Objectives:

- The primary objective is to train the students in the basics of professional skills for information / knowledge management, so that they serve the society through an institution of library and information centre.
- To give the students an understanding of the basic principles of fundamental laws of Library and Information Science and to enable them to understand, appreciate and develop professionalism to work in contemporary “Information Age”.
- To acquaint the students with the development of the Universe of knowledge and methods of its organization in a library system.
- To train students in the techniques of Information Management and equip them with the application of Information Technologies (IT) in libraries and information centers.
- To make students fully aware of various sources of information; and train them in techniques of information search, retrieval and dissemination of information in the context of different user groups.

Admission:

- Candidates for two-year M.L.I.Sc Degree Examination shall be required to have passed a degree examination of this University or a degree examination of any other University recognized by the Academic Council and equivalent thereto.
- Further the candidate should be qualified in AUCET examination to be conducted in May/June of every year.
- The course is divided into M.L.I.Sc (Previous) and M.L.I.Sc (Final) of two semesters each.

Examination:

- The candidates shall be required to take at the end of each semester an examination as detailed in the scheme of examination.
- The medium of instruction and examination is in English.
- Each paper of the examination shall unless otherwise prescribed, be of three hours duration.
- Evaluation of the performance of the candidates in respect of each paper (except papers 20, 21 and 22) shall consist of semester-wise examination for 80 marks.
- In addition to Semester end examination the candidate shall be required to take two mid semester examinations as per the academic calendar during each semester for 20 marks (i.e. the average of marks awarded for two mid semester examinations).
- The Scheme of Papers and the Scheme of Instruction and Examination shall be given in Annexure-I and II.
- Assessment in the semester–end examination shall be made in accordance with the regulations.
• The names of successful candidates at the examination shall be arranged in the order in which they are registered for the examination on the basis of the total marks obtained by each candidate in the semester-end examination.

• Only those candidates who appear and pass the examination in all the papers of the degree examination at first appearance are eligible to be placed in Distinction. However no candidate who has not passed all the papers at the first appearance shall be eligible for the Award of Medals or Prizes by the University and to receive certificates of Rank obtained by them in the examination. A candidate who fails to appear for semester-end examinations shall be permitted to appear for the same in the next year semester-end examinations.

Attendance:

• The students are required to put in 100% attendance. However 75% of minimum attendance is strictly required for making them eligible to appear for the examination.

Internship Programme:

• The Internship Programme is part of the course.
• The duration of the Internship programme will be for one semester in the libraries assigned to the students.
• The student must complete the Internship in the time specified by the Head of the Department.
• If for some reason he/she does not attend or complete the Internship programme the student must undergo the same in the next year.
• The total number of marks for the Internship programme is 100.
## ANNEXURE - I
### SCHEME OF PAPERS

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Code</th>
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<tr>
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<td>Information, Communication &amp; Society</td>
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<tr>
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<td>Knowledge Organization (Theory) (Classification and Cataloguing)</td>
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<tr>
<td>Paper-3</td>
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<td>Management of Library &amp; Information Centers</td>
<td>Core</td>
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<tr>
<td>Paper-4</td>
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<tr>
<td>5.2.</td>
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<td>Publicity &amp; Public Relations</td>
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<td>5.3.</td>
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<td>Preservation &amp; Conservation of Information Resources</td>
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<td>5.4.</td>
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<td>Information Resources in Science &amp; Technology</td>
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<td>Paper-6</td>
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<td>knowledge organization (practical-I) (Classification Practice - DDC)</td>
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<td>Paper-7</td>
<td></td>
<td>knowledge organization (practical-II) (Cataloguing Practice-AACR2,2nd Rev.)</td>
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<tr>
<td>Paper-8</td>
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<td>Information &amp; Communication Technologies(practical)</td>
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<td>Paper-9</td>
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<td>Information Systems and Programmes</td>
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<td>Collection Development &amp; Management of Electronic Resources</td>
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<td>10.2.</td>
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<td>Advanced Classification(Theory &amp; Practical-UDC)</td>
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<td>Information Literacy</td>
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<td>10.4.</td>
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<td>Records Management</td>
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<td><strong>OPEN ELECTIVE:</strong></td>
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<td>Paper-11</td>
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<td>Information Resources in Social Sciences</td>
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<td><strong>IIIrd Semester : CORE</strong></td>
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<td>Paper-12</td>
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<td>Research Methodology</td>
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<td>Paper-14</td>
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<td>Automation and Networking of Library &amp; Information Centers (Practical)</td>
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<td>Digital Libraries</td>
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<td><strong>Paper-16 ELECTIVE: One among the following</strong></td>
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<td>Comprehensive Paper</td>
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<td>19.2. Public Library &amp; Information System</td>
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<td>19.3. Special Library &amp; Information System</td>
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<td>19.4. Engineering and Technological Library &amp; Information System</td>
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<td>19.5. Agricultural Information System</td>
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<td>Internship</td>
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<tr>
<td>Paper-21</td>
<td>Seminar and Records</td>
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<tr>
<td>Paper-22</td>
<td>Dissertation and Viva Voce</td>
<td>Core</td>
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<td><strong>OPEN ELECTIVE</strong></td>
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<tr>
<td>Paper-23</td>
<td>Literature Search Techniques</td>
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# ANNEXURE - II
## SCHEME OF INSTRUCTION AND EXAMINATION

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<td>20</td>
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<td>Management of Library &amp; Information Centers</td>
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<td>Paper-4</td>
<td>Information Sources &amp; Services</td>
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<td>5.2. Publicity &amp; Public Relations</td>
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<td>5.3. Preservation &amp; Conservation of Information Resources</td>
<td>5 1 6</td>
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<td>20</td>
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<td>5.5. Web 2.0</td>
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<td>Paper-7</td>
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<td><strong>10.4. Records Management</strong></td>
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<td><strong>10.5. Information Retrieval</strong></td>
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**IIInd YEAR 3rd SEMESTER**

