One Year Library & Information Science
(Degree in Library & Information Science)

Applicable July 2019 Onwards

CURRICULUM

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
SCHOOL OF SOCIAL SCIENCES
DOON UNIVERSITY

Master of Library and Information Science

Programme Outcome:

- Knowledge and skills in relation to Information Management and dissemination in Libraries and Knowledge Centres.
- The student shall be able to design and develop a Library and information system.
- As Library professionals, they will encourage young students to develop a love for reading and learning.
- Students can help research scholars and faculty in locating resources in their crucial work.
- They will understand the role of information literacy in their life. They can analyse information needs to create solutions by using various tools and technologies
- The student will be able to evaluate information resources critically.

Programme Specific Outcome:

- The student shall integrate library theory with practice.
- The student will be able to recognize how different the role of academic and technical libraries, their users, and the requirement of information resources are.
- The student will be able to purchase/subscribe to print and e-recourses judicially.
- Students will have theoretical and practical skills for using IT components in library services.
- The student shall acquire the necessary understanding and skills for seeking employment in various positions in Academic libraries, Public libraries and special libraries, and as faculty in the DLIs department.

PAPER –M-101-KNOWLEDGE, INFORMATION AND COMMUNICATION

4(4+0)

Course outcome 101: On completion of the course

- The student will understand the basic concepts of data, information and knowledge.
- Students will have a clear understanding of the process of information and its communication.
- Students shall be acquainted with the understanding of patterns of knowledge development and its organization.
- Students will have a clear understanding of Intellectual Property rights.
- Students shall be acquainted with the understanding of the Concept of freedom, Censorship, Data security and fair use.
- Students will have a clear understanding of the concept of Knowledge Management, approaches and architecture.

Unit-I: Information

Information, Characteristics, Nature, Value and Use

Conceptual difference data, information and knowledge

Unit-ii: Communication of Information

Communication Process, Channels, Models and

Barriers

Trends in Scientific Communication

Unit-iii: Information Industry

Information Industry – Generators, Providers and Intermediaries

Information as an asset and Resource

Unit-iv: Intellectual Property Rights Acts

Intellectual Property Rights Acts

Concept of freedom, Censorship, Data security and fair use

National Policy on Library and Information Systems and Services

Unit-v: Knowledge Management

Knowledge Management: Definition, concept, need, basic tools

Approaches in Knowledge Management

Architecture of knowledge Management

Recommended books:

1. Vickery, B.C. & Vickery, A. (1987). Information Science in Theory and Practice. London: Butterworth.
2. Sharma, S. & Gopal, S. (2011). Applications of Knowledge management in digital era. New Delhi: GNOSIS.
3. Kawatra, P.S. (2000). An introduction to information systems. New Delhi: A.P.H. Publishing.
4. Menon, S. (2003). Protection of Intellectual property in cyber space. New Delhi: Authorspress.
5. Secker, J. (2010). Copyright and e-learning: A guide to Practitioners. London: Facet Publishing
6. Angrew, G. (2008). Digital rights management: A librarian's guide to technology and practice. U.K.: Chandos Publishing.
7. Parashar, R.G. (1991). Information and its communication. New Delhi: Medallion Press.
8. Olive, A. (2007). Conceptual modeling of information systems. Berlin: Springer-Verlag
9. Losse, R.,M. (1990). The Science of Information. San Diego: Academic Press.
10. Rikowski, R. (2007). Knowledge Management: Social, cultural and theoretical perspectives. U.k.: Chandos Publishing.
11. Sharma, P. (2004). Knowledge Management. New Delhi: A.P.H. Publishing.
12. Khan, M.T.M. (1998). Information organization and communication. New Delhi: Ess Ess Publishing.

Paper-102 -BIBLIOMETRICS AND WEBOMETIRCS
4(4+0)

Course outcome 102: On completion of the course

- The student shall understand the concept of Bibliometrics and its definition and application of bibliometrics in library services.
- Students will have a clear understanding of Bibliometrics Laws.
- The student shall be acquainted with the understanding of Scientometrics, informatics, and Webometrics.
- Students will have a clear understanding of the concept of citations and different citation manuals: APA, MLA, and Chicago.

