishing.
- Matthews, J. R. (2018). *The evaluation and measurement of library services*. CA: Libraries Unlimited.
- Mittal, R. L. (2007). *Library administration: Theory and practice*. 5<sup>th</sup> ed. New Delhi: EssEss.
- Moran, B. B. & Morner, C. J. (2018). *Library and information center management*. California : Libraries Unlimited
- Osborne, Larry N. & Nakamura, Margaret. (2000). *Systems Analysis for Librarians and Information Professionals*. 2<sup>nd</sup> ed. Englewood Cliffs: Libraries Unlimited.
- Simmons-Welburn, J. & McNeil, B. (2004). *Human resource management in today's academic library: Meeting challenges and creating opportunities*. Westport, Conn: Libraries Unlimited.
- Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

**TITLE OF THE COURSE: KNOWLEDGE ORGANIZATION AND PROCESSING-II: CATALOGUING (THEORY)**

**COURSE CODE: SCSILIS 01 02 06C 4105**

**Objectives of the Course:**

1. To be acquainted with the process of Library Cataloguing
2. To understand different catalogue codes and standards for bibliographic description.
3. To be acquainted with metadata and its standards
4. To understand Bibliographic Formats and Standards, deriving subject headings.

**UNIT I: Library Catalogue**

- Library Catalogue - Concept, Purpose & Objectives, and Function
- Entries: Main entry, added entry (AACR-2, CCC)
- Forms (Kinds): Physical and inner form of Library Catalog
- Filing of Entries – Classified and Alphabetical

**UNIT II: Catalogue Codes**

- Classified Catalogue Code with additional Rules for Dictionary catalogue code (CCC)
- Anglo-American Cataloguing Rules -2(AACR-2)
- Resource Description and Access (RDA)

**UNIT III: Bibliographic Description and Metadata Standards**

- Standards for Machine Readable Bibliographic Records – ISO 2709
- MARC family of Formats: Authority Files, MARC XML, Retro conversion
- Standards for Bibliographic Organization, ISBDs, FRBR, CCF
- Concept of Metadata and metadata standards: Dublin Core, EAD, METS, VRA Core

**UNIT IV: Indexing Languages and Controlled Vocabulary**

- Indexing Languages – Concept, Design and Types.
- Vocabulary Control – Concept, Design
- Subject Cataloguing: Tools and Techniques – Lists of Subject Headings and Thesauri
- General Theory of Subject Indexing Languages (SIL)



## Recommended Readings

- American library association. (1968). *ALA Rules for filing catalog cards*. Chicago: ALA.
- Chambers, Sally (ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.
- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .
- Cutter, Charles A. (1949). *Rules for a Dictionary Catalogue*. London: Library Grafton &Co.
- Foskett, A. C. (1996). *Subject Approach to Information*. 5<sup>th</sup>ed. London: Library Association.
- Girja Kumar, & Krishan Kumar. (1988). *Theory of cataloguing*. 5<sup>th</sup>ed. New Delhi: Vikas.
- International Federation of Library Associations and Institutions.,& International Federation of Library Associations and Institutions. (2011). *ISBD: International Standard Bibliographic Description*. Berlin: De Gruyter Saur.
- Joint Steering Committee for Revision of AACR, & American Library Association. (2005). *Anglo-American cataloguing rules*. (2<sup>nd</sup>ed). (1988). Chicago: American Library Association.
- Lazinger, S. S. (2005). *Digital preservation and metadata: History, theory and practice*. Englewood: Libraries Unlimited.
- Library of Congress. (2000). *MARC 21 concise format for bibliographic data*. Washington D.C.: Library of Congress, Network Development and MARC Standards Office.
- Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
- Miller, J. (2011). *Sear's list of subject headings*. 21<sup>st</sup>ed. New York: H.W. Wilson.
- Olson, H. A.& Boll, J. J. (2005). *Subject analysis in online catalogues*. 2<sup>nd</sup> ed. Englewood: Libraries Unlimited.
- Ranganathan, S. R. (1964). *Classified Catalogue Code with additional rules for Dictionary catalogue code*. 5<sup>th</sup>ed. Bombay: Asia.
- Ranganathan, S. R. (1974). *Cataloguing practice*. 2<sup>nd</sup>ed. Bombay: Asia.
- Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer.
- Zeng, Marcia & Qin, Jian (2016). *Metadata*. 2nd ed. London: Facet.

**TITLE OF THE COURSE: KNOWLEDGE ORGANIZATION AND PROCESSING-II: CATALOGUING (PRACTICE)**

**COURSE CODE: SCSILIS 01 02 07C 0055**

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**Objectives of the Course:**

1. To have hands on practice of cataloguing of different types of books.
2. To have hands on practice of cataloguing and to understand the rules and practices of document description for books and non-book materials according to Anglo American Cataloguing Rules-2.
3. Preparing Catalogue Entries (Main, Added and Reference Entries) for Books and Non-Book Materials including electronic resources using Anglo American Cataloguing Rules- Second revised edition.
4. Practice of assigning Standard Subject Heading.

**PART A: Preparing Catalogue Entries (Main, Added and Reference Entries) for Books (Monographs) using Anglo American Cataloguing Rules -2 revised edition and Assigning Subject Headings to all entries (Using at least one Standard Subject Heading)**

- Single Personal Authorship; Joint Authorship; Works of more than three Authors
- Collaborative Works; Series; Multivolume Works; Pseudonymous Authors
- Composite Works
- Corporate Authorship
- Organizations, Institutions, Societies
- Uniform Titles; Sacred Scripture ; Anonymous Works

**PART B: Preparing Catalogue Entries (Main, Added and Reference Entries) for Non-Book Materials using Anglo American Cataloguing Rules -2 revised edition. Also Assigning Subject Headings (Using at least one Standard Subject Heading)**

- Serials
- Cartographic Materials
- Manuscripts
- Graphic Materials
- Printed Music
- Sound Recordings
- Motion Pictures & Video Recordings



## Recommended Readings

- Fritz, D. A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials*. Chicago: American Library Association.
- Hunter, E. J. (1989). *Examples illustrating AACR-2*. London: Library Association.
- Joint Steering Committee for Revision of AACR, & American Library Association. (2005). *Anglo-American cataloguing rules*. 2<sup>nd</sup> ed. Chicago: American Library Association.
- Jones, E. (2013). *RDA and serials cataloguing*. London: Facet Publishing.
- Kumar, K. (1990). *An introduction to AACR-2*. New Delhi: Vikas Pub. House.
- Maxwell, R. L. (2004). *Maxwell's handbook for AACR2: Explaining and illustrating the Anglo-American cataloguing rules through the 2003 update*. Chicago: American Library Association.
- Miller, J., &Goodsell, J. (2004). *Sears list of subject headings*. New York: Wilson.
- Mitchell, A. M., & Surratt, B. E. (2005). *Cataloging and organizing digital resources: A how-to-do-it manual for librarians*. London: Facet.
- Olson, Nancy B., Bothmann, Robert L. &Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21.5<sup>th</sup>ed*. Westport, Conn.: Libraries Unlimited.
- Sears, Minnie Earl &Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings*. 20<sup>th</sup> ed. New York: H.W. Wilson.
- Weber, M. B., & Austin, F. A. (2011). *Describing electronic, digital, and other media using AACR2 and RDA: A how-to-do-it manual and CD-ROM for librarians*. London: Facet.

**TITLE OF THE COURSE: INFORMATION COMMUNICATION TECHNOLOGY AND LIBRARIES (THEORY & PRACTICE)**

**COURSE CODE: SCSI LIS 01 02 08C 3025**

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**Objectives of the Course:**

1. To sensitize students with the important events in the Open Access Movement, Institutional repositories and Digital Libraries.
2. To familiarize students with the Digital Rights management and Copyright issues
3. To provide hands on experience with design, development and implementation of Digital Libraries as case studies.
4. To familiarize students with Basic features and tools of Internet.