**CORE**

| Paper-12 Research Methodology                                        | 5       | 1    | 6                    | 80                 | 20              |
| Paper-13 Automation and Networking of Library & Information Centers (Theory) | 5   | 1   | 6                    | 80                 | 20              |
| Paper-14 Automation and Networking of Library & Information Centers (Practical) | 2   | 8   | 10                   | 80                 | 20              |
| Paper-15 Digital Libraries                                          | 5       | 1    | 6                    | 80                 | 20              |
| **Paper-16 ELECTIVE : One among the following :**                  |         |      |                      |                    |                 |
| 16.1. Marketing of Information Services & Products                  | 5       | 1    | 6                    | 80                 | 20              |
| 16.2. Knowledge Management                                           | 5       | 1    | 6                    | 80                 | 20              |
| 16.3. Bibliometrics and Scientometrics                              | 5       | 1    | 6                    | 80                 | 20              |
| 16.4. Documentation                                                  | 5       | 1    | 6                    | 80                 | 20              |
| 16.5. Community Information Services                                | 5       | 1    | 6                    | 80                 | 20              |
| **OPEN ELECTIVE:**                                                  |         |      |                      |                    |                 |
| Paper-17 Information Literacy Skills Development                    | 4       | 4    | 8                    | 80                 | 20              |
| **Total**                                                            | 22      | 4    | 8                    | 34                 | 100             |

**IIInd YEAR 4th SEMESTER**

**CORE**

<p>| Paper-18 Comprehensive Paper                                       | 6       | 6    | 80                   | 20                 | 100             |
| <strong>Paper-19 ELECTIVE : One among the following:</strong>                  |         |      |                      |                    |                 |
| 19.1. Academic Library &amp; Information System                        | 5       | 1    | 6                    | 80                 | 20              |
| 19.2. Public Library &amp; Information System                          | 5       | 1    | 6                    | 80                 | 20              |
| 19.3. Special Library &amp; Information System                         | 5       | 1    | 6                    | 80                 | 20              |</p>
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<tr>
<th>Paper</th>
<th>Course</th>
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<th>P</th>
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<td>Agricultural Information System</td>
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<td>Paper-22</td>
<td>Dissertation* and Viva Voce(70+30)</td>
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<td>Paper-23</td>
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L: Lectures; T: Tutorials; P: Practical

* Project Guidance: 6 hrs per week per teacher

Note:
- In papers 1 to 19 & 23 internal assessment through mid-semester examinations for 20 marks out of 100 marks.
- The Examination for paper 18 Comprehensive Paper will be in the UGC NET Model.
SEMESTER – I :

PAPER -1: INFORMATION, COMMUNICATION AND SOCIETY

Objectives:
1. To introduce the students to the role of information and knowledge in the society
2. To acquaint the students with various theories, channels of & barriers to communication and types of libraries and their functions
3. To provide an overview of the professional developments in Library and Information Science.
4. To make the students to understand the philosophical principles of LIS Profession.

Course Content:
Unit 1: Information: Definition, characteristics, nature, value and use.
   Information Society Vs Knowledge Society
   Communication – Definition, Components; Communication models.
   Information Transfer Cycle
   Channels of Communication; Barriers to Communication

Unit 2: Role of libraries in society
   Types of libraries – National, public, academic, special– Functions & Services

Unit 3: Five laws of library science and their implications
   Library Movement in Andhra Pradesh

Unit 4: Library legislation: Need
   Library legislation in India – an overview
   Detailed study of AP Public Library Act
   Intellectual property Rights – an overview; Role of WIPO;
   Indian Copy Right Act

Unit 5: LIS Profession and Professional ethics
   Professional associations and their role
   LIS Education in India

Books for study and reference:
20. Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications, 2009

PAPER -2: KNOWLEDGE ORGANIZATION (THEORY)
(Classification and Cataloguing)

Objectives:
1. To introduce the concepts of knowledge organization.
2. To create awareness on principles and laws in knowledge organization

Course Content:
Unit 1: Knowledge organization – Need and purpose of classification
  General theory of classification
  Growth of Universe of Knowledge; Modes of formation of subjects
  Normative Principles of classification and their application
  Species of Library classification; Standard Schemes of classification and their features (CC, UDC)

Unit 2: DDC – Structure – Tables 1-7

Unit 3: Planes of classification work: idea plane, verbal plane and notational plane
  Notation – types, qualities
  Call number
  Catalogue – purpose, types; principles of cataloguing
  Forms of catalogue – Inner and Outer
  Filing rules and procedures

Unit 4: Bibliographic Description - Cataloguing codes – AACR-2
  Standardization of Bibliographic description
  ISBD (M), ISBD(S), ISBD (NBM)
  Bibliographic Record Format – MARC21, UNIMARC, CCF

Unit 5: Content representation – standards
  Subject Headings - General – Sear’s List, L.C. List;
  Subject oriented – MESH, SHE
  Metadata- Definition and importance, types, levels, elements
  Metadata Standards – Dublin core, TEI, RDF

Books for study and reference:
5. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996

PAPER- 3 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Objectives:
1. To introduce the students to the work flow of various sections of the LICs.
2. To acquaint students with various functions of library / information centers.

Course Content:

Unit 1: Concept; Functions and principles of management – their application in LICs

Unit 2: Planning, management and organization of LICs - Concept, Need, Stages/Phases, Types, features

Physical facilities – planning of library building, furniture, equipment with standards

Unit 3: House keeping routines of Library and Information Centres in traditional
and electronic environment
Acquisition;
Serial control;
Technical processing
Circulation control – Browne, Newark; Bar-coding and RFID
Maintenance of LICs -Library rules and regulations – library statistics – stock verification; Reporting – annual reports; Preservation and Conservation

Unit 4: Human Resource Management in LICs – staff formula
Training & Development, Performance appraisal; Motivation theories;
Leadership
Financial Management in LICs - Sources of finance; resource mobilization
Budgeting techniques
Cost effectiveness and Cost benefit analysis; Out Sourcing

Unit 5: Quality and Performance measurement of LICs
PERT/CPM
TQM – applications
Evaluation of Library and information System

Books for study and reference:
11. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
PAPER- 4 : INFORMATION SOURCES AND SERVICES

Objectives:
1. To familiarize students with different categories of information sources in print, Non-print and electronic media.
2. To develop evaluation and practical skills in dealing with information sources.
3. To acquire skills in providing reference and information services.
4. To train the students in developing various information services and products.
5. To make the students understand the digital information sources and web based services

Course Content:

Unit 1: Information Sources – Definition, characteristics, importance, types – Primary, secondary, tertiary; Documentary and non-documentary (human and organizational)
Study and evaluation of print and electronic reference sources: Encyclopedias, Dictionaries, Biographical sources, Geographical sources

