

**Annexure-**

Department of Library & Information Science  
Kurukshetra University Kurukshetra  
(Established by the State Legislature Act XII of 1956)

Scheme of Examination  
*for*  
BACHELOR OF LIBRARY & INFORMATION SCIENCE

(Under Choice Based Credit System Scheme)

w.e.f. the Session 2020-21 in Phased Manner

Semester-I

| Paper Code | Nomenclature of Papers                       | Total no. of Credit |   |   |       | Teaching Work Load per week in Hours | IA Theory | Max. Marks Theory | IA Practical | Max. Marks Practical | Total Marks | Duration of Theory Exam | Duration of Practical Exam |
|------------|----------------------------------------------|---------------------|---|---|-------|--------------------------------------|-----------|-------------------|--------------|----------------------|-------------|-------------------------|----------------------------|
|            |                                              | L                   | T | P | Total |                                      |           |                   |              |                      |             |                         |                            |
| BLIS-101   | Library and Information Society              | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| BLIS-102   | Library Classification (Theory and Practice) | 2                   | 0 | 2 | 4     | 6                                    | 10        | 40                | 10           | 40                   | 100         | 2½ Hours                | 2 Hours                    |
| BLIS-103   | Information Sources (Theory and Practice)    | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |
| BLIS-104   | Information Systems and Networks             | 2                   | 0 | 0 | 2     | 2                                    | 10        | 40                | --           | --                   | 50          | 2½ Hours                | --                         |
|            | <b>ELECTIVE PAPERS</b>                       |                     |   |   |       |                                      |           |                   |              |                      |             |                         |                            |
| BLIS-105   | Information Literacy                         | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| BLIS-106   | Community Information Services (CIS)         | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |

## Semester-II

| Paper Code | Nomenclature of Papers                               | Total No. of Credit |   |   |       | Teaching Work Load per week in Hours | IA Theory | Max. Marks Theory | IA Practical | Max. Marks Practical | Total Marks | Duration of Theory Exam | Duration of Practical Exam |
|------------|------------------------------------------------------|---------------------|---|---|-------|--------------------------------------|-----------|-------------------|--------------|----------------------|-------------|-------------------------|----------------------------|
|            |                                                      | L                   | T | P | Total |                                      |           |                   |              |                      |             |                         |                            |
| BLIS-107   | Management of Libraries and Information Centers      | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| BLIS-108   | Users and Information Services (Theory and Practice) | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |
| BLIS-109   | ICT Applications in LIS (Theory and Practice)        | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 3 Hours                 | 2 Hours                    |
| BLIS-110   | Library Cataloguing (Theory and Practice)            | 2                   | 0 | 2 | 4     | 6                                    | 10        | 40                | 10           | 40                   | 50          | 2 Hours                 | 2 Hours                    |
| BLIS-111   | Library Tour                                         | 0                   | 2 | 0 | 2     | 2                                    | --        | --                | --           | --                   | 100         | --                      | --                         |
| BLIS-112   | School Library System                                | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | 3 Hours                    |
| BLIS-113   | E-Resource Management                                | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | 3 Hours                    |

Note: Assignments, case studies, seminars, discussions and round tables, all shall be covered under Tutorials.

### OPEN ELECTIVE PAPERS (Inter-Disciplinary Paper for the students of other Departments)

|          |                                          |   |   |   |   |   |    |    |    |    |    |         |    |
|----------|------------------------------------------|---|---|---|---|---|----|----|----|----|----|---------|----|
| LIS-OE-1 | Introduction to Library and its Services | 2 | 0 | 0 | 2 | 2 | 10 | 40 | -- | -- | 50 | 2 Hours | -- |
|----------|------------------------------------------|---|---|---|---|---|----|----|----|----|----|---------|----|

Conversion of Marks obtained in each paper / semester to Letter Grade and Grade Points shall be as following:

| Letter Grade      | Grade Point | Marks        |
|-------------------|-------------|--------------|
| O (Outstanding)   | 10          | 85-100       |
| A+ (Excellent)    | 9           | 75-84        |
| A (Very Good)     | 8           | 65-74        |
| B+ (Good)         | 7           | 55-64        |
| B (Above Average) | 6           | 50-54        |
| C (Average)       | 5           | 41-49        |
| P (Pass)          | 4           | 40           |
| F (Fail)          | 0           | Less than 40 |
| Ab                | 0           | Absent       |

## SEMESTER – I

### PAPER- BLIS-101: LIBRARY AND INFORMATION SOCIETY

#### Objectives

- To introduce students to the field of Library and Information Science
- To introduce students to the concepts of Information Society; and
- To provide an overview of the entire programme.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the field of Library and Information Science.
- Understand the normative principles of Library & Information Science.
- Familiarize with Professional Associations, PR, Extension activities and Resource Sharing.
- Familiarise with Library Legislations in India.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/Test - 10 + Attendance/Assignment - 5 +  
Class test/Assignment - 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 **8** 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: Concept of Library in Society**

- Social and Historical Foundations of Information Library.
- Development of Libraries with special reference to India.
- Different Types of Libraries - their distinguishing features and functions.

#### **Unit-II: Normative Principles of Library and Information Science**

- Five Laws of Library Science and their Implications on Library and Information Activities.

#### **Unit-III: Professional Associations, Public Relations, Extension Activities and Resource Sharing**

- Professional Associations and their role with particular reference to ILA and UNESCO.
- Definition: Facets and programmes of Public Relations and Extension Services.
- Resource Sharing.

#### **Unit-IV: Laws relating to Libraries and Information Centres**

- Library Legislation in India: Need and essential features.
- Librarianship as a Profession.

## Recommended Books

1. GARDENER (Frank M). Public Library Legislation: A Comparative Study.1971. Paris, UNESCO.
2. HARRISON (Colin) and BEENHAM (Rosemary). The Basic of Librarianship.1987. London. Clive-Bengley.
3. INDIA MINISTRY OF EDUCATION, Report of the Advisory Committee for Libraries.1959.Delhi, Manager of Publications.
4. JEFFERSON (G). Libraries and Society.1969. London, James Clarks and Co.
5. KHANNA (J K). Fundamentals of Library Organisation.
6. KHANNA (J K). Library and Society.1987.Kurukshetra; Research Publication.
7. SAINI (O P). Pustakālaya aura Samāja. (Hindi medium)

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## **PAPER- BLIS-102: LIBRARY CLASSIFICATION (Theory and Practice)**

### **Objectives**

- To introduce the structure and attributes of Universe of Knowledge.
- To familiarize with the process of Library Classification.
- To familiarize with various provisions of major Classification Schemes.

### **Learning Outcomes**

After studying this paper, student shall be able to:

- Understand the nature and attributes of Universe of Knowledge.
- Elaborate meaning and types of Subjects.
- Understand the process of Classification.
- Discuss Characteristics, Merits and Demerits of Species of Library Classification Schemes.
- Understand salient features of major Classification Schemes.

### **Part – I: Theory**

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Attendance/Assignment - 5 (includes attendance of Classification Practical classes also) + Assignment/Class test/Assignment - 5)**

**Theory: 40 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** 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: Universe of Knowledge**

- Knowledge Organisation: Basic concept.
- Subjects: Basic, Compound and Complex.
- Planes of Work.

### **Unit-II: Library Classification**

- Library Classification: Definition, Need and Purpose.
- Species of Classification Schemes.
- Notation: Need, Types and Quality.
- Call Number: Class Number, Book Number and Collection Number.

### **Unit-III: Classification Schemes & Current Trends**

- Overview of Colon Classification.
- Main features of latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

## Part – II: Practice

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Assignment - 5 + Test - 5)**

**Time: 2 Hours**

**Practical Examination: 40 Marks**

**Colon Classification (6<sup>th</sup> Rev. ed.)**

**Marks: 10**

**Note:** There will be *Seven* Titles and the examinees will be required to classify any *Five* titles only.

### **Unit-I: Classification of Documents**

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

**Unit-II: Dewey Decimal Classification (23<sup>rd</sup> ed.)**

**Marks: 30**

**Note:** There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

### **Unit-III: Classification of Documents**

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

### **Recommended Books**

1. DHYANI (Pushpa). Theory of Library Classification. 2000. VishwaPrakashan, Delhi.
2. KRISHAN KUMAR. Theory of Library Classification. 1985. Vikas, Delhi.
3. RANGANATHAN (S R) Prolegomena to library classification. 3<sup>rd</sup>ed. 1967. SardaRanganathan Endowment, Bombay.
4. TRIPATHI (S M) and SHOKEEN (N S). Fundamentals of Library Classification (Hindi Medium). 1988. Y.K., Agra.

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## PAPER- BLIS-103: INFORMATION SOURCES (Theory and Practice)

### Objectives

- To acquaint with various types of Information Sources.
- To familiarize with different types of Reference Books.
- To develop evaluative and practical skills in evaluating Information Sources.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand different types of Reference Books.
- Develop practical skill in dealing with evaluating Information Sources.

### Part-I: Theory

**Total: 60 Marks**

**Credit: 03**

**Internal Assessment: 10 Marks (Attendance/Assignment – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

**Theory: 50 Marks**

**Time: 2½ Hours**

Note: The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **7** 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: Reference and Information Sources

- Documentary Sources of Information: Print, Non-print and Electronic Resources.
- Categories: Primary, Secondary and Tertiary Sources.
- Human and Institutional: Nature, Types, Characteristics and Utility.
- Internet as a Source of Information.

#### Unit-II: Types and Evaluation of Reference Sources

- Different types of Reference Books and Criteria for their Evaluation of Encyclopaedias, Dictionaries, Geographical Sources, Biographical Sources, Reference Sources for Current Events and Ready Reference Sources.

#### Unit-III: Bibliographical Sources

- Bibliographical Sources: Functions and Types and Branches. Uses and Criteria for Evaluation of National Bibliography, Trade Bibliography, Subject Bibliography, Indexing and Abstracting Sources.

