



VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

JNANASAGARA CAMPUS, BALLARI-583105

**Department of Studies in
Library & Information Science**

SYLLABUS

Master of Arts

(III Semester)

**With effect from
2021-22**



VIJAYANAGARA SRI KRISHNADEVARAYA UNIVERSITY

Department of Library and Information Science

Jnana Sagara, Ballari - 583105



Distribution of Courses/Papers in Postgraduate Programme I to IV Semester as per Choice Based Credit System (CBCS) Proposed for PG Programs

III – SEMESTER

With Practical

Semester	Category	Subject code	Title of the Paper	Marks			Teaching hours/week			Credit	Duration of exams (Hrs)
				IA	SEE	Total	L	T	P		
THIRD	DSC9	21LIS3C9L	Library Automation	30	70	100	4	-	-	4	3
	DSC10	21LIS3C10L	Web Technology, Networking and E-Publishing	30	70	100	4	-	-	4	3
	DSE1	21LIS3E1AL	Information and Communication Studies	30	70	100	4	-	-	4	3
		21LIS3E1BL	Library Users and User Education								
		21LIS3E1CL	Information system and services								
	DSE2	21LIS3E2AL	Academic Library System	30	70	100	4	-	-	4	3
		21LIS3E2BL	Public Library System								
		21LIS3E2CL	Special Library System								
	GEC1	21LIS3G1AL	Information Literacy	20	30	50	2	-	-	2	1
		21LIS3G1BL	Information Sources								
21LIS3G1CL		Information Systems for Social Sciences									
SEC3	21LIS3S3LP	Research Methodology	20	30	50	L-2/T-2/P-4/L-1 & T-1/L-1 & P-2/T-1 & P-2			2	1	
DSC9P7	21LIS3C7P	Library Automation (DSC9)	20	30	50	-	-	4	2	4	
DSC10P8	21LIS3C8P	Library Networking (DSC10)	20	30	50	-	-	4	2	4	
Total Marks for III Semester									600		24

21LIS3C9L: Library Automation

Course: Library Automation	Course Code: 21LIS3C9L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. Get an overview of the definition, concept, need and importance of library automation.
2. Understand areas, strategies and infrastructure required for library automation
3. Know about the application of latest technology in library function
4. Know the different library automation software along with criteria for its evaluation

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1 :** Understand the basic concepts, need and importance of library automation
- CO2 :** Learn about the areas, strategies and infrastructure required for library automation.
- CO3 :** Know about the application of latest technologies such as RFID, NFCT, Discovery tools and artificial intelligence in library functions.
- CO4 :** Know about the various software used for library automation, understand its features and evaluation criteria to consider the automation software for libraries.

Content of Course 1	56 Hrs
Unit – 1 : Library Automation	12
<ul style="list-style-type: none"> ➤ Library Automation: Concept, Meaning and Definition, Need, Purpose, Advantages and Disadvantages ➤ Historical development ➤ Planning for Library automation. 	
Unit – 2 Library Housekeeping operations	10
<ul style="list-style-type: none"> ➤ Automated acquisition ➤ Automated Technical processing ➤ Automated Circulation ➤ Automated serials control ➤ OPAC 	
Unit – 3 : Library Software Packages	13
<ul style="list-style-type: none"> ➤ Library Automation Software: Commercial and Open Source ➤ Salient features of ILMS <ul style="list-style-type: none"> ▪ SOUL ▪ EasyLib ▪ LIBSYS ▪ Koha ▪ NewGen Lib ➤ Criteria for Evaluation of Library software packages ➤ Study of standards relevant to library automation- MARC21, Dublin Core, ISO 2709, and Z39.50. 	
Unit – 4 : Retrospective Conversion	11
<ul style="list-style-type: none"> ➤ Retrospective Conversion: Concept, Purpose and Techniques ➤ Retrospective Conversion Outsourcing: Planning and Prospects ➤ Retrospective Conversion in Academic Libraries of India: INFLIBNET Initiative, e-shodh Sindhu & Others 	
Unit – 5 : Application of Barcode, RFID, NFCT and Artificial Intelligence in Libraries	10
<ul style="list-style-type: none"> ➤ Application of Barcode Technology to Library and Information Centers ➤ Application of RFID to Library and Information Centers ➤ Application of NFCT to Library and Information Centers ➤ Applications of Artificial Intelligence to Library and Information Centers 	

References:

1. Grewal, Gagandeep. (2004). *Handbook of Library Security*. New Delhi : Dominant.
2. Haravu, L J. (2004). *Library automation design, principles and practice*. New Delhi: Allied Publishers.
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19. Barcode basics. <http://www.makebarcode.com/info/info.html>
20. https://epgp.inflibnet.ac.in/view_f.php?category=38
21. <https://iite.unesco.org/pics/publications/en/files/3214563.pdf>
22. <https://ndl.iitkgp.ac.in/>
23. <https://nios.ac.in/media/documents/SrSecLibrary/LCh-003.pdf>
24. <http://www.librarysoftware.in/library-automation.html>