Unit 2: Study and evaluation of print and electronic ready reference sources:
Yearbooks, Almanacs, Directories, Handbooks and Manuals, Statistical sources, Current event sources
Print and electronic Bibliographic sources: bibliographies; Union Catalogues;
Indexing, Abstracting and reviewing periodicals

Unit 3: Users – categories of users; Information needs of users – models; User studies- methods, techniques; User education and Information literacy
Reference services – concept, trends; different types of reference services; Bibliographic services – compilation of bibliographies and documentation lists

**Unit 4:** Current awareness services – CAS, SDI
Information analysis and consolidation services – Digest Services, State – of the- Art and Trend reports and latest trends in electronic environment
Document delivery services – Inter library Lending, Translation

**Unit 5:** Internet based information services; Library 2.0 and 3.0. Application of Cloud Computing-Basics

**Books for study and reference:**
23. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
27. Sehgal, R.L. User Education in Computer Based Libraries. Delhi, Ess Ess, 1998
PAPER -5.1: INFORMATION AND COMMUNICATION TECHNOLOGIES (THEORY)

Objectives:
1. To introduce the students to the basics of information technology
2. To acquaint the students with computer technology and its development
3. To acquaint the student with the aspects of computer applications

Course Content:

Unit 1: Information Technologies - Definition, scope, components
- Generations and Classification of Computers
- Information technology applications to LICs

Unit 2: Components of the computer – hardware – CPU; Input/Output devices;
- Internal and external storage devices

Unit 3: Computer Software - types
- System software – WINDOWS, LINUX
- Application software – M S Office, DBMS

Unit 4: Data representation – Binary code;
- File organization – Concept and methods
- Overview of programming languages; Algorithms, flowcharts

Unit 5: Communication Technology – Definition, evolution, trends
- Networking – basic concepts
- Communication media – wire pairs, Coaxial cables, optical fiber, Satellite, VSAT; Bandwidth;

Books for study and reference:

PAPER-5.2: PUBLICITY AND PUBLIC RELATIONS

Objectives:
1. To make the student understand the importance of publicity and public relations in LICs
2. To impart various methods and techniques of publicity and public relations

Course content:
Unit 1: Public Relations - Definition, Facets and Programmes. Publicity tools.
Unit 2: PR writing skills – Production of PR Literature handout and press-notes-
Preparing of Press Release; Notification – rejoinders; Poster, broucher, folder; Various forms of writing for Broadcast media Radio and T. V. public relations presentations.
Unit 3: Extension / outreach activities – National library week, librarian’s day;
foundation day, World book day etc.
Unit 4: Delivering and promoting library services among different user groups;
Unit 5: Positioning and marketing of library services and products – segmentation
of audience, building programmes and products, promotion of products

Books for study and reference:

PAPER-5.3: PRESERVATION AND CONSERVATION OF INFORMATION RESOURCES

Objectives:
1. To create awareness among the students about the concepts of preservation, conservation & maintenance of different types of information resources.
2. To make known the students regarding the different types of hazards to library materials & how to prevent them.
3. To create awareness on digital preservation, types of binding & binding materials.

Course Content:
Unit 1: Introduction to concepts, need and significance of archiving, preservation and conservation of information resources. Principles and process of weeding of library materials. Maintenance & restoration of library materials. Selection and
preservation policies of different types of information resources.

**Unit 2:** Preservation of print and non print materials: Nature and preservation of – Books, Periodicals, Newspapers and Pamphlets; Palm leaves and Manuscripts; Maps; Audio – visual records; Microforms; Optical media etc.

**Unit 3:** Hazards to Library Materials and Eradication: Environmental hazards - Temperature, humidity, water, light, air pollution, smoke and dust etc. Biological Hazards – Fungi, insects, pests etc. Chemical Hazards – Chemicals used in preservation and Human being as an enemy of library materials. Fumigation and other preservative measures.

**Unit 4:** Digital Preservation: Meaning and Scope; Digital data: Nature, Selection and need for preservation. Digital Archeology; Important projects on digital archiving and preservation.

**Unit 5:** Binding: Objectives of binding; Binding policy of libraries; Types of binding; Binding Materials and their varieties.

**Books for study and reference:**

**PAPER- 5.4 : INFORMATION RESOURCES IN SCIENCE AND TECHNOLOGY**

**Objectives:**
1. To familiarize students with different categories of information Resources in print, electronic & Web media available in Science & Technology.
2. To develop practical skills in dealing with information Resources available in Science & Technology.
3. To make the students understand the electronic & web based information Resources in Science & Technology.

**Course Content:**

**Unit 1:** Information Resources in Science & Technology : Concept of Information Resources. Kinds of Information Resources – Printed, Electronic and Web Resources.

**Unit 2:** Printed Sources in Science & Technology - Primary, secondary, tertiary. Electronic Information Resources – E-Books, E-Journals, E-Databases, E-Theses &
Dissertations


Unit 4: Online Information Providers – Knight-Rider, BLAISE, ISI, Informatics India. Library Consortia Based Resources – INFONET, INDEST, N-LIST. Practical demo on Information Search & Access.

Unit 5: Information Systems & Centres in Science & Technology: National - NISCAIR, NISSAT, NCSI; International – MEDLINE, AGRIS, INIS.

Books for study and reference:
9. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
10. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess Ess, 1997
17. http://www.infolibrarian.com

PAPER - 5.5 : WEB 2.0

Objectives:
1. To introduce the students to the concepts, technologies and usage of Web 2.0.
2. To make known the students about the applications of Web 2.0.
3. To acquaint the students on Web 2.0 case studies in libraries, library services based on it and to familiarize students with mobile technology and its applications in Lib 2.0 environment and to develop practical skills.

Course Content:
Unit-1: Web 2.0 Overview: Definition, History, Characteristics, Technologies, Concepts and Usage and its Evolution
Unit-2: Web 2.0 Applications: Blogs, Folksonomy, RSS feeds, Tagging, Photo-sharing, Social Book Marking, and Social Networking.

Unit-3: Web 2.0 Applications: Podcasting, VODcast and Screencast. Wikis, Mashups, Real Time Communications

Unit-4: Case Studies of Web 2.0 in Libraries; Web 2.0 Challenges for libraries. Web 2.0 Based Library Services.

Unit-5: Mobile technology and its applications in Lib 2.0 environment. Design of mobile technology based education/ training and services to library users.

* The course contents of Unit 2 – 5 shall form the basis for conduct of practicals.