**UNIT I: Library Automation**

- Library Automation: Definition, need, purpose, advantages and challenges
- Steps in automation
- Use of computers for In-house Operations: Acquisition, Cataloguing, Circulation, Serials Control
- OPAC and Information Storage and Retrieval

**UNIT II: Planning and Implementing of Library Automation**

- Planning-Describing existing library services & technology, Identifying priorities
- Hardware and software for Library Management Software packages: Selection criteria and implementation
- Features of KOHA, SOUL and LIBSYS
- Types of barcodes and their application in Libraries; RFID technology and its application --in libraries

**UNIT III: Basic features and tools of Internet**

- Connectivity: Dialup, Leased Line, ISDN and Cable Modem
- Protocols: TCP/IP, HTTP, FTP
- Web Browsers: Mozilla Firefox, Microsoft Edge, Google Chrome
- Services: World Wide Web (WWW), E-Mail, Search Engines, Remote Login (Telnet), Bulletin Boards, Social Networking Sites, Instant Message and Internet Security

**UNIT IV: Networking Technology and Content Creation of Web**

- Network Media: Wires and Cables, Ethernet, Wireless (Satellite), Hubs and Switches, Modems
- Network Types: LAN, MAN and WAN; Topologies: Bus, Star, Ring, Token Ring, Tree and Mesh
- Network Protocols and Standards. OSI Architecture; Network Based Services: Teleconferencing, Tele-facsimile
- Web 2.0 Tools: Blogs, RSS, Wiki, etc., Folksonomies; Creating Library Website using Weebly, Blogger and WordPress



## Recommended Readings

- Boardman, M. (2005). *The language of websites*. London: Routledge.
- Bolan, K., & Cullin, R. (2009). *Technology made simple: An improvement guide for small and medium libraries*. New Delhi: Indiana Publishing House.
- Bolic, Miodrag, David Simplot-Ryl, & Ivan Stojmenovic. 2010. *RFID systems: research trends and challenges*. Chichester, West Sussex: Wiley.
- Bradley, P. (2000). *WWW: How to design and construct web pages*. London: Aslib.
- Chowdhury, G. G., & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.
- Haley, C. K., & Robkin, S. (2007). *Radio frequency identification handbook for librarians*. Libraries Unlimited.
- Haravu, L. J. (2004). *Library automation: Design principles and practice (with CD-ROM)*. New Delhi: Allied Publishers.
- Ingersoll, P.& Culshaw, J. (2004). *Managing information technology: A handbook for systems librarians*. Westport CT: Libraries Unlimited.
- Kochar, R. S. (2008). *Library automation: Issues and systems*. New Delhi: A P H Publishing.
- Osborne, L. N., & Nakamura, M. (2000). *Systems analysis for librarians and information professionals*. 2<sup>nd</sup>ed. Englewood: Libraries Unlimited.
- Rice-Lively, M.L. & Chen, H. L. (2006). *Scenarios and information design: A user-oriented practical guide*. London: Chandos Publishing.
- Richardson, W. W. H. (2010). *Blogs, Wikis, Podcasts, and Other Powerful Web Tools for Classrooms*. Thousand Oaks: SAGE Publications.
- Satyanarayana, N. R., & Khan, A. M. (2014). *A manual of library automation and networking*. New Delhi : EssEss Publications
- Tramullas, J., & In Garrido, P. (2013). *Library automation and OPAC 2.0: Information access and services in the 2.0 landscape*. Hershey, Pa: Information Science Reference.
- Xavier, C. (2001). *World Wide Web design with HTML*. Boston: McGraw-Hill.

**TITLE OF THE COURSE: E-RESOURCES MANAGEMENT**

**COURSE CODE: SCSILIS 01 02 04GEC 2002**

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**Objectives of the Course:**

1. To understand the basic concept of E-Resources Management.
2. To provide guidelines for collection development of E-Resources.
3. To study the need and importance of library consortia.
4. To understand the tools and techniques for Access Management and Authentication.

**UNIT I: Electronic Resources**

- Concept, Need, Characteristics, Benefits and Drawbacks
- Types of e-Resources: E-databases, E-journals, E-books, Linking Technologies, etc. Preservation of e-Resources
- Copyright in the Digital Environment and User Training; Delivery of e-Resources & Access Management and Authentication

**UNIT II: Collection Development**

- Collection Building Process - Formulating Policy, Budgeting, Pricing, Licensing, Ordering and Receiving. Evaluation of e-Resources
- Model Licenses and Guidelines for Collection Building.
- Negotiation –Concept and Need

**UNIT III: Consortia**

- Concept, Need and Purpose of Consortia,
- Collection Building of e-Resources through Consortia
- National and International Consortia: E-ShodhSindhu, IIMs, CSIR and OCLC. ETDs: Shodhganga

**UNIT IV: Usage of Electronic Resources**

- E-Resource Usage Analysis
- Management Information Needs
- Usage Statistics, Standards and Guidelines (COUNTER); Processing, Analysis and Presentation of Data



## Recommended Readings

- Conger, J. E. (2004). *Collaborative Electronic Resource Management: From Acquisitions to Assessment*. Westport: Libraries Unlimited.
- Curtis, D., & Scheschy, V. M. (2005). *E-journals: A how-to-do-it manual for building, managing, and supporting electronic journal collections*. New York: Neal-Schuman Publishers.
- Fenner, A. (2014). *Managing digital resources in libraries*. New York: Routledge.
- Fowler, D. C. (2004). *E-serials collection management: Transitions, trends, and technicalities*. New York: Haworth Information Press.
- Garibyan, M., McLeish, S., & Paschoud, J. (2017). *Access and identity management for libraries: Controlling access to online information*. London: Facet Publishing.
- Hanson, A., & Levin, B. L. (2003). *Building a virtual library*. Hershey: Information Science Pub.
- Jones, W. (2014). *E-journals access and management*. New York: Routledge.
- Katz, L. S. (2003). *Collection Development Policies: New Dimension for Changing Collections*. London: Routledge.
- Kemp, R. (2008). *E-resource evaluation & usage statistics: Selector's choices*. Saarbrücken: VDM Verlag Dr. Müller.
- Lee, S. D. (2004). *Building an electronic resource collection: A practical guide*. London: Facet Publishing.
- Lee, S. H. (2012). *Electronic Resources and Collection Development*. Hoboken: Taylor and Francis
- Lee, Sul H. (2003). *Electronic Resources and Collection Development*. London: Routledge.
- Verminski, A., & Blanchat, K. M. (2017). *Fundamentals of electronic resources management*. Chicago : Neal-Schuman
- Webster, P. M. (2008). *Managing electronic resources: New and changing roles for libraries*. Oxford: Chandos.
- Yu, H., & Breivold, S. (2008). *Electronic resource management in libraries: Research and practice*. Hershey: Information Science Reference.

