

**D R. BABASAHEB AMBEDKAR  
MARATHWADA UNIVERSITY,  
AURANGABAD.**



**Curriculum under Choice Based Credit &  
Grading System**

**M.A. I Year**

**Library and Information Science**

**Semester-I to II**

**run at college level from the  
Academic Year 2015-16 & onwards**

**Department of Library and Information Science  
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad**

**Two Years Integrated M.L.I.Sc. Program  
[Cafeteria + Credit based system]**

**[I] Structure of The Course:**

The department has classified various courses in terms of their credit. For convenience each course has been given a number. The first digit of the number represents the number of credits associated with the course. The second two digits provide the level of the course. T in front of the number means theory course and P means Practical course. Any number greater than 50 means the level of the course in Post Graduate and less than 50 means it is for Graduate. One credit in theory course is equivalent to about 16 lectures of 1 hour, whereas it is two hours of practical course. The students are supposed to take course not less than 28 credits in I & II semester and 24 credits in III & IV semester, they are required to complete 104 credits up to Fourth Semester.

**[II] Course Schedule:****First Semester**

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc101T	Foundations of Information Science	Core	4	100
LISc101P	Practical based on LISc101T	Core	2	50
LISc102T	Knowledge Organization	Core	4	100
LISc102P	Practical based on LISc102T	Core	4	100
LISc103T	Information Sources & Services	Core	4	100
LISc103P	a) Information Sources	Core	2	50
	b) Compilation of Documentation list	Core	2	50
LISc104T	Electives/ Cafeteria	Electives	4	100
	104A1T: Information Search Strategies			
	104A2T: Information Literacy			
	104A3T: Use of Non-Book Material			
LISc104P	Practical based on LISc104T	Electives	2	50

**Second Semester**

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc201T	Management of Libraries & Information Centres/ Institutions	Core	4	100
LISc201P	Practical based on LISc201T	Core	2	50
LISc202T	Information Processing	Core	4	100
LISc202P	Practical based on LISc202T	Core	4	100
LISc203T	Information Technology- Basics	Core	4	100
LISc203P	Practical based on LISc203T	Core	4	100
LISc204T	Electives/ Cafeteria	Electives	4	100
	204A1T: Electronic Information Sources			
	204A2T: Technical Writing			
	204A3T: Electronic Publishing			
LISc204P	Practical based on LISc204T	Electives	2	50

**Third Semester**

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc301T	Research Methods & Statistical Techniques	Core	4	100
LISc302T	Information Technology- Applications	Core	4	100
LISc302P	Practical based on LISc302T	Core	4	100
LISc303T	Information Analysis, Repackaging & Consolidation	Core	4	100
LISc303P	Practical based on LISc303T	Core	2	50
LISc304T	Electives/ Cafeteria	Electives	4	100
	304A1T: Documentation			
	304A2T: Archives Management			
	304A3T: Information Reading Skills			
LISc304P	Practical based on LISc304T	Electives	2	50

### Fourth Semester

Course Code	Course Name	Core/ Electives	Credit	Marks
LISc401T	Information Retrieval	Core	4	100
LISc401P	Practical based on LISc401T	Core	2	50
LISc402T	Project Work	Core	4	100
LISc402P	Seminar	Core	2	50
LISc403T	Core Electives	Core Elective	4	100
	403A1T: Marketing of Libraries & Information Centres			
	403A2T: Rural and Community Information Systems			
	403A3T: Health Information Systems			
LISc403P	Practical based on LISc403T	Core Elective	2	50
LISc404T	Electives/ Cafeteria	Electives	4	100
	404A1T: Web Page Design			
	404A2T: Intellectual Property Rights			
	404A3T: Thesaurus Construction			
LISc404P	Practical based on LISc404T	Electives	2	50

### [III] Syllabus

### First Semester

#### LISc101T Foundations of Information Science (Theory) (Credit 4)

##### No. of Lectures/ Unit

##### 08 Unit 1. Information and Communication

- Information, Characteristics, Nature, Value and Use of Information
- Conceptual difference between Data, Information and Knowledge
- Communication of Information: Information generation
- Trends in Scientific Communication

##### 09 Unit 2. Information Science

- Definition, Scope and Objectives
- Information Science as a discipline and its relationship with other subjects

##### 12 Unit 3. Library, Information and Society

- Genesis, Characteristics and implications of Information Society
- Changing role of Library and Information Centres in Society
- Information Industry Generations, Providers & Intermediaries
- Intellectual Property Act Right to Information Acts
- Concept of Freedom, Censorship, Data Security and Fair Use

- Policies relating to Information, Right to Information including Sciences and Technology, Education.
- International and National Programmes & Policies ( NAPLIS), IT & Library, UAP, UBC.