Books for study and reference:

SEMESTER - II:

PAPER – 6: KNOWLEDGE ORGANIZATION – PRACTICAL - 1
(CLASSIFICATION PRACTICE – DDC)

Objectives:
1. To acquaint students with the recent developments in DDC
2. To train the students in practical classification using DDC 21st edition

Course content:
Unit 1: Classification of documents representing Simple subjects
Unit 2: Use of standard subdivisions-Table-1
Unit 3: Use of tables 2, 3, 4, 5, 6, and 7
Unit 4: Classification of documents representing Complex subjects
Unit 5: Use of ‘add’ instruction, and citation order

Books for study and reference:

PAPER- 7 : KNOWLEDGE ORGANIZATION – PRACTICAL - II
(CATALOGUING PRACTICE-AACR 2,2nd Rev.)

Objectives:
1. To impart Practical training to the students in cataloguing of various types of documents according to the AACR-2, 1988 (1993).
2. To train the students in the techniques of cataloguing documents with different types of authorship such as single, multi and corporate authorship.
3. To train the students in the cataloguing of simple periodicals and serials.

Course Content:
Unit 1: Cataloguing of printed monographs- Single personal authorship
Shared responsibility
Unit 2: Mixed responsibility - editorial direction, Multi-volume and -part documents.
Unit 3: Cataloguing of works of Pseudonymous authors; Corporate bodies; Works with Uniform titles
Unit 4: Cataloguing of simple periodicals and serials
Unit 5: Cataloguing of non – print materials – cartographic materials, manuscripts, sound recordings, motion pictures, video recordings, Computer files.

Books for study and reference:
1. Eritz, Deborah A. Cataloging with AACR2 and MARC21 for books, electronic resources, sound recording, video recordings and serials. 2ne ed. Delhi, Pentagon, 2009

PAPER- 8: INFORMATION AND COMMUNICATION TECHNOLOGIES (PRACTICAL)

Objectives:
1. To make the students familiar with a range of different types of hardware, software and peripherals.
2. To develop familiarity with personal computer for word processing, spread sheets and databases.
Course Content:

Unit 1: Use of Operating Systems- MS Windows
Unit 2: Use of Word processors - MS Word; Use of Spreadsheet Software-MS Excel
Unit 3: Presentation – Power point; Photo editing - Photoshop
Unit 4: Creation of database using MS Access
Unit 5: CD ROM and Internet searching and retrieval

PAPER - 9: INFORMATION SYSTEMS AND PROGRAMMES

Objectives:
1. To provide an overview of information systems and programmes
2. To acquaint the student with various types of information systems and programmes at national, regional and global level
3. To acquaint the student with the organizations promoting Information Systems and Programmes at the international and national level

Course content:

Unit 1: Information system – basic concepts, components, characteristics
- Kinds of information systems - their functions and services – Libraries, documentation centres, information centres, databanks, information analysis centres, referral centres, clearing houses.

Unit 2: Planning and design of a National Information System – NAPLIS, NATIS
- Recommendations of National Knowledge Commission, (India) on Libraries

Unit 3: National Information Systems – their functions and services
- NISCAIR, DESIDOC, SENDOC, NASSDOC, ENVIS

Unit 4: Regional information systems – ASTINFO, APINESS, SAARC (SDC)
- Global Information Systems – UNESCO – PGI, INIS, AGRIS, MEDLARS

Unit 5: Organizations promoting information systems and programmes – UGC, DST, ICSSR, DRDO, RRRLF

Books for study and reference:
PAPER -10.1: COLLECTION DEVELOPMENT AND MANAGEMENT OF ELECTRONIC RESOURCES

Objectives:
1. To familiarize the students with different types of electronic resources and policies of their acquisition / access
2. To acquaint the students’ about e-consortia and its implementation issues.

Course Contents:
- **Unit I**: Electronic resources – concept and evolution. Types & nature of electronic resources
- **Unit II**: Collection Management in Libraries - the Organizational issues. Collection Development Policies - guidelines for electronic sources
- **Unit III**: Acquisition of Electronic Resources- Selection, Licensing Policies and Access; Financial management; problems in organization and access
- **Unit IV**: Library Consortia, e Journal Consortia – development trends and initiatives in India.
- **Unit V**: Performance indicators for electronic resources management. Evaluation Criteria

Books for study and reference:
4. Evans, G. Edward. Developing Library and Information Centre Collections, with the assistance of Margaret R. Zarnosky , 4 ed, Colorado, Libraries Unlimited a division of Greenwood Publishing Group, 1999
6. Lancaster, F.W. If you want to evaluate your library…2 ed. Chicago, University of Illinois, 1988

PAPER -10.2: ADVANCED CLASSIFICATION(THEORY AND PRACTICAL-UDC)

Objectives:
1. To acquaint the students with subject representation techniques of knowledge organization
2. To impart practical skills in the use of classification with special reference to Universal Decimal Classification, IME, 1993

Course Content:
- **Unit I**: Knowledge/ subject representation - Indexing Languages-Nature and Purpose; Subject indexing – pre- and post coordinated indexing; Automated Indexing;
Vocabulary control – thesaurus construction
Recent trends in Classification – automated keyword classification

**Unit 2**: Universal Decimal Classification (IME, 1993)-Structure- Common and Special Auxiliaries; Filing order and Citation order
Use of classification in organizing internet resources

*Classification Practice: (According to UDC-IME-English, 2nd ed, 1993)*

**Unit 3**: Classification of Simple Subjects-and use of Common auxiliaries

**Unit 4**: Classification of Compound subjects

**Unit 5**: Complex Subjects- Using common and special auxiliaries

**Books for study and reference:**
1. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996
3. Satyanarayana, V.V.V. Universal Decimal Classification: A Practical Primer. New Delhi, Ess Ess Pub, 1998

**PAPER- 10.3 : INFORMATION LITERACY**

**Objectives:**
1. To introduce to the students the concept of information literacy and its importance in contemporary knowledge society
2. To make the student familiar with the various models of information literacy and their application