## **TITLE OF THE COURSE: PUBLIC LIBRARY SYSTEM**

**COURSE CODE: SCSI LIS 01 02 01DCEC 4004**

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### **Objectives of the Course:**

1. To study basic concept need and importance of public libraries
2. To study public library movement and legislation in India
3. To understand the Public Library Operations
4. To acquaint the students with the present set up of public library system in India

### **UNIT I: Public Libraries**

- Meaning, Importance, Objectives and Functions; Public Library Movement in India: Recommendation by S.R. Ranganathan
- Advisory Committee for India; UNESCO Manifesto; Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata)
- Organization of Public Library System: National; Regional and State; Library Governance and Role of Public Library in literacy and mass education

### **UNIT II: Public Library Legislation**

- Public Library Legislation in India: Salient features of existing library acts in India
- Public Library Legislation Act: 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: Organization of Public Library**

- Collection Development: Print, Non Print and Online Database
- Manpower Development: Qualification, Requirement, Job description, Job Analysis and Staff Manual
- Public Libraries Finance: Source, Budgeting, Accounting and auditing; Library Building: Planning, concept of modular building and Library Furniture

### **UNIT IV: Resources Sharing and Automation**

- 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 Group of people including Physically Handicapped, Mentally challenged, visually impaired, Prisoners and Children



## Recommended Readings

- Barua, B P. (1992). *National policy on library and information systems and services for India: perspectives and projections*. Bombay: Popular.
- Bhatt, R K. (2004). *UNESCO: Development of libraries and documentation centres in developing countries*. New Delhi: K. K. Publications.
- Downey, J., & LaRue, J. (2017). *Public library collections in the balance: Censorship, inclusivity, and truth*. California: Libraries Unlimited.
- GOULDING, A. N. N. E. (2017). *Public libraries in the 21st century: defining services and debating the future*. S.I.: Garland Science.
- Hage, Christine Lind. (2004). *The public library start-up guide*. Chicago: American Library Association.
- Higgins, S E. (2007). *Youth services and public libraries*. Oxford: Chandos Publishing.
- Patel, J. & Kumar, K. (2001). *Libraries and librarianship in India*. Westport: Greenwood Press.
- Thomas, V K. (1997). *Public libraries in India: Development and finance*. New Delhi: Vikas. Publication.
- Totterdell, Anne. (2005). *An Introduction to library and information work*. London: Facet.
- Weingand, D. E. (2013). *Administration of the small public library*. New Delhi: Indiana Publishing House.

**TITLE OF THE COURSE: SPECIAL LIBRARY SYSTEM**

**COURSE CODE: SCSI LIS 01 02 02 DCEC 4004**

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**Objectives of the Course:**

1. To study need and importance of Special libraries.
2. To study the services of Special libraries.
3. To understand the Special Library Operation.
4. To acquaint the students with the present set up of Special library system in India.

**UNTI I: Special Libraries**

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

**UNTI II: Library Organization and Administration**

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

**UNTI III: Information Services and Library Building**

- 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

**UNTI IV: Resource Sharing and Marketing of Information**

- Resource Sharing and Marketing of Information: Concept, Areas, and Factors of Development, elements and process
- Resources Sharing Networks: RLIN, OCLC, etc
- Networking and Marketing of Information Products & Services. Mix Marketing



## Recommended Readings

- Burton, P. F. and Patric J. H. (1991). *Information Management Technology: A Librarian's Guide*. London: Chapman and Hall.
- Clapp, V. W. (2010). *Features of the research library*. Urbana: University of Illinois.
- Dhawan, K.S.(1997). *Multi-media Library*. New Delhi: Commonwealth Publishers.
- Matarazzo, J. M., & Connolly, S. D. (2016). *Knowledge and special libraries*. London: Routledge.
- Scammell, A. (2008). *Handbook of special librarianship and information work*. London: Routledge.
- Semertzaki, E. (2011). *Special libraries as knowledge management centres*. Oxford: Chandos Publishing.
- Wilkie, Chris. (2009). *Managing film and video collections*. London: Aslib
- Yap, J. M., et al. (2016). *Special library administration, standardization and technological integration*. Hershey, PA: Information Science Reference.

**TITLE OF THE COURSE: PRESERVATION AND CONSERVATION OF LIBRARY & ARCHIVAL MATERIALS**

**COURSE CODE: SCSILIS 01 02 03 DCEC 4004**

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**Objectives of the Course:**

1. To understand the basic concept of Preservation and Conservation.
2. To familiarize students with issue and challenges in Preservation and Conservation of archival materials.
3. To understand on preservation the non -print materials and Conservation.
4. To familiarize students with security issues in Preservation and Conservation.

**UNIT I: Understanding Preservation**

- Preservation: Concept, Need, advantages and challenges
- Types of Preservation – Physical & Digital preservation
- Materials to be preserved, basic preservation Management

**UNIT II: Preservation Theory**

- Preservation Principles, Preservation Theoretical Model
- Open Archival Information System (OAIS)
- Concept of rarity and intrinsic value

**UNIT III: Preservation Planning**

- Protective enclosures/measures, Selection and review of materials for conservation or replacement
- Setting priority for conservation and preservation.
- Indoor and outdoor Security challenges; User awareness and staff training and evaluating material

**UNIT IV: Preservation of Non Print Material**

- Preservation of photographs, AV materials, Maps, Textile, and Microfilms.
- Digitization, Formats, Reformatting (copying and imaging) and preservation replacement.
- Digitization Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organization)



## Recommended Readings

- Alire, C. (2000). *Library disaster planning and recovery handbook*. New York: Nean-Schuman.
- Balloffet, N., Hille, J., & Reed, J. A. (2005). *Preservation and conservation for libraries and archives*. Chicago: American Library Association.
- Brown, Adrian. (2017). *Practical digital preservation: A how-to guide for organizations of any size*. S.I.: FACET PUBLISHING.
- Deegan, M., & Tanner, S. (2013). *Digital preservation*. London: Facet Publishing.
- Kahn, M. (2004). *Protecting Your Library's Digital Sources: The Essential Guide to Planning and Preservation*. American Library Association.
- Mahapatra, P. K. & Chakrabarti, B. (2002). *Preservation in Libraries perspectives principles and practice*. Delhi: EssEss.
- Millar, L. (2017). *Archives: Principles and practices*. London: Facet Publishing.
- Williams, C. (2006). *Managing archives: Foundations, principles and practice*. Oxford: Chandos Publishing.

**SEMESTER - III**

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Research Methodology in Library and Information Science	SCSI LIS 01 03 09C 3115	C	3-1-1	5
2	Digital Libraries (Theory)	SCSI LIS 01 03 10C 4105	C	4-1-0	5
3	Digital Libraries (Practice)	SCSI LIS 01 03 11C 0055	C	0-0-10	5
4	Academic Library System (Compulsory)	SCSI LIS 01 03 05 GEC 3003	GEC	3-0-0	3
5	To be taken from other department		GEC	4-0-0	4
6	Discipline Centric Elective Course II	SCSI LIS 01 03 04 DCEC 4004*	DCE C	4-0-0	4

\*  
Generic Elective Course (GEC) offered by the department to students of other departments

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Social Sciences Information Systems & Services	SCSI LIS 01 03 06 GEC 4004	GEC	4-0-0	4
2	Plagiarism and Academic Integrity	SCSI LIS 01 03 07 GEC 4004	GEC	4-0-0	4
3	Environmental Information Systems & Services	SCSI LIS 01 03 08 GEC 4004	GEC	4-0-0	4



**\*Discipline Centric Elective Course (DCEC)\***

**Choose any one of the following courses:**

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Web Technologies and Web-based Information Management	SCSI LIS 01 03 04 DCEC 4004	DCEC	4-0-0	4
2	Technical Writing and Content Development	SCSI LIS 01 03 05 DCEC 4004	DCEC	4-0-0	4
3	Intellectual Property Rights in Digital Era	SCSI LIS 01 03 06 DCEC 4004	DCEC	4-0-0	4



**TITLE OF THE COURSE: RESEARCH METHODOLOGY IN LIBRARY AND INFORMATION SCIENCE**

**COURSE CODE: SCSILIS 01 03 09 C 3115**

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**Objectives of the Course:**

1. To introduce students to the concept of the Research.
2. To understand the research methods in Library and Information Science.
3. To introduce different data analysis techniques.
4. To develop the skills of report writing.