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3C10L : Web Technology, Networking and E-Publishing

Course: Web Technology, Networking and E-Publishing	Course Code: 21LIS3C10L
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. Explain the evolution of Internet and Web
2. Discuss the functions and features of the Web browsers and Search Engines
3. To impart knowledge on the development of computer networks and Network Topologies
4. know what do the concepts of 'E-Publishing' mean

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : understand the web technology

CO2 : understand the service of different types of web browser and search engines

CO3 : attain knowledge about the topologies used for interconnecting computers such as Bus, Ring, Star, Mesh, topologies, etc. and network devices such as Modems, Hub, Switches, Gateway and Routers.

CO4 : Get knowledge on e-publishing, its process and issues related to e-publishing

Content of Course 1	56 Hrs
Unit – 1 : Web Technology	10
<ul style="list-style-type: none"> ➤ World Wide Web: History and Evolution, Uniform Resource Locator (URL), Web Servers, Browsers and Search Engines ➤ Web resources: Meaning and definition, Growth and development, Types ➤ Criteria for Evaluation Web Resources ➤ Social networks: Need and Importance, Types: Wikis, Facebook, Twitter, Blogs, YouTube, Slideshare. ➤ Web Designing : Introduction to HTML Markup Language 	
Unit – 2 : Networking	12
<ul style="list-style-type: none"> ➤ Networking concepts: Meaning, Definition and Advantages ➤ Network devices: File server, Work station, Network Interface Unit, Transmission media, Hub, Repeater, Bridge, Router, Gateway, and Modem. ➤ Network Topologies – Star, Ring, Bus, Mesh and Tree. ➤ Types of Networks – LAN, MAN, WAN and Wireless Networking 	
Unit – 3 : Library Networks	12
<ul style="list-style-type: none"> ➤ History and Developments of Library Cooperation and Networking. ➤ Library Networks: Study of the functions and activities of OCLC, RLIN, BLAISE, ERNET, JANET, NICNET, INFLIBNET, DELNET, BALNET, MANLIBNET. 	
Unit – 4 : E-Publishing	11
<ul style="list-style-type: none"> ➤ Electronic Publishing: Concept, categories – commercial, open access, self e-publishing, scholarly communication. ➤ E-Publishing Process: peer reviewing, editing, proofreading, designing, typesetting, and printing. ➤ E-publishing software: features and use. Study of select e-publishing software: MS Publisher and OJS. 	
Unit – 5 : Issues in E-Publishing	11
<ul style="list-style-type: none"> ➤ IPR and Copyright issues in e-publishing. ➤ Legal, Social and Economic issues I e-publishing 	

References:

1. Blood, R. (2002). *The weblog handbook: Practical advice on creating and maintaining your blog*. Cambridge, MA: Perseus Pub.
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14. *Seven years of tracking electronic publishing: the ARL directory of electronic journals, newsletters and academic discussion lists*. *Library Hi-Tech*, 17(1), 17-25.
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16. Mahapatra, M. and Ramesh D.B. (2004). *Electronic publishing and media*. In: *Information technology application in libraries: a textbook for beginners*, edited by M. Mahapatra and D.B. Ramesh. Bhubaneswar: Reprint. pp 496-509.

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E1L1 : Information and Communication Studies

Course: Information and Communication Studies	Course Code: 21LIS3E1L1
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To acquaint the students with the role of information in society
2. To understand information needed for the different kinds of activities
3. To know about the economics & management of information and knowledge
4. To get familiarize with the characteristics of the information resources in society

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Comprehend the concepts of Data, Information, Knowledge and fair use of

Information.

CO2 : Understand the role of information in society and communication channels.