**Course content:**
- **Unit 1**: Information literacy – Meaning, definition, objectives and Importance
  - Information Literacy and User Orientation programmes
  - Information literacy in an information society
  - Information literacy and lifelong learning
- **Unit 2**: Information literacy – Effect on education
  - Information literacy programmes – In schools and higher education institutions including distance education
- **Unit 3**: Information literacy models – Features and examples
  - Instructional techniques and Methods
  - ILP and technology
- **Unit 4**: Information literacy standards and guidelines – ACRL, ALA, IFLA, National Forum on Information Literacy, USA
  - ILP – Online resources – Example
  - PRIMO (Peer Reviewed Instructional Materials Online database) of ALA-Purpose and Scope
- **Unit 5**: Information literacy programmes – Planning and implementation – Issues involved
  - Collaboration with Academics, Administration and Public
  - Information literacy curriculum – Components
  - Assessment evaluation of information literacy programmes
Books for study and reference:
7. Information Age. V 3 (3) July 2009

PAPER- 10.4 : RECORDS MANAGEMENT

Objectives:
1. Understand records management concepts, and the place of records management in library.
2. Understand filing systems and develop file classification plans.
3. To learn different types of inventory records and their maintenance
4. Creating awareness on electronic records and their management

Course Content:
Unit 1: Records management vs archive vs libraries. Evolution of records management principles
Unit 2: Records Functions—Manual and Automated Environments
Acquisitions functions - Ordering information, Receipt and distribution of incoming materials, Payment record, claiming
Processing functions - Initial physical processing; Bindery control
Public access functions - Catalogue records; Holdings records; In-house serials lists; Union lists;
Unit 3: Electronic records: definition, scope and purpose
Electronic records keeping - system requirements; Integration with the Library’s web site
Unit 4: Storage and Access – Organization of paper formats and other collections;
Organization of Non-paper formats – Housing; Equipment for use; Special issues related to digital versions: licensing, access, etc.
Unit 5: Physical Retention & Preservation - Development of preservation policy;
Evaluation of the records for long-term retention and preservation; Binding; Microforms; digitization; Problems of mutilation and theft.

Books for study and reference:
Paper-10.5: Information Retrieval

Objectives:
1. To create awareness among the students about the concepts of information retrieval systems, indexing systems and vocabulary control.
2. To make known the students about information retrieval models and evaluation of information retrieval system - Steps, experiments
3. To acquaint the students with the trends in information retrieval system.

Course Content:

Unit 2: Vocabulary Control: Vocabulary control – Meaning and importance; Controlled Vs. Free Text Indexing; Vocabulary control tools – Subject heading Lists, Thesauri, Thesaurusfacet, Classaurus. Thesaurus construction techniques.

Unit 3: IR models. Concept of Ranking. Structural models – Boolean Model, Probabilistic retrieval model, vector space model.

Unit 4: Evaluation of IRS: Purpose; Evaluation criteria; Design of evaluation programmes; Steps of evaluation; Evaluation experiments: Overview of the Cranfield test, MEDLARS, the SMART Retrieval Experiment, The STAIRS project, TREC.

Unit 5: Trends in IRS: Developments, Searching and retrieval, Full text retrieval, User interfaces, content creation and dissemination, IR standards and protocols.

Books for study and reference:
Libraries Unlimited

OPEN ELECTIVE :

PAPER - 11 :INFORMATION RESOURCES IN SOCIAL SCIENCES

Objectives:
1. To create awareness about importance of different Information Resources in Social Sciences
2. To create awareness about availability of latest information resources on online and offline in Social Sciences.

Course Content :

Unit 1: Information Resources in Social Sciences : Concept of Information Resources.
Kinds of Information Resources – Printed, Electronic and Web Resources.

Unit 2: Printed Sources in Social Sciences - Primary, secondary, tertiary.

Unit 3: Web Resources in Social Sciences: Web Browsers, Web Sites, Directories 
Web OPACs & Subject Gateways. Institutional Repositories in Social Sciences.
Practical demo on Information Search & Access.

Unit 4: Online Information Providers –ISI, Informatics India.
Library Consortia Based Resources – INFONET, N-LIST, J-Gate.
Practical demo on Information Search & Access.

Unit 5: National Information Systems & Programmes in Social Sciences: NASSDOC,
Centre on Rural Documentation, SNDT Women’s University Documentation Centre, M.S.University-National Social Science Information Centre.

Books for study and reference:
7. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
8. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess Ess, 1997

SEMESTER – III :

PAPER – 12 : RESEARCH METHODOLOGY

Objectives:
1. To familiarize the student with the concept of Research and various types of research
2. To acquaint the students with various research techniques and tools applicable to Library & Information Science.
3. To acquaint students with the process and tools of data analysis and interpretation

Course Contents:
Unit 1: Research methodology - concept-Need in library and Information Science
Scientific method of research; Kinds of research

Unit 2: Review of Literature
Formulation of the Problem/Topic
Hypothesis: Concept, Need, Qualities, Sources, Types;
Research Design--- Objectives—Need at different Phases

Unit 3: Research Methods—Scientific, Historical, Survey, Case Study, Experimental Delphi, etc,
Methods of data collection - techniques and tools
Bibliometrics - concept, need; Laws; Webometrics - basics

Unit 4: Sampling Technique and Methods
Data Analysis and Interpretation—
Measures of Central Tendency, Mean, Mode, Median
Measures of Dispersion, Variance and Co-variance
Standard Deviation, Chi-square Test
Graphical Presentation of Data-Methods

Unit 5: Statistical Packages – general features. Ex SPSS
Report Writing, Style Manuals,
LIS Research in India

Books for study and reference:

PAPER -13 : AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES (THEORY)

Objectives:
1. To acquaint the students with the planning and management of automated library systems
2. To impart practical training in the use of DBMS
3. To give practical training in the use of electronic storage device
4. To impart practical training in the use of Internet and its tools.

