BHARATHIAR UNIVERSITY, COIMBATORE – 641 046
M.L.I.Sc. (Master of Library and Information Science)
For the University Department students admitted during the academic year 2010-11 & onwards
SCHEME OF EXAMINATIONS : CBCS Pattern

SEMESTER	CORE ELECTIVE SUPPORTIVE	Paper Code	Title	University Examinations				
				Class Hours	Internal	External	Total	CREDITS
I	CORE-1	MLISC01	FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE	3	40	60	100	4
	CORE-II	MLISC02	LIBRARY MANAGEMENT	3	40	60	100	4
	CORE-III	MLISC03	INTRODUCTION TO DOCUMENT PROCESSING AND RETRIEVAL – THEORY	3	40	60	100	4
	CORE-IV	MLISC04	INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARY AND INFORMATION CENTRES	3	40	60	100	4
	ELECTIVE	MLISCE01	ELECTIVE PAPER	3	40	60	100	4
	SUPPORTIVE		WOULD BE CHOSEN BY STUDENTS	2	20	30	50	2
II	CORE-V	MLISC05	INFORMATION SOURCES AND SERVICES	3	40	60	100	4
	CORE-VI	MLISC06	INFORMATION SEEKING BEHAVIOR	3	40	60	100	4
	CORE-VII	MLISC07	COMPUTER NETWORKS	3	40	60	100	4
	CORE-VIII	MLISC08	DOCUMENT PROCESSING (PRACTICAL)	3	40	60	100	4
	ELECTIVE	MLISCE02	ELECTIVE PAPER	3	40	60	100	4
	SUPPORTIVE		WOULD BE CHOSEN BY STUDENTS	2	20	30	50	2
III	CORE-IX	MLISC09	RESEARCH METHODOLOGY	3	40	60	100	4
	CORE-X	MLISC10	INFORMATION PROCESSING AND RETRIEVAL	3	40	60	100	4
	CORE-XI	MLISC11	LIBRARY SOFTWARES	3	40	60	100	4
	CORE-XII	MLISC12	DOCUMENT RETRIEVAL – PRACTICAL	3	40	60	100	4
	ELECTIVE	MLISCE03	ELECTIVE PAPER	3	40	60	100	4
	SUPPORTIVE		WOULD BE CHOSEN BY STUDENTS	2	20	30	50	2
IV	CORE-X	MLISC13	INFORMATION SYSTEMS MANAGEMENT	3	40	60	100	4
	CORE-XI	MLISC14	DIGITAL LIBRARIES	3	40	60	100	4
	CORE-XII	MLISC15	PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS	3	40	60	100	4
	CORE-XIII	MLISC16	APPLICATION OF ICT IN LIBRARIES – PRATICAL	3	40	60	100	4
	CORE-XIV	MLISC17	PROJECT & COMPREHENSIVE VIVA–VOCE-200 mks.	3	80	120	200	8
			TOTAL				**2250**	**90**

Paper Code	ELECTIVE PAPERS TITLES
MLISCE01	E-RESOURCES
MLISCE02	KNOWLEDGE MANAGEMENT
MLISCE03	INFORMATION LITERACY
MLISCE04	INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS
MLISCE05	COMMUNICATION SKILLS & PUBLIC RELATIONS:
	SUPPORTING PAPERS TITLES
MLISCS01	INFORMATION SOURCES IN HUMANITIES AND SOCIAL SCIENCES
MLISCS02	INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY
MLISCS03	TECHNICAL WRITING
MLISCS04	INFORMATION LITERACY

SEMESTER - I

MLISC01: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Unit –I

Notion and nature of Information: Definition: data, knowledge information & knowledge, characteristics of information; various patterns & models of information – factors influencing growth of information, information transfer cycle; Impact of socio-economic changes

Unit –II

Communication: Concept, definition, theories & model, channel of communication: Barriers of communication.

Unit – III

Library: Types, Five Laws of Library Science and their implications; Professional ethics of librarian; Role of Professional associations and the roles: Nation and International – ILA, IASLIC, IATLIS, IFLA, ALA

Unit -IV

Library movement & legislation in India- Model Library Bill, Delivery of books and newspaper act – Intellectual Property Rights – Information policy, Right to Information, Knowledge Commission.