**UNIT I: Basics of Research**

- Research: definition, concept, objectives and types
- Hypothesis: definition and types;
- Review of Literature; Literature Search: Print and Non-Print
- Writing Research Proposals

**UNIT II: Research Methods**

- Historical Method and Descriptive Method
- Survey Method and Case Study Method
- Experimental Method
- Ethnography

**UNIT III: Data Collection Methods and Techniques**

- Questionnaire Method
- Observation Method
- Interview Method
- Population and Sample: concept, meaning and sampling techniques

**UNIT IV: Data Analysis and Research Reporting**

- Descriptive statistics : Measurement of Central Tendency and Standard Deviation
- Inferential statistic: Parametric and Non-Parametric
- Statistical tool: SPSS (Statistical Package of Social Sciences)
- Research Report – Concept, Structure & style, guidelines and Evaluation



## Recommended Readings

- Alasuutari, P., Bickman, L. & Brannen, J. (Eds.) (2008). *The SAGE Handbook of Social Research Methods*. London: Sage Publication.
- Atkinson, P & Delamont, S. (Ed.) (2011) *Sage Qualitative Research Methods*. (Vols. 1-4). New Delhi: Sage Publication.
- Burton, D. & Bartlett, S. (2009). *Key Issues for Education Researchers*. California: Sage Publication.
- Cooper, H. M. (2006). *Synthesizing research: A guide for literature reviews*. Thousand Oaks, Calif: Sage.
- Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches*. (4th ed.). California: Sage Publication.
- Fetterman, D. M. (2010). *Ethnography: step-by-step* (3rd Ed). (Applied social research methods series; v. 17). California: Sage Publication.
- Goon, A M. (2000). *Fundamental of Statistics*. Calcutta: World Press .
- Julie McLeod, J. & Thomson, R. (2009). *Researching Social Change: Qualitative Approaches*. London: Sage Publication.
- Leo, E. and Rousseau, R. (2001). *Elementary Statistics for Effective Library and Information Service Management*. London: Aslib.
- Oliver, P. (2010). *Understanding the Research Process*. New Delhi: Sage Publication.
- Powell, R. R.& Connaway, L. S. (2010). *Basic Research methods for Librarians*. 5<sup>th</sup> ed. Westport: Libraries Unlimited.
- Powell, R. R., & Connaway, L. S. (2010). *Basic research methods for librarians*. Santa Barbara California: Libraries Unlimited.

**TITLE OF THE COURSE: DIGITAL LIBRARIES (THEORY)**

**COURSE CODE: SCSILIS 01 03 10 C 4105**

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**Objectives of the Course:**

1. To understand the concept of digital library.
2. To understand the technologies involve in the building of digital libraries
3. To acquaint the students with identification, description and interoperability centers.
4. To familiarizes students with the process of Information Retrieval.

**UNIT I: Digital Libraries**

- Introduction to digital libraries : Definitions, Components & Architecture
- Principles for Digital Library Design
- Distributed Models of digital libraries: Dienst and NCSTRL, OAI Reference model, Kahn-Wilensky Architecture, Cornell Reference Architecture for Distributed Digital Libraries (CRADDL)
- Overview of digital library Software: Content DM, DSpace, Greenstone and E-Print

**UNIT II: Collection Development**

- Digital Information: Meaning, features and types
- Archives, Institutional repositories and ETDs
- Digitization process: Selection of materials, Steps in digitization and Digitization Policy
- File formats in Digital Library management: Open and Proprietary

**UNIT III: Standard and Protocol**

- Character Encoding Standards: ASCII, ISCII, Unicode
- Persistent Identification: DOI, CNRI Handle System, URL, URI, URN, PURL
- Interoperability Standards: The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) and Open Archives Initiative Object Reuse and Exchange (OAI-ORE)
- Metadata standards: Overview of DCMES, EAD, TEI, METS, MODS, VRA Core.

**UNIT IV: User Interface Design and Information Retrieval**

- User interfaces: Definition and Types
- Search and retrieval techniques and strategies
- Federated search and Faceted search
- Metadata harvester: Public Knowledge Project-Open Harvester System (PKP-OHS)



## Recommended Readings

Papy, Fabrice. (2016). *Digital Libraries*. London: ISTE Press.

Chowdhury, G.G. & Foo, Schubert. (2012). *Digital Libraries and Information Access: Research Perspectives*. London: facet publishing.

Evans, W. & David B. (2013). *A Handbook of Digital Library Economics: Operations, Collections and Services*. London: Elsevier

Frazier, A. (Eds.) (2017). *Managing Digital Cultural Objects: Analysis, Discovery and Retrieval*. Allen Foster and Pauline Rafferty. Chicago: ALA Neal-Schuman

Hughes, L. M. (2004). *Digitizing Collections: strategic issues for the information manager*. New York: Neal Schuman.

Miller, S. J. (2014). *Metadata for digital collections: A how-to-do-it manual*. New York: Neal-Schuman.

Oleck, J. (2012). *Creating the digital library*. New York: Primary Research Group, Inc.

Pedley, P. (2009). *Digital Copyright*. 2<sup>nd</sup>ed. London: Facet Publishing.

Pomerantz, J. (2015). *Metadata*. Massachusetts: MIT Press.

Purcell, A. D. (2016). *Digital library programs for libraries and archives: Developing, managing, and sustaining unique digital collections*. Massachusetts: MIT Press

**TITLE OF THE COURSE: DIGITAL LIBRARIES (PRACTICE)**

**COURSE CODE: COURSE CODE: SCSI LIS 01 03 11 C 0055**

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**Objectives of the Course:**

1. To provide hands on experience with design, development and implementation of digital libraries as case studies.
2. To educate the students regarding digital library software.
3. To make the students familiar with creating the digital library and institutional repository.
4. To make the students familiar with process of digitization.

**UNIT-I:** Digital library software, Open source software –Tools & Techniques

**UNIT-II:** Digitization Process: Scanning and OCR

**UNIT-III:** Creating Digital Library & Institutional Repository using GSDL

**UNIT-IV:** Creating Digital Library & Institutional Repository using Dspace



## Recommended Readings

Zhang, Allison & Gourley, Don. (2009). *Creating Digital Collections: A Practical Guide*. Oxford: Chandos Publishing.

Bhardwaj, Raj Kumar (Eds.). (2018). *Digitizing the Modern Library and the Transition From Print to Electronic*. Hershey, PA: IGI Global

Bishop, A. P., Van, H. N. A., & Battenfield, B. P. (2010). *Digital Library Use: Social Practice in Design and Evaluation*. Cambridge: MIT Press.

Jones, Richard et al. (2006). *The institutional repository*. Oxford: Chandos Publishing.

Todaro, J. B. (2014). *Library management for the digital age: A new paradigm*. Lanham: Rowman & Littlefield.

Witten, I. H., Bainbridge, D., & Nichols, D. M. (2010). *How to build a digital library*. Burlington, MA: Morgan Kaufmann Publishers.

**TITLE OF THE COURSE: ACADEMIC LIBRARY SYSTEM (COMPULSORY)**

**COURSE CODE: SCSI LIS 01 03 05 GEC 3003**

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**Objectives of the Course:**

1. To understand the basic concept of Academic Library Systems.
2. To understand the resources sharing and networking in Academic Library.
3. To understand the Academic Library Operation.
4. To acquaint the students with the present setup of academic library system in India.