Course Content:
Unit 1: Library automation-planning and implementation - Selection of hardware and Software- Specifications
Unit 2: Automation and networking of Library Housekeeping routines- Acquisition, Cataloguing, Circulation, Serials control, Information Retrieval and Services, Office Management
Unit 3: Emerging new environment– automated, hybrid, digital and virtual libraries Databases – use of visual Basic and SQL
Unit 4: Networks – topologies; types Networking of libraries in different environments - LAN, WAN, Internet, intranet; Resource sharing and networking – library consortia models Data security in automated and networked environment
Unit 5: Online databases and web resources – searching and retrieving information; Websites and blogs for librarians; development of Subject gateways
Books for study and reference:

17. Malavya V.C. Library Information Technology for the next Millennium. Delhi, Ess Ess, 1999
30. Satyapriya Bhattacharjee. Data Communication and Networks. Delhi, Dominant Pub, 2002
34. Sooryanarayana, P.S. & Mudhol, M.V. Communication Technology its Impact on Library and Information science. Delhi, Ess Ess. 1999
35. William Stallings. Operating Systems. Delhi, Dorling Kindersley (India), 2009

PAPER -14 : AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES (PRACTICAL)

Objectives:
1. To impart practical training in the use software to develop bibliographic databases
2. To give practical training in the use of library automation software
3. To impart practical training in design & development of web pages and web blogs

Course Content:
**Unit 1**: Creation of Database using CDS/ISIS and WINISIS– Search and Retrieval;
**Unit 2**: Training in open source library automation software KOHA
**Unit 3**: Training in open source library automation software NewGenlib
**Unit 4**: Design and development of digital library using GSDL software
**Unit 5**: Creation and hosting of Web blog with links to various library OPACs; online libraries; open source – e-books, e-journals, e-learning packages.

Books for study and reference:
2. Raman Nair, R. Basics of CDS/ISIS for DOS. New Delhi Ess Ess Pub, 1999

PAPER -15 : DIGITAL LIBRARIES

Objectives:
1. To make the student understand the concept of digital libraries and major digital library initiatives
2. To create an awareness on management of digital resources
3. To make them familiar with digitization techniques and their application

Course content:
**Unit 1**: Digital Library –Definition, evolution; nature and scope; Types Digital Library Initiatives – an overview
**Unit 2**: Digital library technologies
Digital data formats
Digital representation and compression
Digital library software Open source software – Basic features of Fedora, GSDL, E-Prints, DSpace
**Unit 3**: Digitization process
Selection of material;
Copyright and licensing
Preparation / curation
Image capturing and production
Creation of metadata
Creation of full text and file management

Unit 4: Digital libraries access - economic, ethical and social issues
User interfaces – tools and techniques
Digital Rights Management
Data security and privacy

Unit 5: Management of digital libraries
H.R. needs for digital libraries
Financial management
Digital preservation and archiving
Evaluation of digital libraries

Books for study and reference:

PAPER 16.1: MARKETING OF INFORMATION SERVICES AND PRODUCTS

Objectives:
1. To introduce the students to the concepts of marketing and their application in information work.
2. To familiarize the student with marketing strategies and promotion design applicable for information products and Services.
3. To acquaint the student with the information industry and its agencies.

Course content:
Unit 1: The Marketing Concept-Definition –Relevance and Application in the Information Field
Economics of Information costs, value, benefit, transaction, Production

Unit 2: Planning and Design of Marketing Strategy-
Types, Stages-Marketing Audit
Measurement and Forecasting-
Applying Marketing Strategies in Libraries and IC’s
Unit 3: Marketing Research-Objectives and Strategies
Marketing Segmentation and Targeting-Methods-
Consumer /User Behavioral Analysis-Models
Application to Library and IC Users

Unit 4: Marketing Mix-New Product Development and
Designing Products; Product Life Cycle
Pricing Decisions; Promotion Strategies
Dissemination and Delivery Systems
Product Development and Dissemination in L & IC’s

Unit 5: The Information Industry-Components
Information and Information Product Marketing-
Agencies and Services-in India and abroad
INFORMATICS, NISCAIR SERVICES, BLAISE.

Books for study and reference:

PAPER- 16.2 : KNOWLEDGE MANAGEMENT

Objectives:
1. To acquaint the student with the knowledge society and the changing role of librarian as knowledge manager
2. To make the student understand the role of technology in knowledge management
3. To familiarize the student with knowledge management tools.

Course Contents:
Unit 1: Sociology of Knowledge; Knowledge society. Knowledge environment; Types of Knowledge: Tacit and Explicit;
Unit 2: Introduction to KM – evolution, definition, objectives and perspectives of KM; Significance of KM. Information Management Vs. Knowledge Management; Role of Technology in KM – knowledge management tools
Unit 3: KM Cycle – Knowledge Creation, Acquisition, Capture, Codification, discovery and data mining. Sharing and Application; KM framework and Models;
Unit 4: Knowledge and Organization - Knowledge Workers, essential skills for knowledge workers. Role of LICs as Knowledge Management centres; K.M. applications in India

Books for study and reference:
PAPER- 16.3 : BIBLIOMETRICS AND SCIENTOMETRICS

Objectives:
1. To acquaint the student with concepts of bibliometrics, scientometrics and webometrics
2. To introduce various techniques of bibliometric analysis and application of laws, citation analysis

Course content:
Unit 1: Bibliometrics – definition, historical perspective
   Concept of librametry – application in libraries
Unit 2: Bibliometric laws – Bradford’s laws, Zipf’s Law, Lotka’s law –
   Characteristics and application
Unit 3: Citation analysis – definition and application
   Citation studies – citation indexing
   Bibliographic coupling
Unit 4: Informetrics and Scientometrics – definition and scope
   Information flow-quantitative studies
   Scientometric analysis – communication patterns in science – scientific
   Productivity
   Price law; half-life and obsolescence
Unit 5: Webometrics – definition and scope; methods and tools
   Application of bibliometrics to the Internet
   Quantitative and qualitative studies on the Web

Books for study and reference:
PAPER - 16.4 : DOCUMENTATION

Objectives:
1. To acquaint the students with the concept, types and forms of scientific communication.
2. To make known the students about the scientific literature & literature search processes and tools.
3. To impart knowledge on the guidelines of scientific writing, presentation and about style manuals and citation practice.

Course Content:
Unit 1: Scientific communication - Definition, types and forms of scientific communication (formal & informal)
Unit 2: Scientific Literature/ Information Sources - Primary, Secondary Sources in Print, Electronic and Online.
Unit 3: Literature Search - Search Statement and Strategies, Search Processes; Information gathering tool.
Unit 4: Principles/Guidelines of Scientific Writing (Practical Module).
   The mechanics of data organization and presentation - oral, posters, writing/graphic - journal articles, thesis/dissertations and research/project proposals for funding, Indexes & Abstracts.
Unit 5: Documentation - Ethics - Academic Integrity & Plagiarism, Style Manuals- MLA, APA, Chicago and Citation practice.

Books for study and reference:

PAPER- 16. 5 : COMMUNITY INFORMATION SERVICES

Objectives:
1. To introduce the students to the concepts of community information and studies on it.
2. To make known the students about the information needs of different communities and the information providers.
3. To familiarize the students with types of community information services, centres and community information services to specific communities.