08 **Unit 4. Library as Social Institution**

- Social and historical foundations of Library
- Different types of Libraries – their distinguishing features and functions
- Role of Library in formal and informal education

08 **Unit 5. Normative Principles of Library & Information Science**

- Five laws of Library Science
- Implications of Five laws in Library and Information activities

08 **Unit 6. Library Development**

- Development of Libraries with special reference to India
- Resource sharing and Library Networking

08 **Unit 7. Laws relating to Libraries & Information**

- Library Legislation need and essential features
- Library Legislation in India
- Press and Registration Act and Delivery of Books (Public Library) Act
- Copy Right Act

08 **Unit 8. Library & Information Profession**

- Attribution of profession
- Librarianship as a profession
- Professional ethics
- Professional associations and their role
- National and International Library Associations
- Professional Education and Research

08 **Unit 9. Promoters of Library and Information Services**

- National level promoters --- RRRLF
- International level promoters --- UNESCO

08 **Unit 10. Public relations and Extension activities**

- Definition
- Facets and Programs
- Publicity and Extension, Out reach activities
- Library Path Finders (Guides)
- Consultancy including promotional Web Tools

**LISc101P Foundations of Information Science (Practical)  
(Credit 2)**

60 Practical based on LISc45101T

### **Recommended Books :**

1. White C.M. Bases of Modern Librarianship New York Pergamon Press 1964
2. Maccollin in L.R. Public Library extension Paris UNESCO 1851
3. Ranganathan S.R. Five Laws of Library Science 2 Madras Library Association, 1957
4. Indian Libraries (Advisory Committee For ) Repoft Delhi, Manager of Publication, 1969
5. Ranganathan S.R. ed Free book services for all International Survey Bombay Asis 1969
6. Thomson C. etc. Adult education activities for public Libraries UNESCO 1950.
7. Bengel R.C. Libraries and cultural change, London, Clive Bingley 1970.
8. Shera J.H. – Sociological foundation of Librarianship Bombay, Asia 1970.
9. Jefferson G. –Library Co-operation, London andre Deutch, 1966
10. Kent A. & Calvin J.J. Library its origin Resources Sharing New York Marcel Dekker, 1977
11. Morrison W.J> -Public Library: its origin purpose and significance ed-3, London clive Bingley, 1988
12. Kaule P.N. –National Library in India: a cultural study, Bombay Somajya. 1971.
13. Thompson J. Introduction to University Library Administration London Clive bingley 1971
14. Chadler G. Libraries in the modern world, Oxford, pergamon, 1965
15. Mukharjee A.K. – Librarianship: its philosophy & history, Bombay Asia Publication.
16. Gardner, Frank K. –Public Library, Legislation: A comparative Study, Paris UNESCO, 1971
17. Atherton, Pauline A. Putting Knowledge to work Delhi, Vikas Publishing House, 1973
18. Luckman, Bryan – The Library In society, London Library Association 1971
19. Thomson, James – A history of the principles of Librarianship, London, Clive bingley 1977
20. Thomson James- Library Power: A new Philosophy of Librarianship, Lodon Clive, Bingley.
- 21 Jefferson G. –Library & society, London James Clerk & Co. 1969
22. Venkattapai – Model Library legislation in India, New Delhi, Concept 1974
23. Sharma S. K. – public Libraries in India, New Delhi, Ess. Ess. 1985
24. Raut- Library Legislation in India, New Delhi, Reliance publishing House 1971
25. Shrivastav S. N. & Varma S. C. – University Libraries in India their Organization & administrarion, New Delhi Sterling 1980.
26. Ashworth W, Ed – Hand Book of Special Librarianship & Information worked 2, London Aslib 1962
27. Buch, Alien-Basics of Information work, London, Clive Bingley 1984

28. Harrison, Colin & Bannham Rosemary- Basics of Librarianship, London Clive Bingley 1987
29. Khanna J. K. – Library & Society: Kurkshetra Research Publications 1987
30. Venkutappaih, V. – India Library Legislation, Vol.1&2 Delhi Laya Publishing 1990
31. Wilson E.R. & Tauber M.F. – University Library ed2, New York, Columbia University Press, 1956.
32. Ranganathan S.r. – Library Administration ed 2, Bombay, Vikas, 1959
33. Urwick L. Elements of Administration ed. 2 London, Pitman 1947
34. Kent Allen: Library Resources sharing New York Marcel Dekker 1977
35. Gupta P.K. and Pawan, Usha: Library & Information Science current Trends in India, Jaipur R.B.S.A. Publishers 1986
36. IFLA Resource sharing of Libraries in developing countries Paris IFLA1977.

**LISc102T                      Knowledge Organization (Theory)**  
**(Credit 4)**

**No. of Lectures/ Unit**

- 15    **Unit 1. Universe of Knowledge**
- Structure and attributes
  - Modes of formation of subjects
  - Different types of subjects
  - Universe of subjects as mapped in different schemes of classification
- 30    **Unit 2. Methods of Knowledge Organization**
- General theory of Library Classification
  - Normative Principles of Classification and their application
  - Species of Library Classification
  - Standard schemes of Classification and their features, CC, DDC & UDC
  - Design and Development of schemes of Library Classification
  - Trends in Library Classification

**LISC102P                      Knowledge Organization (Practical)**  
**(Credit 4)**

- 35    **Unit 1. Classification of Documents (Using DDC – latest editions)**
- Classification of documents representing simple subjects
  - Classification of documents having common isolates
  - Classification of documents representing compound subjects
  - Classification of documents representing complex subjects
- 35    **Unit 2. Classification of Documents (Using CC – latest editions)**
- Classification of documents representing simple subjects
  - Classification of documents having common isolates
  - Classification of documents representing compound subjects

