



**महात्मा गाँधी केंद्रीय विश्वविद्यालय**  
**MAHATMA GANDHI CENTRAL UNIVERSITY**  
(Established by an Act of Parliament)

**Master of Library & Information Science**  
**(M. Lib. I. Sc.)**

**Syllabus**  
(Choice Based Credit System)  
With effect from the Academic Session: 2020-2021

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**

**महात्मा गाँधी केंद्रीय विश्वविद्यालय**  
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Deen Dayal Upadhyay Campus, Motihari, District: East Champaran, Bihar – 845401

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## DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

### Master of Library & Information Science

A one-year full-time course divided into two semesters leading to the degree of Master of Library and Information Science (M. Lib. I. Sc.)

#### A. Programme Details

Name of the Department: Department of Library and Information Science  
School : School of Computational Sciences, Information and Communication  
Technology (CS&ICT)  
Subject : Library and Information Science  
Name of the Programme : M.Lib.I.Sc.(Master of Library and Information  
Science)  
Duration of the Programme : 1 Year divided into 2 Semesters (CBCS system)

#### B. Objectives of the Programme

1. To create awareness on the emerging tools in digitization to impart the students a thorough understanding of patterns of knowledge development and its organization;
2. To provide the advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
3. To provide an understanding of research methods and activities of research organizations; and
4. To identify and learn the major issues in the development of new technology in the libraries.



**C. Details of Course Credit Scheme and Scheme of Examination: First Semester**

Course Code	Course Title	Core/Non-core/Open Elective	Credit Distribution				Duration	Internal Assessment Mark	Examination Marks	Total Marks
			L	T	P	Total Credit				
MLIS4101	Research Methodology	Core	3	1	0	4	3 Hours	40	60	100
MLIS4102	Marketing of Library and Information Products and Services	Core	3	1	0	4	3 Hours	40	60	100
MLIS4103	Intellectual Property Rights & Copyright	CBCS/Non-Core	3	1	0	4	3 Hours	40	60	100
MLIS4104	Electronic Publishing	Core	3	1	0	4	3 Hours	40	60	100
MLIS4105	Information and Communication Technology Applications in LIS (Theory)	Core	2	2	0	4	3 Hours	40	60	100
MLIS4106	Information and Communication Technology Applications in LIS (Practice)	Non-Core	0	1	3	4	3 Hours	40	60	100
<b>Second Semester</b>										
MLIS4201	Content Management & Digital Library	Core	3	1	0	4	3 Hours	40	60	100
MLIS4202	Information Literacy Applications in LIS	CBCS/Non-core	3	1	0	4	3 Hours	40	60	100
MLIS4203	Information Retrieval Systems	Core	3	1	0	4	3 Hours	40	60	100
<b>MLIS4204: Information System/ Choice Based Papers (Opt any one course from the following courses)</b>										
MLIS4204A	Public Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4204B	Academic Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4204C	Research and Technical Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4204D	Health Science Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4204E	Agricultural Sciences Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4204F	Engineering and Technological Library and Information System	Elective	2	2	0	4	3 Hours	40	60	100
<b>MLIS4205: Trends in Libraries/ Choice Based Papers (Opt any one course from the following courses)</b>										
MLIS4205A	Internet & Its Applications	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4205B	Preservation & Conservation of Library Materials	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4205C	Knowledge Management	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4205D	Informetrics	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4205E	Information Resource Development	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4205F	Technical Writing	Elective	2	2	0	4	3 Hours	40	60	100
MLIS4206	Dissertation									
	a) Project Report/Dissertation	Core				4	3 Hours	Dissertation: 50 Viva-Voce: 50		100
	b) Viva-Voce									
<b>Total Credits</b>						<b>48</b>	<b>Total Marks</b>			<b>1200</b>



## DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

### Master of Library & Information Science (M.Lib.I.Sc.)

#### First Semester

Course Code	MLIS4101
Course Title	Research Methodology
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-** *To make the students aware of the research methodology concepts, definitions, and various techniques used for data analysis in research.*

**Outcome-** *After completion of course, students will be aware of implications of research and confident to take up research work.*

#### **Unit I: Foundations of Research and Research Design**

- Concept, Meaning, Need and Process of Research
- Types of Research: Fundamental and Applied
- Research Design, Types of Research Design
- Designing Research Proposal, Literature Search and Literature Review

#### **Unit II: Research Methods**

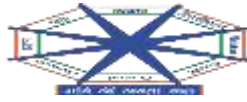
- Types of research: Qualitative and quantitative method of LIS research
- Scientific Method
- Historical Method, Survey and Case Study Method
- Experimental Method

#### **Unit III: Data Analysis and Interpretation**

- Data Collection Techniques: Questionnaire, Interview, Observation, Sampling and Delphi
- Presentation of Data-Tables, Charts and Graphs
- Interpretation of Data: Frequency Distribution, Measures of Central Tendency, Analysis of Time Series, Co-relation Studies and Analysis of Variance
- Use of Statistical Packages

#### **Unit IV: Statistics and its Applications**

- Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test
- Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc. Report Writing Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc.
- Plagiarism- Self plagiarism, anti-plagiarism guidelines and software
- Metric Studies - Scientometrics, Infometrics and Webometrics
- Style Manuals- Manual Structure, Style, Contents- MLA, APA, CHICAGO.



