

DIRECTORATE OF DISTANCE EDUCATION
KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
("A" Grade, NAAC Accredited)

SCHEME OF PAPERS

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE

SESSION 2012 – 2013

Paper No.	Nomenclature of Papers	Max. Marks
I	Information Analysis, Consolidation and Repackaging	100
II	Information Systems Management	100
III	Information Retrieval	100
IV	Research Methods and Statistical Techniques	100
V	Social Science Information System	100
VI	Advanced ICT Applications in LIS (Theory)	100
VII	Advanced ICT Applications in LIS (Practice)	100
VIII – A	Depth Classification (Practice)	50
VIII – B	Advanced Cataloguing (Practice)	50
	Total	800

PAPER – I: INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING

Max. Marks: 100

Time: 3 Hours

Objectives

- (i) To impart to students thorough understanding of the conceptual framework of Information Consolidation and Repackaging.
- (ii) To train the students with the practical skills for preparation of Information Products.
- (iii) To introduce the concept of Marketing of Information Products and Services.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of **10** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Information Consolidation

- Definitional Analysis, purpose, process and role of Information Consolidation.
- Value and benefits of Consolidation.
- Packaging and Repackaging of Information.
- Modes of presentation.

UNIT – II: Processing Methods and Techniques – I

- Information Products: Types and Methodology for Preparation.
- Abstract and Abstracting: Types and Guidelines in preparing Abstract.
- Technical Writing: Scaling to Audience.

UNIT – II: Processing Methods and Techniques – II

- Role of various specialists in Design and Development of Information Products.
- Methodology for preparation of House Journals, Newsletters, Technical Digests, Trend Reports, Reviews and related products.

UNIT – IV: Management of Information Consolidation Centres

- Management of an Information Consolidation Unit (ICU)
- Concept of Marketing.
- Marketing of Information Products and Services.

Books Recommended

1. SEETHARAMA (S). Information consolidation and repackaging. 1997. Ess Ess, New Delhi.
2. ATHERTON (Pauline). Handbook for information Systems and Services. 1977. Unesco, Paris.
3. DRTC Annual Seminar 18; 1981.
4. SARACEVIC (T) and WOOD (J S). Consolidation of information: A Handbook of evaluation, restructuring and repackaging of scientific and technical information 1981. Unesco, Paris.
5. SEETHARAMA (S). Modes of presentation of information in information consolidation products. *Library Science with a Slant to Document*, 22; 1985; Paper E.

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PAPER – II: INFORMATION SYSTEMS MANAGEMENT

Max. Marks: 100

Time: 3 Hours

Objectives

- (i) To develop an understanding of modern Principles of Management.
- (ii) To familiarise with the process of Planning and Various Types of Plans.

- (iii) To develop an understanding of various Organisational Positions and Techniques of Managing Human Resources.
- (iv) To familiarise with the Systems Approach in Libraries and Quality in Library Functions and Services.

Note: The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of **10** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

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 Total Quality Management (TQM)

- Library Planning: Types of Plans, Factors and Techniques of Library Planning
- TQM: Definition, Concept and Elements.
- Quality Standards: ISO 9000 Series.

Books Recommended

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.

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PAPER – III: INFORMATION RETRIEVAL

Max. Marks: 100

Time: 3 Hours

Objectives

- (i) To introduce the Concept and Principles of Indexing;
- (ii) To acquaint with the Role and Types of Indexing Languages; and

(iii) To familiarise with the Advanced Information Processing and Retrieval Techniques.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Cataloguing and Subject Indexing: Principles and Practices

- Principles of Subject Cataloguing.
- Assigning Subject Headings using:
 - Library of Congress Subject Headings (LCSH)
 - Sears List of Subject Headings. (SLSH)
 - Chain Procedure.

UNIT – II: Indexing Techniques

- Models: Assigned and Derived.
- Pre and Post Coordinate indexing.
- Trends in Automatic Indexing.

UNIT – III: Indexing Languages and Vocabulary Control

- Indexing Languages: Types and Characteristics.
- Vocabulary Control. Tools of Vocabulary Control: Concept, Meaning and Tools.
- Structure and Construction of IR Thesauri.