Unit -i: Bibliometrics

Bibliometrics: concept, definition, growth and development

Types of Bibliometrics study: Descriptive and evaluative

Variables of Bibliometrics

Unit-ii: Bibliometrics Laws

Bibliometric indicaters: Direct, derived and analytical

Bibliometrics Laws: Lotka's law, Bradford Law, Zip's Law

Application of Bibliometrics: special reference to library and information services

Unit.iii: Trends in Bibliometrics

Trends in Bibliometrics, concept, definition and its operations

Scientometrics

Infometrics

Webometrics

Growth and obsolescence of literature, models, aging factor and half life

Science indicators and mapping of science: aspects of concentration measures

Unit.iv: Reference and Citations

Reference and citations: concept and definition

Style manual: APA, MLA, Chicago

Unit .v: Citation analysis

Concepts and types,

Impact factor, h-index, i- index

Recommended Books:

1.Citation Studies: A Performance Evaluation Technique for LIS Scientists/ Jyoti Gupta/essess,2015

2.Bibliometrics/ Alan Pritchard/1981

3.Theories of Informetrics and Scholarly Communication/ Cassidy R. Sugimoto/ Walter De Gruyter Incorporated, 2015

4. Research Assessment in the Humanities**:** Towards Criteria and Procedures/ Michael Ochsner, Sven E. Hug, Hans-Dieter Daniel/2016

Paper –M-103- RESEARCH METHODOLOGY
4(4+0)

Course outcome 103: On completion of the course

- The student shall be acquainted with the understanding of the concept of Research, its purpose and types of research.
- Students will have a clear understanding of Research problems and Research Design.
- The student shall be acquainted with the understanding of the Literature Review.
- Students will have a clear understanding of the concept of Hypothesis: Definition, Types, Sources and Functions.
- The student shall be acquainted with the Types of Research Methods Historical, Experimental and Descriptive, Survey and Case Study.
- Students will have a clear understanding of the Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule etc.
- Students will have practical exposure to Statistical Packages – MS Excel, SPSS, etc.

UNIT-I: Introduction to Research

Research: Concept, Need, Types and Purpose

Research Problem and Research Design

Designing Research proposal

Literature Review

Hypothesis: Definition, Types, Sources and Functions

UNIT-II: Types of Research Methods

Historical, Experimental and Descriptive

Survey and Case Study

UNIT-III: Research Techniques

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule etc.

Sampling techniques,

Documentary Records and Reports

UNIT-IV: Statistics and its Applications

Descriptive Statistics –Measures of Central Tendency

Measures of Dispersion,

Chi- square test, Z-T test correlation,

Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.

UNIT-V: Statistical Packages

Statistical Packages – MS Excel, SPSS, etc.

Recommended Books:

1. BUSHA (C H). Research methods in librarianship. 1930. Academic Press, New York.
2. GOODE (W J) and HATT (P.K). Methods in social research. 1982. McGraw-Hill, New York.
3. GREENFIELD (T). Research methods: guidance for postgraduates. 1996. Hodder Arnold, London.
4. KRISHAN KUMAR. Research methods in library and information science. Rev. Ed.1999. Har-Anand Publications, New Delhi.
5. LANCASTER (F W) and POWELL (R R). Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
6. POWELL (R R) and SILIPIGNI (C L). Basic research methods for librarians. Ed. 4.2004. Libraries Unlimited, Westport.
7. SINGH (S P). Research methods in social science: a manual for designing questionnaires. 2002. Kanishka , New Delhi.
8. SLATER(M), Ed. Research methods in library and information studies. 1990. Library Association Publishing, London.
9. YOUNG(P V). Scientific social survey and research. Rev. Ed. 4. 1984. Prentice Hall, New Delhi.

Paper – M-104- INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN

(Theory) 4(4+0)

Course outcome 104: On completion of the course

- The student shall understand the use of Web Technologies in Libraries.
- Students will have a clear understanding of Web 2.0 and Wed 3.0 and their Features and Functions.
- The student shall be acquainted with the understanding of Web Directories, Subject Gateways, Library Portals, Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.
- Students will have a clear understanding of the concept of Open Source Library Software and Applications and Web-based Library Management Software.
- The student shall be acquainted with the Institutional Repositories: Greenstone, D space.
- Students will have a clear understanding of the Networks, OSI Network Model and TCP/IP Reference Model etc.
- Students will have an understanding of Emerging Technologies applications in Libraries.

UNIT-I: Web Technologies in Libraries

Implication of WWW on Library Websites, Wed OPACs

Web 2.0 and Wed 3.0: Features and Functions

Web Directories, Subject Gateways, Library Portals, etc.

Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT – II: Integrated Library Automation and Networking Software

Open Source Library Software and Applications

Web based Library Management Software

Library Software Securities Parameters, Virtual Library

UNIT-III: Institutional Repositories

Institutional Repositories: Greenstone, D space

UNIT-IV: Introduction of Networks

Types of Networks: Components, Categories, LAN Standards and Inter Network

Wireless Networking and Emerging Networking Technologies

Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc.

OSI Network Model and TCP/IP Reference Model

UNIT-V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries

Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.

Video Conferencing and Audio Conferencing

Functional Requirements for Bibliographic Records (FRBR)

Digital Content Management System

Protocols: Z39.50 Standard for Retrieval and OAI-PMH

Artificial Intelligence and Libraries

Expert Systems in Libraries

Recommended Books

1. BRADLEY (Phil). How to use web 2.0 in your library. 2007. Facet Publishing, London.
2. CLYDE (Laurel). Weblogs and libraries. 2004. Chandos Publishing, Oxford.
3. EVANS (Woody). Building library 3.0: issues in creating a culture of participation. 2009. Chandos Publishing, Oxford.
4. GRIFFITHS (Peter). Managing your internet and intranet services: the information professionals guide to strategy. Ed.2.2004. Facet Publishing, London.
5. JANCZEWSKI (Lech). Internet and intranet security management: risks and solutions. 2000. Idea, Hershey.
6. KROSKI (Ellyssa). Web 2.0 for librarians and information professionals. 2008. Neal Schuman Publishers, New York.
7. LIU (Jia). Metadata and its applications in the digital library: approaches and practices. 2007. Libraries Unlimited, Westport.
8. PRIMARY RESEARCH GROUP STAFF. Academic library websites benchmarks. 2008. Primary Research Group, New York.
9. VINCE (J). Introduction to virtual reality. 2004. Springer, London.
10. WISE (Richard). Multimedia: a critical introduction. 2000. Routledge, London.

Paper – M-105 – INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONE IN LIS (Practical)

2(2+0)

Course outcome 105: On completion of the course

- Students will have practical exposure to using WINISIS and LibSys/Koha.
- Students will be able to create a database in WINISIS and LibSys/koha.
- Students will have an understanding of house operations in Koha/Libsys.
- The student will be acquainted with CD-ROM & Online searching.

The practical questions will be set to check IT skills in the following areas:

Creation of database using WINISIS, and LibSys/Koha

Use of Library software package, LibSys /Koha for in – house operations, Code Generations,

Membership cards, machine readable catalogue cards

CD-ROM & Online searching

Recommended Books

1. Xavier, C. (2007). World Wide Wed design with HTML. New Delhi: Tata Mc Graw Hill.
2. Bradley, P. (2007). How to use web2.0 in your library. London: Facet Publishing.
3. Cox, C.N. (2006). Federated search: solution or setback for online Library Services. Philadelphia: The Haworth Press.
4. Donnelly, V. (2000). Designing easy –to –use websites: a hands-on-approach to structuring successful websites. Boston: Addison-Wesley.
5. Lowery, J.W.(2002).Dreamweaver MX bible. Indianapolis: Wiley publishing ,
6. Lynch, P.J.& Horton, S. (2009) . Web style guide: basic design principles for creating web sites (3rd ed.) . London: Yale University Press.
7. Niederst, Jennifer (2006) . Learning Web Design: A Beginners Guide to HTML, Graphic and Beyond (2nd ed.) Mansion Shroff Publishers and Distributers Pvt.Lid.

Paper – M-106- SOCIAL SCIENCE INFORMATION SYSTEM
(4)

Course outcome 106(A): On completion of the course

- The student shall be acquainted with the growth and Development of Social Sciences in India
- Students will come to know major contributors in the disciplines of Political Science, Economics, Sociology, and History
- Students will have a clear understanding of the Information Sources and services in Social Sciences
- The student shall be acquainted with the Institutions connected with Social Science and their role in Information Generation and Dissemination.
- Students will have a clear understanding of the Social Science Information System at the National and International level

UNIT – I: Structure and Development of Social Sciences

Growth and Development of Social Sciences in India.

Definition, Scope, Development and major contributors in the disciplines of:

Political Science, Economics, Sociology, History

UNIT – II: Information Sources

Information Sources: Documentary and Non-documentary.