## RECOMMENDED BOOKS

1. Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). *The Craft of Research*. University of Chicago Press.
2. Borgman, Christie L., ed. (1990). *Scholarly Communication and Bibliometrics*. Newbury Park, CA: Sage Publications, Inc.
3. Brady, John. (1997). *The Craft of Interviewing*. New York: Vintage.
4. Busha, Charles H. and Harter, Stephen P. (1980) *Research Methods in Librarianship*. New York: Academic Press.
5. Davis, GB (1997) *Management Information System: Concept, Foundation Structure and Development*. New York: McGraw Hill.
6. Gillham, Bill. (2000). *The Research Interview*. London: Continuum Press.
7. Gupta, B. M. (1996). *Bibliometrics, Scientometrics and Infometrics*. New Delhi: Segment Books.
8. Khanna, J K (2000) *Documentation and Information Services, Systems and Techniques*. Agra: YK Publishers.
9. Kish, Leslie. (1995). *Survey Sampling*. New York: Wiley.
10. Marshall, Catherine and Rossman, Gretchen B (2006). *Designing Qualitative Research*. Sage USA.
11. Nielsen, Jakob. (2000). *Designing Web Usability*. New Riders, USA.
12. Payne, Stanley. (1951). *The Art of Asking Questions*. Princeton University Press.
13. Raju, Nemani Govinda. (2009). *Bibliometric Applications: Study Of Literature Use Patterns*
14. Rea, Louis M and Parker, Richard A. (2005). *Designing and Conducting Survey Research*, San Francisco: Jossey-Bass.
15. Reinard, John C. (2006). *Communication Research Statistics*. Sage, USA.
16. Rowntree, Derek. (2003). *Statistics without Tears: A Primer for Non-Mathematicians*. London: Penguin.
17. Rubin, Herbert and Irene. (2004). *Qualitative Interviewing: The Art of Hearing Data*. Sage, USA.
18. Sudman, Seymour (1976). *Applied Sampling*. New York: Academic Press.



Course Code	MLIS4102
Course Title	Marketing of Library and Information Products and Services
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-** *To make the students aware of the information products, consolidation, repackaging, content analysis and marketing of library products.*

**Outcome-** *After completion of the course, students will be aware of information products, consolidation, repackaging, content analysis and marketing of library products.*

### **Unit I: Information Analysis**

- Information: Basic concepts
- Consolidation and Repackaging of Information: Concept, need and process.
- Guiding Principles for arrangement and presentation of idea in a helpful sequence.
- Packaging and Repackaging of Information products

### **Unit II: Information Products**

- Information Products: Concepts, nature, definitions, design and types
- Information News-letters, Hand Books, House Bulletins
- In-house Communication, Trade Bulletin, Product Bulletin, State-of-the-Art Report, Trend Report
- Technical Digests: Nature, concept, types, design; and development.

### **Unit III: Content Analysis**

- Content Analysis: Concept types and processes.
- Abstract: Definition and types, Characteristics and Qualities of good abstracts.
- Abstracting: need, process. Computers and Abstracting.
- Abstracting organizations and Services.

### **Unit IV: Planning, Management and Marketing**

- Planning and Management of Information Analysis and Consolidation
- Marketing of Information Concept, need and benefits;
- 5 Ps of Information Marketing; Marketing of profit and non- profit organization;
- Trends in marketing of Information Services; and Information Marketing in India.



## RECOMMENDED BOOKS

1. BAKEWELL (K G): Managing user-centred libraries and information services (Ed. 2, 1997) Maxwell, London.
2. BUTCHER (Helen): Meeting manager's information needs (1998) ASLIB, London.
3. CARPENTER (J) and DAVIES (R): Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.
4. COOTE (Helen) and BATCHELOR (Bridget): How to market your library services effectively (Ed. 2, 1997) Aslib, London.
5. GUPTA (D K): et al. Marketing library and information services: international perspectives (2006) K.G. Saur, Munich.
6. HELINSKY (Z): A short-cut to marketing the library (2008) Chandos Publishing, Oxford
7. JAIN (Abhinandan K): et al. Marketing information products and services: a primer for libraries and information professionals (1999) Tata McGraw-Hill, New Delhi.
8. KOTLER (Philip): L Marketing management (Ed.12, 2002) Prentice Hall, Delhi.
9. KOTLER (Philip) and ARMSTRONG (Gary): Principle of marketing (Ed. 7, 1996) Prentice- Hall of India, New Delhi.
10. ROWLEY (Jenifer): Information marketing (2001) Ashgate London.



Course Code	MLIS4103
Course Title	Intellectual Property Rights & Copyright
Type of Paper	CBCS/Non-core
Credit	4
Teaching Hours	48

**Objectives-** *To make the students aware of the intellectual property & copyright concepts and other issues related to patents.*

**Outcome-** *After completion of the course, students will be aware of IPR & copyright, copyright violation and infringement.*

### **Unit I: Intellectual Property and Rights**

- Intellectual Property: Concept, Genesis, Development and Categories
- Enforcement of Intellectual Property Rights
- Role of WIPO
- Emerging Issues in Intellectual Property Rights

### **Unit II: Copyright**

- Copyright: Meaning and Scope
- Rights to Copyright Owner
- Licensing of Copyright
- Copyright Laws and Related Issues

### **Unit III: Patents**

- Patent: Concept and Scope
- Patent Laws in India
- Patent Laws in Abroad
- Violation and Infringement, Violation and Infringement - India - USA - UK

### **Unit IV: Copyright & Patent in Digital Era**

- Intellectual Property Digital Era: Meaning and Development
- IPR Acts
- Application of IPR in Electronic Environment
- Copyright of Electronic Resources