## Part-II: Practice

**Total: 40 Marks**

**Internal Assessment (Assignment: 10 Marks)**

**Practical Examination: 30 Marks**

**Credit: 01**

**Time: 2 Hours**

The Distribution of Marks and Scheme of Examination will be as follows:

1. The examinees will be required to evaluate *One* Information Source as given by the examiner. **Marks: 10**
2. This part will consist of **10** Information Queries. The examinees must give only *one* Standard Source of Information (which according to the examinee is the most appropriate) along with Complete Bibliographical Details. **Marks: 20**

**Evaluation of Information Sources available on Online (The List of Online Information Sources will be given by the concerned Teacher during Online Classes).**

### Recommended Books

1. BUNCH (Allan). Basics of information work, 1995. Clive Bingley. London.
2. CHANDLER (G) How to find out: A guide to sources of information for all, Ed. 4. 1971. Pergamon, Oxford.
3. KATZ (William A). Introduction to reference work, Ed. 7 2V, 1996. McGraw Hill, New York.
4. KRISHAN KUMAR, Reference Service.1969.Vikas, New Delhi.
5. TRIPATHI (S M). Modern bibliographical control, Bibliography and documentation. 1992. Y.K., Agra.
6. USHA PAWAN and GUPTA (Pawan Kumar) Sandarbh Sewa: Saidhantik avom Kriyatmak. 1994. RBSA, Jaipur. (Hindi Medium).

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## PAPER – BLIS-104: INFORMATION SYSTEMS AND NETWORKS

### OBJECTIVES

- To understand the Concept and Scope of Information Systems.
- To acquaint with the Services and Products of Information Systems.
- To understand the concept and scope of Information Networks.
- To know the Techniques and Products of Library and Information Networks.

### Learning Outcomes

After studying this paper, the students shall be able to:

- Understand the Concept and Scope of Information Systems.
- Acquaint with the Services and Products of Information Systems.
- Understand the Concept and Scope of Information Networks.
- Know the Techniques and Products of Library and Information Networks.

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/Test - 10 + Attendance/Assignment - 5+  
Class Test/Assignment - 5)**

**Theory: 40 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 2 Units. The examinees will be required to attempt *three* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – II). Question 1 will consist of 5 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 Systems

- Definitions, Types and Overview of Information Systems.
- Services and Products of Information Systems: AGRIS, INIS, ENVIS, BTIS and MEDLARS.

### Unit-II: Library and Information Networks

- Definitions, types and over view of Information Networks.
- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

### Recommended Books

1. Aswal, R. S., ed. (2003). Information Network in India. New Delhi: Ess Ess Publication.
2. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.
3. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.
4. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.

5. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.
6. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
7. Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.
8. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information Systems and Networks. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.

## **WEBSITES**

- AGRIS: [www.fao.org/agris](http://www.fao.org/agris)
- BTIS: [www.btisnet.nic.in](http://www.btisnet.nic.in)
- CALIBNET: [www.calibnet.org](http://www.calibnet.org)
- DELNET: [www.delnet.nic.in](http://www.delnet.nic.in)
- ENVIS: [www.envis.org](http://www.envis.org)
- INFLIBNET: [www.inflibnet.ac.in](http://www.inflibnet.ac.in)
- INIS: [www.iaea.org/inis](http://www.iaea.org/inis)
- MALIBNET: [www.angelfire.com/in/malibnet](http://www.angelfire.com/in/malibnet)
- MEDLARS: [www.nlm.nih.gov](http://www.nlm.nih.gov)
- NICNET: [www.home.nic.in](http://www.home.nic.in)

## ELECTIVE PAPERS

### PAPER – BLIS-105: INFORMATION LITERACY

#### Objectives

- To understand the Concept and Scope of Information Literacy.
- To acquaint with the Theoretical Framework of Information Literacy.
- To enable to Plan and Implementation of Information Literacy Programmes in different types of libraries.
- To know the suitable Techniques and Products for Information Literacy (content) delivery

#### Learning Outcomes

After studying this paper, students shall be able to:

- Understand the concept of Information literacy, its importance for lifelong learning.
- Know the different terms related to Information Literacy.
- Know the different theoretical models, standards, and framework proposed at international level. They will also know the significant information literacy initiatives in India.
- Know the information literacy programmes in different types of Libraries.
- Prepare the significant products and use techniques of imparting information literacy instructions.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/Test - 10 + Attendance - 5+ Class test/Assignment - 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 **8** 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: Concept, Types and Importance of Information Literacy**

- Information Literacy: Concept, Definition, Need and Importance
- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Information Literacy and Lifelong Learning

#### **Unit-II: Theoretical Framework and Initiatives of Information Literacy**

- Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA
- Information Literacy: Initiatives and Forums in India

#### **Unit-III: Information Literacy Courses and Implementation**

- Information Literacy and LIS Education
- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries

**Unit-IV: Information Literacy Instruction Methods**

- Library Induction
- Lecture, Demonstration, Practicals, Assignments
- Information Literacy Products: Library Brochure, Web based Access Instructions

**Recommended Books**

1. ANDRETTA (S). Ways of experiencing information literacy: Making the case for a relational approach. 2012. Oxford, Chandos.
2. GODWIN(P) and PARKER(J). Information literacy meets library 2.0.2009. Santa Barbara, Facet.
3. MACKEY(TP) and JACOBSON(TE). (2011). Teaching information literacy online. 2011. London, Neal- Schuman.
4. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES (ACRL). Information Literacy Competency Standards for Higher Education. 2000. Chicago, American Library Association. <http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
5. BAWDEN (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
6. BRUCE (Christine). The Seven Faces of Information Literacy. 1997. Adelaide, Auslib Press.
7. COUNCIL OF AUSTRALIAN UNIVERSITY LIBRARIANS. Information Literacy Standards. 2001. Canberra, Council of Australian University Librarians.
8. PRESIDENTIAL COMMITTEE ON INFORMATION LITERACY, AMERICAN LIBRARY ASSOCIATION. Final Report. 1989. Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
9. SOCIETY OF COLLEGE, NATIONAL AND UNIVERSITY LIBRARIES (SCONUL). Information skills in higher education: a SCONUL Position Paper. 1999. London, SCONUL. [http://www.sconul.ac.uk/activities/inf\\_lit/papers/Seven\\_pillars.html](http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html)
10. TORRAS (MC) and SAETRE (T P). (2009). Information Literacy Education. 2009. Oxford, Chandos Publishing.
11. CARDIFF UNIVERSITY LIBRARY SERVICES. 2016. Handbook for Information Literacy Teaching. <http://sites.cardiff.ac.uk/ilrb/handbook/>

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## PAPER – BLIS-106: COMMUNITY INFORMATION SERVICES (CIS)

### Objectives

- To provide basic concepts related to community information system and services.
- To introduce resources, standards and software related to CIS.
- To explore the applications of software and standards in developing digital community information system and services.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the basic concept of Community Information System and Services.
- Familiarize with the Resources, Standards and Software related to CIS.
- Understand the need of community group.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/ Test- 10 + Attendance/ Assignment– 5+  
Class test/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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: Community Information Services (CIS)**

- Community Information Services – Definition, Need, Features and Objectives
- Libraries as Community Information Centres and their role in Social Development

#### **Unit-II: User Groups and their information needs**

- Information and Information Services:
- Rural Community
- Urban Community
- Women Empowerment
- Weaker Sections of Society

#### **Unit-III: Community Information Resources**

- Community Information Sources: Documentary Sources; Institutional Sources; Human sources and Electronic Resources
- Social Media as a means of Information Communication.

#### **Unit-IV: Government Initiatives for Social Development**

- Role of NGOs in the Community Information

- E-Governance: Meaning, Scope and Purposes
- E-Governance Initiatives in India
- Right to information: Concept and RTI Act, 2005 (Introduction only)

### **Recommended Books**

1. AINLEY (P). Basics of community information: an action handbook for librarians. 1980. London, Association of Assistant Librarians.
2. CHILDERS (Thomas) and POST (Jyoce A). The Information Poor in America.1975. Metuchen N.J , Scarecrow Press.
3. MUKHOPADHYAY (P). Digital community information system: a framework for India. 2011. Germany, LAP Lambert Academic Publishing.
4. SARADA (K). Rural Library Services in India.1986. New Delhi, ESS ESS Publications.
5. VASHISHTH (CP). Ed. Libraries as Rural Community Resource Centers. 2004. New Delhi, B.R.
6. WARNER (E S), MURRAY (A D) and PALMOR (V E). Information Needs of Urban Residents. 1973. Baltimore, MD, Regional Planning Council.

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## SEMESTER – II

### PAPER – BLIS-107: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES

#### Objectives

- To introduce Environmental Factors of Libraries and Information Centres.
- To understand Organizational Structure.
- To study Functions and Routines of Different Sections.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the Management aspects of Library & Information Centers.
- Familiarize with the different Sections of the Library & Information Centers.
- Understand Library Finance and Budgeting.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/Assignment – 10 + Attendance/Assignment-5 + Class test/Assignment- 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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 Environment

- Organisation, Management and Administration: A Conceptual Framework.
- Library Committee: Types, Functions and Powers.

#### Unit-II: Library Finance and Budgeting

- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- Annual Report & Library Statistics.

#### Unit-III: Sections of the Library

- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section

#### **Unit-IV: Maintenance and Space Management**

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding etc.
- Space Management.

#### **Recommended Books**

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979.
2. MITTAL (R L). Library Administration: Theory and Practice. 5<sup>th</sup> ed. 1983. New Delhi, Metropolitan.
3. MOOKERJEE (Subodh Kumar) and SENGUPTA (Beneyendra). Library Organization and Library Administration. 1972. Calcutta, World Press.
4. PANWAR (B S) and VYAS (S D). Library Management. 1986. Delhi; R.R. Publishing Corporation.
5. RANGANATHAN (S R) Library Manual for Authorities, Librarians and Honorary Library Workers. 2nd ed. 1967. Bombay, Asia.
6. SINGH (M). Library and Information Management: Theory and Practice. 1983. Delhi, IBT.
7. SINGH (R S P). Fundamentals of Library Administration and Management. 1990. Delhi, Prabha.
8. STEUART (Robert) and EASTLICK (John T). Libraries Management. 2nd ed.1991. Colorado, Libraries Unlimited.
9. TRIPATHI (S M). Granthalyaprabandh (Hindi medium).

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## **PAPER – BLIS-108: USERS AND INFORMATION SERVICES (THEORY AND PRACTICE)**

### **Objectives:**

- To familiarize with various categories of Users and their Information Needs.
- To get acquainted about different types of Information Services and develop practical skills in offering of selected Information Services.

### **Learning Outcomes**

After studying this paper, students shall be able to:

- Familiarizing with different categories of Users and their Information Needs.
- Know the various types of Information Services and instill Practical Skills in offering of Information Services in libraries.

**Total: 60 Marks**

**Credit: 03**

**Internal Assessment: 10 Marks (Attendance/Assignment – 5 (includes attendance of Practical Classes also) + Class test/Assignment – 5)**

**Theory: 50 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I-III). Question 1 will consist of **7** 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 Users and their Information Needs**

- Conceptual Definitions of Data, Information, Knowledge and Wisdom.
- Information: Types and Characteristics.
- Categories of Information Users and their Characteristics.
- Information Need and Seeking Behavior: Concept and Models.
- User Studies: Need, Objectives, Plan and Methods.
- User Education: Concept, Need and Methods.