CO3 : Know about the economics & management of Information and Knowledge

CO4 : Elaborate the concepts of Information Society and Knowledge Society

Content of Course 1	56 Hrs
Unit – 1 : Information and Communication	12
<ul style="list-style-type: none"> ➤ Information: Characteristics, Nature, Value & Use of Information ➤ Conceptual Difference Between Data, Information & Knowledge ➤ Communication of Information : Communication Channels ➤ Models: Aristotle’s Model, Lasswell’s Models, Michael Buchler Model, Shannon & Weaver Model etc. ➤ Barriers of Communication. ➤ Trends in Information Communication 	
Unit – 2 : Information Science	10
<ul style="list-style-type: none"> ➤ Information Science: meaning, definitions □ Origin, Development and Evolution of Information Science ➤ Theoretical Foundations and Framework of Information Science □ Physical and Cognitive Paradigms ➤ Education for Library and Information Science Professionals 	
Unit – 3 : Information Society	12
<ul style="list-style-type: none"> ➤ Genesis, Development and Evolution of Information Society ➤ Changing Role of Library and Information Centres in the Information Society ➤ Issues of Information Society: Social, Political and Economical ➤ Policies relating to Information: Right to Information and Intellectual Property Rights ➤ Concept of Freedom, Censorship, Data Security and Fair Use □ National and International Information Policies and Programmes: UAP, UBC 	
Unit – 4 : Information Management and Knowledge Management	11
<ul style="list-style-type: none"> ➤ Information Management: meaning, definitions and need ➤ Knowledge Management: meaning, definitions, need and implementation; types of knowledge; Knowledge Management Models ➤ Difference Between Information Management and Knowledge Management 	
Unit – 5 : Economics of Information and Information Economics	11
<ul style="list-style-type: none"> ➤ Economics of Information and Information Economics ➤ Information as a Resource and Factor of Production ➤ Economics of Information Sources and Production 	

References:

1. Ackerman, Mark S. [et al.]. (2003). Sharing Expertise: Beyond Knowledge Management. Boston: MIT Press.
2. Debons, Anthony (et al). (1988). Information Science: An Integrated View. Boston, Mass.: G K Hall.
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7. Rao, Madan Mohan. (2003). Leading with Knowledge: Knowledge Management Practices in Global Infotech Companies. New Delhi: McGraw Hill.
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12. Webster, F. (2002). Theories of the Information Society. 2nd ed. London: Routledge.
13. Wolpert, S. A. and Wolpert, J. F. (1986). Economics of Information.
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15. www.netugc.com

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E1L2 : Library Users and User Education

Course: Library Users and User Education	Course Code: 21LIS3E1L2
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To know about the concept and need of user studies;
2. To describe the methods of user studies;
3. To understand the concept, objectives and need of user education
4. To identify different levels and methods of user education

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Know the Meaning, objectives and need for user studies,

CO2 : Identify necessary steps in planning of a user study,

CO3 : Learn about various methods/techniques for user studies.

CO4 : Describe methods of user education, and

Content of Course 1	56 Hrs
Unit – 1 : Information User	11
<ul style="list-style-type: none"> ➤ Information User : Concept, Meaning Definition and Characteristics ➤ Category of User Communities: Students, Teachers, Scientists and Technologists, Research and Development Personnel, Planners, Policy Makers, Ethnic groups and other professionals ➤ Users and Information System ➤ Information use in Library System 	
Unit – 2 Information Needs	12
<ul style="list-style-type: none"> ➤ Information Needs: Concept ➤ Types of Information Needs ➤ Factors Influencing Information Needs ➤ Theories of Information Need 	
Unit – 3 : Information Seeking Behaviour	10
<ul style="list-style-type: none"> ➤ Information Seeking Behaviour : Concept ➤ Models of Information Seeking Behaviour 	
Unit – 4 : User Studies	12
<ul style="list-style-type: none"> ➤ User Studies: concept and meaning <ul style="list-style-type: none"> ▪ Objectives of User Studies ▪ Need for User Studies ▪ User Studies: Planning ▪ Selection of Sample ➤ Methods or Techniques ➤ Data Analysis Methods ➤ Implications of User Studies for Libraries ➤ Limitations of User Studies 	
Unit – 5 : User Education	11
<ul style="list-style-type: none"> ➤ User Education: Concept and Meaning <ul style="list-style-type: none"> ▪ User Education: Objectives ▪ User Education: Need ▪ Methods of User Education ▪ Towards Information Literacy ▪ Evaluation of User Education Programmes 	

References:

1. Brittain, J. M. (1970). Information and its users: a review with special reference to the social Sciences, Bath: Bath University Press.
2. Chowdhury, G. G., & Chowdhury, S. (2011). Information users and usability in the digital age. New York: Neal-Schuman Publishers, Inc.
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22. Wilson. T. D. "Recent Trends in User Studies: Action Research and Qualitative Methods." Information Research 5, no. 3 (2000). (Available at <http://informationr.net/ir/5-3/paper76.html>).

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E1L3: Information system and services

Course: Information system and services	Course Code: 21LIS3E1L3
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To explain the concept and different kinds of information system
2. To identify National and International level organisations and systems including library/information organisations and to explain the programmes and activities being undertaken by such organizations in promotion, coordination and development of library and information activities
3. Know the importance of referencel service and how a library can provide this service

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Introduce the concept of information systems and understanding different kinds of information systems.