- Classification of documents representing complex subjects

10 **Unit 3. Assignment of Book Number**

- Using at least one standard Book Numbering system

**Recommended Books:**

1. Needham C.D. Organizing Knowledge in Libraries: An introduction to classification & catalogue ED. 2, London, Andre Deutsch 1971.
2. Philops W.H. –Primer of book classification Ed. 5, London Association of Assistant Librarians 1961.
3. Ranganathan S.R.-Elements of Library classification Ed.3 Bombay Asia Polishing House 1962
4. Ranganathan S.R. –Colon classification ( latest edition ) Bombay Asia Publishing House 1976
5. Melvil Dewey – Decimal classification ed 3, New Delhi, Vikas publishing House 1960
6. Krishnakumar – Theory of Classification ed. 3, New Delhi Vikas, publishing House 1979
7. Mills J. – Modern outline of Library classification, London Chapman and Hall 1960.
8. Ranganathan S.R. – Prolegomena to Library classification Ed. 3, Bombay Asia 1967.
9. Berwick Sayers – WCB Manual of classification for Libraries Rev. by Arthur mail ed 5, London Andre Deutsch 1975
10. Parkhi R.S. Decimal classification & colon classification to perspective Bombay Asia 1967.
11. Sayers W.C.B. – Introduction to Library classification Ed.9, London, Grafton 1952
12. Ranganathan S.R. –Descriptive account of the colon classification Bombay Asia 1967.
13. Berwick Sayers W.C. – Introduction to Library classification, London Andre Dutch 1950.
14. Buchanan, Brian – Theory of Library classification, London Clive Bingley, 1970.
15. Foskett, A.C. – the subject approach to information 4 th Ed. London, Clive Bingley, 1982.
16. Akers S.G. – Simple Library Cataloguing Ed. 5, Metuchen N.J. Searecow 1969.
17. Wymar B.S. – Introduction to cataloguing and classification ed 7, New York Libraries unlimited 1985
18. Bolly J.J. –Introduction to cataloguing 2 v, New York, McGraw Hill 1974
19. Shera J.H. & Egan M.E. – classified cataloguing Basic Principles and practices, Chicago ALA 1956
20. July L. – Principles of cataloguing London, Crosby Bockwood 1950
21. Sharp H.A. – Cataloguing : A textbook for use in Libraries ed 5, London Grafton 1964
22. Mann, Margaret- Introduction to cataloguing and the classification of books Ed. 2, Chicago ALA 1943



23. Needham C.D. –Organizing knowledge in Libraries: An introduction to information retrieval ed, 2 London Andredeutsch 1971
24. American Library Association etc – Anglo American Cataloguing Reles, Ed. 2, London Library Association 1978
25. Girija Kumar and Krishna Kumar- Theory of Cataloguing Ed.5 Delhi Vikas 1986
26. Westby B.M. ed – sears list of subjects Headlines ed 12, New York Wilson 1982.
27. Ranganathan S.R. –Classified catalogue code with additional rules for dictionary catalogue code ed 5, (With amendments) Bombay Asis 1964.
28. Escreat P.K. –Introduction to the Anglo American Cataloguing rules London Andre Deutsch 1971
29. Jolly B. –Principles of cataloguing, London Crosby Lockood 1960
30. Horner John –Cataloguing London 1970
31. Vishwanathan C.G. –Cataloguing: Theory and practice ed 5, Lucknow, Print House 1987
32. Hunter E.J. & Bakewell-Cataloguing: ed 2 London, Clive Bingley 1983
33. Bakewel K.G.B. – Manual of Cataloguing ed practice, Oxford, Pergamon Press 1972.
34. Ranganathan S.R.- Cataloguing, practice assisted by g. Bhattacharya ed. 2, Bombay Asia publishing House, 1974.
35. Library of congress list of subject Headings ( Latest ed)
36. Sears list of subject Headings ( Latest ed.)

**LISc103T                      Information Sources and Services (Theory)**  
(Credit 4)

**No. of Lectures/ Unit**

- 20    **Unit 1. Reference and Information Sources**
- Documentary Sources of Information, Print and Non-print including electronic
  - Nature, Characteristics, Utility and evaluation of different types of Information Sources
  - Non-documentary Information Sources
  - Human and Institutional, Nature, types, characteristics and Utility
  - Categories: Primary, Secondary and Tertiary Information Sources
  - Internet as a source of Information
- 05    **Unit 2. Reference Service**
- Concept, Definition and trends
  - Reference interview and Search technique
- 05    **Unit 3. Information Users and their Information Needs**
- Categories of Information Users
  - Information Needs, Definition and Models
  - Information Seeking Behaviour
  - User Studies: Methods, Techniques and evaluation
- 05    **Unit 4. Information Services and Products**

- Information services and products
  - Information services: concepts, definitions, need and trends
  - Need, techniques and evaluation of Alerting services (CAS & SDI)
  - Bibliographic, Referral, Document Delivery & Translation Services
- 10 **Unit 5. Information Systems and their Services**
- Study of National, International and Commercial Information Systems and Services – Background, their services and products
- 05 **Unit 6. User Education**
- Goals and objectives, level, techniques and methods
  - Evaluation of users education programmes / user studies

**LISc103P Information Sources and Services (Practical)**  
**(Credit 4)**

- 30 **Unit 1.** Study and evaluation of Information Sources
- 30 **Unit 2.** Compilation of Current Awareness List / Bibliography / Content List / Press Clippings
- 20 **Unit 3.** Survey of User groups