Unit – V

Promoters of Library and Information Services – UNESCO, ARRLF, Consortia and Library Networking Information Science as discipline – Evolution, growth and development of LIS Schools in India – Current Trends.

Select Texts & References:

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987

2. Atherton, .Pauline. Handbook of Information, system and services. Paris: UNESCO, 1977.

3. Benge, R.C. Libraries and cultural change. London: Clive Bingley, 1983.

4. Gravey, William. D. Communication: Essence of Science facilitating information exchange among libraries, Scientists, Engineers and students. Oxford: Perganton Press, 1979

5. McGarry, Kevin. Communication, Knowledge and Libraries. London: Clive Bingley, 1981.

6. Ranganathan, S.R. Five Laws of library science. London: Vikas, 1957.

MLISC02: LIBRARY MANAGEMENT

Unit-I

Management -Concept; scope; Functions and principles - Scientific Management principles in Libraries.

Unit-II

Various sections in a Library- Routine work in Acquisition, Technical, Circulation, Maintenance, Reference and Binding Sections- Books selection: Need and purpose, Principles and theories, Book selection tools.

Unit-III

Periodical Selection, methods of subscription, recording methods and problems in periodical procurement-   Charging and discharging methods- Maintenance: Shelving methods, shelf rectification, stock verification- Binding and preservation.

Unit-IV

Library Governance- Library authority- Library committee, need and functions-.   – Library manpower- staff formula. Library Ethics- Library Finance: Sources of finance; Budgeting.

Unit-V

Library building planning- Furniture and equipment.   Library rules and regulations. Annual report - Library statistics.

Reference Books

1. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
2. Krishan Kumar : Library Administration and Management. New Delhi: Vikas, 1987.
3. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
4. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
5. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia ,
6. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.

MLISC03: INTRODUCTION TO DOCUMENT PROCESSING AND RETRIEVAL – THEORY

Unit-I

Library Classification and Cataloguing – Need, Purpose and Functions – Notation.

Unit – II

Normative Principles of Classification and Cataloging - Canous, Laws, Principles and their Implications.

Unit – III

An overview of Schedules of Classification – CC, DDC & UDC. An overview of Cataloguing codes: CCC and AACR2.

Unit – IV

Types of Catalogues – Physical Forms – Inner Form – Subject Catalogues : Sear's List, Chain Indexing.

Unit – V

Centralised and Co-operative Cataloguing – Descriptive Vs Limited Cataloging – Arrangement and Filing of Entries.

Reference Books

1. Krishna Kumar, Theory of Classification, 4th Rev. Ed., Delhi, Vikas Publishing House, 1988.
2. Kumar. PSG. Knowledge Organization, Information Processing and Retrieval Theory, Delhi: BR, 2003.
3. Ranganathan, S. R. Prolegomena to Library Classification. Ed 3. Bangalore: SRELS, 2006.
4. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.
5. Srivastava, A P. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
6. Anglo American Cataloguing Rules. 2nd Edition Rev. New Delhi, Oxford, 1988
7. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
8. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House – Delhi, 1986.
9. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
10. Ranganathan, S.R. Classified Catalogue Code. Madras, UBSPD, 1988

MLISC04: INFORMATION TECHNOLOGY APPLICATIONS IN LIBRARY AND INFORMATION CENTRES

UNIT – I:

Basic concepts of Library Automation ; Meaning Definition, Origin and characteristics of Library Automation – Planning of Library Automation – Advantages of Library Automation.

UNIT – II:
Areas of Library Automation, Acquisition, Cataloguing, Serial Control and Information Retrieval

UNIT-III:

Database Base Concept and Data Base components – Structure and Organization and Data base security – Data Base Management Systems – Structured Query Language.

UNIT – IV

E-Publishing; Introduction to E- Publishing – Overview – Moving from print to electronic: Access, integration and reference linking – Electronic journals.

UNIT – V

Networks and their Types – Network Topologies and Architecture – Bibliographic Information Networks.

References:

1. Jeanne, F.M. A Librarian's Guide to the Internet : A Guide to searching and evaluating information. Oxford: Chandos Publishing 2006.