## RECOMMENDED BOOKS

1. Ajit Parulekar and Sarita D' Souza, Indian Patents Law – Legal & Business Implications; Macmillan India Ltd, 2006.
2. Andrew Murra. (2010). Information Technology Law: The law and society. Amazon.com
3. B. L. Wadhwa; Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical Indications; University Law Publishing Pvt. Ltd., India, 2000
4. Bourgagaize, Jewell and Buiser, Biotechnology: Demystifying the Concepts, Wesley Longman, USA, 2000
5. Carlos M. Correa and Abdulqawi A. Yusuf. (2008). Intellectual Property and International Trade: The TRIPS Agreement (Second Edition. Amazon.com
6. D. Balasubramaniam, C.F.A. Bryce, K. Dharmalingam, J. Green and K. Jayaraman, Concepts in Biotechnology, University Press (Orient Longman Ltd.),, 2002
7. Deborah E. Bouchoux. (2012). Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade Secrets .Amazon.com.
8. Federico Munari and Raffaele Oriani. (2011). The Economic Valuation of Patents: Methods and Applications (New Horizons in Intellectual Property Series) . Amazon.com
9. Fishman, Stephen. (2008). The copyright handbook: what every writer needs to know. Berkeley, CA: Nolo.
10. Freeman, Lee & Peace, A. Graham. (2005). Information ethics : privacy and intellectual property. Hershey, PA : Information Science Pub.
11. Jessica Litman. (2001). Digital Copyright: Protecting Intellectual Property on the Internet. Amazon.com
12. John Grant, Charlie Ashworth and Henri J. A. Charmasson. (2008). Patents, Registered Designs, Trade Marks and Copyright For Dummies. Amazon.com
13. Jude C. Umeh. (2008). The World beyond Digital Rights Management . Amazon.com
14. P.Narayanan; Law of Copyright and Industrial Designs; Eastern Law House, Delhi, 2010 P.N. Cheremisinoff, R.P. Ouellette and R M Bartholomew, Biotechnology Applications and Research, Technomic Publishing Co., Inc. USA, 1985



Course Code	MLIS4104
Course Title	Electronic Publishing
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the concept, OAI, formats, structure and issues of Electronic Publishing.*

**Outcome-***After completion of course, students will be aware of concept, OAI, formats, structure and issues of Electronic Publishing.*

### **Unit I: Concept Electronic Publishing**

- Concept
- Scope
- Nature
- Types

### **Unit II: Open Access Sources of Electronic Publishing**

- Evolution of OAI
- Open Access Sources
- Pricing and Pricing models
- Current Trends in E-publishing

### **Unit III: Formats and Structure of E-Publishing**

- Format of E-Publishing
- Structure of E-Publishing
- Languages of E-publishing

### **Unit IV: Issues of E-Publishing**

- Socio issues in E-Publishing
- Economic issues in E-Publishing
- Legal issues in E-Publishing



## RECOMMENDED BOOKS

1. Karen S. W. Marilyn B, Stone, T. A. (2003). Electronic publishing: The definitive guide. UK: Hard Shell Word Factory.
2. Klostermann, D. (2011). The e-book handbook - A thoroughly practical guide to formatting, publishing, marketing, and selling your e-book. Cambridge: Full Stop.
3. Loton, T. (2011). E-book publishing DIY: the do it yourself guide to publishing e-books, 2nd ed. United States: LOTONtech.
4. Meckler, L. (2011). E-book formatting, self-publishing, marketing tips updated . USA: Linda E meckler on smash words.
5. Sahida, f. k. (2010). Publishing e-book for dummies. USA: CreateSpace
6. Schuster, C. (2011). E-publishing for writers: Trends an opportunities/Fall 2011 (Kindle Edition ed.). UK: Books to Go Now



Course Code	MLIS4105
Course Title	Information and Communication Technology Applications in LIS (Theory)
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-***To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources.*

**Outcome-***After completion of the course, students will be skilled enough to work in an automated library environment.*

#### **Unit I: Library Automation**

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Open Source Library Software: Koha, Greenstone & D-Space
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control

#### **Unit II: Automated Services**

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service, Library 2.0

#### **Unit III: Library Networks and Consortia**

- Objectives, scope and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: E-ShodhSindhu

#### **Unit IV: Library Security Technology**

- Barcode
- RFID
- CCTV, Biometrics, Smartcard



## RECOMMENDED BOOKS:

1. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata: Meteor.
2. Forney, Mathew. (2003). Digital Reference Services. New Delhi : Dominant Publishing.
3. Gopal, Krishan.(2005). Modern Library Automation. New Delhi : Authors Press.
4. Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.
5. LaxmanRao, N.; Vishwa Mohan, V.; SudarshanRao, S. & Yadagiri Reddy, J. (2004). Library Consortia: Papers - National Seminar on Library Consortia, 22-23 March, 2004, Hyderabad. Indian Association of Teachers of Library & Information Science.
6. Pandey, S. K. (2000). Organisation of Library Automation. New Delhi: Anmol Publications.
7. Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi: Ess Ess.
8. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi: Sanjay.
9. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi:Ess Ess.
10. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi :Ess Ess.



Course Code	MLIS4106
Course Title	Information and Communication Technology Applications in LIS (Practice)
Type of Paper	Non-Core
Credit	4
Teaching Hours	48

**Objectives:** *To provide hands on experience of library automation software and website designing tools.*

**Outcome:** *After completion of the course, students will be skilled enough to automate the library as well as design a library website.*

**Unit 1:** Hands-on experience on Library Automation Software

Integrated Library Software: Koha / SOUL

**Unit 2:** Hands-on experience on Website Designing

HTML / Dreamweaver

**A)** A practical written test on Library Software and Website Designing- 40 Marks.

**B)** Viva Voce- 20Marks



## SECOND SEMESTER

Course Code	MLIS4201
Course Title	Content Management & Digital Library
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-** *To make the students aware with content management concepts, content developing strategies and digitization in library.*

**Outcome-** *After completion of the course, students will be in a position to understand the content management, content developing strategies and digitization of information resources.*

### **Unit I: Content management**

- Concept, Content creation and Principles of CMS
- CMS Architecture; system and data integration in CMS.
- Creating and managing web page and content on web page
- Fundamentals of planning dynamic websites