**Recommended Books:**

1. Chemey F.N. and Williams W.J. – Fundamental Reference Sources ed 2, Chicago ALA 1980
2. Walford A.J. –Guide to reference books ed 4, 3v, London Library Association, 1980
3. Katz W.A. –Introduction to reference work v1 Basic work McGraw Hill, 1987
4. Galine S. and Spielberg P. –Reference books How to select and use them, New York Random House 1969
5. Winchell C.M. – Guide to Reference Books, Chicago ALA 1967
6. Collision R.L. –Library Assistance to Readers ed 4, London Lockwood 1965.
7. Doyle J.M. & Girmes G.R – Reference Resources : a Systematic approach Metuchen Scarecrow Press 1976
8. Sharma J.S. & Grover D.R. –References Services & Sources of Information New Delhi ESS 1987
9. Sheely E.P. –Guide to Reference Books 9<sup>th</sup> ed Chicago ALA 1976.
10. Chandler (G)-How to find of guide to sources of Information for all Ed 4 Oxford 1974
11. Coblans H. –Librarianship and Documentation : An International perspective Andrew Deutech 1974
12. Guha B. – Documentation and information services : Techniques and systems Rev. Ed 2, Calcutta World Press 1983
13. Mukherjee A.K. –Reference work and its tools Ed. 3 Calcutta World Press 1975
14. Girijakumar & Krishna Kumar-Philosophy of user education New Delhi Vikas, New York.
15. Ranganathan S.R. –Reference Services 2<sup>nd</sup> Bombay, Asia 1961
16. Mukherji A. K. –Reference Services 2<sup>nd</sup> Ed. Bombay Asia 1961

17. Narayana-Information Management
18. Young J.F. –Information Theory Founder Butterworth 1971
19. Vickery B.C. –Technique of Information Retrieval London Butterworths, 1970
20. Kent Allen –Information Analysis and Retrieval, New York Becker & Hayes 1971
21. Hutichins M. –Introduction to Reference work, Chicago, ALA 1944
22. Foskett D.J. – Information service in Libraries 2<sup>nd</sup> ed London Crosby Lockwood 1961
23. Bose H. – Information Science, Principle & Practice, New Delhi Sterling 1976
24. Guha B. –Informaiton Services, Calcutta, World Press, 1983
25. Borko Harold-Abstracting Concept & Methods, New York Academic Press 1975.-
26. Prasher-Index & Indexing System, New Delhi, Medallion Press 1989
27. Vickery B.C.-Classification & Indexing In Since ed, 3 London Butterworths 1975
28. Fialbrant N. & Stevenson M. – User Education in Libraries London Clive, Bingely 1978
29. 29 Sehagod R.L. –User Education in Computer Based Libraries, New Delhi, ESS, 1998

## **LISc104 Electives / Cafeteria**

### **LISc104A1T Information Search Strategies (Theory) (Credit 4)**

#### **No. of Lectures/ Unit**

- |    |   |
|----|---|
| 05 | <b>Unit 1.</b> Information: Nature, Characteristics & Types |
| 10 | <b>Unit 2.</b> Searching Print Resources                    |
| 10 | <b>Unit 3.</b> CD-ROM databases and Information Retrieval   |
| 05 | <b>Unit 4.</b> Online Information Retrieval                 |
| 20 | <b>Unit 5.</b> Searching the Internet                       |

### **LISc104A1P Information Search Strategies (Practical) (Credit 4)**

- |    |   |
|----|---|
| 20 | <b>Unit 1.</b> Searching Print Resources  |
| 20 | <b>Unit 2.</b> CD-ROM databases Searching |
| 20 | <b>Unit 3.</b> Internet Searching         |

#### **Recommended Books:**

1. Kumar, Rajeev and Kaur, Amritpal (2006). Internet use by teachers and students in engineering colleges of Punjab, Haryana and Himachal Pradesh states of India: An analysis. Electronic Journal of Academic and Special Librarianship. 7(1).
2. Madhusudhan, M. (2005). Model IT orientation course for librarians. In Madhusudhan M. (Ed). 51<sup>st</sup> All India Library Conference of Indian Library

- Association on Libraries, Information Literacy and Lifelong Learning.  
Kurukshetra.
3. Ministry of Education, (2003) Digital Horizons: Learning through ICT  
New Zealand Ministry of Education Wellington.
  4. Murray, Cecilie (2001). E-learning excellence.  
<http://conferences.alia.org.au/libtec2001/papers/cecilie.html>
  5. Nath, Amar (2006). Pattern of usage of information resources by  
research scholars in Punjab Agriculture University Library, Ludhiana: a  
study. In Murthy T.A.V. (Ed). 4<sup>th</sup> International Convention CALIBER-2006  
on Dynamic interoperable web based information systems. Gulbarga.
  6. Oladokun, Olugbade Samuel (2006). The networked world of lifelong  
learning and the challenging role of the library. Information development.  
22(2).
  7. Partridge, Helen (2008). The reflective online searching skills (ROSS)  
environment: embedding information literacy into student learning  
through on online environment. IFLA Journal. 34(1). 55-71.
  8. Patel, Thirty D. (2006). Legal information literacy- a challenge in the era  
of internet. Workshop on Information Literacy. Nagpur University,  
Nagpur.

**LISc104A2T                      Information Literacy (Theory)**  
**(Credit 4)**

**No. of Lectures/ Unit**

- |    |  |
|----|--|
| 10 | <b>Unit 1.</b> Definition, Evolution, Scope, Types   |
| 15 | <b>Unit 2.</b> Information Literacy Research, Economic Perspectives,<br>Importance of Information Literacy                               |
| 15 | <b>Unit 3.</b> Education Restructuring & Information Literacy, Information<br>Literacy efforts, Information Literacy in Higher Education |
| 10 | <b>Unit 4.</b> Technology & Information Literacy, Information Literacy in<br>Future  |

**LISc104A2P                      Information Literacy (Practical)**  
**(Credit 4)**

- |    |                                  |
|----|----------------------------------|
| 05 | <b>Unit 1.</b> Library Literacy  |
| 05 | <b>Unit 2.</b> Visual Literacy   |
| 10 | <b>Unit 3.</b> Media Literacy    |
| 15 | <b>Unit 4.</b> Computer Literacy |
| 15 | <b>Unit 5.</b> Digital Literacy  |
| 10 | <b>Unit 6.</b> Network Literacy  |

**Recommended Books:**

1. Brevik, P. S. and Gee, E. G. (1989). Information literacy: Revolution in  
the library. New York. American Council on Education & Macmillan  
Publishing.
2. Brevik, Patricia Senn.(1991). Information Literacy. In Bulletin of the  
Medical Library Association.