UNIT – IV: Information Retrieval

- Search Strategies: Manual/ Machine, Feedback and Refining.
- Evaluation of IR Systems.
- IR Models.
- Trends in IR Models.
- Projects and Parameters.

Books Recommended

1. FOSKETT (A C). Subject approach to information. Ed.5. 1996. Bingley, London.
2. CHOUDHURY (G G). Introduction to modern information retrieval. 1999. Library Association, London.
3. AUSTIN (Derek). PRECIS: A manual of concept analysis. 1984. British Library, London.
4. RAJAN (T N). Indexing systems: Concepts methods and techniques. 1981. IASLIC, Calcutta.
5. GILCHRIST (Alan). Thesaurus construction and design.

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PAPER – IV: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Max. Marks: 100

Time: 3 Hours

Objectives:

- (i) To introduce students to the concept of the Research.
- (ii) To provide an insight into the Research Methods in Library and Information Science.
- (iii) To provide an overall understanding of Statistical Techniques in Research Operations.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Research

- Concept, Meaning, Need and Process of Research.
- Types of Research – Fundamental and Applied.
- Types of Research Design.
- Identification and Formulation of Problem.
- Hypothesis: Definitions, Functions and Types
- Designing Research Proposal.
- Research Reporting: Structure Style and Contents. (Guidelines for Research Reporting).

UNIT – II: Research Methods

- Spiral of Scientific Method. (S. R. Ranganathan).
- Historical Method.
- Experimental Method.
- Descriptive Method.
- Survey Method and Case Study Method.

UNIT – III: Research Techniques and Tools

- Questionnaire; Interview; Observation; Library Records and Reports; Sampling Techniques

UNIT – IV: Descriptive Analysis and Interpretation

- Bibliometrics: Concept and Definition, Bibliometrics Laws: Bradford, Zipf, Lotka, Bibliographic Coupling and Citation Analysis.
- Descriptive Statistics – Measures of Central Tendency – Mean, Mode, Median.
- Tabulation and Generalisation
- Graphical presentation of data Bar, Pie, Line graphs, Histograms
- Sociometry.

Books Recommended

1. CHARLES (H) and others. Research Methods in librarianship: Techniques and Interpretations. 1980.
2. KRISHAN KUMAR. Research Methods in Library and Information Science, New Delhi, Vikas Publishing House. 1992.
3. POWELL (Ronald R). Basic Research Methods for Librarians. 1985.
4. RAVI CHANDRA RAO (I K). Quantitative methods in Library and Information Science. New Delhi. Wiley Eastern Limited, 1983.
5. SARAVANAVEL (P). Research and Report Writing. 1993.

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PAPER – V: SOCIAL SCIENCE INFORMATION SYSTEM**Max. Marks: 100****Time: 3 Hours****Objectives:**

- (i) To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines of Social Sciences.
- (ii) To develop an understanding of Social Science Information System and its Components.
- (iii) To develop evaluative skills for Specialised Information Sources and Systems.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of 10 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Structure and Development of Social Sciences

- Growth and Development of Social Science.

- Definition, Scope, Landmarks and Research Trends in the disciplines of:
 - Political Science,
 - Economics,
 - Sociology,
 - Psychology,
 - Public Administration,
 - Management,
 - History,
 - Education.

UNIT – II: Documentary Sources

- Social Science Information System: Components.
- Information Sources: Documentary and Non-documentary; Popular and Scholarly Literature; Derived and Bibliographical Sources.
- Web based Information Sources: E-journals, E-Reference Sources, Subject Gateways, Institutional Repositories, Digital Libraries.
- Study of International Encyclopaedia of Social Sciences, International Encyclopaedia of Social and Behavioural Sciences, International Bibliography of the Social Sciences, Social Science Index, International Political Science Abstracts, Psychological Abstracts, Bibliography of Doctoral Dissertations (Social Sciences and Humanities), Statistical Abstracts India.

UNIT – III: Institutional Sources

- Institutions connected with Social Science Information Generation and Dissemination.
- Study of the activities of: ICSSR, ICWA, Indian Institute of Management - Ahmedabad, 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,

UNIT – IV: Information Systems and Networks

- Planning 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.

Books Recommended

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.