CO2 : Understand their role in providing information to the target users and explain the activities and programmes undertaken by such organizations in providing information and information services

CO3 : Reference services are responsive services, which are provided by the libraries when requested by the library users. It is concerned with directing the user with specific needs to the sources available outside the library. The sources may be a reputable person, an organization or an agency, which would fulfil information needs of the users.

Content of Course 1	56 Hrs
Unit – 1 : Information Systems	12
<ul style="list-style-type: none"> ➤ Basic concept, Types, Characteristics and components. Planning and Organisation of Information Systems. ➤ Different kinds of documents: Dictionaries, Encyclopedias, Ready Reference Sources, Statistical Sources, Geographical sources, Biographical sources, Patents, Standards, Theses, Reports, Standards and Specifications, etc. 	
Unit – 2 : Libraries, Documentation and Information Centres	13
<ul style="list-style-type: none"> ➤ Data Banks, Information Analysis Centres, Documentation Centres, Document Delivery/Reprographic Centres, Archives and Museum, Referral Centres, Clearing House. 	
Unit – 3 : National and International Information Systems and Services	10
<ul style="list-style-type: none"> ➤ National Information Systems and Services NAPLIS (National Policy on Library and Information Systems). NISCAIR, DESIDOC, NASSDOC, SENDOC, INFLIBNET, NISSAT. ➤ International Information Systems and Services : UNESCO-PGI, AGRIS, INIS, INSPEC, DEVSIS, MEDLARS, ICSU, BIOSIS, UNISIST. 	
Unit – 4 : Reference Service	11
<ul style="list-style-type: none"> ➤ Meaning, Definition and Scope. ➤ Need and Purpose of Reference Service. ➤ Types of Reference Service: Short Range and Long Rang ➤ Reference vis-à-vis Information Service. ➤ Information Alerting Services: CAS, SDI, Paper Clipping Service, Indexing service, Abstracting service. etc. 	
Unit – 5 : Open Access Initiatives	10
<ul style="list-style-type: none"> ➤ Open access: Concept, Need, Characteristics and Types. ➤ Open Access Initiatives in India. ➤ Evolution of Institutional repositories ➤ Institutional repositories-concepts and issues ➤ Repositories and Open Archives ➤ Implementing institutional repositories ➤ Institutional repository software-Key features and functionality. ➤ IR and Case Studies. ➤ Document Delivery Services. 	

References:

1. Asija, Sunitha. Documentation services in India: A review of some selected documentation centres. New Delhi, Academic Publications, 1998.
2. Barua, Brahmanda Pratap. National Policy on Library and Information Systems and Services for India. Bombay: Popular Prakashana, 2002.
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11. Kohtanek, Thomas R. and Mathews, Joseph R. Library and Information Systems: From Library automation to distributed information access solution. West Port: Libraries unlimited, 2004.
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13. Lucas, Amy. Ed. Encyclopedia of Information Systems and Services. Detroit Gale Research, 1990.
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15. Neelameghan A. and Prasad, K.N. Eds. Information systems and services in India. Bangalore, SRELS, 2005.
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17. Ranganathan, S. R. Reference Service. Bombay: Asia, 1967.
18. Sadagopan, S. Management Information Systems. Delhi, PHI Learning, 2014
19. Sing, Gurudev. Information Sources Services and Systems, Delhi: PHI Learning Private Limited, 2013.
20. Wiseman, H. M. Information Systems, Services and Centres. New York: Becker and Hanyes, 1972.

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E2L1: Academic LibrarySystem

Course: Academic LibrarySystem	Course Code: 21LIS3E2L1
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To understand the structure and development of the higher education in India
2. To understand academic librarianship, its types, collection, HR and finance
3. To prepare specialized professional manpower for academic libraries
4. To develop knowledge in planning and development of information services and systems suitable for Academic Libraries.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Comprehend the structure and development of the higher education in India.

CO2 : Understand academic librarianship, its types, collection, HR and finance

CO3 : Professionally manage an academic library and provide access to its resources and services.

CO4 : Attain knowledge in planning and development of information services and systems suitable for Academic Libraries.