### **UNIT – II: Information Services-I**

- Information Services: An overview.
- Reference Service: Definition, Need, Types and Functions.
- Reference Process: Reference Question; Reference Interview.
- Referral Service
- Document Delivery Service
- Translation Services.

### UNIT – III: Information Services-II

- Current Awareness type of Service (CAS).
- Selective Dissemination of Information (SDI).
- Press Clipping Service.
- Indexing & Abstracting Service,
- Web-based or Internet-based Service.

#### Part-II: Practice

**Total: 40 Marks**

**Internal Assessment (Assignment: 10 Marks)**

**Practical Examination: 30 Marks**

**Credit: 01**

**Time: 2 Hours**

#### Syllabus:

Preparation of Current Contents List, Newspaper Clippings, Arrangement of Bibliographic Information (MLA Ed.7<sup>th</sup>) using MS-Word/ Manual.

**Note:** There will be *Two* questions (10 entries each) from the following for each examinee:

1. Preparation of Current Contents List. (Broad Subject Heading Arrangement) on a specified subject.
2. Arrange Bibliographic Information (MLA Ed.7<sup>th</sup>) using MS-Word/ Manual.
3. Preparation of Newspaper Clippings using MS-Word/Manual on a specified subject.

#### Recommended Books

1. ATHERTON (Pauline). Handbook for information systems and services. 1977. UNESCO, Paris.
2. BOPP (Richard E) and SMITH (Linda C), *Ed.* Reference and information services: An Introduction. Rev. ed. 1995. Libraries Un., USA.
3. CHOWDHURY (GG). Information users and usability in the digital age. 2011. Neal-Schuman Publishers, Inc., New York.
4. GUHA (B) Documentation and information. Rev. ed. 2. 1983. World Press, Calcutta. K.G. Saur, Michigan.
5. KATZ (William A). Introduction to reference work. E 7. 2 V. 1996. Mc Graw Hill, New York.
6. KAWATRA (PS). Fundamentals of Documentation. 983. Sterling Pub., New Delhi.
7. KRISHAN KUMAR. Reference Service.Rev.ed.3.1987.Vikas, New Delhi.
8. LALOO (Bikka Tariang).Information Needs, Information Seeking Behavior and Users.2002.Ess Ess, New Delhi.
9. PRASAD (HN).Information needs and users.Rev.ed.2. 1991. BR Publications, New Delhi.
10. RANGANATHAN(S R). Reference Service. (1991).Sarada Ranganathan Endowment, Bangalore.
11. ROWLEY (J E). The Basics of Information Systems.1996. Facet Publishing, London.
12. SINGH, S. Handbook on International Sources on Reference and Information.2001. CREST Publishing, New Delhi
13. TRIPATHI (S.M.). New Dimensions on Reference and Information Services.(Hindi Medium) 1998. Y.K., Agra.
14. USHA PAWAN and GUPTA (Pawan Kumar). Sandarbh Sewa: Saidhantikavom

Kriyatmak 1994. RBSA, Jaipur. (Hindi Medium).

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## **PAPER – BLIS-109: ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)**

### **Objectives**

- To acquaint the students with the basic concepts of Computers and Networking.
- To understand various aspects of Computers Technologies.
- To develop skills in using computers and MS Office Software.

### **Learning Outcomes**

After studying this paper, student shall be able to:

- Understand the Overview of Information Communication Technology.
- Familiarized with the Computers and Networking.
- Learn practical use of MS Word, Power Point and Web Searching.

### **Part – I: Theory**

**Total: 60 Marks**

**Credit: 03**

**Internal Assessment: 10 Marks (Presentation/ Test – 5 + Attendance/Assignment – 5  
Includes attendance of Practical Classes also))**

**Theory: 50 Marks**

**Time: 3 Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **7** 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: Computer Hardware**

- The Evolution of Computers.
- Characteristics of Computers.
- Classification of Computers: Super Computer, Mainframe Computer, Mini Computer and Micro Computer. Digital vs. Analog Computers.
- **Computer Architecture:** Input Devices, Output Devices, Central Processing Unit. Memory (Auxiliary).

### **Unit-II: Software Concept**

- System and Application Software.
- Operating Systems: Single and Multiuser.
- Basics Features of MS Windows and Linux.
- Application Software: Concept and Types.

### **Unit-III: Communication Technology (Networking)**

- **Communication:** An Overview
- **Networks:** Concept and Components

- **Network Media:** Wire and Wireless.
- **Network Types:** PAN, LAN, MAN and WAN.
- **Topologies:** Bus, Star, Ring, Token Ring, Tree and Mesh.

## **Part-II: Practice**

**Total: 40 Marks**

**Credit: 01**

**Internal Assessment: 10 Marks (Assignment – 5 + Class test/Assignment – 5)**

**Practical Examination: 30 Marks**

**Time: 2 Hours**

**Note:** There will be Three Questions and the examinees will be required to attempt *Two* questions.

### **MS Office**

- **MS WORD:** Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Maintaining Mailing List.
- **MS POWER POINT:** Creating Presentation Slides, Formatting/ Adding Graphics. Animation and Slide Transition, Slide Show. Customizing and Printing.

### **Online Searching**

- Basic Web Searching
- E-mail

### **Recommended Books**

1. Bharathiar University. Introduction to Information Technology.  
[http://buc.edu.in/sde\\_book/bcom\\_ca.pdf](http://buc.edu.in/sde_book/bcom_ca.pdf)
2. BHARIHOKE (Deepak). Fundamentals of Information Technology. 4<sup>th</sup> Ed. Excel Books. New Delhi, 2012.
3. BOTT, Ed. Introducing Windows 10 for IT Professionals. Microsoft Press. Washington, 2015.
4. GILL (Nasib Singh). Handbook of Computer Fundamentals. Jain Book Agency. Delhi, 2016.
5. GOOKIN (Dan). Word 2016 For Dummies. Wiley & Sons, Inc., 2013.
6. Introducing Windows 10. Microsoft Press, Preview eBook.  
[http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft\\_Press\\_eBook\\_Introducing\\_Windows\\_10\\_Preview\\_PDF.pdf](http://download.microsoft.com/download/D/2/B/D2B18586-8C4F-4F40-828D-99D96489152A/Microsoft_Press_eBook_Introducing_Windows_10_Preview_PDF.pdf)
7. LAMBERT (Joan) and FRYE (Curtis). Microsoft Office 2016 Step by Step. Microsoft Press. Washington. 2015. <https://ptgmedia.pearsoncmg.com/images/9780735699236/samplepages/9780735699236.pdf>
8. LAMBERT (Joan) and LAMBERT (Steve). Windows 10 Step by Step. Microsoft Press, Washington, 2015. <https://ptgmedia.pearsoncmg.com/images/9780735697959/samplepages/9780735697959.pdf>
9. LEON (Alexis) and LEON (Mathews). Fundamentals of Information Technology. 2<sup>nd</sup> Ed. Vikas Publishing House Pvt. Ltd. New Delhi. 2009.
10. LEON-GARCIA (Alberto) and WIDJAJA (Indra). Communication Networks: Fundamental concepts and key architectures. 2<sup>nd</sup> Ed. McGraw-Hill, 2006.

11. LOWE (Doug). PowerPoint 2013 For Dummies. Wiley & Sons, Inc., 2013.
12. LOWE (Doug). PowerPoint 2016 For Dummies. Wiley & Sons, Inc., 2015.
13. McFedries (Paul). Teach Yourself Visually Windows 10. Wiley, 2015.
14. Nagpal (D P). Computer Fundamentals. S. Chand. New Delhi. 2008.
15. NORTON (Peter). Introduction to Computers. Tata McGraw-Hill. New York. 6<sup>th</sup> Edition. 2008. <https://onlinestudy4u.files.wordpress.com/2012/10/introduction-to-computers-by-peter-norton-6th-ed.pdf>
16. ROWLEY (Jennifer). Computers for libraries. 3<sup>rd</sup> ed. Library Association. London. 1993.
17. SALARIA (R S), Computer Fundamentals. Jain Book Agency. Delhi, 2015.
18. SINHA (P K) and Sinha (P). Foundations of computing. BPB Publications. 2008. <http://www.edutechlearners.com/computer-fundamentals-p-k-sinha-free-pdf/>
19. TANENBAUM (Andrew S) and WETHERALL (David J.). Computer networks. 5<sup>th</sup> Ed. Prentice Hall of India Pvt. Ltd. 2011. <https://inspirit.net.in/books/networking/Computer%20Networks%20-%20A%20Tanenbaum.pdf>  
<https://montcs.bloomu.edu/Readings/Computer%20Networks%20-%20A%20Tanenbaum%20-%205th%20edition.pdf>
20. Umesh Kumar Singh. Fundamentals of Computer and Information Technology. Jain Book Agency. Delhi, 2013.
21. WANG (Wallace). Office 2013 For Dummies. Wiley & Sons, Inc., 2013.
22. WEVERKA (Peter). Microsoft Office Home and Student Edition 2013 All-in-One for Dummies. John Wiley & Sons, Inc., 2013.
23. WEVERKA (Peter). Windows 10 For Seniors For Dummies. Wiley & Sons, Inc., 2015.

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## PAPER – BLIS-110: Library Cataloguing (Theory and Practice)

### Part – I: Theory

#### Objectives

- To familiarise with the process of Cataloguing.
- To familiarise with various provisions of AACR - II and CCC.
- To familiarise with the process of preparation of Entries according to AACR- II and CCC.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the process of Cataloguing.
- Familiarise with various provisions of AACR - II and CCC.
- Familiarise with the process of preparation of Entries according to AACR – II and CCC.

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Attendance/Assignment – 5 (includes attendance of Cataloguing Practical Classes also) + Class Test/Assignment – 5)**

**Theory: 40 Marks**

**Time: 2 Hours**

**Note:** The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** 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: Bibliographic Description-I

- Catalogue – Definition, Need and Purpose, Types of Library Catalogue.
- Physical Forms: Conventional and Non-conventional

#### Unit-II: Bibliographic Description-II

- Kinds of Entries and their functioning according to CCC and AACR-II.

#### Unit-III: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

## Part – II: Practice: AACR-II

### Objectives

- To familiarise with the process of cataloguing according to AACR-II.
- To develop practical skills in preparation of Catalogue Entries according to AACR-II

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the process of cataloguing according to AACR-II.
- Prepare Entries according to AACR – II.