### **Unit II: Content management Software and Application**

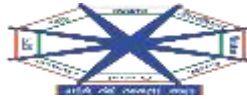
- Overview of CMS software such as Wordpress, Drupal, Joomla, and others to create dynamic and flexible websites
- Evaluation of CMS.
- Application of CMS; CMS and community information systems
- Document management, records management, digital assets management

### **Unit III: Digital Library**

- Definitions, Fundamentals and Theoretical Aspects; Characteristics of Digital Libraries and nature of Digital Library collections
- Major Digital Library Initiatives
- Design and Organisation of Digital Libraries: Architecture, Interoperability, Protocols and Standards; User Interfaces

### **Unit IV: Digital Resource Management**

- Digital content creation: Electronic documents, files & formats & conversion to PDF
- Digital Resources Management; Access to and Use of Digital Libraries
- Digital Storage, Archiving and Preserving Digital Collections
- Digital Libraries Technology: Digital Software - D-Space, E-Prints, GSDL



## RECOMMENDED BOOKS

1. Arthur, M.H. (2006). Expanding a digital content management system for the growing digital media enterprise. Boston: Elsevier Focal Press.
2. Barrie, M. N. (2009). Joomla! 1.5: a user's guide: building a successful Joomla! Powered website. Upper Saddle River, NJ: Prentice Hall.
3. Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi: Ane Books.
4. Bradford, L. E. (2008). Content management systems in libraries: case studies. Lanham, MD: Scarecrow Press.
5. Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London: Facet.
6. Cooper, Michael D. Design of Library Automation Systems: File Structure, Data Structures and Tools, New York: John Wiley, 1996.
7. Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London: Facet Publishing.
8. Hal Stern, Brad Williams and David Damstra. (2010). Professional WordPress: design and development. Indianapolis, IN: Wiley Pub., Inc.
9. Janet Majure. (2010). Teach yourself visually WordPress. Indianapolis, IN: Wiley Pub., Inc.
10. Jason, C. and Helen, F. (2008). Using Moodle. Sebastopol, CA: O'Reilly Community Press.
11. Jen, K.P. and Sarah, E. (2010). Joomla! Start to finish. Indianapolis, IN: Wiley Pub., Inc.
12. Jennifer Marriott and Elin Waring. (2011). The official Joomla! Book. Upper Saddle River, NJ: Addison-Wesley.
13. John M. Cohn, Ann L. Kelsey and Keith Michael Fiels, Planning for Library automation: A Practical Handbook London: Library Association, 1998.
14. John M. Colon, Ann L. Kelsey, Keith Michael Fiels. Planning for Automation: A How-to-do-it for Librarian. 2nd ed.(S.I.): Neal-Schuman, 1997.
15. Jones, Richard et al. (2006). The Institutional Repository. Oxford: Chandos Publishing.
16. Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants: Ashgate.
17. Kausik Bose Information Networks in India: Problems and Prospects / New Delhi: Ess Ess Publications, 1994.





Course Code	MLIS4202
Course Title	Information Literacy Applications in LIS
Type of Paper	Non-Core
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of need and concepts of information literacy and its use in libraries.*

**Outcome-***After completion of the course, students will be in a position to understand and use the information literacy for their academic work.*

### **Unit I: Fundamental of Information Literacy**

- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

### **Unit II: Information Literacy Programmes and Methodology**

- Scope of Information Literacy Programme
- National and International Programmes in Information Literacy
- Implementation of Information Literacy
- Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions, Information Bulletin

### **Unit III: Application of Information Literacy**

- Application of Information Literacy in Library and Information Centres
- Information Literacy for Users
- Information Literacy for Professionals
- Information Literacy for Research and Development

### **Unit IV: Trends in Information Literacy**

- Web based Information Literacy System
- OPAC Information Literacy System
- Life Long Learning System
- Designing of Information Literacy Programme



## RECOMMENDED BOOKS

1. Association of College and Research Libraries (ACRL).(2000). Information Literacy Competency Standards for Higher Education.Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
2. Australian Library and Information Association, Information Literacy Forum.(2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association. <http://www.alia.org.au/policies/information.literacy.html>
3. Bawden, David. (2001). Information and Digital Literacies: a review of concepts. *Journal of Documentation*, V57(2), pp. 218-259.
4. Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide: Auslib Press.
5. Council of Australian University Librarians.(2001). *Information Literacy Standards*. Canberra: Council of Australian University Librarians.
6. Presidential Committee on Information Literacy, American Library Association.(1989). *Final Report*. Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
7. Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. 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)
8. Torras, M. C. &Saetre, T. P. (2009).*Information Literacy Education*. Oxford: Chandos Publishing.



Course Code	MLIS4203
Course Title	Information Retrieval Systems
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the indexing & vocabulary control techniques and searching of resources both through print and electronic medium.*

**Outcome:** *After completion of the course, students will be aware of using the indexing techniques to retrieve the useful resources for learning and research.*

#### **Unit I: Basics of Information Retrieval Systems**

- Definition, Components and Types of ISAR Systems
- Elements of File Organisation
- Artificial Intelligence and Expert System
- Information Retrieval Models

#### **Unit II: Subject Representation and Indexing Languages**

- Alphabetical Subject Representation
- Contributions of Cutter, Kaiser, Ranganathan and Coates
- Characteristics of Indexing Languages
- Vocabulary Control-List of Subject Headings and Thesaurus

#### **Unit III: Indexing Systems and Techniques**

- Assigned Indexing vs Derived Indexing
- Assigned Indexing Systems: Pre-Coordinate (PRECIS, POPSI and Chain Indexing) and Post-Coordinate Indexing System (Uniterm Index System)
- Derived Indexing Systems: Title based (KWIC, KWOC and KWAC), Citation based (SCI, SSCI, etc.) and Full-Text (STAIRS, LEXIS-NEXIS, etc.)
- Automatic Indexing: COMPass