2. Kumar, P.S.G. Information Technology: Application (Theory and Practice), Delhi. B.R. Publishing, 2004.

3. Lucy, A. Tedd. An Introduction to computer based library system. Ed.3 Chichester, Wiley, 2005.

4. Patnaik, Srikant. First text book on information Technology. New Delhi, Dhanpat Rai 2001.

5. Ravichandra Rao: Library Automation, New Delhi, New Age International, 1996.

SEMESTER – II

MLISC05: INFORMATION SOURCES AND SERVICES

Unit-I

Types of Information Sources : Documentary, Non Documentary – Primary, Secondary, Tertiary Sources – Checklist of Evaluation of Reference Sources.

Unit –II

Ready Reference Sources –Types and Value-Dictionaries, Encyclopedias, Annuals, Biographical Sources, Handbooks and Manuals, Geographical Sources.

Unit-III

Bibliographical Sources – Bibliographies, list of Serials; Union Catalogues; – Indexing and Abstracting Sources, News Summaries.

Unit –IV

Information Service – Concept, Need, Scope – Types of Reference Service; Ready Reference Service and Long Range Reference Service.

Unit-V

Types of Information Services: Bibliographic – Reprographic – Translation – CAS-SDI – Indexing & Abstracting Services.

Reference Books

1. G. G. Chowdhruy and Sudatta Chowdhury: Searching CD-ROM and Online Information Sources. London : Facet Publishing, 2001.
2. G.G. Chowdhury and Sudatta Chowdhury. Information Sources and Searching on the World Wide Web. London : Facet Publishing, 2001.

3. Kumar (P.S.G). Ed. Indian Encyclopedia of Library & Information Science. New Delhi : S. Chand & Co., 2001.
4. Sewasingh: Hand book of International Sources on Reference and Information New Delhi: Crest Publication,2001.
5. Sharma,J.S & Grover, D.R : Reference Service and Sources of Information, New Delhi: EssEss, 1998.
6. Subramanayam, K : Scientific and Technical Information Resources, New Delhi:

MLISC06: INFORMATION SEEKING BEHAVIOR

Unit-I

User studies: Its basic concept – Definition and Categories – Aims and objectives – Importance of user studies – Need for conducting user studies. Major user studies conducted in India – USA – UK.

Unit – II

University and college library user behaviour – evolving a theory of user behaviour – characteristics having effects of user behaviour – patterns of user behaviour users and their influencing factors – Limitations in behavioural research in librarianship.

Unit – III

User needs and user education: Its basic concept – definition and need for user education – Aims and objectives – planning of user education – problems of user studies and user education.

Unit – IV

Users interaction with documentary resources and non documentary electronic resources for their current information needs.

Unit –V

Evaluation of user studies: Important features failure analysis – Methodology of user evaluation – Oriented evaluation – purpose of user evaluation.

MLISC07: COMPUTER NETWORKS

Unit- I:
What is computer network, uses of computer networks, Classes of Computer Networks: LAN, Local Area Networks (LAN)- Metropolitan Networks(MAN) – Wide area Networks (WAN) - Internet works.

Unit- II:
Network architecture: layered protocols- TCP / IP Reference model – Examples of Networks.

Unit- III:

Network Architectures: Understanding Network (Layered) Architectures- Design issues for Layers- Understanding OSI Network Model – comparison of OSI Network Model

Unit- IV:
Network components – Modem- Cable. LAN –Network Interface Card - Transmission Media: Twisted Pair- Coaxial Cable- Fiber Optic Cable – Transceivers – Repeater – Hub- Bridge – Switch – Router.

Unit- V:
Types of Topologies- Bus Topology- Ring Topology – Star Topology – Mesh Topology

References:

1. Freer, John Computer Communications and Networks:, IEEE Press.

2. Tanenbaum., Andrew S Computer networks

3. Stallings, Williams Network Issues for Wireless Communication:, 4th edition.

4. Stallings. William Data and Communications concepts,

MLISC08: DOCUMENT PROCESSING (PRACTICAL)

DDC, UDC AND CC

CC 6th Edition
UDC international Medium Edition

SEMESTER –III

MLISC09: RESEARCH METHODOLOGY

Unit:I

Research: Concept, Characteristics and Types- Pure, Applied, Action and Inter Disciplinary Research – Logic and Scientific method.