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Preparation of Cataloguing Copy)**

**Time: 2 Hours**

**Practical Examination: 40 Marks**

**Note:** There will be *Five* Titles and the examinees will be required to attempt any *Three* Titles. All titles carry equal marks.

### Unit-I: Conventional Documents

- Sections and Skeleton Card of Main and Added entries.
- Basic features, Personal Author(s), Shared Authorship, Collaborator (s).
- Cataloguing of Pseudonym Work.
- Cataloguing of Multivolume documents.
- Cataloguing of Periodical Publications (Simple Periodical Publications)

### Books Recommended

1. ALA and others. Anglo American Cataloguing Rules. Revised ed. 2. 1998.
2. SEARS (ME). Sears List of Subject Headings. Latest edition.

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**Paper-BLIS-111      Library Tour**

**Credit: 02  
(10 Marks each)**

(i) **Library Tours/Virtual Tours of any three Libraries.**

(ii) **Tour Reports**

**(20 Marks)**

**Note:** (a) It will be mandatory for all the students to attend Library Tours/Virtual Tours as per the schedule (will be announced during online classes).

(b) Students will be required to maintain a diary of their library tours and shall prepare the report under the guidance of the teacher supervisors. The tour reports will be evaluated by the Committee consisting of all the regular teachers of the Department.

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## ELECTIVE PAPERS

### PAPER – BLIS-112: SCHOOL LIBRARY SYSTEM

#### Objectives

- To provide an overview of School Library System.
- To familiarize with the role of school library in Elementary and Secondary Education.
- To familiarize with the sources and services provided by school library.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the nature and functions of School Library.
- Understand the role of School Library in Elementary and Secondary Education.
- Able to Select, Acquire, Organize and Manage Collection of School Libraries.
- Provide various types of Information Sources and Services in School Library.
- Promote Reading Habits among Children.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/Assignment-10+Attendance/Assignment-5+  
Class test/Assignment - 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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: School Library System: Basic Concept

- Definition, Scope & Objectives.
- Components: Mobile Library, Cluster Library, Classroom Library, Centralized School library, School Community Library

#### Unit-II: Information Sources and Collection Development

- Information sources for children: Illustrated books, Reference books, Newspapers and magazines, Audio-video collection, Digital resources.
- Collection Development: Selection, Acquisition & Maintenance.

#### Unit-III: Users and Information Services

- Information Services in School Libraries: User Orientation, Reference Service, Circulation Service, Library hours, Internet-based Services.
- Promotion of Reading Habits Among Children.

#### Unit-IV: Initiatives for School Libraries

- Guidelines of Educational Boards and National Bodies for School Libraries.
- Role of School Librarian.

#### Recommended Books

1. AL-MISFE (AM). A combined public/school library system for the educational district of Riyadh. 1989. Saudi Arabia: A model for planning.
2. AMUCHEAZI (ON). The need for community oriented school library services for the effective implementation of the universal Basic Education Programme. *Nigeria School Library Journal*. 4, 182; 2001; 39-44.
3. BROPHY (P). The academic library. 2005. London, Facet Pub.
4. BUDD (J). The changing academic library: Operations, cultures, environments. 2005. Chicago, Association of College and Research Libraries.
5. CANAVOR (N) and KROLL (C). NASSAU School Library System & American Association of School Librarians. 2000. The school library: Where learning meets the future. New York, Nassau School Library System.
6. CHRISTIAN (A R). (2013). Academic library management: Universities, colleges and institutions. 2013. Jaipur, Vista Publishers.
7. COHEN (LB). Library 2.0 initiatives in academic libraries. 2007. Chicago, Association of College and Research Libraries.
8. DANIEL (CI). 2001. The school libraries and the librarians: making a difference in the knowledge age. Being a compendium of papers presented at the 39th National conference and AGM of the NLA held at Owerri, 2001; 109-104.
9. DIKE (VW). The role of the school library in reading promotion. Nigerian School Librarianship: Yesterday, Today and Tomorrow. 1998. D.F Elaturoti. Ed. Ibadan, Nigerian School Library Association.
10. DUTCHESS COUNTY BOCES SCHOOL LIBRARY SYSTEM (N.Y.). School library system notes. 1986. Red Hook, N.Y: The System.
11. ELATUROTI (DF). Learning resources and development for Nigerian school libraries. In: Elaturoti, D.F. (Ed). Nigerian school Librarianship: Yesterday, Today and Tomorrow. 1998. Ibadan, Nigerian school library Association.
12. ELGUINDI. Electronic resource management. Practical perspectives in a new technical services model. 2013. Stanton Harcourt, Chandos Publishing Ltd.
13. FAYOSE (PO). School Library Resource centres for Educational Excellence. 1995. Ibadan, AENL publishers.
14. FREEMAN (P). Pathfinder: An operational guide for the school librarian. 1975. New York, Haper& Row Publishers.
15. IFLA/UNESCO. The school libraries and learning for all: IFLA/UNESCO school library manifesto. 2000. IFLANET.
16. IFLA/UNESCO. IFLA/UNESCO school library manifesto: the school library in teaching and learning for all. 2002. Retrieved from <http://www.ifla.org>. 22/06/08
17. Islam, M.A. School libraries in Bangladesh: A state-of-the-art report. *School libraries Worldwide*. 4, 2; 1998; 37-38.
18. LIBRARY AND INFORMATION TECHNOLOGY ASSOCIATION (U.S.). Open source software for libraries: An open source for libraries collaboration. 2002. Chicago: LITA.
19. MORRIS (FO). Schools Library Services 1990-2000. *School Librarian*. 49, 1; 2004; 12-13.
20. PATRICK(R J). *Guidelines for library cooperation: Development of academic library consortia*. 1972. Santa Monica, Calif, System Development Corp.
21. PECK (P). Crash course in children's services. 2006. Westport, Conn: Libraries Unlimited.
22. RADFORD (M L) and SNELSON (P). Academic library research: Perspectives and current trends. 2008. Chicago, Association of College and Research Libraries.
23. THANUSKODI (S). Challenges of academic library management in developing countries. 2013. Hershey PA, Information Science Reference.

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## PAPER – BLIS-113: E-RESOURCE MANAGEMENT

### Objectives

- To know the Meaning, Definition and Types of Electronic Resources.
- To study Electronic Resources and their life cycles.
- To get awareness about Collection development of e-resources.
- To study the activities involved in Developing Collection and Providing access to electronic resources.

### Learning Outcomes

After studying this paper, student shall be able to:

- Have better knowledge to manage electronic resources in libraries.
- Empowered about the Collection Development of e-resources.
- Access to Electronic Resources.

**Total: 100 Marks**

**Credit: 04**

**Internal Assessment: 20 Marks (Presentation/ Test- 10 + Attendance- 5+ Class test/Assignment- 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 **8** 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: Electronic Resources

- Concept, Need, Characteristics, Benefits and Drawbacks.
- E-Resource Life Cycle.
- Types of e-resources

### Unit-II: Collection Development

- Collection Building Process: Formulating policy, Budgeting, Evaluation of e-resources.
- Subscription Models: Licenses and Negotiation.
- Consortia: Concept, Need, Purpose & Limitations; E- shodhsindhu.
- Preservation and Perpetual Access.

### Unit-III: Access Management

- Access management of e-resources, Channels.
- Authentication and Authorization.
- Organization & description of resources. Metadata: Basis Concept.
- User training and awareness.

### Unit-IV: Usage Statistics and ERMS

- Usage Statistics of E-resources.
- Standards and Guidelines (COUNTER,SUSHI).

- ERMS: Concept, Need & Features.
- Salient features of some ERMS (Exlibris VERDE)

### Recommended Books

1. BRYNJOLFSSON (ERIC) and KAHIN (BRIAN), Ed. Understanding the digital economy: data, tools and research. 2002. Massachusetts: MIT Press.
2. COLE (JIM) and others. E-serials Collection Management: Transition, Trends and Technicalities. 2003. London, CRC Press.
3. CONGER (JOAN E). Collaborative electronic resource management: From acquisitions to Assessment. 2004. Westport, Libraries Unlimited.
4. CURTIS (DONNELYN). E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. 2005. London, Facet Publishing.
5. FECKO (MARY BETH). Electronic Resources: Access and Issues. 1997. London: Bowker-Saur.
6. HANSON (ARDIS) and LEVIN (BL). Building a Virtual Library. 2002. Hershey, P.A.: Information Science Publishing.
7. JONES(WAYNE), ed. E-Journal Access and Management. 2009. New York, Routledge.
8. KASDORF (WILLIUM E), *Ed.* The Columbia Guide to Digital Publishing. 2003. New York, Columbia University Press.
9. KATZ (LINDA S). Collection Development Policies: New Dimension for Changing Collections. 2003. London, Roultedge Kegan Paul.
10. KATZ (LINDA S). Managing Digital Resources in Libraries. 2005. London: Routledge Kegan Paul.
11. KEMP (REBECCA). E-resource Evaluation and Usage Statistics: Selector's Choices.2008. Saarbrücken, VDM Verlag.
12. KUMBAR (TS) and KARISIDDAPPA (CR). Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M.Mahapatra and D.B.Ramesh. 2004. Bhubaneswar, Reproprint.
13. LEE (STUART D.) and BOYLE (FRANCES). Building an Electronic Resource Collection: A Practical Guide (2nd ed). 2004. London, Facet Publishing.
14. LEE (SUL H). Electronic Resources and Collection Development. 2003. London, Routlege Kegan Paul.
15. MAHAPATRA (M) and RAMESH (DB). Electronics Publishing and media. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B. Ramesh. 2004. Bhubaneswar, Reproprint.
16. MITCHELL (ANNE M) and SURRAT (BRAIN E). Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians. 2005. London, Facet Publishing.
17. YU (HOLLY) and BREIVOLD (SCOTT). Electronic Resource Management in Libraries: Research and Practice. 2008. Information Science Reference.

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## OPEN ELECTIVE PAPER

(Inter-Disciplinary Paper for the students of other Departments)

### LIS-OE-1: INTRODUCTION TO LIBRARY AND ITS SERVICES

#### Objectives

- To highlight the importance of Libraries in Higher Education.
- To Introduce the students with different types of Libraries and their roles.
- To Introduce the students with various Sections of Libraries.
- To introduce the students with Library Collection.
- To introduce the students with Library Services

#### Learning Outcomes

After studying this paper, student shall be able to:

- Appreciate the Role of libraries.
- Understand the Functioning of different types of Libraries.
- Use different types of Information Sources for different Needs.
- Know and use different Library Services.