#### **Unit IV: Information Searching and Evaluation**

- Search Methods and Search Strategy, Boolean Search
- Information Searching in different Media: Print and Electronic
- Need and Parameters of Evaluation - Retrieval Performance: Recall and Precision



## RECOMMENDED BOOKS

1. Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.
2. Becker, Joseph and Robert M Hayes.(1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.
3. Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993
4. Convey, John.(1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.
5. Elis, David (1996). Progress and Problems in Information Retrieval. London: Library Association.
6. Fosket, A.C. (1992) Subject Approach to Information. London: Clive Bingley.
7. Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.
8. Grolier, Eric de.(1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.
9. Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.
10. Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.
11. Meadow, Charles T. (2000).Text Information retrieval system. Academic Press.
12. Sharp, Harold S. (1964).Readings in Information Retrieval. London: The Scarecrow Press.
13. Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.
14. Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.



Course Code	MLIS4204 A
Course Title	Public Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Public Library.*

**Outcome -***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Public Library.*

**Unit I: Public Libraries and their Development**

- Objectives and Functions
- History and Development of Public Libraries in India
- History and Development of Public Libraries in Abroad
- Role of Government and agency for the promotion and development of Public Libraries in India

**Unit II: Collection Development and Management**

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources and Databases
- Manuscripts

**UNIT III: Library Organization and Services**

- Organizational Structure of Public Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services
- Resource Sharing and Networking

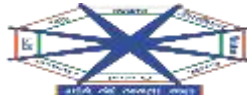
**UNIT IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Public Library in India



## **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) KK Publications, New Delhi.
4. HIGGINS (S E): Youth services and public libraries (2007) Chandos Publishing, Oxford.
5. 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.



Course Code	MLIS4204 B
Course Title	Academic Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Academic Library.*

**Outcome-***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Academic Library.*

### **Unit I: Academic Libraries and their Development**

- Objectives and Functions
- History and Development of Academic Libraries in India
- History and Development of Academic Libraries in Abroad
- UGC and its Role in the Development of College and University Libraries

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

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources and Databases

### **Unit III: Library Organization and Services**

- Organizational Structure of Academic Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services
- Resource Sharing and Networking

### **Unit IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Academic Library in India



## 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 (Ed2.1991) Aslib, London.
10. WHITE (Carl M): Survey of university of Delhi (1965) Planning Unit, University of Delhi, Delhi





Course Code	MLIS4204 C
Course Title	Research and Technical Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Research and Technical Library and Information System.*

**Outcome-***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Research and Technical Library and Information System.*

#### **Unit I: Research and Technical Libraries and their Development**

- Objectives, Functions, and Development of Research and Technical Library in India
- History and Development of Research and Technical Library in Abroad
- Promotion and Development of Research and Technical Library in India
- Research and Technical Libraries and its Relationship with Parent Organization

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

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources, Databases

#### **Unit III: Library Organization and Services**

- Organizational Structure of Research and Technical Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin
- Resource Sharing and Networking

#### **Unit IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Research and Technical Library in India



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



Course Code	MLIS4204 D
Course Title	Health Science Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Health Science Library and Information System*

**Outcome-***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Health Science Library and Information System.*

#### **Unit I: Health Science Libraries and their Development**

- Objectives and Functions
- History and Development of Health Libraries with Special Reference to India
- History and Development of Health Libraries with Special Reference to Abroad
- Medical Libraries Information Policies in India

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

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources
- Databases

#### **Unit III: Library Organization and Services**

- Organizational Structure of Medical Libraries
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin
- Resource Sharing and Networking

#### **Unit IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Health Libraries in India



## RECOMMENDED BOOKS

1. Baker, P.G. (1997). Electronic libraries of the future. Encyclopaedia of library and information science, Volume 50, supplement 22. Edited by Allan Kant and Hall, CM. New York, Marcel Dekker, p. 119-153
2. Dixit, R.P. (1995). Information management in Indian medical libraries. New Delhi, New Concept, p. 227-238.
3. Godlee, F., et al. Can we achieve health information for all by 2015. The Lancet, 295-300.
4. Money, P.K. and Nagaraj, C. (2007). Health information management: an introduction to disease classification and coding. National Medical Journal of India. 20(6), p. 307-310
5. Planning Commission. Government of India 11th Five Year Plan (2007-2012). Report of the working group on health systems research, biomedical research & development and regulation of drugs and therapeutics. Government of India, 2006.
6. Ramani, K.V. and Mavalankar, D. (2006). Health system in India: opportunities and challenges for improvements. Journal of Health Organisation and Management. 20(6), p. 560-572.
7. Sanyal, S. (2005). ICT, e-health & managing healthcare: exploring the issues & challenges in Indian railway medical services. Studies in Health Technology Informatics. 114, p. 157-163.
8. Singh, Surya Nath and Garg, B.S. (2002). Impact of information technology (Reprography) on biomedical information centres and libraries (ICLs) in India: a critical evaluation. Annals of Library and Information Studies. 49(3), p. 113-118.
9. Theo, Lippeveld; Sauerborn, R. & Bodart, C. 2000. Design and implementation of health information systems. WHO, Geneva
10. Wadhwa, S, Saxena, A and Wadhwa, B. (2007). Hospital information management system: an evolutionary knowledge management perspective. International Journal of Electronic Healthcare. 3(2), p. 232-260



Course Code	MLIS4204 E
Course Title	Agricultural Sciences Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Agricultural Sciences Library and Information System*

**Outcome-***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Agricultural Sciences Library and Information System.*

### **Unit I: Agricultural Science Libraries and their Development**

- Objectives and Functions
- History and Development of Agricultural Libraries with Special Reference to India
- History and Development of Agricultural Libraries with Special Reference to Abroad
- Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India