**UNTI I: Role of 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 in India
- Committees & Commissions: Kothari Commission, Radhakrishnan Commission
- Mudaliar Commission and Accreditation Agencies: NBA and NAAC

**UNTI II: Library Organization & Administration**

- Library authority and its decentralization
- Manpower Development: Qualifications, recruitment, Job description, job analysis and staff manual
- Library Finance: Sources, Type of Budgets, Methods of financial estimation and budget preparation
- Collection Development: Print and Non-Print including Electronic documents

**UNTI III: Organization of Library Section and Building**

- Organization of Various Sections: Periodical, Technical, Reference, Circulation and Maintenance Section
- Library Buildings: Planning and Standards. Risk and disaster management
- Library furniture & equipment
- Centralized v/s Decentralized System: Departmental Libraries

**UNTI IV: Resource Sharing, Networking and Policies**

- Concept, need and purpose of Resource Sharing & Networking
- National Library Networks: INFLIBNET and DELNET
- National Consortia: E-Shodh Sindhu, Institutional Repositories (IR); E-Resources
- Library & Information Policy at the National and International level in India



## Recommended Readings

- Brophy, Peter. (2006). *The academic library*. London: Facet.
- Budd, J. (2012). *The changing academic library: Operations, culture, environments*. 2<sup>nd</sup> ed. Chicago: Association of College and Research Libraries.
- Chapman, L. (2008). *Managing acquisitions in library and information services*. London: Facet Pub.
- Connor, E. (2008). *An introduction to instructional services in academic libraries*. New York and London: Routledge.
- Frederick, D. E. (2016). *Managing eBook metadata in academic libraries: Taming the tiger*. Amsterdam : Chandos Publishing
- Higgins, S. E., & Derakhshan, M. (2017). *Managing academic libraries: Principles and practice*. Amsterdam: Chandos Publishing.
- Jordan, P. (2017). *The academic library and its users*. Oxon : Routledge
- Mack, D. C., & Gibson, C. (2012). *Interdisciplinary and academic libraries*. Chicago : Association of College and Research Libraries
- Munde, G., & Marks, K. (2009). *Surviving the future: Academic libraries, quality, and assessment*. Oxford: Chandos.

**TITLE OF THE COURSE: SOCIAL SCIENCES INFORMATION SYSTEM**

**COURSE CODE: COURSE CODE: SCSI LIS 01 03 06 GEC 4004**

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**Objectives of the Course:**

1. To understand the structure and development of social sciences.
2. To study the various components of social science information systems.
3. To study the activities of national institutes of social sciences.
4. To study about the Social Science Databases.

**UNIT I: Structure and Development of Social Sciences**

- Social sciences: Meaning, Development and Scope
- Major research trends in disciplines in the Social Science: Economics, management, Sociology History, Psychology and Education

**UNIT II: Social Science Information Sources**

- A brief survey of contributions made by prominent social scientists in the fields of Economics, , Sociology, History, Psychology , Political Science and Education
- Types of sources: Print and Non-Print, Electronic and Web Based. Institutions connected with Social Science Information

**UNIT III: Information System and Networks**

- Databases: Networked and distributed databases in Social Sciences
- Internet based Resources and Services: A brief introduction in context of Social Science

**UNIT IV: Institutional Sources**

- Evaluation of important secondary sources of information in Social Sciences available in print and electronic form
- Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science discipline with particular reference to India



## Recommended Readings

- Adams, Bert N. (2002). *Sociological Theory*. New Delhi: Visitor Publications.
- Case, D. (2006). *Looking for Information: A Survey of Research on Information Seeking, Needs, and Behavior*. (2<sup>nd</sup> ed.) London: Emerald Publishing .
- Coser, Lewis A. (2008). *Masters of Soiological Thoughts: Ideas in Historical and Social Context* (2<sup>nd</sup> ed.).
- Gordon, S. R., & Gordon, J. R. (2010). *Information systems: A management approach*. Hoboken, NJ: Wiley.
- Hevner, A.& Chatterjee, S.(2010). *Design Research in Information Systems: Theory and Practice*. New York: Springer.
- Irani, Z.& Lover, P. (2008). *Evaluating Information Systems: Public and Private Sector*. London: Butterworth-Heneman.
- Kelkar, S A. (2009). *Information Systems: A Concise Study*. New Delhi: PHI.
- Leckie, G. J. & et. al. (2010). *Critical Theory for Library and Information Science: Exploring the Social from Across the Disciplines*. Colarado: Libraries Unlimited.
- Rajaraman, V. (2011). *Analysis and design of Information Systems*. New Delhi: PHI.
- Sadagopan, S. (2009). *Management Information Systems*. New Delhi: PHI.

**TITLE OF THE COURSE: PLAGIARISM AND ACADEMIC INTEGRITY**

**COURSE CODE: SCSILIS 01 03 07 GEC 4004**

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**Objectives of the Course:**

1. To familiarize students with the concept of Plagiarism.
2. To understand the reasons and prevention of plagiarism.
3. To understand the concept of referencing and citations.
4. To familiarize the students with antiplagiarism and bibliographical tools.

**UNIT I: Plagiarism Overview**

- Plagiarism: Concept, Definition, Meaning and Historical Perspective
- Possessive Individualism and Copyright.
- Element and Types of Plagiarism

**UNIT II: Reasons and Preventions**

- Reasons of Plagiarism
- Plagiarism Prevention: Training, Transparency and Testing
- Policy for Academic Integrity

**UNIT III: Citation and References**

- Citation and References: Concept, Meaning and Definition
- Citation Styles and Manuals: APA, Chicago, MLA
- Reference Management Softwares: Microsoft Word, Mendeley, Zotero, Endnote

**UNIT IV: Plagiarism Detection Tools and Penalties**

- Similarity Index and Art of finding Plagiarism
- Plagiarism Detection Software: Turnitin, URKUND and iThenticate
- Penalties for Plagiarism: UGC Regulations 2018



## Recommended Readings

- Fishman, T. (2009). "We know it when we see it" is not good enough: Toward a Standard Definition of Plagiarism that Transcends Theft, Fraud, and Copyright. Proceedings of the Fourth Asia Pacific Conference on Educational Integrity (4APCEI). NSW, Australia: University of Wollongong.
- Howard, R. M. (1999). *Standing in the Shadow of Giants: Plagiarists, Authors, Collaborators*. Stanford: Ablex Pub.
- Neville, C. (2016). *The complete guide to referencing and avoiding plagiarism*. Open University Press.
- Pecorari, D. (2015). *Academic writing and plagiarism: A linguistic analysis*. London: Bloomsbury.
- Sutherland-Smith, W. (2008). *Plagiarism, the internet and student learning: Improving academic integrity*. New York: Routledge.
- UGC. (2018 August, 14). *UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018*. Retrieved from [https://ugc.ac.in/pdfnews/7771545\\_academic-integrity-Regulation2018.pdf](https://ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf)
- Verma, P. K. (2005). *Being Indian*. New Delhi: Penguin India.
- Weber-Wulff, D., & Springer-Verlag GmbH. (2016). *False Feathers: A Perspective on Academic Plagiarism*. Berlin: Springer.

**TITLE OF THE COURSE: ENVIRONMENTAL INFORMATION SYSTEM**

**COURSE CODE: SCSILIS 01 03 08 GEC 4004**

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**Objectives of the Course:**

1. To understand the structure and development of subject discipline.
2. To provide in-depth knowledge and specialized skills handling documentary and non -documentary sources in Environment Science.
3. To enable the student's to design and develop information systems in the discipline.
4. To explore feasibility of application of IT and the related aspects in the work.

**UNIT I: Concept of Environmental Information System**

- Environment Science: Definition, meaning, terminology, structure and development
- Landmark and scope of Environment Science. Environment Science and its relation with other subjects
- Activities and programs in Environment Science: Education, Research and Development, Projects, Production and Management

**UNIT II: Users of Environmental Science Information**

- Users of Environmental Science Information: Types, Needs and User studies
- Environment Science Information Sources, and Services
- Planning and Management

**UNIT III: Planning and development of Environment Science Information systems**

- Planning, design and development of Environment Science Information systems
- Data base design, creation and development: Study of data structure
- DBMS selection, Content creation and development, Search and Retrieval aspects

**UNIT IV: Networks in Environmental Science**

- Study of Information systems and networks in Environment Science
- Biotechnology: National and International Scenario
- Internet-based Biotechnology information sources and services



## Recommended Readings

Aminatuzuhariah, M. A. (2007). *Introduction to environmental management system*. Malaysia: University Teknologi Malaysia.