3. Chaturvedi, Swarnalata (2010). Role of teachers / librarians in information literacy. In T. Bala Theresa (Ed.), Information literacy role of college libraries. New Delhi: Excel Books.
4. Chaudhary, C. M. (1991). Research Methodology. Jaipur: RBSA Publisher.
5. Chaudhuri, Aniruddha (1993). Social inputs, female literacy and child development: a case study of West Bengal. Unpublished doctoral dissertation, University of Calcutta, Kolkatta.
6. Garner, Sarah Devotion (2005). High-level colloquium on Information Literacy and Lifelong Learning. Paper presented at meeting in UNESCO, NFIL and ILFA. Egypt.
7. Gaunt, (2007). Handbook of Information Literacy Teaching. Cardiff University.

**LISc104A3T                      Use of Non-Book Material (Theory)**  
**(Credit 4)**

**No. of Lectures/ Unit**

- 05    **Unit 1.** Concept, Definition, Scope, Types & Characteristics  
05    **Unit 2.** Development and Role in Education  
10    **Unit 3.** Organization and Storage  
15    **Unit 4.** Designing Non-Book Material Centre: Physical Facilities, Furniture, Fittings  
15    **Unit 5.** Local preparation of materials

**LISc104A3P                      Use of Non-Book Material (Practical)**  
**(Credit 2)**

- 60    **Unit 1.** Searching Print Resources

**Recommended Books :**

1. Hicks W.B. and Tillin. A.M. Managing multimedia Libraries, R.R. Booker Company, New
2. Hicks. W.B. and Tillin A.M. Developing Multimedia Libraries, R.R Booker Company, New York & London, 1970
3. American Library Association. Public Library Association. Audiovisual Committee. Guidelines for Audiovisual Materials and Services for Large Public Libraries. Chicago : American Library Association 1975.

## Second Semester

### LISc201T Management of Library and Information Centres / Institutions (Theory) (Credit 4)

#### No. of Lectures/ Unit

#### 08 Unit 1. Management

- Concept, definition and scope
- Management styles and approaches
- Management schools of thought
- Functions and principles of Scientific Management

#### 08 Unit 2. Human Resource Management

- Organization structure
- Delegation, Communication and participation
- Job description and Analysis of Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation, Group Dynamics
- Training and Development
- Disciplines and Grievances
- Performance Appraisal

#### 08 Unit 3. Financial Management

- Resource mobilization
- Budgeting techniques and methods PPBS, ZBB etc.
- Budgetary control
- Cost effectiveness and Cost benefit analysis
- Economics of Information
- Outsourcing

#### 04 Unit 4. Reporting

- Types of report, Annual report – computation, contents and style
- Library Statistics etc.

#### 15 Unit 5. System Analysis and Design

- Library as a system
- Project Management, PERT/CPM
- Decision Tables
- Performance evaluation standards, MIS
- Performance measurements, Reengineering, Time & Motion study
- SWOT (Strength Weakness Opportunity and Threat)
- DFD (Data Flow Diagram)

#### 04 Unit 6. Total Quality Management (TQM)

- Definition, Concept and Element
- Quality Audit, LIS related Standards

- 15     **Unit 7.           Library House Keeping Operations**
- Different sections of Library and Information Center and their functions
  - Collection Development and Management Policies, Procedures
  - Book ordering (Acquisition)
  - Technical Processing
  - Serials control, Circulation control, Maintenance etc.
  - Stock verification policies and procedures
  - Evaluation and Weeding
  - Archiving – conservation & Preservation
  - Restoration including print, non-print and electronic materials
- 05     **Unit 8.           Planning**
- Concept, Definition, Need, Purpose and types
  - Policies and Procedure, MBO
  - Building and Space Management in Libraries and Information Centers
  - Risk Management, Contingency Management
  - Planning of related Infrastructure, Library standards
- 08     **Unit 9.           Management of Change**
- Concept of change
  - Changes in procedures, methods, tools and techniques
  - Problems of Incorporating change
  - Techniques of managing change
- 05     **Unit 10. Knowledge Management**
- Definition
  - Scope, Types and other features

**LISc201P                   Management of Library and Information  
Centres / Institutions (Practical) (Credit 2)**

60                   Practical based on LISc45201T

**Recommended Books:**

1. Allen T.J. and Cohen S.I. 1966-Information flow in and R.&D. Laboratory.
2. Atherton P. 1977 Handbook for Information System and Services UNESCO, Paris
3. Bhattacharya G.B. –Collection Development and Document Circulation, Inaugural Address, DRTC, annual Seminar (18)
4. 1981 – Information Analysis for Consolidation : some Basic Consideration DRTC Annual Seminar (18)
5. Dought R.M. 1982 –Scientific Management of Library Operations. The Scarecrow Press, London
6. Evans E.G. 1976 2<sup>nd</sup> ed-Management Techniques for Librarians.