Unit : II

Research topic – choice and formulation factors; Hypothesis; functions; formulation; types and characteristics.- Areas of Research in Library and Information Science.

Unit: III

Research Design –Components; Research methods – Survey methods; Case study; Historical method; Experimental method- Sampling techniques.

Unit: IV

Data Collection Tools – Schedule, Interview, Questionnaire and Observation. Analysis and Interpretation of Data – Use of Statistical techniques; Measures of Central Tendency; mean, mode, median,– Chi – square test; ANOVA; Multivariate Analysis- Metric studies- Testing of Hypothesis.

Unit V

Research Reporting – organization of the report – Data Presentation- Tables, Graphs- Report writing- Role of Bibliography in the research- – Style manuals ; MLA style; Chicago Style manual and APA

Reference Books

1. Prakash Srivastav: Printice Hall, 1984 Advanced Research methodology.1994.
2. Kothiari Research Methodology; New Delhi, Wiley Eastern
3. Saravanaval: Research Methodology, Allahabad Kitab Mahal, 1994.
4. Ravinchandra Rao, Quantitative methods in Library and Information Science, Delhi Wiley Eastern Company, 1983.
5. Goswami Research Methodology in Library and Information Science, New Delhi: Commonwealth publishers, 1995.
6. Santhosh Gupta. Research Methodology and statistical Techniques. New Delhi: Deep and Deep Publication, 2000.

MLISC10: INFORMATION PROCESSING AND RETRIEVAL (THEORY)

Unit – I

Information Processing and Retrieval: Basic Concepts –Impact of various schemes of classification – CC- DDC - UDC

Unit – II

Indexing Languages and Vocabulary Control : General Theory of Subject Indexing Languages –Thesaurus – Need – Steps in compilation.- Bibliographic Control : UBC - UAP - Bibliographic Standards – ISBD- ACR-II, CCF, MARC 21, ISO–2709

Unit – III

Indexing Systems –types – Assigned and Derived - Pre Co-ordinate and Post Co-ordinate indexing – PRECIS,– Chain Indexing – Uniterm Indexing – Title indexes : KWIC - KWOC etc., – Citation Indexing : SCI

Unit – IV

Search and Search Statements - Formulation of Search Strategies – Tools and Techniques – Boolean Logic

Unit – V

Criteria for Evaluation of IRS – Recall – Precision – Specificity – Exhaustivity – Information Retrieval Models

Reference Books

1. Foskett, A.C. The Subject Approach to Information. 4th Ed. London: Clive Bingley, 1982.

2. Chowdhruy, G. G.   Introduction to Modern Information Retrieval. 2nd ed. London: Facet, 2003

3. Atchison, Jean and Gilchrist, Alan. Thesaurus Construction: A Practical Manual, London: ASLIB. 1972.

4. Lancaster, F. W. Information Retrieval Systems: Characteristics, Testing and Evaluation. 2nd Ed., 1979.

5. Ranganathan, S. R. Prolegomena to Library Classification. Vol. 1. Bangalore: SRELS, 1967.

6. Salton, G. Automatic Information Organization and Retrieval, 1968.

7. Stokes, Adrian. Concise Encyclopedia of Information Technology. 3rd Ed. Hants Wild Wood, 1986.

MLISC11: LIBRARY SOFTWARES

Unit-I
System softwares: Purpose Operating systems; MS-Dos, Microsoft windows, Linux, UNIX,

Unit-II
Application Softwares: Word processors, Spreadsheets, Internet browsers, Software suites, Database programs, Anti-virus programs, Sharewares, web design tools, HTML Editors

Unit- III
Library Hardware/software selection-criteria- palnning and design of library automation

Unit- IV
HOHA; NEWGEN, EASYLIB – Open source software – Bench Marking Library Automation Systems Criteria for Evaluation.

Unit- V
DL Software studying the features of GSDL, Installing and developing a prototype using GSDL. Studying Dspace and Understand the features of Dspace

Reference:

1. John M Cohn et.al. (1998) Planning for Library Automation: A Planning Handbook. Library Association.

2. Rajiv Adhikari (2000) Library Serials Automation, Delhi Rajat

3. Krishan Gopal (2001) Intellectual Freedom in Digital Libraries, Delhi Authors Press.

4. Satyanarayana, R. Information Technology and its facets. Delhi, Manak 2005.

5. Taxali Ravikant: PC software made easy, New Delhi 2006.

MLISC12: DOCUMENT RETRIEVAL – PRACTICAL

AACR-2 AND CCC

SEMESTER – IV

MLISC13: INFORMATION SYSTEMS MANAGEMENT

Unit - I

Management: Concept, Definition and scope – Schools of Management Thought – Systems Analysis and Design.