Social Science Literature: Research Literature, Derived Literature,

Bibliographical Literature

Web-based Sources: E-journals, E-Reference Sources, Subject Gateways,

Institutional Repositories, Digital Libraries.

Databases: Bibliographic and Full Text, Study of DARE Database, IBSS, International Encyclopedia of Social and Behavioral

Sciences, Guide to Indian Periodical Literature, Social Science Citation Index, Social

Sciences Full Text, J-STOR, Historical Abstracts, International Political Science

Abstracts, EconLit, Bibliography of Doctoral Dissertations, Sociological Abstracts

UNIT – III: Institutional Sources

Institutions connected with Social Science Information Generation and Dissemination.

Study of the activities of: ICSSR, ICWA, Indian Institute of Public Administration,

National Council for Applied Economic Research, TISS, UNESCO, ICHR, London

School of Economics and Political Science, Social Science Research Council,

International Social Science Council, Economic and Social Research Council.

UNIT – IV: Information Systems and Networks

Social Science Information System: Components.

Planning and evaluation of Social Science Research Libraries.

Evaluation of existing Information Systems and Networks in Social Sciences at National and International level: DELNET, INFLIBNET, NASSDOC, SENDOC, DEVSIS, DEVINSA, APINESS, Social Science Research Network, NICNET.

Recommended Books

1. WEBB (William H), Ed. Sources of information in social sciences.

2. HERRON (Nancy), Ed. Social Sciences: A Cross disciplinary guide to selected sources. 1996. Libraries Unlimited.

3. HUNT (Elgin F) and COLANDER (David L). Social sciences: An Introduction to the study of society. Ed. 9. 1995. Allyn.

4. LI (Tze Chung). Social science reference sources: A Practical guide. Rev and enlarged ed 2. 1990. Greenwood.

5. VYAS (S D). Social science information in India: Efforts toward bibliographic control. 1992. Concept, New Delhi.

Paper – M-106- NATURAL SCIENCE INFORMATION SYSTEM
(4)

Course outcome 106(B): On completion of the course

- The student shall understand the growth and Development of Natural Sciences in India
- Students will have a clear understanding of major contributors in the disciplines of Physics, Mathematics, Chemistry, Zoology, and Botany.
- Students will have a clear understanding of the Information Sources in Natural Sciences.
- The student shall be acquainted with the research Institutions connected to the Growth and Development of Natural Sciences.
- Students will learn about Contributions made by Prominent Natural Scientists in the field of Physical and Biological Sciences.

UNIT – I: Structure and Development of Natural Sciences

Growth and Development of Natural Sciences in India.

Definition, Scope, Development and major contributors in the disciplines of:

Physics, Mathematics, Chemistry, Zoology, Botany

UNIT – II: **Information Sources and Evaluation**

Primary, Secondary and Tertiary Sources

Evaluation of representative secondary Sources: Electronic Resources

UNIT – III: Databases and Internet Services Networked and Distributed Databases

Consortia and Subject Gateways

Internet Resources and Services

UNIT – IV: Role of Contributors and Institutions

Activities of Research Institutions and Professional Organisations in the Growth and

Development of Natural Sciences with Particular Reference to India, UK and USA

UNIT-V: Contributions made by the Prominent Natural Scientists in the field of Physical and

Biological Sciences

Recommended Books

1. AMERICAN CHEMICAL SOCIETY. Searching the chemical literature. 1979. American Chemical Society, Washington.

2. BERNAL (J D). Social function of science. 1964. MIT Press, Cambridge.

3. BROWN (C H). Scientific serials. 1956. Association of College and Research Libraries, Chicago.

4. DAMPIER (William Cecil). History of science and its relations with philosophy and religion. 1961. Cambridge University Press, London .

5. GROGAN (Denis). Science and technology: introduction to the literature. Ed. 4. 1982. Clive Bingley, London.

6. MOSER (Diane K) and SPANGENBUR (G). The history of science. 1994. University Press, New Delhi. 7. SPANGENBURG (R) and MOSER (D K). The History of science in the 19th century. 1994. University Press, Hyderabad.