7. Foskett T.J. 1984 –Pathways for Communication :Books and Libraries in Information Age London Bingley.
8. Gopinath M.A. 1982 –Financial Norms for Collection Developmnet in Libraries, DRTC, Annual Seminar (19)
9. Ravichandra Rao (I.K.) 1982 Collection Develomnet and usage : An analytical Approach DRTC Annual Seminar (19)
10. Hamburg M. 1974 – Library Plannning and Decision Marking System.
11. Hartman W. et al 1972 –Management Information systems Handbook McGraw Hill Book Co.
12. Harvey J.M. 1976 – Specialist Information Centers Clive Bingle, London.
13. Kotler H. – Marketing 7, McGraw Hill International Book Company Tokyo, Japan.
14. Kotler P. 1982 –Marketing for non profit organizations ed 2, Engle wood Cliffs N.J. Prentice Hall.
15. Narayna G.J. –Managing Libraries & Information Centers In India.
16. Jones K. 1984- Conflict and Change in Library Organization Clive Bindley, London.
17. Lancaster F.W. 1978- Guidelines for the evolution of Information systems and service UNESCO Paris.
18. 1977 – The measurement and evolution of Library services Information resources Press. Washington.
19. 1979 – Information Retrieval systems: Characteristics testing and evolution ed.2
20. Kaula P.N. –Planning and Desing. Vikas Publicaiton, New Delhi.
21. McKee (BOB) 1990 –Planning Library Services. Clive Bingley London.
22. Neelameghan (A) 1974- Information Service for Business and Industry DRTC course Material.
23. 1975 – Presentaito of Ideas in Technical Writing ed. 1.
24. Neclameghan (A) and Seetharama (S) 1981 – Reference Frame Work. An Aid to Information Analysis and Consolidation. DRTC Annual Seminar.
25. Wheeler J.R. & Goldhor H. – Practical Administration of Public Libraries, New York Harper 1962.
26. Stone, Establish, Training for the improvement of Library Administration Urbana of Illinois 1962.
27. Thompson Jmaes - Introduction to University Library Administration ed 3, London Clive Bingley 1979
28. Lock R.N. – Library Administration ed 3, New York, Philosophical Library 1973.
29. Metcalf K.D. – Planning Academic and Research Library Building, New York, Wilson 1974.
30. Lyle G.R. –Administration of the College Library, ed 4, New York Wilson 1974.
31. Brown R. – Public Library Administration, London Clive Bingley 1979.
32. Chakrabarti A.R. – Treatise on book selection Delhi D.K. Publications 1983.
33. Davinson D.E. – Periodicals 1983, Manual of practice for libraries, London Crafton & Com 1960
34. Ellsworth R.E. – Planning Manual for Academic Library Building, Metuchen, Scarecrow 1973.



35. Krishnan Kumar – Library Administration and Management Delhi, Vikas 1987.
36. Mayes Paul ed- Periodical Administration in Library London Clive Bingley 1978
37. Orr J.M. – Designing Library Building for Activity, London Andre Dentach 1972
38. Spiller David, - Book Selection ed 2, London Clive Bingley 1974
39. Davar R. B. Management Process Bombay Progressive Corporation 1 1978
40. Evans G. Edward –Management Techniques for Librarians ed, 2, New York Academic Press, 1983.
41. Stuart R.D. & Moran B.B. – Library Management ed 3, Colorado, Libraries Unlimited 1987
42. Narayan =Information Management, New Delhi Prentice hall, 1991
43. S Seetharama – Guidelines of Planning & Management of Libraries & Information Centers, IASLIC 1990
44. Mittal R.L. – Library Administration Theory & Practice New Delhi, Metropolitan 1983
45. Job M.M. – theory of book selection, New Delhi Sterling 1978.
46. Mukherjee A.K. – Book Selection : Principles practice & Tools Calcutta World Press, 1974
47. Hicks & tilling – Developing Multimedia Library, New York, R R. Bokewar 1970
48. Davinson D.V. – The periodicals collection, its purpose & uses in Libraries, London Andre Deutsch, 1970.
49. Rangnathan S.R. – Library book Selection ed 2 Bombay Asis 1956.
50. Godden J.P. ed – Library technical services New York, Academic Press 1984
51. Godfray Thompson – Panning & designing of Library Building, London Architectural Press, 1973
52. Sharma H.D. – Library Building & Furniture, Varanasi, Indian Bibliographic center 1972.
53. Cowely – Personnel Management in Libraries London, Clive Bingley.
54. I.K. Ravichandrarao & M.A. Gopinath ed- Collection Development & Document circulation DRTC, Annual Seminar, 1982.
55. Singh M. \_ Library & Information Management, Theory & Practice.
56. Fitzgerald : System Analysis & Desing.
57. Awad E.M. : system Analysis & Design New Delhi, galgotia 1999.
58. Mittal : Total Quality Management
59. Underwood P.G. : Managing change in Libraries & Information Services a systems approach London, Clive Bingley, 1990
60. Arara K.C. : Total quality Management & is 14000 (is – 13967) Delhi S.K. Kataria & Sons 1998.
61. Wilson E.R. & Tauber M.F. –University Library ed 2, New York Columbia University Press 1956.
62. Ranganathan S. R. –Library Administration ed 2, Bombay, Vikas 1959
63. Urwick L. – Elements of Administration ed 2, London Pitman 1947, Reference
64. Evans G. Edward-Management Techniques for Librarians, New York Academic Press, 1983