Avouris, N. M., & Page, B. (2011). *Environmental informatics: Methodology and applications of environmental information processing*. Dordrecht: Springer.

Avouris, N. M., & Page, B. (2011). *Environmental informatics: Methodology and applications of environmental information processing*. Dordrecht: Springer.

Günther, O. (2011). *Environmental information systems*. Berlin: Springer.

Mitchell, R. B., Clark, W. C., Cash, D. W., Dickson, N. M., & Mitchell, Ronald B. (2006). *Global Environmental Assessments: Information and Influence*. MIT Press.

Richards, D. J., Allenby, B. R., & Compton, W. D. (2001). *Information systems and the environment*. Washington, D.C: National Academy Press.

Wright, R. T. (2008). *Environmental science*. Upper Saddle River, NJ: Pearson.

**TITLE OF THE COURSE: WEB TECHNOLOGIES AND WEB-BASED INFORMATION MANAGEMENT**

**COURSE CODE: SCSI LIS 01 03 04 DCEC 4004**

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**Objectives of the Course:**

1. To introduce the concept of Web technologies, mark up languages and Network protocols
2. To understand the process of web programming, database connectivity
3. To study the implications of Web 2.0 technologies to library and information management.
4. To familiar the students with content management system.

**UNIT I: Web Technologies**

- Web Technologies: Concepts and Principles
- Markup Languages: HTML, XML, DHTML, XHTML
- Search Algorithms. Web 2.0: RSS feeds, Blogs, Wikies

**UNIT II: Network Protocols**

- Network Protocols: TCP/IP, FTP, SSHD, SOAP, etc.
- Web Programming: java scripts and JSP
- Access Management Technology, Relevant W3 Standards and Protocols.

**UNIT III: Database and Search Strategies**

- Database connectivity: ODBC, JDBC, Web servers: Apache
- Open URL and Federated Search Engines, Discovery Services, Access tools – remote/web-access(Digital Rights Management)
- Search Engines, cluster based search engines

**UNIT IV: Content Management Systems**

- CMS(Content Management Systems): Concept, Types and Principles
- CMS Architecture
- CMS Software



## Recommended Readings

- Barrera, D. G., & Diaz, M. (2013). *Communicating Systems with UML 2: Modeling and Analysis of Network Protocols*. Hoboken: Wiley.
- Benz, B. (2004). *XML Programming Bible*. Hoboken: John Wiley & Sons.
- Blood, R. (2002). *The weblog handbook: Practical advice on creating and maintaining your blog*. Cambridge, MA: Perseus Pub.
- Devine, J., & Egger-Sider, F. (2014). *Going Beyond Google Again: Strategies for Using and Teaching the Invisible Web*. Chicago: American Library Association.
- Fawcett, J., Ayers, D., & Quin, L. R. E. (2012). *Beginning XML*. Somerset: Wiley.
- Hjelm, J. and Stark, P. (2002). *XSLT: The Ultimate Guide to Transforming Web Data*. New York: John Wiley
- Mercer, D. (2001). *XML: A Beginner's Guide*. New York: McGraw Hill (Osborne)
- Willinsky, John. (2006). *Access Principle: Case for Open Access to Research and Scholarship*. Cambridge: MIT Press, Digital Libraries and Electronic Publishing.
- Zelkowitz, M. V. (2006). *Web technology*. Amsterdam: Elsevier.

**TITLE OF THE PAPER: TECHNICAL WRITING AND CONTENT DEVELOPMENT**

**COURSE CODE: SCSI LIS 01 03 05 DCEC 4004**

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**Objectives of the Course:**

1. To introduce the basic concept of Technical Communication.
2. To understand the process of technical writing.
3. To have hands on practice of technical writing software.
4. To enable the student's to write technical documents as well as user documents.

**UNIT I: Communication Process**

- Communication Process: General overview; Characteristic features of technical writing
- Target groups in written communication; Reader-writer relationship
- Level of technicality in scientific communication

**UNIT II: Linguistics Component**

- Linguistics: Language as a medium of expression of thought
- Functional style, semantics, syntax and diction; Sentence structure and readability
- Aberrations in technical writing

**UNIT III: Structure and Functions of Technical Communications**

- Definition, purpose, types, characteristics, functions, structure; Collection, organization and presentation of data including papers
- Short communications; Technical Articles; Review articles
- Technical reports; popular articles; Monographs; Dissertations; House bulletins; Extension literature

**UNIT IV: Technical Editing**

- Introduction; Editor: Functions, qualifications and special skills; Editorial process; Evaluation process
- Editor-author-referee relationships in quality control
- Manuscript preparation and production. Editorial Tools: Dictionaries, Style manuals, Standards specifications



## Recommended Readings

- Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2015). *Handbook of technical writing*. 15<sup>th</sup> ed. Boston: Bedford/St. Martin's.
- Basu, B. N. (2007). *Technical writing*. New Delhi: Prentice Hall of India.
- Burnett, R. E. (2005). *Technical communication*. Boston, Mass: Thomson/Wadsworth.
- Carey, M. (2014). *Developing quality technical information: A handbook for writers and editors*. Upper Saddle River [etc.]: IBM Press.
- De, C. P. (2009). *Librarians of Babel: A toolkit for effective communication*. Oxford: Chandos.
- Gibaldi, J. (2016). *MLA handbook for writers of research papers*. 8<sup>th</sup> ed. New York : Modern Language Association of America.
- Lannon, J. M., & Gurak, L. J. (2018). *Technical communication*. 14<sup>th</sup> ed. Boston: Pearson.
- Mohan, K., & Singh, N. P. (2010). *Speaking english effectively*. Delhi: Macmillan Publishers India.
- Reep, D. C. (2009). *Technical writing: Principles, strategies, and readings*. New York: Longman.
- Sides, C. H. (2017). *How to write and present technical information*. California : Greenwood
- The Chicago manual of style*. (2017). 17<sup>th</sup> ed. Chicago: The University of Chicago Press.
- VanAlstyne, J. S. (2005). *Professional and technical writing strategies: Communicating in technology and science*. Estados Unidos: Pearson Education.

**TITLE OF THE PAPER: INTELLECTUAL PROPERTY RIGHT IN DIGITAL ERA**

**COURSE CODE: SCSI LIS 01 03 06 DCEC 4004**

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**Objectives of the Course:**

1. To introduce the basic concept of Intellectual Property Right
2. To understand the process of IPR developments in India
3. To familiar the students with Open Access and Digital Rights Management
4. To introduce the basic concept of International conventions and treaties relating to IPR

**UNIT I: Introduction Intellectual Property Rights (IPRs)**

- Intellectual Property Rights (IPRs) : Concept, needs and purpose
- Categories of Intellectual Property Rights
- Economic importance of Intellectual Property
- Piracy and Plagiarism

**UNIT II: IPRs Developments and Protection in India**

- Copyrights Law in India- Genesis and present status
- Patents Act 1970-Genesis and present status
- Other industry-related IPRs: Trademarks, Industrial Designs and Trade secrets
- Protection policies in IPRs

**UNIT III: Open Access and Digital Rights Management (DRM)**

- Open Access to information: Open Educational Resources, OA Journals and OA Books.
- Licensing of digital content: Creative Commons
- DRM: Introduction, Techniques
- DRM in India: The Information Technology Act 2000, Amendment Act 2008: DRM provisions in the Copyright Amendment Act 2012 of India