Unit- II

Human Resource Management: Organization models – job description and job analysis – selection, recruitment training development Leadership – Team – building – Motivation.

Unit-III

Financial Management: Planning and Control – Resource generation. Budget and Budgeting – Budgetary control techniques – Cost Benefit, Cost Effective analysis and accounting.

Unit-IV

Materials Management: Collection development and evaluation – Policy, Issues relating to selection acquisition; Library routines, Circulation, Mountainous Preservation and conservation.

Unit-V

Planning and planning strategies: Concept – definition – need and steps in planning – MBO – Planning techniques – Decision making.

References:

1. Krishna Kumar. Library Administration and Management. Delhi: Viaks, 1987.

2. Kumar P.S.G. Management of Library and Information Centres.Delhi: B. R. Publishing corporation, 2003.

3. Mittal, R.L. Library Administration: Theory and Practice. Ed. 4, New Delhi" Metropolitan, 1984.

4. Paliwal, P.K. Compendium of Library Administration. New Delhi: Ess Ess, 2000.

5. Ranganathan, S R. Library manual. 2nd ed. Bangalore : Sharada Ranganathan Endowment, 1988.

6. Siwatch, Ajit Singh. Library Management: Leadership style strategies and organizational climate. New Delhi: Shree, 2004.

7. Stuert, Robert D. and Moran, Barbara B. Library and Information Center Management. Colorado: Libraries unlimited, 2004.

MLISC14: DIGITAL LIBRARIES

Unit – I

Concept of Digital Libraries - Transition of libraries from traditional to digital-: Definitions, Characteristics, Theoretical Fundamentals, merits, demerits and challenges

Unit – II

Digital Library Management - Design and Organization of Digital Libraries: Architecture – Protocols – Metadata – Standards – SGML, Z39.50 .

Unit – III

Digital Resources: Nature and Management –. Digital Library Evaluation

Unit – IV

Overview of Major Digital Library Initiatives- Digital Library Initiatives in India, - Open Source Initiatives: Open Archive Initiative (OAI)

Unit – V

Building the digital library - Digitization – process and methods – Planning for Digitization - Institutional Repositories- Open Source Software for digital libraries: GSDL - DSpace – EPrint.- Future of Digital Libraries

Reference Books

1. Chowdhury, G.G. Introduction to Digital Libraries. London: acet, 2003.

2. Leona, C. Simon, Shaw and Andrew Prescott. Towards the Digital Library. London: LA, 1998.

3. Deegan, Merlyn and Tanner, Simon. Digital Futures: Strategies or the Information Age. London: Facet, 2001.

4. Gorman, G.E. The Digital Factor in Information and Library Services. London: Facet, 2002.

5. Lankes, R. D. Implementing Digital Reference Services: Setting Standards and making it real. London: Facet, 2002.

6. Lee, Stuart D. Digital Imaging: A practical; Handbook. London: Facet, 2000.

7. International Conference on Digital Libraries. ICDL 2004. TERI, New Delhi. 2004.

8. Upadhaya, J.L. Information Retrieval and Digital Libraries New Delhi, Shree Publishers and Distributors, 2004

9. Vijay Lakshmi & S.C.Jindal Digital Libraries V1,V2, & V3 Delhi, IshaBooks,2004.

MLISC15: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Unit- I

Introduction to Preservation and Conservation- Scope and objectives - Hazards to Information materials - Physical, Environmental, Chemical, and Biological and Disaster factors.

Unit- II

Evolution of Information materials- Clay tablets to Electronic form; Durable and Non-durable and Perishable and non-perishable writing materials.- Preservation in Ancient Times- Preservation of Palm Leaves and Leather Bound materials

Unit- III

Methods of Preservation and Conservation; Physical methods- Preservation and Conservation of Library building- Binding, Mending, Restoration & Guarding; Lamination, Leaf casting, Encapsulation- Chemical methods ; Fumigation; De-acidification

Unit- IV

Preservation of Non-Print materials-Use of Micrography and Reprography as a means of Preservation.

