DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
ANDHRA UNIVERSITY, VISAKHAPATNAM

REGULATIONS AND SYLLABUS RELATING TO TWO-YEAR M.L.I.Sc DEGREE EXAMINATION (SEMESTER SYSTEM)
(EFFECTIVE FROM 2010-2012 ONWARDS)

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 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.
- 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 18, 19 and 20) shall consist of semester-wise examination for 85 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 15 marks (i.e. the average of marks awarded for two mid semester examinations).
- A candidate shall be declared to have passed in the examination if he/she obtains not less than 50% or Grade ‘C’ with CGPA Grade Point 5.5 of the total marks in all the papers put together and also not less than 40% or Grade ‘D’ in each paper. All other candidates shall be deemed to have failed in the examination.
• 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.
• Both Previous and Final marks put together will be considered for the award of Grade and pass as follows:

<table>
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<tr>
<th>Range of Marks</th>
<th>Grade</th>
<th>Grade points</th>
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<tr>
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<tr>
<td>0.00-34.99</td>
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</table>

Further, classification of successful candidates is based on Cumulative Grade Point Average (CGPA) as follows:

Distinction: CGPA: 8.0
I Class : CGPA 6.5 or more but less than 8.0
II Class: CGPA 5.5 or more but less than 6.5
Pass : CGPA 5.0 or more but less than 5.5

• 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.
• For cogent reasons like sickness a student is allowed to put up to 25% absence on a bonafide Certificate. This may be scrupulously followed from 2010-2012 admitted batch.
**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. The minimum pass percentage required is 40% or Grade ‘D’.
# ANNEXURE I
## SCHEME OF PAPERS

<table>
<thead>
<tr>
<th>S.No</th>
<th>Paper No</th>
<th>Title of the paper</th>
<th>Remarks</th>
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<td><strong>1st Semester</strong></td>
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<tr>
<td>1</td>
<td>Paper 1</td>
<td>Information, Communication &amp; Society</td>
<td>Compulsory</td>
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<tr>
<td>2</td>
<td>Paper 2</td>
<td>Knowledge Organization (Theory)</td>
<td>Compulsory</td>
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<tr>
<td>3</td>
<td>Paper 3</td>
<td>Management of Library and Information Centres</td>
<td>Compulsory</td>
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<tr>
<td>4</td>
<td>Paper 4</td>
<td>Information &amp; Communication Technologies (Theory)</td>
<td>Compulsory</td>
</tr>
<tr>
<td>5</td>
<td>Paper 5</td>
<td>Information Sources and Services (Theory)</td>
<td>Compulsory</td>
</tr>
<tr>
<td><strong>2nd Semester</strong></td>
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<tr>
<td>6</td>
<td>Paper 6</td>
<td>Knowledge Organization Practical I (Classification Practice-DDC)</td>
<td>Compulsory</td>
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<tr>
<td>7</td>
<td>Paper 7</td>
<td>Knowledge Organization Practical II (Cataloguing Practice – AACR 2, 2nd Rev.)</td>
<td>Compulsory</td>
</tr>
<tr>
<td>8</td>
<td>Paper 8</td>
<td>Information &amp; Communication Technology (Practical)</td>
<td>Compulsory</td>
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<tr>
<td>9</td>
<td>Paper 9</td>
<td>Information Systems and Programmes</td>
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<tr>
<td>10</td>
<td>Paper 10</td>
<td>Optional: One among the following</td>
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<tr>
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<td>10.1</td>
<td>Collection development &amp; Management of electronic resources</td>
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<td>10.2</td>
<td>Advanced Classification (Theory and Practical – UDC)</td>
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<td></td>
<td>10.3</td>
<td>Information Literacy</td>
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<td></td>
<td>10.4</td>
<td>Records Management</td>
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<tr>
<td><strong>3rd Semester</strong></td>
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<tr>
<td>11</td>
<td>Paper 11</td>
<td>Research methodology</td>
<td>Compulsory</td>
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<tr>
<td>12</td>
<td>Paper 12</td>
<td>Automation and Networking of Library and Information Centres (Theory)</td>
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<tr>
<td>13</td>
<td>Paper 13</td>
<td>Automation and Networking of Library and Information Centres (Practical)</td>
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<tr>
<td>14</td>
<td>Paper 14</td>
<td>Digital Libraries</td>
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<td>15</td>
<td>Paper 15</td>
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<td>Marketing of Information Services and Products</td>
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<td>15.2</td>
<td>Knowledge Management</td>
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<td>15.3</td>
<td>Bibliometrics and Scientometrics</td>
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<td>Publicity and Public Relations</td>
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<td>16</td>
<td>Paper 16</td>
<td>Comprehensive Paper (UGC NET Model)</td>
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<td>Public Library and Information System</td>
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<td>17.3</td>
<td>Special Library and Information System</td>
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<td>17.4</td>
<td>Engineering and Technological Library &amp; Information system</td>
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<td>18</td>
<td>Paper 18</td>
<td>Seminar and Records</td>
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<td>19</td>
<td>Paper 19</td>
<td>Internship</td>
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<tr>
<td>20</td>
<td>Paper 20</td>
<td>Dissertation and Viva Voce</td>
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# ANNEXURE – II
## SCHEME OF INSTRUCTION AND EXAMINATION