**UNIT IV: International conventions and treaties relating to IPR**

- Paris Convention, Berne Convention, Universal Copyright Convention (UCC) and Patent Cooperation Treaty (PCT): Overview and Objectives.
- Trade Related Aspects of Intellectual Property Rights (TRIPS) Agreement
- World Intellectual Properties Organization (WIPO): History and Activities
- WIPO Copyright Treaty (WCT), WIPO Performances and Phonograms Treaty (WPPT)



## Recommended Readings

- Bently, L., & Sherman, B. (2014). *Intellectual property law*. 4<sup>th</sup> ed. Oxford: Oxford University Press.
- Butler, R. P. (2012). *Copyright for teachers & librarians in the 21st Century*. New York: Neal Schuman.
- Crews, K. D. (2012). *Copyright law for librarians and educators: Creative strategies and practical solutions*. Chicago : American Library Association
- Espejo, R. (2009). *Copyright infringement*. Detroit: Greenhaven Press.
- Ferullo, D. L. (2017). *Managing copyright in higher education: A guidebook*. Lanham : Rowman & Littlefield
- Mahajan, V. D. (2010). *Jurisprudence and legal theory*. Lucknow: Eastern Book Co.
- Narayanan, P. (2017). *Intellectual property law*. 3<sup>rd</sup> ed. New Delhi: Eastern Law House.
- Sharma, B. (2006). *Copy right Law in respect of Books*. New Delhi: Federation of Indian Publishers.
- Watel, J. (2001). *Intellectual Property Rights in the WTO and Developing Countries*. London: Oxford University Press.

**SEMESTER - IV**

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Information Storage, Retrieval and DBMS	SCSI LIS 01 04 12 C 4105	CC	4-1-0	5
2	Dissertation	SCSI LIS 01 04 13 C 00010	CC	10	10
3	Knowledge Management Systems	SCSI LIS 01 04 14 C 4105	CC	4-1-0	5
4	Informetrics and Scientometrics	SCSI LIS 01 04 07 DCEC 4004	DCEC	4-0-0	4
5	Skill Enhancement Elective Course I *	SCSI LIS 01 04 01 SEEC*	SEEC	--	--

**\*Skill Enhancement Elective Course (SEEC) (Non Credit)**

S. No.	Title of the Course	Course Code	Course Type	Credits (L-S-P)	Total Credits
1	Internship Programme	SCSI LIS 0104 01 SEEC	SEEC	-	-
2	Networking Technology and Library Networks	SCSI LIS 0104 02 SEEC	SEEC	-	-



**TITLE OF THE COURSE: INFORMATION STORAGE, RETRIEVAL AND DBMS**

**COURSE CODE: SCSI LIS 01 04 12 C 4105**

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**Objectives of the Course:**

1. To understand the historical perspectives and significance of Information storage & retrieval in the present context.
2. To understand the concept of DBMS and Information retrieval
3. To study various models, methods, techniques of Information Retrieval and search strategies
4. Understand the significance of data security, evaluation of IR process for effectiveness.

**UNIT I: Introduction to Information retrieval and DBMS**

- Overview of IR Systems, Historical Perspectives
- Information Retrieval System: Purpose, Functions and Components
- Introduction to DBMS : Types and Elements of DBMS
- Multimedia Information Retrieval

**UNIT II: Basic Concept of DBMS**

- File Management v/s Database Management, Different types of storage media
- Database Management Systems and Physical Organization of Data
- Database Recovery, Transaction Management Concurrency Control and Deadlock
- Relational model in DBMS

**UNIT III: Indexing and Indexing Techniques in IR System**

- Pre-coordinate indexing: Chain Indexing, PRECIS, POPSI
- Post-coordinate indexing: Uniterm indexing
- Derived Indexing : KWIC and KWOC
- Web Indexing, Citation Indexing, Online Citation indexing Tools: SCOPUS, Web of Science, Google scholar

**UNIT IV: IR Models and Evaluation**

- Boolean model
- Statistical Models: Vector Space Model, Probabilistic Model
- Cognitive Model
- Criteria for evaluation of Information Retrieval Systems

## Recommended Readings

- Belew, Richard K. (2001). *Finding Out About: A Cognitive Perspective on Search Engine Technology and the WWW*. Cambridge: Cambridge University Press.
- Bell, S. S. (2015). *Librarian's guide to online searching: Cultivating database skills for research and instruction*. California : Libraries Unlimited
- Chowdhury, G. G. (2017). *Introduction to modern information retrieval*. 3<sup>rd</sup> rev ed. S.l.: Facet Publishing.
- Date, C. J. (2008). *An introduction to database systems*. Boston, Mass: Pearson Addison Wesley.
- Lancaster, F.W. (2003). *Indexing and Abstracting in Theory and practice*. 3<sup>rd</sup>ed. London: Facet Pub.
- Meadow, Charles T., Boyce, Bert R. & Kraft, Donald H. (2000). *Text Information Retrieval Systems: Library and Information Science*. 2<sup>nd</sup>ed. California: Academic Press.
- Smiraglia, Richard P. (2002). *Works as entities for information retrieval*. New York: Haworth.
- Voorhees, Ellen M. & Harman, Donna K. (2005). *TREC: Experiment and Evaluation in Information Retrieval (Digital Libraries and Electronic Publishing)*. USA: MIT Press.



**TITLE OF THE COURSE: KNOWLEDGE MANAGEMENT SYSTEMS**

**COURSE CODE: SCSI LIS 0104 14 C 4105**

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**Objectives of the Course:**

1. To familiarize students with concepts, types and infrastructure of KM
2. To understand the functioning of Knowledge Economy
3. To plan and evaluate strategies for KM practices
4. To know about the various Technologies for KM

**UNIT I: Knowledge Management**

- Knowledge Management: Concepts, types, theories and principles
- Conceptual difference between data, information, and knowledge
- Differences between information management and knowledge management

**UNIT II: Knowledge economy**

- Features / characteristics, national information infrastructure
- Complex nature of knowledge
- Taxonomy of knowledge & Knowledge Management (KM) strategies

**UNIT III: KM Systems**

- Intellectual capital – components, measurement
- Evolution of Knowledge Management Systems
- Categories of knowledge management systems and their application

**UNIT IV: Technology for KM**

- KM enabling tools, knowledge portals and its characteristics.
- Knowledge sharing and various sharing models, knowledge culture etc
- Strategies for implementing KM practices. Case Studies

## Recommended Readings

- Al-Hawamdeh, S. (2003). *Knowledge management: Cultivating knowledge professionals*. Oxford: Chandos Publishins.
- Becarra, F. (2010). *Knowledge Management Systems and Processes*. New Delhi: PHI.
- Benbya, Hind. (2008) .*Knowledge management Systems Implementation*.UK: Chandos Publishing.
- Forrestal, V. (2015). *Knowledge management for libraries*. Lanham: Rowman & Littlefield.
- Hobohm, H.-C. (2011). *Knowledge Management: Libraries and Librarians Taking Up the Challenge*. Boston : De Gruyter Saur.
- Maier, R. (2004).*Knowledge Management Systems*. USA: Springer.
- Milton, Nick. (2005). *Knowledge Management for Teams and Projects*. Oxford: Chandos Publishing.
- Raman, A T. (2004). *Knowledge Management*. New Delhi: Excel Books.
- Shukla, Archana & Srinivasan R. (2002). *Designing Knowledge Management*. New Delhi: Response.
- Steve, Ellis. (2005). *Knowledge-based workers: Intelligent Operating for the Knowledge Age*. Oxford: Chandos Publishing.
- Suresh, K L and Mahesh, Kavi.(2006). *Ten Steps to Maturity in Knowledge Management: Lessons in Economy*. Oxford: Chandos Publishing.
- Tiwana, Amrit. (2000). *The Knowledge Management Tool kit*. New Delhi: Pearson.