Unit- V

Digital Preservation- Strategies, Methods and Challenges

Reference Books

1. Chakraborthi, M. L. Bibliography in theory and practice. Second edition. Calcutta: World Press, 1975.
2. Deegan, Marilyn and Tanner, Simon. Digital Futures: Strategies for the Information Age. London: Library Association Publishing, 2002
3. Mukherjee, B. B. Preservation of Library Materials, Archives and Documents. Calcutta: World Press.1975
4. Mittal. R. L. Library Administration: Theory and Practice.
5. Petherbridge, G (1987). Conservation of Library and Archive materials and the graphic art. London: Butterworth.
6. Ranganathan, S. R. Physical Bibliography for Librarians. Second edition. Bombay: Asia Publishing House or Bangalore: Sarada Ranganathan Endowment for Library Science,1974
7. Vijay Kiran, A. and Ramesh Babu, B. (2005). Digital Preservation. In: *National Workshop on Recent Trends in Digitization:* Course Material, edited by B. Ramesh Babu and S. Gopalakrishnan. Tirupati: TTD & FIC**,**

MLISC16: APPLICATION OF ICT IN LIBRARIES – PRATICAL
      A. Database Creation
      B. Library Software – (Demo)
      C. Internet Search
      D. Creating Digital Library by using Open Source Software

MLISC17: PROJECT AND COMPREHENSIVE VIVA – VOCE - 200 MARKS

ELECTIVES

MLISCE01: E-RESOURCES

Unit -1
   Information sources: Types-Human, institutional and Documentary. Documentary-print Media and non print Media

Unit –II
   E- Sources and Services, Merits and demerits of e-resources, E-journals, E-books, Bulletin Boards, hyper Media, Multimedia and Internet.

Unit -III
   Preservation of E-resources/ Digital resources

Unit -1V
   Search Engines, Search methods and approaches

Unit –V
   Web -Resources –Subject Gateways, Web Design, Evaluation of web resources/e- resources

References:

1. Battin W.L. Ed. Hand book of Special Librarianship and Information work, 4TH Ed., Aslib,1975
2. Chancy Francis, Neel: fundamentals of reference sources,1980
3. Grohan,Denis, J.Science and technology: introduction to literature 4th edition, London: Chic Bingley,1982
4. Houghtons,B.Technical Information sources, London Chic Bingley,1967
5. Katz, W.A. Introduction to reference work, 5th edition,1987
6. Chowdhury, G.G and Sudatta Chowdhury, Searching CD-ROM and online information sources; Library Association, 2001

MLISCE02 KNOWLEDGE MANAGEMENT

Unit I   Knowledge Management: Concept and definitions – Need for Knowledge Management in the emerging and changing business environment – Understanding Knowledge; Types of knowledge – knowledge works changing role of library and Information professionals.

Unit II   Knowledge creation and capturing knowledge creation model – capturing tacit Knowledge

Unit III   Knowledge codification and organization: knowledge base – Knowledge Mapping, decision trees, decision tables a frames etc.

Unit IV Knowledge transfer and sharing steps in knowledge transfer. Knowledge transfer in E – world, role of internet E – Business / E – commerce.

Unit V Tools for Knowledge Management– neural network data mining – legal and ethical issues in Knowledge Management

References:

1. Awad, E.M & G.H.M – Knowledge Management, 2004.
2. Ramesh Babu, B, Ed. (et al.) Knowledge Management: Today and Tomorrow- 2003.
3. Robert, W.S. – "Knowledge every where" Knowledge Management 2001.
4. Hayes – Roth, F. and Jacob stein, N- State of Knowledge based systems 1994.
5. Shemon, Lee – Managing the Modern Document 2001.

MLISCE03: INFORMATION LITERACY

Unit –I

Information Literacy; Meaning and Definition-Evolution of the concept
- Historical Perspective of Information Literacy.

Unit –II

Types of information Literacy; Technology literacy, Media literacy, digital and computer literacy etc - Life long learning and its components.

Unit –III

Models of Information Literacy; Partners of information literacy - Information literacy instructions of different types of library/ information centres.