Content of Course 1	56 Hrs
Unit – 1 : Academic Libraries	12
<ul style="list-style-type: none"> ➤ Meaning, Definition, Importance, Functions. ➤ Types of Academic Libraries. School, College, University Libraries ➤ Role of Libraries in Higher Education. ➤ Role of UGC in the Development of Academic Libraries 	
Unit – 2 : Collection Development and Management in Academic Libraries	13
<ul style="list-style-type: none"> ➤ Ideal Characteristics of Academic Library collection ➤ Meaning and Definitions of collection development. ➤ Book selection procedure. ➤ Collection development policy in the digital environment. ➤ Problems of collection development. ➤ Copyright uses in the digital environment. 	
Unit – 3 : Academic Library Services	10
<ul style="list-style-type: none"> ➤ Digital Reference Services (DRS). ➤ Current Awareness and SDI Service (CAS & SDI) ➤ E-mail Altering Services. ➤ Electronic Document Delivery Services (EDDS) ➤ Database Services. ➤ User Education and Information Literacy. 	
Unit – 4 : Academic Library Management	11
<ul style="list-style-type: none"> ➤ Human Resource Development (HRD) and Financial management in Libraries. ➤ HRD: Meaning, definitions and importance. ➤ Manpower planning and training: Continuing Education Programmes(CEPs) for Librarians. ➤ Financial Management: Types of Budgeting, Lumpsum Budget, Zero Based Budget (ZBB) and Program Planning Budgeting System (PPBS). 	
Unit – 5 : Library Networking	10
<ul style="list-style-type: none"> ➤ Library/ Information Networking: Definition, need and importance. ➤ Information Network Development in India: DELNET, INFLIBNET, VIDYANET, ERNET. 	

References:

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3. Flemming, H. (1990). User Education in Academic Libraries. London: The American Library Association.
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Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E2L2: Public LibrarySystem

Course: Public LibrarySystem	Course Code: 21LIS3E2L2
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To understand about public library systems in India and around world
2. To learn role of public libraries in development of individual and society
3. To know about functions and services of public libraries
4. To manage public library and its finance

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Comprehend public library system in India and world

CO2 : Understand role of public libraries in enhancing learning and education

CO3 : To manage public library (collection, building, functions, services and its finance)

CO4 : To manage public library user and staffing

Content of Course 1	56 Hrs
Unit – 1 : Public Libraries	12
<ul style="list-style-type: none"> ➤ Meaning and definition, Aims and objectives, Functions, Characteristics and their role in literacy and continuing education ➤ Brief History and Development of public libraries in India; ➤ Public Library Movement in India: Recommendation by S.R. Ranganathan ➤ Advisory Committee for India; UNESCO Manifesto; Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata) ➤ public library legislation in India with special reference to KPLA. 	
Unit – 2 Collection and Development	13
<ul style="list-style-type: none"> ➤ Steps in collection development: Selection and Acquisition of different types of documents including non-book materials. ➤ Weeding. Preservation, storage and evaluation 	
Unit – 3 : Organization and Management of Information Resources and Services	10
<ul style="list-style-type: none"> ➤ Organization of Library, Staff Manual, Statistics, Work Measurement and Standards. ➤ Organisation of Information Resources. ➤ Planning and Organisation of various types of Information services to the different categories of users including the disabled. Extension and Publicity Activities. 	
Unit – 4 : Human Resource Planning, Management and Development	11
<ul style="list-style-type: none"> ➤ Nature, Size, Selection and Recruitment, Qualifications, Training and Education, Duties and Responsibilities, Service conditions, motivation and control. 	
Unit – 5 : Financial Management	10
<ul style="list-style-type: none"> ➤ Financial resources of Public Libraries, Mobilization and Estimation of Public Library Finance. ➤ Budget: Meaning, Definitions and Functions. ➤ Different types of Budget and Application of PPBS in Public Libraries. 	

References:

1. Beardwell, Ian and Holden, Len. Ed. Human Resource Management: Contemporary Perspective. New Delhi: McMillan, 1996.
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6. Krishnamurthy, R. Library Management. New Delhi: Commonwealth, 1997.
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Date :

Course Coordinator

Subject Committee Chairperson

21LIS3E2L3: Special Library System

Course: Special Library System	Course Code: 21LIS3E2L3
Teaching Hours/Week (L-T-P): 4 - 0 - 0	No. of Credits: 04
Internal Assessment: 30 Marks	Semester End Examination: 70 Marks

Objectives of the Course:

1. To study growth and importance of special libraries
2. To know features of information sources, institutions, and information systems

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1: understands the genesis, growth and importance of special libraries.