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/ Test/Assignment- 10)**

**Time: 2 Hours**

**Theory: 40 Marks**

#### Unit-I: Introduction to Library

- Library and its Types: Public, Academic, and Special.
- Role of University Library in Higher Education.
- Digital Library.

#### Unit-II: Different Sections of Library

- Different Sections of a University Library and their Functions: Acquisition, Technical, Maintenance, Reference, Periodicals.
- Library catalogue and Classification Schemes: Brief introduction to CC and DDC.

#### Unit-III: Library and Information Sources

- Information Sources and their categories. Introduction to Periodicals, Books, Research Reports, Encyclopedias, Dictionaries, Yearbooks, Directories, Bibliographies, Indexing and Abstracting Sources.
- Search Strategy: Manual

#### Unit-IV: Library and information services

- Library and Information Services: Reference Service- face to face and Digital, OPAC and Database Search, Library Portal, Information Literacy Instruction, etc.
- Introduction to Network based Services.

**Recommended Books** (Updated List of recommended books/documents will be provided by the concerned Teacher)

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Department of Library & Information Science  
Kurukshehra University Kurukshehra  
(Established by the State Legislature Act XII of 1956)

Scheme of Examination  
for  
MASTER OF LIBRARY & INFORMATION SCIENCE  
(Under Choice Based Credit System Scheme)  
w.e.f. the Session 2020-21 in phased manner

| Paper Code                                                                                      | Nomenclature of Papers                                                    | Total no. of Credit |   |   |       | Teaching Work Load per week in Hours | IA Theory | Max. Marks Theory | IA Practical | Max. Marks Practical | Total Marks | Duration of Theory Exam | Duration of Practical Exam |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------|---|---|-------|--------------------------------------|-----------|-------------------|--------------|----------------------|-------------|-------------------------|----------------------------|
|                                                                                                 |                                                                           | L                   | T | P | Total |                                      |           |                   |              |                      |             |                         |                            |
| MLIS-101                                                                                        | Information Analysis, Consolidation and Repackaging (Theory and Practice) | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |
| MLIS-102                                                                                        | Information Systems Management                                            | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| MLIS-103                                                                                        | Advanced ICT Applications in LIS (Theory & Practice) – I                  | 2                   | 0 | 2 | 4     | 6                                    | 10        | 40                | 10           | 40                   | 100         | 2½ Hours                | 2 hours                    |
| MLIS-104                                                                                        | Online Literature Survey                                                  | 0                   | 1 | 1 | 2     | 3                                    | --        | --                | --           | --                   | 50          | --                      | --                         |
| MLIS-105                                                                                        | Library Classification Practice: UDC                                      | 1                   | 0 | 1 | 2     | 3                                    | --        | --                | 10           | 40                   | 50          | --                      | 2 Hours                    |
| <b>ELECTIVE PAPERS</b>                                                                          |                                                                           |                     |   |   |       |                                      |           |                   |              |                      |             |                         |                            |
| MLIS-106                                                                                        | University & College Library System                                       | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| MLIS-107                                                                                        | Public Library System                                                     | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| MLIS-108                                                                                        | Research & Technical Library System                                       | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| <b>Open Elective Paper<br/>(Inter-Disciplinary Paper for the students of other Departments)</b> |                                                                           |                     |   |   |       |                                      |           |                   |              |                      |             |                         |                            |
| LIS-OE-2                                                                                        | Introduction to Literature in Arts and Languages                          | 2                   | 0 | 0 | 2     | 2                                    | 10        | 40                | --           | --                   | 50          | 2 Hours                 | --                         |

## Semester-II

| Paper Code             | Nomenclature of Papers                                    | Total no. of Credit |   |   |       | Teaching Work Load per week in Hours | IA Theory | Max. Marks Theory | IA Practical | Max. Marks Practical | Total Marks | Duration of Theory Exam | Duration of Practical Exam |
|------------------------|-----------------------------------------------------------|---------------------|---|---|-------|--------------------------------------|-----------|-------------------|--------------|----------------------|-------------|-------------------------|----------------------------|
|                        |                                                           | L                   | T | P | Total |                                      |           |                   |              |                      |             |                         |                            |
| MLIS-109               | Research Methods and Statistical Techniques               | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| MLIS-110               | Advanced ICT Applications in LIS (Theory & Practice) – II | 2                   | 0 | 2 | 4     | 6                                    | 10        | 40                | 10           | 40                   | 100         | 2½ Hours                | 2 Hours                    |
| MLIS-111               | Information Retrieval (Theory and Practice)               | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |
| MLIS-112               | Project Report                                            | 0                   | 1 | 3 | 4     | 7                                    | --        | --                | --           | --                   | 100         | --                      | --                         |
| <b>ELECTIVE PAPERS</b> |                                                           |                     |   |   |       |                                      |           |                   |              |                      |             |                         |                            |
| MLIS-113               | Social Science Information System                         | 3                   | 1 | 0 | 4     | 4                                    | 20        | 80                | --           | --                   | 100         | 3 Hours                 | --                         |
| MLIS-114               | Business Information System                               | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |
| MLIS-115               | Health Science Information System                         | 2                   | 1 | 1 | 4     | 5                                    | 10        | 50                | 10           | 30                   | 100         | 2½ Hours                | 2 Hours                    |

**Note:** Assignments, case studies, seminars, discussions and round tables, all shall be covered under tutorials.

Conversion of Marks obtained in each paper / semester to Letter Grade and Grade Points shall be as following:

| Letter Grade      | Grade Point | Marks  |
|-------------------|-------------|--------|
| O (Outstanding)   | 10          | 85-100 |
| A+ (Excellent)    | 9           | 75-84  |
| A (Very Good)     | 8           | 65-74  |
| B+ (Good)         | 7           | 55-64  |
| B (Above Average) | 6           | 50-54  |
| C (Average)       | 5           | 41-49  |

|          |   |              |
|----------|---|--------------|
| P (Pass) | 4 | 40           |
| F (Fail) | 0 | Less than 40 |
| Ab       | 0 | Absent       |

**MASTER OF LIBRARY & INFORMATION SCIENCE**  
(Under Choice Based Credit System Scheme)

**Paper: MLIS-101: Information Analysis, Consolidation and Repackaging (Theory and Practice)**

**Objectives:**

- To orient students on how to critically analyze, evaluate and repackaging of information and to get awareness about presentation of information.
- To train the students with practical skills in preparing information consolidation products.
- To familiarize with Information Analysis and Consolidation Centre and the Marketing of Information Products and Services.

**Learning Outcomes**

After studying this paper, student shall be able to:

- Understand overall learning about Information Analysis, Consolidation and Repackaging (IACR).
- Develop practical skill in preparation of Information Consolidation Products and services.
- Familiarize with Information Analysis and Consolidation Centre (IAC) and Marketing of Information Products & Services.

**Part – I: Theory**

**Total: 60 Marks**

**Credit: 03**

**Internal Assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical classes also) + Class Test/ Assignment – 5).**

**Theory: 50 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 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 Analysis, Consolidation and Repackaging (IACR).**

- Information Analysis, Consolidation and Repackaging: Need, Purpose and Advantages.
- IACR Processes: Pre-requisites and Steps.
- Packaging and Repackaging of Information.
- Modes of Presentation: Textual and Non-Textual Presentation.
- Technical Writing: Characteristics, pre-requisites and guiding principles.



**UNIT – II: Processing Methods of IACR Products and Services.**

- IACR Products: Types and Steps for preparation.
- Role of various specialists in design and development of IACR Products.
- Methodology for the preparation of: State-of-the-art Reports, Trend Reports, House Journals, Newsletters, Technical Digest, Types and Guidelines in preparing Abstract and Directory.

**UNIT – III: Organization and Management of Information Analysis and Consolidation Centers (IAC).**

- Information Analysis and Consolidation Center (IAC): Need, Characteristics and Functions.
- Organization and management of IAC Centre.
- Marketing: Definitions, scope, importance and process.
- Marketing of Information Products and Services.

**Part – II: Practice**

**Section-A**

**Total: 40 Marks**

**Credit: 01**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class test/Assignment – 5 Marks)**

**Syllabus:**

Preparation of Indicative and Informative Abstract, Directory and Book Review.

**Section-B**

**Practical Examination: 30 Marks**

**Time: 2 Hours**

**Note:** There will be **two** questions from the following for each examinee:

1. The examinees will be required to prepare Abstracts of Research Articles given by the Examiner.
2. The examinees will be required to prepare Directory of Educational Institutions (10 Entries).
3. The examinees will be required to prepare a Book Review on Specified Subject.

**Recommended Books**

1. Atherton, Pauline. (1977). Handbook for Information Systems and Services. Paris: UNESCO.
2. Basu, B. N. (2007). Technical writing. New Delhi: Prentice Hall of India.
3. Chatterjee, Amitabha (2013). Elements of Information Analysis, Consolidation and Repackaging (IACR). Kolkata: Prova Prakashani.
4. Chopra, H.S. (1996). Information Marketing. Jaipur: Rawat Publications.
5. Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.
6. Kotler, P. and Armstrong, G. Principles of Marketing, Ed.10, New Jersey.
7. Kumar, P.S.G. (2003). Information Analysis, Repackaging consolidation & Information retrieval

(Paper X and XI of UGC Model Curriculum). Delhi: B.R. Pub.

8. Rowley, J.E (1982). Abstracting and Indexing. London: Clive Bingley.
9. Rowley, J E (1996). The Basics of Information Systems. London: Facet Publishing.
10. Saracevic, T. and Wood, J. S. (1981). Consolidation of Information: A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information. Paris: Unesco.
11. Seetharama, S. (1997). Information Consolidation and Repackaging: Framework, Methodology, Planning. New Delhi: Ess Ess Pub.
12. Seetharama, S. Modes of Presentation of Information in Information Consolidation Products. *Library Science with a Slant to Document*, 22; 1985; Paper E.
13. Sewa Singh. (2014). Information Analysis, Consolidation and Repackaging. New Delhi: Atlantic.

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## PAPER – MLIS-102: INFORMATION SYSTEMS MANAGEMENT

### Objectives

- To develop an understanding of modern Principles of Management.
- To familiarise with the process of Planning and Various Types of Plans.
- To develop an understanding of various Organisational Positions and Techniques of Managing Human Resources.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the principles and procedures of management applicable to LIS.
- Assess the Human Resource Requirements and related issues in libraries.