**TITLE OF THE COURSE: INFORMETRICS AND SCIENTOMETRICS**

**COURSE CODE: SCSI LIS 01 04 07 DCEC 4004**

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**Objectives of the Course:**

1. To familiarize students with the fundamentals of Bibliometrics, Scientometrics, Informetrics and Webometrics
2. To study various indicators of publication productivity
3. To understand the significance of scientific collaborations
4. To understand the concept of impact factor

**UNIT I: Concept of Informetrics and Scientometrics**

- Concept and Definition of Bibliometrics, Scientometrics, Informetrics and Webometrics.
- Pioneers in Bibliometrics, Scientometrics, Informetrics and Webometrics.
- Limitations of Bibliometrics, Scientometrics, Informetrics and Webometrics

**UNIT II: Bibliometric Laws**

- Bradford's Law, Zipf's Law, Lotka's Law.
- 80/20 Rule, Ortega Hypothesis.
- Mathew effect in Reward System, Intellectual Epidemics as a model of Scientific Communication

**UNIT III: Indicators of publication productivity**

- Factors influencing publication productivity Publication Productivity of Institutions and National research activity.
- Publication productivity by discipline Publication productivity dynamics of institutions, regions or countries, journals and Individuals Scientific Collaboration.
- Co-authorship as a measure of scientific collaboration. Collaboration rate. International Collaboration

**UNIT IV: Indicators of citation Impact and Emerging Trends**

- What is citation? Reasons for citing. Citation Indexes. Citation databases (Scopus, Web of Knowledge, Google Scholar etc.). Application of citation indexes Factors that influence citation impact.
- Journal citation measures: the impact factor, immediacy index, half-life etc., Relative citation indicators Role of H-Index in evaluation.
- Co-Citation coupling and bibliographic Coupling analysis. Emerging Trends in Bibliometrics, Scientometrics, Informatics and Webometrics

## Recommended Readings

- De, B. N. (2009). *Bibliometrics and citation analysis: From the Science citation index to cybermetrics*. Lanham, Md: Scarecrow Press.
- Egghe, L., Neelameghan, A., & Sarada Ranganathan Endowment for Library Science. (2000). *Lectures on informetrics and scientometrics*. Bangalore: Sarada Ranganathan Endowment for Library Science.
- Garfield, E. (1979). *Citation indexing: It's theory and application in science, technology and humanity*. New York: John Wiley and Sons.
- Ingwersen, P., & Ingwerson, P. (2012). *Scientometric indicators and webometrics - and the polyrepresentation principle information retrieval*. New Delhi: Ess Ess Publications.
- Ingwersen, P., & Ingwerson, P. (2012). *Scientometric indicators and webometrics - and the polyrepresentation principle information retrieval*. New Delhi: Ess Ess Publications.
- Moed, H. F. (2010). *Citation analysis in research evaluation*. Dordrecht: Springer.
- Qiu, J., Zhao, R., Yang, S., & Dong, K. (2017). *Informetrics: Theory, methods and applications*. Singapore : Springer.
- Ravichandra, R. I. K., Neelameghan, A., & Sarada Ranganathan Endowment for Library Science. (2014). *Scientometrics*. New Delhi: Published by Ess Ess Publications for Sarada Ranganathan Endowment for Library Science, Bangalore.
- Sugimoto, C. R., & De Gruyter Mouton. (2017). *Theories of Informetrics and Scholarly Communication*. Berlin: Boston De Gruyter.
- Vinkler, P. (2010). *Evaluation of research by scientometric indicators*. Oxford: Chandos Publishing.
- Vinkler, Peter. (2010). *The Evaluation of Research by Scientometrics Indicators*. UK: Chandos.
- Gingras, Y. (2016). *Bibliometrics and research evaluation: Uses and abuses*. Cambridge, Massachusetts : The MIT Press



**TITLE OF THE COURSE: INTERNSHIP PROGRAM**

**COURSE CODE: SCSI LIS 01 04 01SEEC**

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An internship is an individualized training program that combines learning new library skills outside the classroom and the demonstration of those skills according to a planned schedule of activities. An intern works with an advisor/supervisor selected for the purpose to develop a practical training program on a particular aspect of librarianship. The duration of the internship would be four weeks.

**Objectives of the Course:**

Any library internship training serves the purpose of both – the intern as well as the host library/institution. It is supposed to add value to both the parties. These objectives are:

1. To increase the knowledge and skills of recent graduates;
2. To upgrade their skills in a specific area of information service;
3. To train them in order to boost their efficiency for crucial department/section;
4. To train them to adopt to the existing working conditions in the home library;

**Methods of Teaching:** Brainstorming sessions with Guide/ Internship Supervisor

**Methods of Assessment:** Study Report, Assessment by Internship Supervisor

## Recommended Readings

- De, S. U., & Hurst, J. A. (2011). *The information and knowledge professional's career handbook: Define and create your success*. Oxford: Chandos Publishing.
- Dority, G. K. (2016). *Rethinking information work: A career guide for librarians and other information professionals*. 2<sup>nd</sup> ed. California: Libraries Unlimited.
- Rehman, S. (2000). *Preparing the information professional: An agenda for the future*. Westport, Conn: Greenwood.
- Myburgh, S. (2005). *The new information professional: How to thrive in the information age doing what you love*. Oxford: Chandos.
- Heye, D. (2006). *Characteristics of the successful twenty-first century information professional*. Oxford: Chandos Publishing.
- Lawson, J., Kroll, J., & Kowatch, K. (2010). *The new information professional: Your guide to careers in the digital age*. New York: Neal-Schuman Publishers.





**TITLE OF THE COURSE: NETWORKING TECHNOLOGY AND LIBRARY NETWORKS**

**COURSE CODE: SCSILIS 01 04 02 SEEC**

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**Objectives of the Course:**

1. To familiarize students with Networking Technology and Library Networks
2. To understand the requirement of Network Technology in Library and information Centre
3. To plan and evaluate strategies for networking in Library and Information Centre

**Course Content:**

- Networking- concepts. Type of Networks: LAN, MAN and WAN. Networking Topologies: Star, Bus, T Ring, and Hybrid. Networking Hardware. Network layer protocols: The Internet Protocols (IP), IPv4 and IPv6.
- Transport layer protocols: TCP, UDP and AAL. Application protocols: HTTP, FTP, Telnet. Network level services: Name lookup and DNS. Communication protocols: Z39.50, OAI-PMH, SRU/SRW, SOAP.
- Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI). DNS, Mail Servers, Listserves.
- Internet and World Wide Web- Components, Services, Browsing, Search Engines.
- Library Networks- OCLC, BLAISE, INFLIBNET, STN, RLIN.

## Recommended Readings

- Alcorn, L. E., & Allen, M. M. (2006). *Wireless networking: A how-to-do-it manual for librarians*. New York: Neal-Schuman Publishers.
- Baruah, A. (2002). *Library database management*. Delhi: Kalpaz Publications.
- Kashyap, M. M., Neelameghan, A., & Prasad, K. N. (2006). *Computer-based library information systems: Designing techniques*. New Delhi: Ess Ess Publications for Sarada Ranganathan Endowment for Library Science.
- Malavya, V.C. (1999). *Library Information Technology for the next Millennium*. Delhi: Ess Ess.
- Palmer, M. (2009). *Making the most of RFID in libraries*. London: Facet Publishing.
- Ramamurthy, C. R. (2004). *Globalisation and library information networking*. Delhi: Authors press.
- Tanenbaum, A. S., & Wetherall, D. (2014). *Computer networks*. Harlow, Essex: Pearson Education.