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

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources, Databases

### **Unit III: Library Organization and Services**

- Organizational Structure of Agricultural Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin
- Resource Sharing and Networking

### **Unit IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Agricultural Library in India



## RECOMMENDED BOOKS

1. BHATT (V S): Information resources in agricultural research in 40years of agricultural research in India (1989) ICAR, New Delhi.
2. CHOTEY LAL (C): Agricultural libraries and information systems: a hand book for users (1998) R K Techno Science Agency, New Delhi.
3. DAYMATH (Y) and RUTTAN (V W): Agricultural development: an international perspective (1979) John Hopkins, Baltimore.
4. DESHMUKH (P P): Standardization of library and information services with special reference to scientific and agricultural libraries (1990) ABC, New Delhi.
5. KUMAR (P S G): Agricultural librarianship: M.L.I.Sc. elective paper (2008) B.R. Publication, New Delhi.
6. SHARMA (R D): The agricultural information network for India (1989) Society for Information Science, New Delhi.
7. SUBBAIHA (R): Agricultural librarianship in India: an overview (1988) Metropolitan, New Delhi.
8. SWAMINATHAN (M S): Report of the working group on agricultural research and education for the formulation of the eighth plan (1989) Planning Commission, ICAR, New Delhi.



Course Code	MLIS4204 F
Course Title	Engineering and Technological Library and Information System
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of the objectives, development, collection development, organisational structure, services, financial and HRM of Engineering and Technological Library and Information System.*

**Outcome-***After completion of the course, students will be aware of objectives, development, collection development, organisational structure, services, financial and HRM of Engineering and Technological Library and Information System.*

#### **Unit I: Engineering and Technological Libraries and their Development**

- Objectives and Functions
- Development of Engineering and Technological Libraries
- Role of government, Committees and Other Agencies in the Development of Engineering and Technological Libraries in India

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

- Books and Periodicals
- Conference Literature, Grey Literature and Government Publications
- Non-Book Materials: Electronic-Resources, Databases

#### **Unit III: Library Organization and Services**

- Organizational Structure of Engineering and Technological Library
- Staff Manual, Library Surveys, Statistics and Standards, etc.
- CAS, SDI, Abstracting and Indexing Services, Library Bulletin
- Resource Sharing and Networking

#### **Unit IV: Financial and Human Resource Management**

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development Case Study of Engineering and Technological Library in India



## RECOMMENDED BOOKS:

1. Ramesh, B.D., Sahu, J.R., and Karisiddappa, C.R.(1999). Accessing Engineering Resources on the Internet . In: Proceedings of Library Vision - 2010-Indian Libraries and Librarianship in Retrospect and Prospect held at Hissar , India. Edited by J.L.Sardana .pp.223-231.
2. Arikrishnan (2010) e-Resources for Engineering and Technology: An Overview, University News, Vol.48, No.33, p20-24
3. Parashar, Datta and Patnaik, (2011), Flexibility in Engineering Education. University News,Vol.49.No.50. p. 101-114.
4. Vikas, (2011), Quality up gradation in engineering education network (QUEEN).University News, Vol.49.No.42. p. 26-29.
5. Bhatt and Rana, (2011), Engineering and Management: The two most-sought after fields. University News, Vol.49.No.36. p. 9-17.
6. Rupsing, (2007), AICTE Policy for Collection Development in Engineering College Libraries. Library and information science journalvol.1,No.2, p. 40-43.
7. Singh and Singh, (2011), Web Based Library Services in Engineering College Punjab: A Case Study.





Course Code	MLIS4205 A
Course Title	Internet & Its Applications
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware of Internet and its related technologies in daily use.*

**Outcome-***After completion of the course, students will be aware of well use of Internet technology for learning.*

**Unit I: Internet: An Overview**

- Internet: Introduction, Historical Development and Scope of Internet
- Internet Architecture: H/W & S/W Components
- Client/Server Principle, Routers, Connection Types, ISP, Protocols, Uniform Resource Locator, IP Address
- Domain Name System

**Unit II: Web Languages & Web Browsers**

- Web: Introduction, History and Functions
- Web Languages: HTML, XML, CSS, ASP, JavaScript, PHP
- Web Browsers: Internet Explorer, Mozilla Firefox, Google Chrome

**Unit III: Intranet & Internet Security**

- Intranet: Components, Prerequisites and Services
- Extranet: Components, Prerequisites and Services
- Internet Security: Types of Security, Firewalls, Anti-Virus, Anti-Spyware

**Unit IV: Internet Tools & Services**

- Communication Tools: Email, Telnet, Discussion Groups
- Search Tools: Gopher, Veronica, Jughead, Archie, Search Engines
- Content Enriching Services: Blogs, Wikis, Social Community Websites



## RECOMMENDED BOOKS

1. Bates, Chris. (2006). Web Programming: Building Internet Applications. 3rd ed. New Delhi: Wiley-India.
2. Crumlish, Christian. (2007). The ABCs of the Internet. New Delhi: BPB Publications.
3. Hartl, Michael and Prochazka, Aurelius. (2007). RailsSpace: Building a Social Networking Website with Ruby on Rails. Addison-Wesley Professional.
4. Kalbach, James. (2007). Designing Web Navigation: Optimizing the User Experience. Sebastopol: O'Reilly Media.
5. Miller, Joseph B. (2008). Internet Technologies and Information Services (Library and Information Science Text Series). Libraries Unlimited.
6. Morville, Peter and Rosenfeld, Louis. (2006). Information Architecture for the World Wide Web: Designing Large-Scale Web Sites. 3rd ed. Sebastopol: O'Reilly Media.
7. Nair, R. Raman. (2002). Internet for Information Services. New Delhi: Ess Ess Publications.
8. Robbins, Jennifer Niederst. (2012). Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics. 4th ed. Sebastopol: O'Reilly Media.
9. Sehgal, R. L. (2000). Internet and Internet for Librarians. New Delhi: Ess Ess Publications.
10. Russell, Jesse and Cohn, Ronald (eds.). (2012). Web Browser. Book on Demand Ltd.
11. Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.
12. Weinberg, Tamar. (2009). The New Community Rules: Marketing on the Social Web. Sebastopol: O'Reilly Media.