8. WELFORD'S GUIDE TO REFERENCE MATERIAL: Vol.1. Ed.8. 1999. Library Association, London.

Paper-M-201- INFORMATION STORAGE AND RETRIVAL SYSTEM 4(4+0)

Course outcome 201: On completion of the course

- The student shall understand the basic concept of the ISAR System.
- Students will have a clear understanding of Vocabulary Control Tools and their use in information retrieval.
- Students will have a clear understanding of Indexing Systems.
- The student shall be acquainted with Metadata Concept, Metadata Standards: Dublin Core, MARC 21, etc.
- Students will learn Search Techniques in searching and browsing ISAR systems.

UNIT-I: Fundamental Concepts

Concept, Characteristics, Objectives, Types, Operations and Design

Compatibility of ISAR System Information Retrieval Process and Search Strategy

Evaluation of ISAR System

Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus Need, Structure and Construction of Thesaurus

Principles and Evolution of Bibliographic Description

UNIT-II: Knowledge Management

Introduction to Indexing Systems Introduction to Indexing in Corporate System

Introduction to Indexing in Research System

UNIT-III: Bibliographic Description

Rules for Bibliographic Description

Standards for Bibliographic Record Formats

Metadata Concept, Metadata Standards: Dublin Core, MARC 21, etc

UNIT-IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System

Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc. Internet Searching and Meta Search Engines

Data Mining, Data Harvesting and Semantic Web

UNIT-V: Trends in IR models

Recommended Books

1. CHOWDHURY (G G). Introduction to modern information retrieval. 1999. Library Association, London.

2. CLEVELAND (Donald B) and CLEVELAND (Ana D). Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.

3. FOSKETT (A C). Subject approach to information. Ed.5. 1996. Library Association, London.

4. GOSH (S N) and SATPATHI (J N). Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.

5. KORFHAGE (R R). Information storage and retrieval. 1997. John Wiley, New York, USA.

6. LANCASTER (F Wilfred). Vocabulary control for information retrieval. Ed. 2. 1985. Information Resource Press, Arlington.

7. LANCASTER (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.

8. ROWLEY (J). The basics of information system. Ed. 2. 1996. Library Association, London.

9. SOERGEL (D). Indexing languages and thesauri: construction and maintenance. 1974. John Wiley and Sons., New York.

10. WALKER (G) and JANES (J). Online retrieval: a dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

Paper-M-202 (A)- ACADEMIC LIBRARY AND INFORMATION SYSTEM(Elective) 4(4+0)

Course outcome 202 (A): On completion of the course

- The student shall be acquainted with Academic Libraries and their Development with Special Reference to India.
- The Students will have a clear understanding of UGC and its Role in the
- Development of College and University Libraries.
- The Students will have a clear understanding of Collection Development of Periodicals, Conference Literature, Grey Literature and Government Publications,
- Non-Book Materials Electronic Resources and Online Databases
- The student shall be acquainted with Information Services such as CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, etc.
- Students will learn Finance, Sources of Finance Types of Budget, Nature, Size and the concept of HRM.

UNIT-I: Academic Libraries and their Development

Objectives and Functions History and Development of Libraries with Special Reference To India Role of Libraries in Formal and Non-Formal Education System, UGC and its Role in the

Development of College and University Libraries

UNIT-II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications,

Non-Book Materials Electronic Resources and Online Databases

UNIT-III: Library Organization and Administration

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT-IV: Information Services

CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping

Services

Computerized Services, Resource Sharing and Networking: INFLIBNET, UGC-

INFONET

Digital Library Consortium, etc. Information Literacy Programmes

UNIT-V: Financial and Human Resource Management

Determination of Finance, Sources of Finance Types of Budget, Nature, Size,

Selection,

Recruitment, Qualification and Training, Responsibilities and Duties, Competency

Development

Recommended Books

1. BAKER (David), Ed. Resource management in academic libraries. 1997. Library Associations, London.
2. BROPHY (Peter). The academic library.2000.Library Association, London.
3. BUDD(J M). The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. CHAPMAN (Liz). Managing acquisitions in library and information services 2001. Libraries Association, London.
5. DOWLER (L). Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research. 1998. The MIT Press, London.
6. JORDON (Peter). The academic library and its users. 1998. Gower Publishing Limited, London.
7. LINE (Maurice B). Ed. Academic library management. 1990. Library Association, London.
8. RANGANATHAN (S R). School and college libraries. 1942. Madras Library Association, Madras.
9. WEBB (Sylvia P).Personal development in information work . Ed 2. 1991. Aslib, London.
10. WHITE (Carl M). Survey of university of Delhi. 1995. Planning Unit, University of Delhi, Delhi.