**Total: 100 Marks**

**Time: 3 Hours**

**Internal assessment=20 Marks (Presentation/Test–10 + Class Test/Assignment–5 + Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Credit: 04**

**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 8 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 Perspectives

- Concept, Definition and Scope.
- Principles of Scientific Management.
- Management Schools of Thought: Classical School, Human Behaviour and Human Relation

### Unit-II: Human Resource Management-I

- Meaning, Functions and Objectives of HRM.
- Job Description, Job Analysis and Job Evaluation.
- Recruitment and Selection Procedure.
- Training and Development.

### Unit-III: Human Resource Management-II

- Motivation: Meaning, Definition and Types.
- Motivational Theories: 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-IV: Library Planning and Total Quality Management (TQM)

- Library Planning: Types of Plans, Factors and Techniques of Library Planning.
- MBO: Definition Process and Advantages.
- TQM: Definition, Principles and Benefits.
- 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, Colorado.
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– MLIS-103: ADVANCED ICT APPLICATIONS IN LIS (THEORY AND PRACTICE)–I

### OBJECTIVES:

- To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.
- To familiarise with the Internet and Databases concepts.
- To enable student to use various MS Excel Application;
- To enable student to understand the elements of Web Designing.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the various concepts and application areas of automation and Internet applicable to LIS.
- Use MS Excel effectively and design Web Sites.

### Part I: Theory

**Total: 100 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Attendance/Assignment – 5 (Includes attendance of Practical Classes also))**

**Theory: 40 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 5 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

- **Library Automation:** Concept, Need and Purpose.
- **Use of computers for In-house Operations:** Acquisition, Cataloguing, Circulation, Serials Control, OPAC and Information Storage and Retrieval.
- **Retrospective Conversion:** Concept, Issues, Solutions and Techniques.

#### Unit-II: INTERNET Basic Feature and Tools

- Genesis and Utility.
- **Web Browsers:** Chrome, Firefox, Edge.
- **World Wide Web (WWW):** Origin and Development.
- World Wide Web and E-Resources
  - Subject Directories
  - Online Journals
  - Online Books
  - Electronic Theses and Dissertation
  - Open Access Resources
- Search Engines.
- Invisible Web: Brief Concept and Tools

#### Unit-III: Database Types and other Concepts

- Bibliographic, Full Text and Multimedia Databases.
- Federated Search and Multimedia Database Search.
- Blog and Social Media: Concept and Application in libraries.

## Part II: Practice

**Total: 50 Marks**

**Credit: 2**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class Test/Assignment – 5 Marks)**

**Practical Examination: 40 Marks**

**Time: 2 Hours**

### MS OFFICE

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

### Web Designing with WordPress or Dream Weaver

- **Web Design:** Methods and Steps.
- Introduction to WordPress/ Dream Weaver.
- Designing and Creation of Web Sites.

### Recommended Books

1. Adobe. Dreamweaver tutorials. <https://www.adobe.com/in/search.html?q=dreamweaver%20tutorials&sort=relevancy&start=1>
2. ALEXANDER (Michael) and KUSLEIKA (Richard). Excel 2016 Formulas. Wiley Publishing, Inc. NJ, 2016. <http://file.allitebooks.com/20160903/Excel%202016%20Formulas.pdf>  
WALKENBACH (John), ALEXANDER (Michael) and KUSLEIKA (Richard). Excel 2019 Bible. Wiley Publishing, Inc. NJ, 2019. <http://file.allitebooks.com/20181005/Excel%202019%20Bible.pdf>
3. ASSIST (Sista). WordPress Basics: A step by step guide for beginners. <http://file.allitebooks.com/20151115/WordPress%20Basics.pdf>
4. CROWDER (David). Building a Web Site for Dummies. 3<sup>rd</sup> Ed. Wiley Publishing, Inc., Wiley Publishing, Inc. 2007. <http://file.allitebooks.com/20150627/Building%20a%20Web%20Site%20For%20Dummies.pdf>
5. BROWN (Christopher) & Bell (Suzanne). Librarian's guide to online searching: cultivating database skills for research and instruction. 5th ed. 2018. Libraries Unlimited, London.
6. CLAYTON (Marlene). Managing library automation. 2nd ed. 2018. Routledge, London.
7. HARVEY (Greg). Excel 2019 For Dummies. Wiley Publishing, Inc. NJ, 2018.
8. JENKINS (Sue), DAVIS (Michele E.) and PHILLIPS (Jon A). Dreamweaver 8 All-in-One Desk Reference for Dummies. Wiley Publishing, Inc. NJ, 2006. <https://the-eye.eu/public/Books/For%20Dummies/Dreamweaver%208%20All-in-One%20Desk%20Reference%20for%20Dummies%20%28ISBN%20-%2000471781428%29.pdf>
9. LANCASTER (F W) and SANDORE (Beth). Technology and management in library and information services. 1997. Library Association, London.
10. LYNCH (P. J.) and HORTON (S.). Web style guide: basic design principles for creating web sites. Ed.3. London: Yale University Press, 2009.
11. MARKEY (Karen). Online searching: A guide to finding quality information efficiently and effectively. 2<sup>nd</sup> ed. 2019. Rowman& Littlefield Publishers, Maryland.
12. MARMEL (Elaine). Office 2016 Simplified. Hoboken. 2015. John Wiley & Sons, New Jersey.
13. PLUMLEY (George). WordPress 24-Hour Trainer, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2016. <https://www.allitebooks.in/wordpress-24-hour-trainer-3rd-edition/>

14. SABIN-WILSON (Lisa). WordPress All-in-One for Dummies, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2017. <http://file.allitebooks.com/20181013/WordPress%20All-in-One%20For%20Dummies,%203rd%20Edition.pdf>
15. SABIN-WILSON (Lisa). WordPress for Dummies, 8<sup>th</sup> Ed. John Wiley & Sons, Inc. NJ, 2017. <http://file.allitebooks.com/20170927/WordPress%20For%20Dummies,%208th%20Edition.pdf>
16. SABIN-WILSON (Lisa). WordPress Web Design for Dummies, 3<sup>rd</sup> Ed. John Wiley & Sons, Inc. NJ, 2016. <http://file.allitebooks.com/20180213/WordPress%20Web%20Design%20For%20Dummies,%203rd%20Edition.pdf>
17. WARNER (Janine). Dreamweaver 8 For Dummies. Wiley Publishing, Inc. NJ, 2006. <https://the-eye.eu/public/Books/For%20Dummies/Dreamweaver%208%20for%20Dummies%20%28ISBN%20-200764596497%29.pdf>
18. WILSON (Kevin). Fundamentals of Excel 2016, 2nd Ed. Elluminet Press. 2018.  
SLAGER (David). Essential Excel 2016: A Step-by-Step Guide. 2016. <http://file.allitebooks.com/20161205/Essential%20Excel%202016.pdf>

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**PAPER– MLIS-104: LITERATURE SURVEY**

**Credit: 2**

**Max. Marks: 50**

*For literature survey, every student shall be assigned to a teacher in the Department.*

*Every student shall conduct online literature survey on an assigned topic of contemporary relevance. The teacher supervisor shall evaluate the survey report and submit in the Department.*



**PAPER – MLIS-105: LIBRARY CLASSIFICATION PRACTICE: UNIVERSAL DECIMAL CLASSIFICATION**

**OBJECTIVES:**

- To acquaint with various provisions of Universal Decimal Classification scheme.
- To develop the ability to classify simple, compound and complex subjects using UDC.

**Learning Outcomes**

After studying this paper, student shall be able to:

- The students will be able to classify simple, compound and complex subjects using UDC.

**Total: 50 Marks**

**Credit: 02**

**Internal assessment: 10 Marks (Attendance/Assignment – 05 Marks + Class Test/Assignment – 05 Marks)**

**Practical Examination: 40 Marks**

**Time: 2 Hours**

**Note:** The question paper will be divided into Two Sections: Section – A and B. Distribution of Marks and scheme of examination will be as follows:

Section - A

- *Six* Titles will be given in this Section and the examinees will be required to attempt all the Titles.
- Each Title will carry 4 Marks.

Section - B

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

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

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## ELECTIVE PAPERS

### PAPER – MLIS-106: UNIVERSITY & COLLEGE LIBRARY SYSTEM

#### OBJECTIVES:

- To familiarise with the development of University & College Library System.
- To develop an understanding of collection & services of University & College libraries.
- To familiarize with different aspects of management practices followed in University & College libraries.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the growth and development of University & College libraries.
- Assess the role of UGC for University & College libraries.
- Assess the role of academic libraries in higher education and distance education.
- Know the different types of collection and procedure of its management.
- Know different information Services provided in University & College Libraries.

**Total: 100 Marks**

**Credit: 04**

**Internal assessment: 20 Marks (Presentation/Assignment/Class Test–10+Class Test/Assignment–5+ Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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: Academic Libraries and their Development

- Recommendations of NKC.
- Role of UGC and distance education.

#### Unit-II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature and Government Publications.
- Electronic Resources.

#### Unit-III: Library Organization and Administration

- Organization structure
- Competency Development of library staff.
- Staff Manual.
- Determination of Finance & Budget.

#### Unit-IV: Information Services

- CAS, SDI, Abstracting and Indexing Services.
- Library Bulletin, Newspaper Clipping Services.
- Resource Sharing.

## 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. Library 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. 1965. Planning Unit, University of Delhi, Delhi.

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## PAPER-MLIS-107: PUBLIC LIBRARY SYSTEM

### OBJECTIVES:

- To familiarise with the development of Public Library System.
- To develop an understanding of collection & services of Public Library.
- To familiarize with different aspects of management practices followed in Public Libraries.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the importance and development of public libraries.
- Know the different type of collection and procedure of its management.
- Know the different management practices used in public libraries.
- Know different Services provided in public Libraries.

**Total: 100 Marks**

**Credit: 04**

**Internal assessment: 20 Marks (Presentation/ Assignment/Class Test – 10 + Class Test/Assignment – 5 + Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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: Public Libraries and their Development

- History and Development of Libraries with Special Reference to India.
- Role of Public Libraries in Society; Public Libraries as Community Information Centres.
- Agencies and their Role in Promotion and Development of Public Libraries in India.

### Unit-II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature and Government Publications.
- Non-Book Materials.
- Electronic Sources and Online Databases.

### Unit-III: Library Organization and Administration

- Organizational Structure. Human Resources- Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- Determination of Finance, Sources of Finance, Types of Budget.

### Unit-IV: Information Services

- Public Libraries Extension Services, Abstracting and Indexing Services.
- Library Bulletin, Newspaper Clipping Services.
- Computerized Services.
- Resource Sharing and Networking.