Course Code	MLIS4205 B
Course Title	Preservation & Conservation of Library Materials
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To appraise need and techniques of preservation and conservation of library materials.*

**Outcome-***After completion of the course, students will be able to understand various preservation and conservation techniques of library materials.*

**Unit I: Basics of Preservation and Conservation: Overview**

- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets
- Digital Preservation

**Unit II: Preservation of Non-Print Materials**

- Palm Leaves
- Manuscripts
- Films
- Pen Drive, DVD

**Unit III: Hazards and Control Measures to Library Materials**

- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc)
- Chemical Factors
- Biological Factors

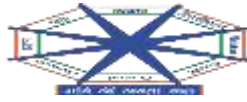
**Unit IV: Binding**

- Types of Binding of Library Materials
- Binding Material and their Varieties
- Binding Process
- Standards for Library Binding



## RECOMMENDED BOOKS

1. Casey, J. P. (1982). Paper making. New York: Interscience Publishers
2. Corduroy, John. (1978). Book binding for beginners. London: Thomas and Hudson
3. Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta: National Library
4. Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague: IFLA
5. Gabriel, M. & Ladd, D. (1980). The microfilm revolution in libraries. Greenwich: JAI Press
6. Harvey, Poss. (1993). Preservation in libraries: a reader. London: R R Bowker
7. Hans, K. J. (1958). Sign, symbol and script. London: George Allen & Unwin
8. Sharma, R. G. (1979). Pandulipisampadankala. Delhi: Prabhat Prakashan
8. Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi



Course Code	MLIS4205 C
Course Title	Knowledge Management
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-** *To make the students aware of need and concepts of knowledge management in library.*

**Outcome-** *After completion of the course, students will be aware of the application of knowledge management in libraries & information centres.*

### **Unit I: Basics of Knowledge Management**

- Concept of Knowledge
- Types of Knowledge: Explicit Knowledge and Implicit Knowledge
- Concept and Scope of Knowledge Management
- Knowledge Management Cycle

### **Unit II: Knowledge Management: Creation & Tools**

- Knowledge Creation, Access, Transfer and Sharing
- Knowledge Tools
- Knowledge Networks
- Knowledge in Decision Making

### **Unit III: Pre-requisites of Knowledge Management**

- Sharing of Expertise
- Knowledge Mapping
- Knowledge Worker

### **Unit IV: Trends and Challenges of Knowledge Management**

- KM Initiatives in Indian Organization
- Software for Knowledge Management
- Pioneers in Knowledge Management
- Advances in Knowledge Management



## RECOMMENDED BOOKS

1. Anderson, Paul. (2012). Web 2.0 and beyond: principles and technologies. Boca Raton: CRC Press
2. Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research
3. Carl Frappaolo. (2006). Knowledge Management. Amazon.com
4. ChristeeGabour Atwood. (2009). Knowledge Management Basics (ASTD Training Basics Series.Amazon.com
5. Donald Hislop. (2009). Knowledge Management in organization.Amazon.com
6. Elias M. Awad. (2010). Knowledge Management: Updated 2nd Edition (2010 Second Edition). Amazon.com.
7. Easterby-Smith, Mark & Lyles, Marjorie A. (2011). Handbook of organizational learning and knowledge managemen. Chichester, West Sussex : Wiley,
8. Guilin, Guangxi Zhuangzu Zizhiqu. (2006). Advances in knowledge acquisition and management; Pacific Rim Knowledge Acquisition Workshop, PKAW. New York: Springer,
9. Irma Becerra-Fernandez and Rajiv Sabherwal. (2010). Knowledge Management System and Processes.Amazon.com
10. J. Paul Peter and James H. Donnelly. (2010). Marketing Management: Knowledge and Skills, 10th Edition. Amazon.com
11. Jay Liebowitz. (2012). Knowledge Management Handbook: Collaboration and Social Networking, Second Edition .Amazon.com
12. Kimiz Dalkir and Jay Liebowitz. (2011). Knowledge Management Theory & Practice.Amazon.com



Course Code	MLIS4205 D
Course Title	Informetrics
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To acquaint students with Informetrics, Bibliometrics Laws, Growth and Obsolescence of Literature, Citation analysis and Science Indicators.*

**Outcome-***After completion of the course, students will be confident about Informetrics, Bibliometrics Laws, Growth and Obsolescence of Literature, Citation analysis and Science Indicators.*

#### **Unit I : Informetrics**

- Genesis, scope and definition
- Librametry, Bibliometrics
- Scientometrics
- Webometrics

#### **Unit II : Bibliometrics Laws**

- Classical Bibliometrics laws: Zip's law, Lotka's law, Bradford's Law of Scattering; Generalized Bibliometrics distributions.
- Fitting of Informetrics models : Bradford's Curve, Leimukuhler's Distribution.
- Aspects of concentration measures; 80-20 rule, Price's Law relating to scientific productivity Analysis of use statistics.

#### **Unit III : Growth and Obsolescence of Literature**

- Various growth models;
- Aging factor and half life: real vs. apparent
- synchronous vs. diachronous.