Paper-M-202 (B)- RESEARCH AND TECHNICAL LIBRARY AND INFORMATION SYSTEM (Elective)
4(4+0)

Course outcome 202 (B): On completion of the course

- The student shall be acquainted with Research and Technical Libraries and their Development with Special Reference to India.
- Students will have a clear understanding of Agencies and their Role in the Promotion and Development of Research and Technical Libraries.
- Students will have a clear understanding of Collection Development of Periodicals, Conference Literature, Grey Literature and Government Publications, Non-Book Materials Electronic Resources and Online Databases.
- The student shall be acquainted with Information Services such as CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, etc.
- Students will learn Finance, Sources of Finance Types of Budget, Nature, Size and the concept of HRM.

UNIT - I: **Research and Technical Libraries and their Development**

Objectives and Functions History and Development of Libraries with Special Reference to India

Role of Special Libraries and its Relationship with Parent Organization

Types and Functions of Special Libraries

Agencies and their Role in the Promotion and Development of Research and Technical Libraries

UNIT- II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

UNIT - III: Library Organization and Administration

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT - IV: Planning and Organization of Various Information Services

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services Computerized Services

Resource Sharing and Networks: RLIN, OCLC, etc.

UNIT - V: Financial and Human Resource Management

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

Recommended Books

1. AUGER (C P). Information sources in grey literature. Ed. 3. 1994. Bowker, London.

2. CHAPMAN (Liz). Managing acquisitions in library and information services. 2001. Library Associations, London.

3. GROGAN (N). Science and technology: an introduction to the literature. Ed.

4. 1982. Clive Bingley, London. 4. HERNON (Peter) and WHITMAN (John R). Delivering satisfaction and service quality: a customer-based approach for libraries. 2001. American Library Association, Chicago.

5. LAWES (Ann), Ed. Management skills for the information manager. 1993. Gower Publishing, London.

6. RAITT (David), Ed. Libraries for the new millennium. 1997. Library Association, London.

7. SAHA (J). Special libraries and information services in India and the USA. 1969. Scarecrow, New York.

8. SCAMMELL (A W), Ed. Handbook of special librarianship and information work. Rev. Ed. 7. 1997. Aslib, London.

9. SINGH (S P). Special libraries in the electronic environment.2005.Bookwell,New Delhi.

10. STRAUSS (L J). Scientific and technical libraries: their organization and administration. Ed. 2. 1972. Beckey and Hayes, New York.

Paper –M-203- INFORMATION SYSTEMS MANAGEMENT (4)

Course outcome 203: On completion of the course

- The student shall understand the concept of management and its scope in libraries.
- Learn principles of management and Management Schools of Thought: Classical School, Human Behaviour and Human Relation.
- Students will have a clear understanding of the Functions and Objectives of HRM, Job Description, Job Analysis and Job Evaluation, Recruitment and Selection Procedure and Training and Development.
- Students will have a clear understanding of OR, MIS, MBO, Network Analysis, and Budgeting.
- The student shall be acquainted with techniques of Library Planning.
- Students will learn the concept of Total Quality Management (TQM).

UNIT- I: Management

Concept, Definition and Scope.

Principles of Scientific Management.

Management Schools of Thought: Classical School, Human Behaviour and Human Relation

UNIT- II: Human Resource Management

Meaning, Functions and Objectives of HRM.

Job Description, Job Analysis and Job Evaluation.

Recruitment and Selection Procedure.

Training and Development.

Motivational Patterns: Maslow's Need Hierarchy. Herzberg's Two Factor Theory. McGregor's Theory X and Y.

Performance Appraisal: Objectives, Problems in Rating, Methods of Performance Appraisal.

UNIT- III: System Analysis and Control

System Analysis and Design.

Work Flow and Organisational Routines.

Monitoring Techniques: OR, MIS, MBO, Network Analysis, Budgeting as a

Monitoring Techniques, Monitoring Team or Consultants.

Evaluation Techniques.

UNIT- IV: Library Planning and marketing

Library Planning: Types of Plans, Factors and Techniques of Library Planning

Marketing of Information product and services

UNIT-V: Quality Management Approaches

Quality management approaches

TQM: Definition, concepts and elements

Quality Standards: ISO 9000 Series.