## Recommended Books

1. BARUA (B P). National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. BATT (Chris). Information technology in public libraries. 1998. London Library Association Publishing, London.
3. BHATT (R K). Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. HIGGINS (S E). Youth services and public libraries. 2007. Chandos Publishing, Oxford.
5. IFLA. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. INDIA. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. JAGANAYAK (S S). Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. PATEL (Jashu) and KRISHAN KUMAR. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. THOMAS (V K). Public libraries in India: development and finance. 1997. Vikas. Publication, New Delhi.
10. WOODRUM (Pat), Ed. Managing public libraries in 21st century. 1989. The Hawork Press, New York.

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## PAPER-MLIS-108: RESEARCH & TECHNICAL LIBRARY SYSTEM

### OBJECTIVES:

- To familiarize with the development of Research & Technical Library System.
- To develop an understanding of collection & services of Research & Technical Library.
- To familiarize with different aspects of management practices followed in Research & Technical libraries.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the importance and development of Research & Technical libraries.
- Know the different type of collection and procedure of its management.
- Know the different management practices used in Research & Technical Libraries.
- Know different Services provided in Research & Technical Libraries.

**Total: 100 Marks**

**Credit: 04**

**Internal assessment: 20 Marks (Presentation/Assignment/Class Test – 10 + Class test/Assignment – 5 + Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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 and Technical Libraries and their Development

- 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. Human Resources- Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- Determination of Finance, Sources of Finance. Types of Budget.

### 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.

## 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.

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**PAPER – MLIS-109: RESEARCH METHODS AND STATISTICAL TECHNIQUES**

**Objectives:**

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

**Learning Outcomes**

After studying this paper, student shall be able to:

- Understand the various concepts related to research.
- Know the different methods & techniques of conducting research.
- Know the different statistical techniques of data analysis & presentation.

**Total: 100 Marks**

**Credit: 04**

**Internal assessment: 20 Marks (Presentation/Assignment/Class Test – 10 + Class test/Assignment – 5 + Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 8 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**

- Meaning, Need and Process of Research.
- Types of Research – Fundamental and Applied.
- Hypothesis: Definitions, Functions and Types
- Designing Research Proposal.
- Literature Search – Print, Non-Print and Electronic Sources.
- Research Reporting: Types, Structure and Contents.
- Ethical aspects of research.

**Unit-II: Research Methods**

- Spiral of Scientific Method. (S. R. Ranganathan).
- Historical Method.
- Experimental Method.
- Descriptive Method.
- Survey Method and Case Study Method.
- Bibliometrics: Concept and Definition, Bibliometrics Laws: Bradford, Zipf. Lotka, Bibliographic Coupling and Citation Analysis, Webometrics, Impact factors

**Unit-III: Research Techniques and Tools**

- Questionnaire
- Interview
- Observation
- Sampling Techniques



#### **Unit-IV: Descriptive Analysis and Interpretation**

- Descriptive Statistics – Measures of Central Tendency – Mean, Mode, Median.
- Chi – Square test.
- Introduction to SPSS statistical software.
- Tabulation.
- Graphical presentation of data: Bar, Pie, Line graphs, Histograms
- Sociometry.

#### **Recommended Books**

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 – MLIS-110: ADVANCED ICT APPLICATIONS IN LIS (THEORY AND PRACTICE) –  
II**

**Objectives**

- To familiarise students with major Applications of ICT in Libraries and Information Centers and issues affecting their implementation.
- To enable students to understand the features and use of Library Application Software.
- To familiarise with the Digital Libraries and Digitisation and emerging technologies.
- To enable students to implement KOHA software and create Digital libraries.

**Learning Outcomes**

After studying this paper, student shall be able to:

- Understand the advanced concepts of digital library and current technologies.
- Use and implement KOHA software for Library application.
- Create digital libraries using an open source digital library software.

**Part I: Theory**

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/Class Test – 5 + Attendance/Assignment – 5 (Includes attendance of practical classes also))**

**Theory: 40 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 5 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 Application Software Packages**

- Basics of Library Automation Software.
- Selection Criteria for Library Automation Software.
- Salient features of SOUL, LIBSYS, Open Source Software: KOHA.

**Unit-II: Digital Libraries**

- **Digital Libraries:** Genesis, Definition, Objectives and Scope
- **Digitisation:** Concept, Need, Problems and Significance
- Process of Digitization.
- Files and Formats of Documents, Images, Video, Audio, etc.

**Unit-III: Emerging/ latest Technologies**

- Audio Conferencing and Video Conferencing: Their Set Up and essentials (Google Meet, Webex etc.)
- Virtual Reality
- **Artificial Intelligence (AI):** Concept and Use in Libraries.
- **Expert Systems:** Concept and Use in Libraries.
- **Robotics:** Its application in Libraries and Information Centers.

## Part II: Practice

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 Marks (Presentation/ Class Test – 5 + Class Test/Assignment – 5 Marks)**

**Practical Examination: 40 Marks**

**Time: 2 Hours**

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

### Library Automation Software

#### Unit-I: 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-II: Digital Library Software

- Installation, Configuration and working in Greenstone or DSpace.

### Recommended Books

1. BAKER, D., &EVANS, W (2009). Digital Library Economics and Academic Perspective. Oxford: Chandos Pub.
2. BROWN, A. (2013). Practical digital preservation: A how-to guide for organizations of anysize. London: Facet Pub.
3. CALHOUN, K. (2014). Exploring digital libraries: Foundations, practice, prospects. Available at <http://www.facetpublishing.co.uk/downloads/file/calhoun-ch1.pdf/>
4. CANDELA (L), et al. The digital library manifesto. Available at [https://www.coar-repositories.org/files/booklet/21x21\\_manifesto\\_web.pdf/](https://www.coar-repositories.org/files/booklet/21x21_manifesto_web.pdf/)
5. DEEGAN, M., & Tanner, S. (2006). Digital preservation. London: Facet.
6. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers. 2000.
7. Digital Libraries and use. Cambridge: MIT Press, 2003.
8. Digital Libraries from technology to culture. New Delhi: Kanishka Publications. 2006.
9. Digital Libraries: Policy, planning and practice. Hants: Ashgate. 2004.
10. DOBREVA, M., O'DWYER, A., &FELICIATI, P. (2012). User studies for digital library development. London: Facet.
11. DSpace Manual, Release 1.6.2. [http://www.dspace.org/1\\_6\\_2Documentation/DSpace-Manual.pdf/](http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf/)
12. [DSpace Release 1.6.2 Notes.](http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf/)
13. GOPAL KRISHNAN. Digital Libraries in electronic information era. Delhi: Authors press. 2001.
14. GORMAN, G. E., &Shep, S. J (2006). Preservation Management for Libraries, Archives and Museums. London: Facet Pub.
15. Greenstein, D. (n.d.). Digital Libraries and Their Challenges. Graduate School of Library and Information Science. University of Illinois at Urbana-Champaign. Available at [https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrendsv49i2f\\_opt.pdf?sequence=1](https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrendsv49i2f_opt.pdf?sequence=1)
16. Greenstone Home page. <http://www.greenstone.org/greenstone3-home>
17. Greenstone Manual. <http://www.greenstone.org/manuals/gsd12/>

18. <http://koha.org/>
19. <https://wiki.duraspace.org/display/DSPACE/DSPACE+Release+1.6.2+Notes>
20. HUGHES (Loma M). Digitizing collection: strategic issues for the information manager. 2004.
21. HUGHES. L. M (2012). Evaluating and Measuring the value, use and impact of Digital Collections. London: Facet Pub. IFLA/UNESCO Manifesto for Digital Libraries. Available at <http://www.ifla.org/files/assets/digital-libraries/documents/ifla-unesco-digital-libraries-manifesto.pdf/>
22. JEEVAN (V K J). Digital Libraries. 2003.
23. KOHA Documentation. <http://www.kohadocs.org/>
24. KOHA on Windows. <http://cid-6ac4b4f2fe0a3144.office.live.com/self.aspx/Public/Koha%20on%20Windows.pdf>
25. KOHA on Windows. [http://www.koha.rwjr.com/Koha\\_on\\_Windows.html/](http://www.koha.rwjr.com/Koha_on_Windows.html/)
26. MISHRA (Vinod Kumar). Basics of library automation, Koha library management software and data migration: Challenges with case studies. 2016. EssEss Publications, New Delhi.
27. WITTEN (Ian H), BODDIE (Stefan) and THOMPSON(John): Greenstone digital library user's guide (2006). New Zealand Digital Library Project, New Zealand.

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## PAPER – MLIS-111: INFORMATION RETRIEVAL (THEORY & PRACTICE)

### OBJECTIVES

- To introduce the Concept and Principles of Indexing;
- To acquaint with the Role and Types of Indexing Languages; and
- To familiarize with the Advanced Information Processing and Retrieval Techniques.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the concepts of Subject Cataloguing and Indexing.
- Understand the concept of Information Retrieval Systems.
- Understand different indexing languages and tools of vocabulary control.
- Prepare Thesaurus and assign/derive Subject Headings.
- Acquaint with automatic indexing.
- Perform evaluation of IR systems.

### Part – I: Theory

**Total: 60 Marks**

**Credit: 03**

**Internal assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical Classes also) + Class Test/Assignment – 5)**

**Theory: 50 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 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.
- Library of Congress Subject Headings (LCSH),
- Sears List of Subject Headings (SLSH)
- Pre coordinate indexing: Chain indexing, PRECIS, POPSI
- Post Co-ordinate indexing: UNITERM.

#### **Unit-II: Indexing Languages and Vocabulary Control**

- Indexing Languages: Types and Characteristics.
- Vocabulary Control: Concept, Meaning and Tools.
- IR thesauri: Structure and Construction.
- Concept of Keyword indexing and Automatic Indexing.

#### **Unit-III: Information Retrieval**

- Search strategies: Manual/ Machine, Feedback and Refining.
- Evaluation of IR Systems.
- IR Models.

## Part – II: Practice

**Total: 40 Marks**

**Internal Assessment: 10 marks (Assignments)**

**Time: 2 Hours**

**Practical Examination: 30 Marks**

**Credit: 01**

The Distribution of Marks and scheme of examination will be as follows:

### Section – A

- Thesaurus Construction on an assigned topic:

**Marks: 10**

### Section – B

- Viva-voce:

**Marks: 10**

### Section – C

- There will be *Three* titles from Chain Procedure & Three titles from PRECIS. The examinees will be required to attempt any *Five* titles.

**Marks: 10**

### Recommended Books

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.