Unit –IV

Global perspective of information literacy; Study of selected countries.

Unit –V

Guidelines and standards for information literacy programmes**;** ALA and ACRL
- Information literacy Competencies: Current trends and recent research in information Literacy.

References:

1. Eisenberg, Michael B., Lowe, Carrie, A. and Spitzer, Kathleen L.(2004). Information literacy: Essential Skills for Information Age. London: Libraries Unlimited.
2. American Library Association. Final Report of Presidential committee on information Literacy. www.ala.org/at/nill/littls.html
3. Bawden, D. (2001). Information and digital illiteracies: a review of concepts. http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf.
4. Barker, K. and Londsale, R. Ed. (1994). Skills for life: the value and meaning of literacy. London: Taylor Graham.
5. Meadows, A.J. Ed. (1991). Knowledge and communication: essays on the information chain. London : Library Association Publishing.

MLISCE04: INFORMATION AND COMMUNICATION TECHNOLOGY: BASICS

Unit – 1

Information Technology: Definition, Need and Scope – Impact of Information Technology on Library and Information Centres

Unit – II

Library Automation: Need – Purpose – Function – Importance-Computer Applications: House Keeping Operations – Acquisition – Technical Processing – Periodical Control – Circulation – OPAC.

Unit – III

Networking: Need - Purpose – Types – LAN, WAN, MAN, Network Topologies

Unit – IV

Network Protocols: TCP/IP, IP, HTTP – Hypertext - Hypermedia – Multimedia – Network Accessories: Bridges – Routers - Switches -ISDN – OSI

Unit – V

Internet: Historical Development - Types of Internet Connectivity – Internet Service Providers (ISP) - Internet Browsers : Netscape, Internet Explorer - Search Engines : Google, yahoo, AltaVista and Meta Search Engines : Rediff, WebCrawler

Reference Books

1. Basabdra, Suresh K. Computers Today. New Delhi: Galgotia, 2002.
2. Bradley, P.The Advance Internet Searcher's Handbook.2nd Ed. London: L.A,2002.
3. Cooke, Alison. A Guide to Finding Quality Information in the   Internet. 2nd Ed. London: Facet, 2001.
4. Deitel, H.M., Deitel, P.J. and Deitel, T.R. Internet and World Wide Web:
5. How to Programme. Delhi: Addison Wesley, 2001.
6. Horak, Ray. Communication Systems and Networks. 2nd Ed. New Delhi: IDG, 2000.
7. Balakrishnan,S.et.al. Information Technology in Library Management. New Delhi, Anmol Publications, 2001
8. Horak, Ray. Communication Systems and Networks. 2nd Ed. New Delhi: IDG, 2000.
9. Balakrishnan,S.et.al. Information Technology in Library Management. New Delhi, Anmol Publications, 2001

MLISCE05: COMMUNICATION SKILLS & PUBLIC RELATIONS:

Unit –I
   Personality development: Understanding personal strengths and weakness. Work and organization psychology –stress management, Time management and crisis management.
Unit –II
   Communication skills: effective speaking, elements, types and stages.
Unit –III
   Writing skills. Principles and presentation of ideas. Techniques, skills and tools for effective writing: preparation for of a good proposal.
Unit –IV
  Non Verbal communication. Body language. Leadership and working in teams. Working collaboratively. Working and sharing knowledge and experience. Team development.
Unit –IV
   Public relations: Meetings and negation strategies. Different types of Meetings.

References:
1. Information and Communication for Development: Global Trends and Policies, Washington: World Bank, 2006
2. Mahalanobis, Parvati, Text book of Public Relations and Corporate Communications, Dominant Publishers, New Delhi, 2005
3. Shah, Vimal P, Development Communications and Change: Impact Study, Prentice- Hall, 2006
4. McGrath, E H, Basic Managerial Skills for All, Prentice-Hall, New Delhi, 1996
5. Sharma, Diwakar, Public Relations, Deep & Deep, New Delhi, 2004
6. Nirmal, Bhatnagar, Public Relations: an emerging specialized profession, Deep & Deep, New Delhi, 2004

Supportive

MLISCS01: INFORMATION SOURCES IN HUMANITIES AND SOCIAL SCIENCES

Unit -I
Types of information sources-documentary-non documentary-Characteristics-Scope and value
Unit- II
Ready Reference Sources -Types and Value Dictionaries, Encyclopaedias - Annuals and Handbook Manuals in Social Sciences and Humanities.
Unit- III
Indexing And Abstracting Sources in Social Sciences And Humanities.
Unit- IV
Electronic Sources - Web Resources - Subject Gateways in Humanities and Social Sciences.
Unit- V   Evaluation of information sources - print reference sources - web resources.