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<td>15.1. Marketing of Information Services and Products 6 1 7 85 15 100 5</td>
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<td>15.3. Bibliometrics and Scientometrics 6 1 7 85 15 100 5</td>
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<td>15.4. Publicity and Public Relations 6 1 7 85 15 100 5</td>
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IInd Year 4th Semester

| Paper 16 | Comprehensive Paper (UGC NET Model) 6 6 85 15 100 6 |

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<tr>
<th>Paper 17</th>
<th>Optional: One among the following:</th>
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<tr>
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<td>17.1. Academic Library Information System 6 6 85 15 100 5</td>
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<td>17.3. Special Library and Information System 6 6 85 15 100 5</td>
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<td></td>
<td>17.4. Engineering and Technological Library &amp; Information system 6 6 85 15 100 5</td>
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<tr>
<td>Paper 18</td>
<td>Internship** 36 100 5</td>
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<tr>
<td>Paper 19</td>
<td>Seminar and Records(60+40) 100 5</td>
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(Department Seminars: 1st, 2nd, 3rd and 4th Semesters @15 marks per Semester)
(Records: Classification, Cataloguing, Information Sources/services and I.T. Practical records @ 10 marks)

| Paper 20 | Dissertation* and Viva Voce (70+30) 6 100 5 |
| Total    | 12 54 170 30 500 26 |

L: Lectures; T: Tutorials; P: Practical

* Project Guidance: 6 hrs per week per teacher
** Internship: Under supervision of the Department faculty

Note:

a. In papers 1 to 17 internal assessment through mid-semester examinations for 15 marks out of 100 marks (pass mark not less than 40% or Grade ‘D’)

b. The Examination for Paper 16. Comprehensive Paper will be in the UGC NET Model that includes objective, short notes and essay questions.
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

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 workflow 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
23. Raina, Roshan Lal. TQM in Library and Information services. New Delhi, Infuse Inc., 1999
28. Sharma, Umesh Chandra. The Infometer. (Measuring library cost-Effectiveness). Delhi, Ess Ess, 1995
PAPER 4: INFORMATION AND COMMUNICATION TECHNOLOGY – 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
Over view 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; Band width;

Books for study and reference:
PAPER 5: 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

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

SEMESTER II

PAPER 6: INFORMATION PROCESSING AND RETRIEVAL:
CLASSIFICATION PRACTICE (Dewey Decimal Classification 21st Ed)

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

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 TECHNOLOGY SKILLS – 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: ADVANCES IN KNOWLEDGE ORGANIZATION

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 1: 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
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.

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:


SEMESTER III

PAPER 11: 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: 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 12: AUTOMATION AND NETWORKING OF LIBRARY AND INFORMATION CENTRES

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 13: 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 14: 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 15.1: 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 15.2: 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 frame work 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 15.3: 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:
3. Brookes, B.C. Derivation & Application of the Bradford Zipf’s Distribution
   P.180-209
7. Frost, C.O.: Use of citations in Literary Research – a preliminary classification of
8. Govindaraju, N. Bibliometric applications: Study of literature use pattern among
   Economics faculty and scholars. New Delhi, Akansha pub House, 2009
9. Heine.M.A. Indius of Literature Dispersion Based on Qualitative attributes. Jl of
10. Heinzkill J.R.: Characteristics of References in selected scholarly English Literary
    1967, P.187-207
24. White E.c.: Bibliometrics from curiosity to convention. Special Libraries. 76(1) 1985 P35-43

PAPER 15.4: 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; patterns of library services delivery – extension programmes, learning centres, book mobile projects. Introduction of best practices
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:

SEMESTER IV

PAPER 16: 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 17.1: 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 17.2: PUBLIC LIBRARY 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 17.3: 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 17.4: ENGINEERING AND TECHNOLOGICAL 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

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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