## **PAPER-MLIS-112: PROJECT REPORT**

**Total: 100 Marks**

**Credit: 04**

### **OBJECTIVE**

The objective of the “project report” is to pursue a contemporary problem in the field of LIS to explore its facets thoroughly and come out with solutions or ways in a scientific way. This will prove useful to the student in applying knowledge and experience acquired during the academic session to real and emerging problems in the field.

### **Method of Instruction**

The students will evaluate resources and services available on the websites of one National and one International Higher Education Institute Libraries.

Each student will be required to submit a project report on an approved topic. The report is to be submitted both in hard and soft format. Each student will work under one guide from the Department for successful completion of the project. The areas and topics will be finalized and approved by the Departmental Staff Council. Each report will be evaluated by a committee consisting of all the regular faculty members of the Department and marks/grades for evaluation will be on presentation, methodology and inputs put in the work. The viva voce will also be conducted by the same committee. The project will be of 100 marks out of which 80 marks will be awarded to project report evaluation and 20 marks will be for viva-voce by the said committee. There will be no internal assessment. The project report is to be submitted before the commencement of the 2<sup>nd</sup> semester examinations.

## ELECTIVES PAPERS

### PAPER-MLIS-113: SOCIAL SCIENCE INFORMATION SYSTEM

#### OBJECTIVES:

- To acquaint with the major disciplines of Social Sciences.
- To develop an understanding of Social Science Information System and its Components.
- To develop evaluative skills for Specialised Information Sources and Systems.

#### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the development, main concepts and significant contributors of four disciplines of Social Sciences.
- Know component of Social Science information system and various electronic information sources.
- Understand the role of national and international institutions related to social science information and research.
- Know the overview of information systems and networks at national and international level. They will also be able to understand the functioning, services and products of selected information systems and networks.

**Total: 100 Marks**

**Credit: 04**

**Internal assessment: 20 Marks (Presentation/Assignment/Class Test – 10 + Class Test/Assignment – 5 + Attendance/Assignment – 5)**

**Theory: 80 Marks**

**Time: 3 Hours**

**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 Sciences.
- Definition, Scope, Landmarks and Research Trends in the disciplines of:

|                     |             |
|---------------------|-------------|
| - Political Science | - History   |
| - Economics         | - Sociology |

Study of the contribution of significant authors in the field.

#### Unit-II: Documentary Sources

- Social Science Information System: Components.
- Information Behavior of Social Scientists: General Trends
- Web based Information Sources: E-journals, Databases- Bibliographic and Full-text Subject Gateways, Institutional Repositories, Digital Libraries.



- International Encyclopaedia of Social and Behavioural Sciences, International Bibliography of the Social Sciences, PsycINFO, Indian Citation Index, ProQuest, Web of Science, Scopus

### **Unit-III: Institutional Sources**

- Study of the activities of: ICSSR, ICWA, National Council for Applied Economic Research, TISS, ICHR, United Nations- ECOSOC, UNESCO
- Planning of Social Science Research Libraries.

### **Unit-IV: Information Systems and Networks**

- Study of existing Information Systems and Networks in Social Sciences at National and International level: DEVSIS, NASSDOC, DESIDOC, SENDOC, DEVINSA, APINESS.

### **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.

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## PAPER-MLIS-114: BUSINESS INFORMATION SYSTEM (THEORY & PRACTICE)

### OBJECTIVES:

- To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines related to Business.
- To develop an understanding of Business Information System and its Components.
- To develop evaluative skills for Specialised Information Sources and Systems.

### Learning Outcomes

After studying this paper, student shall be able to:

- Understand the development of important disciplines related to business.
- Information sources of different formats and media.
- Know different systems and networks in business.

### Part – I: Theory

**Total: 60 Marks**

**Credit: 03**

**Internal assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical classes also) + Class Test/Assignment – 5)**

**Theory: 50 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 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: Business Information

- Nature and Characteristics: Its Role, Generation and Utilisation.
- Systems View of Business Information
- Components of Business Information Systems: Resources, Centres, Consultants, Suppliers, Financial Organisations, Industrial Promoters, etc.
- Users of Business Information: Categories, Role, Functions and needs.

### Unit-II: Business Information Sources, Products and Services

- *Sources of Information:* Documentary: Types with particular reference to Directories, Digests, Market Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design & Trade marks, Standards, Databases.
- *Institutional:* National & International: Studies related to the activities of:
  - NIDCS, IIFT, ITPO, CII, FICCI, etc.
  - UNIDO, UNCTAD, etc.
- *Information Services and Networks:*
  - CAS, SDI, Technical Enquiry Service, other Computerised Services.
  - Overview of Business Information Networks.

### **Unit-III: Organising Business Information for end user support**

- Database System: Business Measurement System; Business Planning System.
- Text Management System: Text Retrieval Systems; Office Systems.
- Management Support Systems: Decision Support Systems; Information Centres.

#### **Part – II: Practice**

**Total: 40 Marks**

**Internal Assessment: 10 marks (Assignments)**

**Practical Examination: 30 Marks**

**Credit: 01**

**Time: 2 Hours**

- Evaluation of *One* Documentary Information Source. Marks: 15
- Evaluation of *One* Institutional Source. Marks: 10
- Viva-voce: Marks: 5

**Syllabus: Evaluation of Information Sources.**

#### **Recommended Books**

1. AHITUV (N I V). Principles of Information System for Management. USA Business & Educational Technologies, 1994.
2. ATHERTON (Pauline). Handbook for information systems and services, 1977.
3. CAMPBELL (M J), ed. Manual of business library practice, 1975.
4. CURTIS (GRAHAM). Business information systems: Analysis, design & practice, 1989.
5. DOSSETT (PATTI), ed. Handbook of special librarianship & information services, 6<sup>th</sup> ed.1992.
6. GARLAND (John L). How to develop Business information systems for End User. 1986.
7. NEELAMEGHAM (A). Comp: DRTC reference course on information services for business and industry, 1974.
8. WASSERMAN, et al: Encyclopaedia of business information sources, 1983.

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## **PAPER-MLIS-115: HEALTH SCIENCE INFORMATION SYSTEM (THEORY & PRACTICE)**

### **OBJECTIVES:**

- To familiarise with the Concept, Scope, Landmarks and Research Trends in the disciplines of Health Sciences.
- To develop an understanding of Health Science Information System and its Components.
- To develop evaluative skills for Specialised Information Sources and Systems.\

### **Learning Outcomes**

After studying this paper, student shall be able to:

- Understand the development of important disciplines of Health Sciences.
- Know information sources of different formats and media.
- Know different systems and networks in Health Sciences.

### **Part – I: Theory**

**Total: 60 Marks**

**Credit: 03**

**Internal assessment: 10 Marks (Attendance/Assignment – 5 (Includes attendance of practical classes also) + Class Test/Assignment – 5)**

**Theory: 50 Marks**

**Time: 2½ Hours**

**Note:** The paper is divided into 3 Units. The examinees will be required to attempt *Four* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – III). Question 1 will consist of 7 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: Health Science Information**

- Growth and developments of Health Science.
- Types of Health Science Libraries/Information Centres
- Users of Health Science information

### **Unit-II: Health Science Information and Global Issues**

- *Sources of Information:* Documentary: Printed and Non-print.
- *Institutional:* National & International: Studies related to the activities of:
  - The role and functions of National Medical Library.
  - The role and function of other National and International Organisations delivering Health Science Information: WHO, ICMR, Department of Biotechnology, Council of Ayurveda and Siddha, Council of Homeopathy, Unani System, National Institute of Health and Family Welfare, CDRI, CFTRI, NIN, NII, NIC, etc.
- *Information Services:* Current Awareness Services: SDI Services, Indexing and Abstracting Services, Literature Search.

### **Unit-III: Information Systems and Networks**

- HELLIS, MEDLARS, BIOSIS
- Trends in Health Science Information System
- Application of Hypertext, Hypermedia, Multimedia, Expert system and Artificial Intelligence.

## Part – II: Practice

### Section – A

**Total: 40 Marks**

**Credit: 01**

**Internal Assessment: 10 Marks (Assignment)**

### Section – B

**Practical Examination: 30 Marks**

**Time: 2 Hours**

- Evaluation of *One* Documentary Information Source. Marks: 15
- Evaluation of *One* Institutional Source. Marks: 10
- Viva-voce. Marks: 5

**Syllabus: Evaluation of Information Sources.**

### Recommended Books

1. DIXIT (R P). Information management in Indian medical libraries, 1995, pp 1-423.
2. R P KUMAR, SRIVASTAVA (Divya) and GUPTA (S P), eds. Education for librarianship in information age, MLAI sp. Pub. 1995, pp.1-287.
3. GUPTA(S P) et al. Information technology and health science libraries, MLAI sp. Pub. 1993, pp.1-279.
4. CARMEL (Michael), ed.: Health care librarianship and Information work 22<sup>nd</sup> ed, 1995.
5. PICKEN (Fiona Mackay) and KAHN (Ann M C). Medical librarianship in the eighties and beyond: A world perspective, 1986.
6. JOURNAL OF American Society for Information Science: Perspectives on medical informatics: information technology in health care, 1995, 46 (10), 723 – 800.
7. VARALAXSHMI (R S R). Information services in medical college libraries. 1993.

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## LIS-OE-2 INTRODUCTION TO LITERATURE IN ARTS AND LANGUAGES

### OBJECTIVES

- To Introduce the students with various sources of information in arts and languages
- To Introduce the students with significant institutions associated with arts and languages
- To introduce the students with important print and electronic reference sources in arts and languages

### Learning Outcomes

After studying this paper, student shall be able to:

- Select the appropriate and quality information sources.
- Use important printed as well as networked information sources.
- Know the activities of important institutions in arts and languages.

**Total: 50 Marks**

**Credit: 02**

**Internal Assessment: 10 marks (Assignments)**

**Time: 2 Hours**

**Theory: 40 Marks**

### Unit-I: Information Sources

- Information sources and their kinds
- Reference books: Concept, kinds
- Criteria for evaluation of reference books

### Unit-II: Secondary information sources

- Encyclopedia of Indian Literature
- India: Who's Who
- Samantar Kosh: Hindi Thesaurus
- English-Hindi Dictionary (Kamil Bulke)
- Universities Handbook
- Guide to Indian Periodical Literature

### Unit-III: Institutional and online Resources

- Sahitya Academy
- Indira Gandhi National Centre for the Arts
- English and Foreign Languages University, Hyderabad
- Commission for Scientific and Technical Terminology
- Other online resources in Hindi, Punjabi and English

### Unit-IV: Networked information sources

- INFLIBNET
- DELNET
- DOAJ
- Open DOAR

### Recommended Books

List will be provided by the concerned Teacher.