65. Stueart R.D. and Moran B.B. – Library Managemnet ed 3, Colorado, Libraries Unlimited 1987.
66. Lancaster A.F.W. –No you want to evaluate your Library, 1982.
67. Shimman Rosse, Reader In Library Management, London Clive Bingloy 1976

**LISc202T                    Information Processing (Theory)                    (Credit 4)**

**No. of Lectures/ Unit**

- 15    **Unit 1.** Bibliographic Description
- Catalogue purpose, structure and types
  - Physical forms including OPAC and filling rules
  - Normative Principles of Cataloguing
  - Overview of principles and practice in document description
  - Standard codes of cataloguing
- 25    **Unit-2**            Anglo American Cataloguing Rules
- 25    **Unit-3**            Classified Catalogue Code
- 15    **Unit 4.**            Current trends in standardization, description and e exchange

**LISC202P                    Information Processing (Practical)                    (Credit 4)**

- 30    **Unit 1.**            Cataloguing of Documents (Using AACR --- latest editions)
- Cataloguing of simple documents
  - Cataloguing of complex documents
  - Cataloguing of Government publications
  - Cataloguing of Serials / Periodicals
- 30    **Unit 2.** Cataloguing of Documents (Using CCC – latest editions)
- Cataloguing of simple documents
  - Cataloguing of complex documents
  - Cataloguing of Government publications
  - Cataloguing of Serials / Periodicals

**Recommended Books:**

1. Cutter (CA) 1904 – Rules for a dictionary catalogue ed 4.
2. German (M) and Winkler (PW) 1988- AACR 2<sup>nd</sup> Ed Canadian Library Association Ottawa.
3. Parthasarathy (VV) –Combination of Quais –Isolates DRTC, Annual Seminar.
4. Ramsden (M) 1981 – PRECTS Work Book for students for Librarianship
5. Ranganathan (CR) 1964- COC, with Additional Rules for Dictionary Code ed 5.
6. Borko :Indexing Methods

7. Fosket D.J. : Subject Approach to Information.
8. Prasher : Index & Indexing Systems.

**LISc203T                      Information Technology: Basics (Theory)**  
**(Credit 4)**

**No. of Lectures/ Unit**

- 03    **Unit 1. Information Technology**
- Definition, Need, Scope and Objectives
- 05    **Unit 2. Computer Basic (Hardware)**
- Historical development of computers
  - Generation of Computers, Classification of Computers
- 03    **Unit 3. Computer Architecture—Organization of Computer**
- Input and Output Devices
- 08    **Unit 4. Software**
- Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS-Windows, Linux, Unix, Window-NT, etc.
  - Programming languages: concept and Tools
  - Algorithm & Flowcharting
- 03    **Unit 5. Word Processor, Spread Sheets etc.**
- 05    **Unit 6. DBMS Package**
- DBASE, FOXPRO, CDS/ISIS, SOUL, LIBSYS, MS-ACCESS (basic features)
- 10    **Unit 7. Library Automation**
- Planning, Implementation and Library Automation
  - In-house Operations—Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management
- 05    **Unit 8. Multilingual Bibliographic Database**
- Library Automation Software Packages; their study and composition

**LISc203P                      Information Technology: Basics (Practical)**  
**(Credit 4)**

- 10    **Unit 1.**            Use of Operating System
- 10    **Unit 2.**            Word Processors, Spread Sheets
- 20    **Unit 3.**            Creation and maintenance of databases by using FOXPRO, CDS/ISIS, SOUL, LIBSYS etc.
- 20    **Unit 4.**            Database Search and Retrieval

**Recommended Books:**

1. Base B.C. ed- Local Area Network : Its Significance and Informaiton System Bafra Book Service 1991.

2. Brown K.R. –Challenge of Information Technology, 1983
3. Hills P. \_Future of the printed World, the impact and Implication of the New communication Technology 1980
4. Katzan H. – Advanced Programming and Operating Systems. Van Nortrand Reinhold Company London 1990
5. Lane E.S. – Microcomputers Management & Maintenance for Libraries Mecker – Westport London 1970
6. Spencer D.D. – An Introduction to Computer Charles E Merrill Publishing CO. Columbus 1984
7. Lancaster F.W. – Towards Paperless Information Systems Academic Press Inc. New Delhi 1978
8. Vickery B.C. –Information's Systems 1973
9. Wilson T.P. Computers and Application Software : An Introduction B.S. College Publishing 1985.
10. Zorkoezy Peter – Information Technology : An Introduction Pitman 1984
11. Computer & Common Sense.
12. Sanders – Introduction to Computer
13. Taxali R.A – FoxPro; made simple BPB Publications, New Delhi 1996
14. Shrivastav Chetan – Fundamentals of Information's Technology, New Delhi, Kalyani Publishers 2000.
15. Mano Morris – Computer system Architecture 3<sup>rd</sup>, New Delhi Prentice Hall of India 2000
16. Hayes John P – Computer Architecture & Organization 3<sup>rd</sup> ed Boston M Grow Hill 1998
17. Hwang Kai- Computer Architecture & Parale Processing, New York Mc Grow Hill 1985
18. Chandhuvi P. Pal – Computer organization & Design 2<sup>nd</sup> ed New Delhi Prentice Hall of India 1999.
19. Kain Recharad – Computer Architecture Hardware & Software Vol.1&2 New Delhi Jersey, prentice Hall 1989
20. Stallings, William – Operating systems 2<sup>nd</sup> ed New Delhi, prentice Hall of Indian 2001
21. Horowitz Ellis and Sahni Sartaj – Fundamentals of computer Algorithm New Delhi, Galgotia 1996.
22. Tackett, Jack – Using Linux Individual corporation 1995
23. Thames, Rebecca & Yates Jean – A user Guide to UNIX system California MC grow Hill
24. Chopra, H.S Bdes – Library Information technology in modern India New Delhi, Common wealth 1999
25. Moodgal H.M.K. & Kokila Krishnan Gopal- Cd-Rom Technology Librarians Information guide Delhi Authors Press 2000.
26. Horowirz, Eills- Fundamentals of programmes languages, New Delhi, Galotia, 1988