CO2: know the sources for collection development

Content of Course 1	56 Hrs
Unit – 1 : Special Libraries	12
<ul style="list-style-type: none"> ➤ Meaning, Definitions, Characteristics, Aims, Objectives, Functions ➤ Types of Special Libraries: Government, R & D Libraries, Industrial, Hospital, Prison, News paper, Children, Mobile Libraries etc. ➤ History and Development of Special Libraries in India 	
Unit – 2 Library Organization, Administration and Management	13
<ul style="list-style-type: none"> ➤ Library Organization and Administration ➤ Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc. ➤ Personnel Management in Special Libraries ➤ Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation ➤ Planning, Basic Elements in the Design of Special Library Buildings, Furniture and Library Equipment, Lighting and Fittings 	
Unit – 3 : Collection Development	10
<ul style="list-style-type: none"> ➤ Principles of Collection Development ➤ Selection Principles, Tools and Problems of Collection Development ➤ Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.) ➤ Electronic Documents ➤ Weeding Policy 	
Unit – 4 : Planning of Various Information Services	11
<ul style="list-style-type: none"> ➤ Reference: Active, Passive and Short-range and Long-range and Referral Services. ➤ Abstracting and Indexing Services. ➤ Current Awareness Services: Current Contents, Bulletin Board and etc. ➤ Selective Dissemination of Information. ➤ News Paper Clipping Service. ➤ Digest Service, Reprographic and Translation Service. ➤ Literature Search and Bibliographic Service and others. ➤ Web based Information Services: E-mail, Use of Social Networking Sites. 	
Unit – 5 : Resource Sharing	10
<ul style="list-style-type: none"> ➤ Resource Sharing: Concept, Need and Purpose ➤ Resource Sharing Networks in India ➤ Resource Sharing Networks – RLIN, OCLC, etc. 	

References:

1. Burton, P. F. and Patric J. H. (1991). *Information Management Technology: A Librarian's Guide*. London: Chapman and Hall.
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26. <http://slq.nu/?article=the-special-library-bridging-the-physical-and-digital-arenas>
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Date :

Course Coordinator

Subject Committee Chairperson

21LIS3G1L : Information Literacy

Course: Information Literacy	Course Code: 21LIS3G1AL
Teaching Hours/Week (L-T-P): 2 - 0 - 0	No. of Credits: 02
Internal Assessment: 15 Marks	Semester End Examination: 35 Marks

Course objectives

1. To understand the basic concept of Information Literacy
2. To study Information literacy standards and Programme

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : illustrate the concepts of information literacy and user education,

CO2 : explain the types, models, standards and guidelines in information literacy

Content of Course	28 Hrs
Unit – 1 : Introduction of Information Literacy	11
<ul style="list-style-type: none"> ➤ Concept, need, importance, history and evolution of information literacy ➤ Types of information literacy <ul style="list-style-type: none"> ▪ Technology Literacy ▪ Computer literacy ▪ Media Literacy ▪ Web Literacy and Digital literacy ➤ Information Literacy and Library 	
Unit – 2 : Information Literacy Standards and Models	08
<ul style="list-style-type: none"> ➤ Information Literacy Models : SCONUL, Empowering 8TM, B-6, Seven Pillar, ELLIS, Kuhlthau Model ➤ Information Literacy Standards : ALA, ACRL, IFLA, Taskforces and forums. 	
Unit – 3 : Trends in Information Literacy Research and major IL Initiatives, Programmes	09
<ul style="list-style-type: none"> ➤ Current Trends and Research in Information Literacy ➤ Global Perspectives of Information Literacy ➤ Information Literacy Initiatives and Programmes in India. 	

References :

1. American Association of School Librarians and Associations for Educational Communications and Technology. (1998).
2. Information Standards for Student Learning. Chicago: American Library Association.
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21LIS3G1L : InformationSources

Course: InformationSource	Course Code: 21LIS3G1BL
Teaching Hours/Week (L-T-P): 2 - 0 - 0	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

1. Get an overview of the nature, definition, concept and need of information
2. Identify documentary and non-documentary sources
3. Know about the Primary, Secondary and Tertiary sources
4. Learn the various types Non-documentary information sources and resources which include Institutional and Human resources.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : understand the basic concepts of information, its characteristics, difference between information sources and resources, importance of information services for library users and the need for information systems in our information infrastructure.

CO2 : learn the need for various documentary and non-documentary information sources

CO3 : learn characteristics, categorization and use of primary, secondary and tertiary sources of information in different contexts

CO4 : learn the various types of non-documentary information sources and resources which include institutional and human resources.

Content of Course	28 Hrs
Unit – 1 : Information Sources	11
<ul style="list-style-type: none"> ➤ Meaning, Definition, importance, Characteristics, Functions, evolutions -both print and non-print. ➤ Types of Information Sources <ul style="list-style-type: none"> ▪ Documentary sources of Information ▪ Non-documentary sources of information 	
Unit – 2 : Documentary Sources of Information and their electronic version	08
<ul style="list-style-type: none"> ➤ Primary ➤ Secondary ➤ Tertiary 	
Unit – 3 : Non-documentary Sources of Information and their electronic version	09
<ul style="list-style-type: none"> ➤ Human Sources ➤ Institutional / Organizational Sources 	

References :

1. Cassel, Kay Ann, and Hiremath, Uma. Reference Information Services 21 st Century: An Introduction. 2nd ed. London: Facet Publishing Inc, 2009.
2. Grogan (D J): Science and Technology: an introduction to the literature. 4th ed. London: Clive Bingley, 1992.
3. Katz (W A): Introduction to reference work. 8th ed. New York: McGraw-Hill, 2001. 2 V.
4. Kawatra, P S. Textbook of Information Science. New Delhi: APH Publishing Corp, 2000.
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Date :