#### **Unit IV : Citation analysis and Science Indicators**

- Bibliographic Coupling and Co-citation Analysis
- Science indicators: Impact factor, h-index, g-index, i-10
- Mapping of Science



## RECOMMENDED BOOKS

1. Baker, S L. and Lancaster, S.W. (1991). Measurement and evaluation of library services. 2 Ed. Arlington: Information Resources Press
2. Carpenter, R.L. and Vasu, E.S. (1979). Statistical methods for librarian. Chicago: ALA.
3. Donohue, J C. (1990). Understanding scientific literature: A Bibliometric approach. London: MIT.
4. Egghe, L., and Rousseau, R. (1990). Introduction to Informetrics: Quantitative methods in Library, Documentation and Information Science. Amsterdam: Elsevier.
5. Egghe, L. and Rousseau, R. (2001). Elementary statistics for effective Library and Information services management. London: ASLIB.
6. Garfield, E. (1979). Citation Indexing: Its theory and application in Science and Technology and Humanities. New York: John Wiley.
7. Meadows, A.J. (1974). Communication in Science. London: Butterworths.
8. Nicholas D. and Ritchil, M. (1979). Literature and Bibliometrics. London: Clive Bingley.
9. Rao, I. K.R. (1985). Quantitative Methods for Libreary and Information Science. New Delhi: Wiley Eastern.





Course Code	MLIS4205 E
Course Title	Information Resource Development
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To acquaint students with various information resource development principles and selection tools.*

**Outcome-***After completion of the course, students will be confident enough to equip the library by using various information resource selection tools and principles.*

### **Unit I: Types of Information Resources**

- Documentary (Primary, Secondary & Tertiary)
- Non-Documentary
- E-Resources

### **Unit II: Book Selection Principles**

- Drury's Principle
- Dewey's Principle
- McColvin's Principle
- Ranganathan's Principle

### **Unit III: Selection Tools**

- Current List, Bibliographies
- Library Catalogue
- Books in Print
- Publishers' Catalogue, Directories, WebOPAC (WorldCat), Websites

### **Unit IV: Categories of Documents**

- By Physical Characteristics
- By Information Characteristics
- Books and Periodicals, Theses and Dissertations
- Govt. Publications, Grey Literature



## RECOMMENDED BOOKS

1. Keith R. McCloy. (1995). Resource management information systems: process and practice. Bristol, PA : Taylor & Francis. London.
2. Kenneth C. Laudon, Jane Price Laudon. (2002). Management information systems: managing the digital firm. Prentice-Hall. New Jersey, USA
3. Margaret C. Harrell ... [et al.]. (2011). Information systems technician rating stakeholders: implications for effective performance. Santa Monica, CA : RAND National Defense Research Institute
4. Mcnurlin. (2003). Information Systems Management in Practice. Pearson Education India. Delhi.
5. Okon.E. Ani & Blessing Ahiauzu. (2008). Towards effective development of electronic information resources in Nigerian university libraries. Emerald Group Publishing Ltd.
6. Pitschmann, Louis. (2001). A Building sustainable collections of free third-party Web resources. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.
7. Smith, Allen N. & Donald B. Medley.(1987). Information resource management. South-Western Pub.Co. Cincinnati.
8. Smith, Abby. (2001). Strategies for building digitized collections. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources
9. Tariq Ashraf and Puja AnandGulati. (2012). Design, Development, and Management of Resources for Digital Library Services. Amazon.co.uk
10. Timothy D. Jewell et al. (2005). Electronic Resource management: report of the DLF resource management initiative. Digital Library Federation. Washington D C
11. Turban. (2008). Information Technology for Management: Transforming Organizations In The Digital Economy, 4th ed. Jon Wiley & Son. USA
12. William G. Smith & Associates. (1991). Information resource management policies. Database Research Group. Boston



Course Code	MLIS4205 F
Course Title	Technical Writing
Type of Paper	Elective
Credit	4
Teaching Hours	48

**Objectives-***To acquaint students with Communication Process, Planning and Organisation of Technical / Scientific Writing, Technical Editing and Editorial Tools, Publication Process and Ethics.*

**Outcome-***After completion of the course, students will be confident about Communication Process, Planning and Organisation of Technical / Scientific Writing, Technical Editing and Editorial Tools, Publication Process and Ethics.*

#### **Unit I: Communication Process**

- Overview of Communication process
- Characteristic features of Technical Writing
- Target group in Written Communication
- Reader /Writer Relationship.

#### **Unit II: Planning and Organisation of Technical / Scientific Writing**

- Definition, Structure, Purpose, Characteristics and functions.
- Aberrations in Technical Writing
- Collection, Organisation and presentation of data including illustrations
- Case Studies: Preparation of Short Communications, Review Articles, Technical Report, Monographs, Project proposals, dissertations and House Bulletins.

#### **Unit III: Technical Editing and Editorial Tools**

- Editor
- Editorial process
- Editorial Tools

#### **Unit IV: Publication Process and Ethics**

- Planning, Preparation, Production of Technical Information products.
- Dissemination of Technical Information products.
- Publication Ethics: Copy Right, IPR, Legal Issues and Professional Ethics



## RECOMMENDED BOOKS

1. Elbow, Peter. Writing without teachers. New York. Oxford University Press. 1973.
2. Gowers, Sir. Ernest. The complete plain words. London: HMSO. 1954.
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Course Code	MLIS4206
Course Title	Dissertation
Type of Paper	Core
Credit	4
Teaching Hours	48

**Objectives-***To make the students aware about writing a dissertation.*

**Outcome-***After completion of the course, students will be aware about dissertation writing.*

Dissertation Work shall be start in the beginning of the second semester for which each student will be allotted a topic for writing the Dissertation. The Dissertation will be submitted at the end of second semester on the date to be decided by the Department.

A. Dissertation Evaluation by External and Internal Examiner:  $25 \times 2 = 50$  Marks

B. Viva-Voce:  $25 \times 2 = 50$  Marks

Total:  $A + B = 100$  Marks