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PAPER VI: ADVANCED ICT APPLICATIONS IN LIS (THEORY)

Max. Marks: 100
Time: 3 Hours

Objectives:

- (i) To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.
- (ii) To familiarise with the Networking concepts.
- (iii) To familiarise with the Internet, Digital Libraries and Digitisation.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-IV). Question 1 will consist of **10** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT – I: Library Automation

- Planning and Implementation of Library Automation.
- Use of computers for In-house Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC and Information Storage and Retrieval.
- Selection Criteria for Library Automation Software.
- SOUL, LIBSYS, Alice for Windows, Open Source Software: KOHA

UNIT – II: INTERNET Basic Feature and Tools

- Genesis and Utility.
- **Connectivity:** Dialup, Leased Line, ISDN and Cable Modem.
- **Protocols:** TCP/IP, HTTP, FTP
- **Web Browsers:** Netscape Navigator, Internet Explorer
- **Services:** World Wide Web (WWW), E-Mail, Search Engines, Remote Login (Telnet), FTP, Bulletin Boards, Usenet, Social Networking Sites, Chatting and Instant Message. Internet Security.

UNIT – III: Communication Technology (Networking)

- Fundamentals of Telecommunication Technology.
- What is Network? 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.
- Library Networks in India: ADINET and CALIBNET.

UNIT – IV: Digital Libraries

- Genesis, Definition, Objectives and Scope of Digital Libraries.
- **Digitisation and Tools:** Techniques of Digitisation, Resolution, Imaging.
- Files and Formats of documents, images, video, audio, etc.
- **Metadata:** Role of Metadata and Metadata Types.

Recommended Books

1. ACKERMANN (Ernest). Learning to use the Internet: An introduction with examples and experiences. BPB.
2. ALBERTO LEON-GARCIA and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures.
3. BHARIHOKE (Deepak). Fundamentals of IT. 2nd ed. Excel Books. New Delhi. 2002.
4. CADY (Glee Harray) and McGregor (Pat). Mastering the INTERNET. BPB. New Delhi. 1996.
5. CHELLIS (James), PERKINS (Charles) and STREBE (Mathew). MCSE: Networking essential

- study guide. BPE. 1997.
6. COX (Ingemer J). Digital Watermarking. 2002.
 7. Digital Libraries: Policy, planning and practice. Hants: Ashgate. 2004.
 8. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers. 2000.
 9. Digital Libraries from technology to culture. New Delhi: Kanishka Publications. 2006.
 10. Digital Libraries and use. Cambridge: MIT Press, 2003.
 11. GOPAL KRISHNAN. Digital Libraries in electronic information era. Delhi: Authors press. 2001.
 12. FOROUZAN (Behrouz A), COOMBS (Catherine) and FEGAN (Sophia Chung). Data Communication and Networking. 2nd ed. Tata McGraw Hill, New Delhi, 2000.
 13. HUGHES (Loma M). Digitizing collection: strategic issues for the information manager. 2004.
 14. JEEVAN (V K J). Digital Libraries. 2003.
 15. LANCASTER (F W) and SANDORE (Beth). Technology and management in library and information services. 1997. Library Association, London.
 16. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt Ltd New Delhi. 2009.
 17. LEON (Garcia). Communication Networks.
 18. PANTRY (Sheila), Ed. Building community information networks: Strategies and experiences. 1999. Library Association, London.
 19. Rajesh. Computer Networks: Fundamentals & Applications. Vikas Publishing House. 2009.
 20. TANENBAUM (Andrew S). Computer networks. 4th Ed. Prentice Hall of India Pvt. Ltd. 2003.
 21. TAX ALI (R K) PC software for Windows made simple. Tata Me Graw Hill.
 22. VITTAL (N). Information technology: India's tomorrow. 2001.

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PAPER VII: ADVANCED ICT APPLICATIONS IN LIS (PRACTICE)

Max. Marks: 100

Time: 3 Hours

Objectives

- (i) To enable student to use various MS Office Applications;
- (ii) To enable student to understand the elements of Web Designing.
- (iii) To enable students to understand the features and use of Library Application Software: Open Source: KOHA.
- (iv) To enable students to create Digital libraries.

Note: The paper is divided into 4 Units. The examinees will be required to attempt **Four** questions in all. The Examiner will set **Two** questions from each Unit.

The candidates will be required to record the steps of database creation on the assigned area and steps in Digital Library creation.