Recommended Books:

1. EVANS (G E). Management techniques for libraries. Ed.2. 1983. Academic Press, New York.

2. STEUART (Robert) and EASTLICK (John T). Library management Ed. 2. 1991.

Libraries Unlimited, Cotorado.

3. BROPHY (Peter) and COULLING (Kate). Quality management for information and

library managers. 1996. Aslib Gover, Hampshire.

4. JONES (Noragh) and JORDAN (Peter). Case studies in library management. 1988.

Clive Bingley, London

Paper –M-204-INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS

(Practical) **2(2+0)**

Course outcome 204: On completion of the course

- The student shall be acquainted with Digital Library using Digital Library Software (Dspace).
- Students will have a clear understanding of the Creation of a Web page/ website for a Library/Information Centre.

Development of Digital Library using Digital Library Software (Dspace)

Creation of Web page/ website for a Library/Information Centre

Recommended Books:

1. Xavier, C.(2007). World Wide design with HTML. New Delhi: Tata Mc Graw Hill.
2. Bradley, P.(2007). How to use web 2.0 in your library. London: Facet Publishing.
3. Cox, C. N. (2006). Federated search: solution or setback for online Library Services. Philadelphia: The Haworth Press.
4. Donnelly, V. (2000). Designing easy-to-use websites: a hands- on-approach to structuring successful websites. Boston: Addison- Wesley.
5. Lowery, J. W. (2002). Dreamweaver MX bible. Indianapolis: Wiley Publishing,
6. Lynch, P.J. & Horton, S. (2009). Web style guide: basic design principles for creating web sites (3rd ed.). London: Yale University Press.
7. Niederst, Jennifer (2006). Learning Web Design: A Beginners Guide to HTML, Graphics and Beyond (2nd ed.) Mansion Shroff Publishers and Distributers Pvt. Ltd.

Paper –M-205- INFORMATION LITERCY APPLICATIONS IN LIS
4 (4+0)

Course outcome 205: On completion of the course

- The student shall be acquainted with concepts, definitions, needs, types and importance of information literacy.
- Students will have a clear understanding of Models of information Literacy.
- Students will have a clear understanding of Information literacy standards and guidelines: ALA, ACRL.
- The student shall be acquainted with Information Literacy and LIS education.
- Students will learn the concept of Design and implementation of information literacy programmes.

UNIT-I: FUNDAMENTAL OF INFORMATION LITERACY

Concept, definition, need and importance

Types of Information Literacy-Technological, media, computer and digital literacy

UNIT-II: INFORMATION Literacy and International organisation

Models of information Literacy, SCOUNL

Partners of information Literacy: UNESCO, IFLA

Information literacy standards and guidelines: ALA, ACRL

UNIT-III: INFORMATION LITERACY AND LIBRARIES

Role of libraries in information literacy in different types of libraries: School, College and University libraries, Public libraries, Special libraries

Information Literacy and LIS education

UNIT-IV: CURRENT TRENDS IN INFORMATION LITERACY

Information literacy: Initiatives and forums in India

Design and implementation of information literacy programmes

Information Literacy implementation: challenges

Recommended Books

1. AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS AND ASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONS AND THCHNOLOGY. Information Standards for Student Learning. (1998) American Library Association, Chicago.

2. AMERICAN LIBRARY ASSOCIATION. Information Literacy: a paper on information problem solving (2000). Available at :www. Ala.org/assl. positions/ps_infolit. Html (accessed 21 july2003)
3. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES. Objecives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at: www.ala.org/acrl/guides/objindolit. Html (accessed 21 july 2003).
4. BALDWIN (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln. http:/ /digitalcommons.unl.edu/library talks/11
5. DELCOURT (M) and HIGGINS (C A). Computer technologies in teacher education: the measurement of attitudes and self – efficacy. Journal of Research and Development in Education (1993).27;31-7.
6. EISENBERG (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited, Westport.
7. GRASSIAN (E S). Learning to lead and manage information literacy instruction. (2005) Neil Schuman Publishers, New York.
8. GRASSIN (E S) and KAPLOWITZ (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
9. SMITH (S). Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
10. TIGHT (M). Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies.Vol.46, 3 September 1998;251-263.

Paper- M-206-DISSERTATION 4

Course outcome 206: On completion of the course

- The student will have an understanding of the basics of research.
- The student will be able to draft a research report.

This paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The paper will be of 100 marks. The dissertation will be submitted before the commencement of annual examination.