Course Content:


Unit 4: Community Information Services : Meaning, types and target users. Community Information Centres –planning, role in information provision, services.


Books for study and reference:

OPEN ELECTIVE :

PAPER- 17 : INFORMATION LITERACY SKILLS DEVELOPMENT

Objectives:
1. To create awareness among the students about the concept of information literacy and its importance at every stage of their life.
2. To teach the students various information skills required in the contemporary information society to live a dynamic, successful, secured and happy life.

Course content:
Unit 1: Information literacy – Meaning, definition, objectives and Importance. Information literacy skills in Educational and research environment. Information literacy and lifelong learning
Unit 2: Information literacy models – Features and examples. Instructional techniques and methods. Information Literacy Programmes – planning & design.
Unit 3: Information Literacy Skills for Students – Print literacy skills, Computer Skills, Internet search Skills and Multimedia literacy skills.
Unit 4: Digital literacy skills, Media literacy skills, Legal and ethical literacy skills. Information access and use-implications of Copy right, Plagiarism and fair use.
Unit 5: IL skills for evaluation of print and online information and information sources. Tests and Assignments to evaluate information literacy skills and competencies of target groups.

Books for study and reference:
7. Information Age. V 3 (3) July 2009
11. Understanding information literacy: a primer. compiled by Dr Forest Woody Horton Jr.

SEMESTER - IV:

PAPER- 18: COMPREHENSIVE PAPER

Objectives:
1. To give the student thoroughness in on all concepts of LIS
2. To prepare the student for UGC NET and SLET examinations

Course Content:

Unit 1: Information, information science and information society; information as a commodity; economics of communication
Information transfer cycle – generation, collection, storage & dissemination
Communication – types, channels, models, barriers
Types of libraries – National, public, academic and special – objectives, structure and functions
Digital libraries – concept; digital collection, digital rights management, digitization.
Virtual libraries – concept; Web blogs, wikis
Role of libraries – library as social institution; role of libraries in digital era
National Information Policy; National Knowledge Commission – India;
Laws of Library Science
Library Movement; Library Legislation in India
Intellectual property Rights – print and non print media
Library and Information Profession
LIS Education and research
Library Associations in India, U.K. and U.S.A.
Library Associations and organization – international level – IFLA, UNESCO; Role of UGC in the growth and development of libraries and information centres in institutions of higher education in India. Role of RRRLF.

Unit 2: Sources of information – primary, secondary and tertiary – documentary and non-documentary
Reference sources – Salient features and evaluation of Encyclopaedias, Dictionaries, Geographical sources, Biographical sources, Yearbooks, Directories and Handbooks, Statistical sources
Bibliographical sources – Salient features and evaluation of bibliographies, Union catalogues, Indexing and Abstracting Journals
Electronic documents – e-books, e-journals, e-learning sources
Databases – bibliographic, numeric and full text – evaluation
Reference service – types;
Information services – CAS, SDI, Digest, Trend Report
Bibliographic services; indexing and abstracting services
Types of users, user studies and user education; information literacy
Online services – web based services; Library 2.0 and 3.0
Document Delivery Services - Translation and reprographic services
Unit 3: Organization of Knowledge / information
   Modes of formation of subjects
   Library Classification – cannons and principles
   Library Classification Schemes – DDC, CC, UDC
   Library Cataloguing Codes – AACR –II and CCC
   Bibliographic Records – international standards – ISBDs, MARC, CCF, MARC 21
   Electronic information exchange formats – ISO 2709, Z39.50
   Indexing – pre and post coordinate
   Vocabulary control – thesaurus; Lists of Subject Headings
   Databases – search strategies, Boolean Operators
   OPACs, Web OPACs
   Metadata – features of features of Dublin core, MARC
   OCLC- WorldCat; Infonet – IndCat
   Digital Object Identifier (DOI)
   Knowledge Management

Unit 4: Management – Principles, functions, Schools of thought
   Planning, Organizational structure
   Decision making
   System study – analysis, evaluation, design
   Collection development – books, serials, Non- books materials- selection, acquisition, and maintenance; Licensing policies of e-resources
   ISBN, ISSN, CIP
   Human Resource Management – manpower planning, job analysis, job description; Selection, recruitment, motivation, training and development; staff manual; Leadership and Performance evaluation
   Financial management – resource generation, types of budgeting, Cost effective and cost benefit analysis. Outsourcing
   PERT, CPM; Total Quality Management – TQM; ISO - 9000
   Library buildings and equipment
   Performance evaluation of libraries/information centres and services
   Marketing information services and products

Unit 5: Information Technology – components, impact of IT on society
   Computer –hardware, software, storage devices, Input / output devices
   Telecommunication – transmission media, switching systems, bandwidth, multiplexing. Modulation, protocols, Wireless communication
   Fax, e-mail, tele-conferencing / video conferencing; Bulletin Board service
   Networking – concepts, topologies, types
   Hypertext, hypermedia, multi media
   Integrated Services Digital Network (ISDN), Open Systems Interconnection (OSI)
   Library automation – areas of automation, planning, hardware and software selection; OPAC
   Networks – ERNET, NICNET; INFLIBNET, DELNET; JANET, BLAISE, OCLC
   Internet – components, services, browsing – Web browsers, search engines; Internet connectivity – types; Data security
   National International information systems – NISSAT, NASSDOC, INSDOC, DESIDOC, INIS, MEDLARS/MEDLINE, INSPEC

Unit 6: Types of research - basic, applied, interdisciplinary
   Research design
   Scientific method, hypothesis, data collection, sampling
Methods of research – historical, descriptive, cases study, survey, comparative and experimental
Statistical methods and data analysis
Report writing; citation style manuals
Research methods in Library and Information Science and services
Bibliometrics; citation analysis

Books for study and reference:
2. Asundi, A.Y. MCQ in Library and Information science
4. Lal, C. & Kumar, K. UGC (NET) Examination Guide
5. Raju, A.A.N. Objective Question Bank for Library and Information science Ability Tests (NET/SLET/JRF)
9. Tripathi S.M. & Lal. C Objective Questions in Library and Information SC. (for NET (UGC) SET and others)
10. Tripathi, S.M. and Others. Descriptive Questions in Library and Information Science (Based on New Syllabus for Net (UGC) SLET? SET and other Tests)