References:

1. Chowdhury, G.G and Sudatta Chowdhury, Information Sources and Searching on the World Wide Web;; Library Association Publication, 2000
2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing, 2009
3. Sewa Singh Handbook of International Sources on Reference and Information; Vedams eBooks (P) Ltd (India)
4. Winchill, C.M Guide to Reference source, 2008,
5. Higgins, G Printed Reference Matterials, 1987

MLISCS02: INFORMATION SOURCES IN SCIENCE AND TECHNOLOGY

Unit- I
Types of information sources - documentary - non documentary — Scope and value
Unit –II
Ready Reference Sources -Types and Value Dictionaries, Encyclopedias - and Handbook Manuals in Science and Technology
Unit- III
Indexing And Abstracting Sources in Science and Technology.
Unit- IV
Electronic Sources - Web Resources - Subject Gateways in Humanities and Social Sciences.
Unit- V   Evaluation of information sources - print reference sources - web resources.
References:
   1. Chowdhury, G.G and Sudatta Chowdhury, Searching CD-ROM and online information sources; Library Association, 2001
   2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing,2009
   3. Sewa Singh Handbook of International Sources on Reference and Information; Vedams e-Books (P) Ltd (India)
   4. Winchill, C.M Guide to Reference source, 2008,
   5. Higgins, G Printed Reference Materials, 1987

MLISCS03: TECHNICAL WRITING

Unit –I

   Communication Process: Overview of Communication process- Characteristic features of Technical Writing – Target group in Written Communication – Reader writer Relationship.

Unit –II

   Planning and organization of Technical / scientific writing; Definition, structure, Purpose, characteristics and functions. Aberrations in Technical Writing – collection. Organisation and presentation of data including illustrations – Cast studies; Preparation of short communications, Review Articles Technical Report, Monographs, Project proposals, dissertations and house Bulletins.

Unit –III

   Technical Editing and Editorial Tools: Editor – Editorial process Editorial Tools.

Unit –IV

   Publication Process: Planning, preparation, Production and dissemination of Technical Information Products.

Unit –V

   Publication Ethics: Copy Right, IPR, Legal Issues and Professional Ethics.

Reference:

1. Holsinger, Donald C. "A classroom Laboratory for Writing History. Social studies Review. 31(1) 1991. p 59-64
2. Rapp. Ro "The presentation of technical information" London:constable.1948
3. Kirkman. John. Good style for scientific and Engineering Writing. London: Pitman.1980
4. Ramage John D and Bean John C. The Allyn and Bacon Guide to writing. 2nd edition. London Allyn and Bacon 2000.pp.658
5. Turk. Christopher and Kirkman. John. : Effective Writing: Improving Scientific, Technical and Business Communication. 2nd Edition. London: Spon Press.2007
6. Winokur. Jon.Fd writers on writing. Philadelphia running Press.1986

MLISCS04: INFORMATION SEARCH TECHNIQUES

Unit I

   Information retrieval– fundamentals - Information retrieval system.

Unit II

   Search tools – vocabulary control tools –thesaurus

Unit III

   Search strategy – search formulation- search statement

Unit IV

   Search techniques –Boolean Logic- Truncation – Weighted term logic – sorting techniques.

Unit IV

   Information retrieval evaluation – major information retrieval studies- MEDLARS-SMART-KAIRS- TREC.

Reference:

1. Salton, G Introduction to Information Retrieval
2. Chowdhury, G.G Introduction to Modern Information Retrieval, Facet Publishing,2009
3. Korfhage,Robert R.Information storage and retrieval New York:John Wiley & Sons,1997
4. Salton, G., & McGill, M.J. Introduction to modern information retrieval. New York: McGraw-Hill.
5. Lancaster, F.W. Fundamentals of Information Retrieval.

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