UNIT – I: MS OFFICE

- **MS EXCEL:** Toolbars, Formatting Formulas, Database Management, Charts and Additional Functions.

UNIT – II: Web Designing with FRONT PAGE

Introduction to Front Page, Creating a Web and Web Pages, Lists and Headings, Formatting, Managing Web in the Explorer, Linking, Using Tables, Displaying Images, Getting images with image composer, Creating a consistent look for Web-using Wizards and Templates, Themes, Enhancing Design with Style Sheets, Forms, Publishing the Site.

UNIT – III: Library Automation Software

➤ **Open Source Library Application Software: KOHA**

- Overview of KOHA.
- Installation and Configuration of KOHA.
- Acquisition and Cataloguing.
- Members Management and Circulation.
- Reports and Backups.

UNIT – IV: Digital Library Software

- Installation, Configuration and working in Greenstone or DSpace.

Recommended Books

1. DSpace Manual, Release 1.6.2. http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf
2. DSpace Release 1.6.2 Notes. <https://wiki.duraspace.org/display/DSPACE/DSpace+Release+1.6.2+Notes>
3. D'SOUZA. Web Publishing.
4. Excel Functions & formulas book. BPB Publications.
5. FALK (Bennett). The Internet basic reference from A to Z.
6. Greenstone Home page. <http://www.greenstone.org/greenstone3-home>
7. Greenstone Manual. <http://www.greenstone.org/manuals/gsd12/>
8. HUGHES (Loma M). Digitizing collection: strategic issues for the information manager. 2004.
9. <http://koha.org/>
10. KOHA Documentation. <http://www.kohadocs.org/>
11. KOHA on Windows. <http://cid-6ac4b4f2fe0a3144.office.live.com/self.aspx/Public/Koha%20on%20Windows.pdf>
12. KOHA on Windows. http://www.koha.rwjrr.com/Koha_on_Windows.html
13. MANSFIELD (Ron). The compact guide to Microsoft Office professional. Tech Publication, Singapore. 1995.
14. McCOY (John). Mastering Web design. LWB, New Delhi. 1996.
15. MS OFFICE complete references. BPB, New Delhi.

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PAPER – VIII – A: DEPTH CLASSIFICATION (PRACTICE)

Max. Marks: 50

Time: 2 Hours

Note: The question paper will be divided into Two Units: Unit – A: Colon Classification and Unit – B: UDC. Distribution of Marks and scheme of examination will be as follows:

UNIT – A: Colon Classification

Section - A

1. **Four** Titles will be given in this Section and the examinees will be required to attempt **Two** Titles.
2. Each Title will carry **8** Marks.

Section - B

1. **Two** Titles will be given in this Section and the examinees will be required to attempt **One** Title.
2. Each Title will carry **9** Marks.

UNIT – B: Universal Decimal Classification

Section - A

1. **Four** Titles will be given in this Section and the examinees will be required to attempt **Two** Titles.
2. Each Title will carry **8** Marks.

Section - B

1. **Two** Titles will be given in this Section and the examinees will be required to attempt **One** Title.

2. Each Title will carry **9** Marks.

Syllabus: Classification of Complex Titles of Monographs and Articles by Colon Classification and Universal Decimal Classification.

PAPER – VIII – B: ADVANCED CATALOGUING (PRACTICE)

Max. Marks: 50

Time: 2 Hours

Note: 1. The paper will be divided into 3 Units.

2. All the Units will consist of **Two** Titles each and the Examinees will be required to attempt **One** Title from every part.

Syllabus: Practical cataloguing of Complex Periodicals and of documents involving complicated Personal and Corporate Author Headings and Index Headings according to the 5th edition of the Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code (CCC) of Dr. S. R. Ranganathan and AACR – II.

Distribution of Marks:

UNIT – A:	Classified Catalogue Code	17 Marks
UNIT – B:	Anglo American Cataloguing Rules -2	17 Marks
UNIT – C:	Cataloguing of Non-Book Material	16 Marks
	- Atlas: Maps, Globe	
	- Manuscript	
	- Musical Works	
	- Sound Recordings	
	- Motion Picture and Video Recordings	

Books Recommended:

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. RANGANATHAN (S R). Classified Catalogue Code with additional Rules for Dictionary Catalogue Code. Ed. 5. 1964.

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