PAPER- 19.1: ACADEMIC LIBRARY AND INFORMATION SYSTEM

Objectives:
1. To create an awareness on the evolution and development trends of academic library system in India
2. To make the student understand workflow in different sections of academic libraries
3. To abreast them with the technology based services and practices

Course Content:
Unit 1: Higher education and academic libraries - Landmarks in Education since 19th century in India; Academic Library as a support system in formal and informal system of education. Growth and development of college and university libraries in India. UGC and its role in the development of academic libraries
Unit 2: Academic Library organization and administration - organizational structure; Library Governance – authority, Committee
Standards for academic libraries – recommendations of the various committees and commissions

Unit 3: Organization and management of various sections of academic libraries -
Human Resource Management
Financial management

Unit 4: Collection development and management – Print and electronic books and serials.
Technical processing in electronic environment; copy cataloguing – World Cat; IndCat; Dewey Browser etc.
Planning and organization of information services – traditional and web based

Unit 5: Resource Sharing and Networking – JISC, OCLC, INFLIBNET
Library consortia; UGC Infonet – its functions and services

Books for study and reference:

PAPER -19.2 : PUBLIC LIBRARY AND INFORMATION SYSTEM

Objectives:
1. To create an awareness of the role of public libraries in the society
2. To give an idea to the student about the development of public libraries in India and Andhra Pradesh
3. To introduce students to different activities of public libraries

Course Content:

Unit 1: Introduction to Public libraries – concept, nature and characteristics
   Role of public libraries in contemporary knowledge society;
   Recommendations of National Knowledge Commission on Libraries

Unit 2: Development of Public libraries in India
   Library legislation in India – comparative study
   Critical study of model Act suggested by S.R.Ranganathan
   Library movement and legislation in Andhra Pradesh

Unit 3: Public library Management
   Human Resources Management
   Financial Management

Unit 4: Organization of public libraries
   Standards and norms for public libraries
   Physical facilities - library building, furniture and equipment
   Collection development – book selection and collection development policies
   Technical processing

Unit 5: Public library services and products
   Traditional and web based services
   Community information services
   Resource sharing and network activities of public libraries

Books for study and reference:

PAPER -19.3 : SPECIAL LIBRARY AND INFORMATION SYSTEM

Objectives:
1. To introduce the student to the special nature of different managerial perspectives of special libraries
2. To make the student understand workflow in different sections in automated and networked environment
3. To abreast them with the technology based services and practices for specialized users

Course Content:
Unit 1: Special library – concept, evolution, scope, characteristics, functions
Role of libraries in R and D institutions, Industries, Government departments

Unit 2: Human resource management: education and training-related standards
Financial management – budgeting and costing – related models

Unit 3: Collection development and resource management – policies and guidelines for
books, periodicals, reports, patents, standards and other special materials; Audio visual, electronic and digital sources
Library space and accommodation – design and planning

Unit 4: Planning and organization of information and dissemination services –
CAS, SDI;
Information consolidation and repackaging; technical information services; document delivery services; digital and virtual reference services

Unit 5: Resource sharing and networking; Consortia models for special libraries in India (CSIR Consortia, HELLIS, INDEST etc.)
Internet and emerging special library scenario

Books for study and reference:

PAPER -19.4 : ENGINEERING AND TECHNOLOGICAL LIBRARY AND INFORMATION SYSTEM

Objectives:
1. To introduce the student to the special nature of engineering and technological libraries
2. To make the student understand workflow in different sections in automated and networked environment of engineering college libraries
3. To abreast them with the technology based services and practices developed for academicians and practitioners of the specific discipline

Course content:

Unit 1: Emerging trends in engineering education in India. The role of AICTE in development of Engineering and Technology libraries. Information needs of engineering and technology libraries

Unit 2: Planning and designing of Engineering Information Systems
Application of ICTs in library house keeping operations
Management of Engineering Information System – professional staff and training; Financial management

Unit 3: Users community – categories, levels of their information requirements.
Management of electronic and digital sources – internet sources and online data bases in engineering and technology

Unit 4: Information Literacy –
Engineering information systems and networks; Consortia models – INDEST

Unit 5: Networking and resource sharing of engineering and technological Information Consortia models- IEEE Transactions; INDEST; Open courseware- NPTeL

Books for study and reference
PAPER - 19.5 : AGRICULTURE INFORMATION SYSTEM

Objectives:
1. To create an awareness on the growth and development of Agricultural Information System in India.
2. To make known the students about the Information Sources & Services in Agriculture and organization and management of resources.
3. To acquaint the students the information needs and studies of agricultural information users and trends in agricultural information systems and networks.

Course Content:
Unit 1: Agricultural Education and Agricultural Libraries: Growth and development of Agricultural education and research in India. Role of libraries in Agricultural education, research and extension. Development of Agricultural Libraries in India.

Unit 2: Information Sources and Services in Agriculture: Specialized collections and Information sources. Information services and products in Agricultural Science and technology with special reference to India. Agricultural Information Centres – National and International.

Unit 3: Organization and Management of Resources: General Principles of Information Management. Information organization, processing and dissemination. Developing need based and on demand specialized services.


Books for study and reference:

PAPER - 20 : INTERNSHIP

PAPER - 21 : SEMINAR AND RECORDS
OBJECTIVES:

1. To create awareness about the importance of systematic search of literature in different environments and for different purposes.
2. To teach the student how to plan, design and execute the literature search for precise retrieval of information in the electronic and digital environment.

COURSE CONTENT:


UNIT 2: Types of Literature search—Retrospective and current; Manual vs. automated; Offline vs. online; CD-Rom vs. Online. Method of conducting literature search—step by step process. Search Strategy. Tools and techniques of literature search.

UNIT 3: Searching and locating library resources—Use of a library catalogue, Searching in-house databases, CD-Rom databases, OPAC, Institutional Repositories and digital Archives

UNIT 4: Searching and retrieving online sources—Internet and WWW resources. Online Databases, Open source resources in different subjects.

UNIT 5: Methods and techniques to evaluate print and online information and information Sources.

BOOKS FOR STUDY AND REFERENCE:

3. Fink, Arlene G. *Conducting Research Literature Reviews: From the Internet to Paper.* 3rd Ed. Los Angeles, Sage, 2010
5. Learning to research in the library. Tutorials available at:
http://www.ipl.org/div/aplus/library.htm

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