Course Coordinator

Subject Committee Chairperson

21LIS3G1L : Information Systems for Social Sciences

Course: Information Systems for Social Sciences	Course Code: 21LIS3G1CL
Teaching Hours/Week (L-T-P): 2 - 0 - 0	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

- a. To understand the structure and development of social sciences.
- b. To study the various components of social science information systems.
- c. To study the activities of national institutes of social sciences.
- d. To study about the Social Science Databases.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1 :** get an overview of National information systems in Social Sciences in India
- CO2 :** learn about the structure, objectives, functions, products, achievements, and information dissemination activities of major National Information systems in Social Sciences
- CO3 :** familiarize the users with the activities of the major national level institutions in the field of Social Sciences
- CO4 :** take stock of the information infrastructure of premier institutions in Social Sciences particularly reflecting the use of modern ICT.

Content of Course	28 Hrs
Unit – 1 : Origin of Social Science	08
<ul style="list-style-type: none"> ➤ Origin of social sciences ➤ Social sciences: second half of the twentieth century ➤ Social sciences in India <ul style="list-style-type: none"> (a) Pre-independence era (b) Post-independence era (c) Institutional framework (d) Interdisciplinary approach ➤ Social sciences: indentifying disciplines. 	
Unit – 2 : Information Sources in Social Sciences	08
<ul style="list-style-type: none"> ➤ Journal Articles ➤ Books ➤ National Literature ➤ Non-scholarly Literature ➤ International Database ➤ Internet based resources and services 	
Unit – 3 : Social Science Information Systems	12
<ul style="list-style-type: none"> ➤ Indian Council of Social Science Research (ICSSR) ➤ Research Institutes and Regional Centres Division (RI&RC) ➤ National Social Science Documentation Centre (NASSDOC) ➤ Tata Institute of Social Sciences (TISS) ➤ Indian Institute of Management, Lucknow (IIML) ➤ India Trade Promotion Organization (ITPO) ➤ Federation of Indian Chambers of Commerce and Industry (FICCI) ➤ National Institute for Micro, Small, and Medium Enterprises (NI-MSME) ➤ Small Enterprises National Documentation Centre (SENDOC) ➤ The National Council of Applied Economic Research (NCAER) ➤ The National Council of Educational Research and Training (NCERT) ➤ Gokhale Institute of Politics and Economics (GIPE) ➤ Indian Institute of Public Administration (IIPA) ➤ SNTD Women's University 	

References :

1. Adams, Bert N. (2002). *Sociological Theory*. New Delhi: Visitor Publications.
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Date :

Course Coordinator

Subject Committee Chairperson

21LIS3S3LP : Research Methodology

Course: Research Methodology	Course Code: 21LIS3S3LP
Teaching Hours/Week (L-T-P): 2 - 0 - 1	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

1. To generate awareness about research along with its types and designs.
2. To help them understand data analysis and interpretation
3. To develop familiarity with various statistical techniques.
4. To understand basics of research reporting.

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1 : Understand basics of research its methods, types and design.
- CO2 : Comprehend various data collection, analysis and interpretation techniques.
- CO3 : Familiarize with various statistical techniques.
- CO4 : Understand basics of research reporting and prepare a research report.

Content of Course	28 Hrs
<u>Unit – 1 : Introduction to Research</u>	06
<ul style="list-style-type: none"> ➤ Nature and importance of research- Aims, Objectives and Principles: Fundamental research vs. applied research with examples: Qualitative vs Quantitative research: Theoretical research vs. experimental research with examples: Selection of a research problem and Sources of literature – Journals, Conferences, Books. Types of sources: Literature Survey engines- Scopus, web of Science, Google Scholar, PubMed, NCBI, Scihub, etc. Science citation index: Citations, h-index, i10 index, impact factor. 	
<u>Unit – 2 : Methods of Data Collection</u>	06
<ul style="list-style-type: none"> ➤ Data Collection Methods- Framing a hypothesis, designing controlled experiments, choosing the sample-size, sampling bias, importance of independent replicates, conducting an experiment, maintaining a lab-notebook to record observations: Identifying experimental errors. Case-studies on well-designed experiments vs. poorly designed experiments. Correlations vs. Causation .Good laboratory Practices. Safety practices in laboratories; Introduction to Chemdraw, Chems sketch and other basic softwares. 	
<u>Unit – 3 : Data analysis (Practical)</u>	14
<ul style="list-style-type: none"> ➤ Data Presentation and Writing: Technical presentation, technical writing, Formatting citations ; MS Excel for plotting the data (pie chart, plots, bar charts) ➤ Analysis using software tools: Descriptive Statistics: Mean, standard deviation, variance, plotting data and understanding error-bars. Curve Fitting: Correlation and Regression. Distributions: Normal Distribution, Gaussian distribution, skewed distributions. Inferential Statistics: Hypothesis testing and understanding p-value. Parametric tests: Student’s t-test, ANOVA. Tests to analyse categorical data: Chi-square test. 	