**LISc204T**

**LISc204A1T**

**Electives/ Cafeteria**

**Electronic Information Sources (Theory)  
(Credit 4)**

**No. of Lectures/ Unit**

- 15 **Unit 1.** Introduction to Electronic Information Sources: Types, Characteristics

- 20 **Unit 2.** Databases: Types, Database Vendors --- DIALOG, PROQUEST, UMI & Silver Platter
- 15 **Unit 3.** Internet as a source of Information: Search Engines
- 15 **Unit 4.** Online Information Sources: Electronic Journals – Internet Libraries
- 15 **Unit 5.** Evaluating INTERNET – Based Reference Sources

**LISc204A1P    Electronic Information Sources  
(Practical)    (Credit 4)**

- 20 **Unit 1.** Electronic Sources
- 20 **Unit 2.** Search Engines
- 20 **Unit 3.** Evaluation of Internet based Reference sources

**Recommended Books:**

1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas
4. Kumar, Rajeev and Kaur, Amritpal (2006). Internet use by teachers and students in engineering colleges of Punjab, Haryana and Himachal Pradesh states of India: An analysis. Electronic Journal of Academic and Special Librarianship. 7(1).
5. Madhusudhan, M. (2005). Model IT orientation course for librarians. In Madhusudhan M. (Ed). 51<sup>st</sup> All India Library Conference of Indian Library Association on Libraries, Information Literacy and Lifelong Learning. Kurukshetra.
6. Ministry of Education, (2003) Digital Horizons: Learning through ICT New Zealand Ministry of Education Wellington. [http://www.minedu.govt.nz/web/downloadable/dl6760\\_v1/digital-horizons-revision-03.pdf](http://www.minedu.govt.nz/web/downloadable/dl6760_v1/digital-horizons-revision-03.pdf).
7. Murray, Cecilie (2001). E-learning excellence. <http://conferences.alia.org.au/libtec2001/papers/cecilie.html>
8. Nath, Amar (2006). Pattern of usage of information resources by research scholars in Punjab Agriculture University Library, Ludhiana: a study. In Murthy T.A.V. (Ed). 4<sup>th</sup> International Convention CALIBER-2006 on Dynamic interoperable web based information systems. Gulbarga.
9. Partridge, Helen (2008). The reflective online searching skills (ROSS) environment: embedding information literacy into student learning through on online environment. IFLA Journal. 34(1). 55-71.
10. Patel. Thirty D. (2006). Legal information literacy- a challenge in the era of internet. Workshop on Information Literacy. Nagpur University, Nagpur.

**LISc204A2T    Technical Writing (Theory)  
(Credit 4)**

**No. of Lectures/ Unit**

- 10 **Unit 1.** Definition, Nature, Principles
- 15 **Unit 2.** Planning & Organization of Technical / Scientific writing
- 20 **Unit 3.** Presentation of Ideas

- 15 **Unit 4.** Publication ethics  
20 **Unit 5.** Publication Process- Pre-Publication Process & Post  
Publication Process

**LISc204A2P** **Technical Writing (Practical)** **(Credit 2)**

**No. of Lectures/ Unit**

- 20 **Unit 1.** Presentation of Review of Literature  
20 **Unit 2.** Draft of Research Report  
20 **Unit 3.** Draft of Research article, Business letter

**Recommended Books:**

1. Neelameghan A 1975 – Presentation of Ideas in Technical Writing ed. 1, Delhi, Vikas Pub. House
2. Billie A Williams (2007). Characters in Search of an Author, New York: Filbert Publishing
3. Carrie Hannigan , Carrie Wells , Tanya Peterson (2008). Technical Writing: A Resource for Technical Writers at All Levels
4. Henry Miller , Thomas H Moore (1964). Henry Miller on Writing, New Direction Publishing Corporation, London
5. Thomas Smith , Dominic Thompson (2005). APA/MLA Guidelines for Students Laminated Reference Chart

**LISc204A3T** **Electronic Publishing (Theory)** **(Credit 4)**

**No. of Lectures/ Unit**

- 05 **Unit 1.** Concept, Definition, Scope, Types  
15 **Unit 2.** Trends in future of e-publications, Problems related to e-publications  
15 **Unit 3.** Technologies: New developments, Media usage, file formats, Software & Hardware technologies  
15 **Unit 4.** Standards in E-publishing  
10 **Unit 5.** e-Books & e-Journals applications  
10 **Unit 6.** Users & Usage of e-Books and e-Journals  
10 **Unit 7.** E-publishing in India

**LISc204A3P** **Electronic Publishing (Practical)** **(Credit 2)**

- 30 **Unit 1.** Searching of E-publications  
30 **Unit 2.** Methods of E-publications

**Recommended Books:**

1. Brandt, D.Scott. "Evaluating Information on the Internet". Computers in Libraries (May 1996).
2. Collins, Boyd R. "Beyond Cruising: Reviewing." Library Journal
3. Kumar, K. (1989). Reference Services. New Delhi, Vikas Publishing,