References (indicative)

1. C.R. Kothari, Research Methodology: Methods and Techniques, II Ed. New Age International Publishers, (2009).
2. Shanthibhushan Mishra, Shashi Alok, Handbook of Research Methodology, I Ed, 2017, Educreation Publishers.
3. Basic Statistical Tools in Research and Data Analysis (<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5037948/>).
4. Introduction to Statistical methods with MATLAB (MATLAB and Simulink Training (mathworks.com))
5. Satyanarayana, R and T.N Rajan. “Information Networks: Structure and Operation with Reference to India”. International Information Communication and Education, 1984.
6. Arora, J., and K. Trivedi. "UGC-INFONET Digital Library Consortium: Present Services and Future Endeavours." DESIDOC Journal of Library & Information Technology 30.2 (2010): 15-25. Print.

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3C7P : Library Automation(DSC9)

Course: Library Automation(DSC9)	Course Code: 21LIS3C7P
Teaching Hours/Week (L-T-P): 0 - 0 - 2	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

1. To develop skills in using computer and communication technology.
2. To develop familiarity with features of Library Management Software's
3. To acquaint the students with Open sources library application
4. To develop familiarity with some auto-identification technologies like barcode.

Course Outcomes (COs):

At the end of the course, students will be able to:

CO1 : Hands on experience on library automation planning and procedures

CO2 : Assess and practice of various integrated library management software.

CO3 : Carry out various automated in-house library operations using real LMS software.

CO4 : Create Barcode and QR codes

Content of Course	28 Hrs
Unit – 1 : Introduction to Library Automation Software	07
<ul style="list-style-type: none"> ➤ Introduction to Library Automation Software Packages ➤ Proprietary and Free and Open Source Software 	
Unit – 2 : Features of Library automation softwares	07
<ul style="list-style-type: none"> ➤ KOHA ➤ NEWGENLIB ➤ SOUL ➤ LIBSYS ➤ EASYLIB 	
Unit – 3 : Installation and use: KOHA	14
<ul style="list-style-type: none"> ➤ Administration and Setup ➤ Acquisition ➤ Technical Processing ➤ Circulation ➤ Serial Control ➤ Report Generation ➤ Barcode generation 	

References :

1. Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata :Meteor.
2. Haravu (L J). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
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6. Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.
7. Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.
8. Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.

Date :

Course Coordinator

Subject Committee Chairperson

21LIS3C8P : Library Networking(DSC10)

Course: Library Networking(DSC10)	Course Code: 21LIS3C8P
Teaching Hours/Week (L-T-P): 0 - 0 - 2	No. of Credits: 02
Internal Assessment: 20 Marks	Semester End Examination: 30 Marks

Course objectives

1. To develop skills in using computer and communication technology.
2. To acquaint the students with the basic concept of computer networks
3. To develop familiarity with use of Internet in libraries
4. To acquaint the students with basics of AI and web designing

Course Outcomes (COs):

At the end of the course, students will be able to:

- CO1 :** Students will comprehend major emerging technology concepts and theories, and understand how they are relevant to library services.
- CO2 :** Become familiar with the technologies for storing, delivering and disseminating digital materials in networked environment
- CO3 :** Students will gain an understanding about the current and potential uses of these new and emerging Web technologies in libraries.
- CO4 :** To make the students aware with the latest developments and trends in the field of ICT.

Content of Course	28 Hrs
Unit – 1 : Online and Offline Searching	08
<ul style="list-style-type: none"> ➤ Online and Offline Searching <ul style="list-style-type: none"> ▪ Offline search: files and folders ▪ Online search: Basic and advance ➤ Searching through search engines : General, Meta and Specialized 	
Unit – 2 : E-mail Creation	06
<ul style="list-style-type: none"> ➤ E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder. 	
Unit – 3 : Webpage and Website Designing	14
<ul style="list-style-type: none"> ➤ Acquaintance and Hands on experience in Web Page Design and Development using HTML ➤ Image Creation/Editing using Paint/Photoshop/Office Picture Management Tools, etc. ➤ Acquaintance and Hands on experience in design and development of a website using Web Design Software: Dreamweaver. 	

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2. Bradley, Phil. (2004). Advanced Internet Searcher's Handbook. Facet Publishing.
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6. Neelameghan, A. & Lalitha, S. K. (2001). *Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.
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