

# **CURRICULUM FRAMEWORK AND SYLLABUS FOR OUTCOME BASED EDUCATION**

**FOR THE STUDENTS ADMITTED FROM THE  
ACADEMIC YEAR 2019-2020 ONWARDS**

**DEPARTMENT OF LIBRARY AND INFORMATION  
SCIENCES**



## **BHARATHIAR UNIVERSITY**

(State University, Accredited with NAAC “A” Grade and 13<sup>th</sup> Rank in MHRD – NIRF)

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## **VISION**

“Be the very pinnacle of academic and research excellence in Library and information sciences”

## **MISSION**

**As a Department, We are committed to**

- ✓ Achieve academic excellence in Library and Information Sciences through innovative teaching and learning processes.
- ✓ To prepare the students to be professionally competent to face the challenges in the Library.
- ✓ Promote inter-disciplinary research among the faculty and the students to create state of art research facilities.
- ✓ To Promote quality and ethics among the students.
- ✓ Motivate the students to acquire entrepreneurial skills to become global leaders

## **Progeamme Educational Objectives (PEO)**

Post graduates of M.Lib.I.Sc., program will be

**PEO1:** Utilizing strong domain knowledge to develop smart library for the upliftment of society

**PEO2:**Applying research and knowledge skills with a rich set of communication to excel in their profession

**PEO3:** Showing continuous improvement in their professional career through life-long learning, appreciating human values and ethics.

## **Programme Outcomes (PO for M.Lib.I.Sc., (2019-2020)**

On completion of M.Lib.I.Sc., programme, the students are expected to

**PO1:** Applying knowledge of fundamentals of library and information science, Information, Communication, Librarianship, Library Movements and Legislation and Promoters of Library and Information Resources and services.

**PO2:** Identify, basic knowledge of classification theory, like CC, DDC and UDC

**PO3:** Design and evaluate solution for classification practice, like CC and DDC.

**PO4:** Apply knowledge of computing, information communication technology, software and hardware, database management.

**PO5:** Identify the various types of information sources

**PO6:** Understand and commit to implement different kinds of management techniques in library and information centers..

**PO7:** Understand and commit for appropriate cataloguing theory

**PO8:** Create, select, adopt and apply of appropriate cataloguing techniques.

**PO9:** Use research based knowledge and research methods in library and information Sciences.

**PO10:** Identify, information services and system in library and information science.

**PO11:** Demonstrate knowledge and understanding of the information system management.

**PO12:** Communicate effectively with the knowledge management in LIS.

**PO13:** Create, select, adopt and apply for appropriate marketing of information products and Services

**PO14:** Apply knowledge of digital library fundamentals, building DL.

**PO15:** Identify the information storage and retrieval, information processing, indexing, search and criteria.

**PO16:** Demonstrate knowledge of information communication technology in library and information science.

**BHARATHIAR UNIVERSITY, COIMBATORE – 641 046**  
**M.Lib.I.Sc. (Master of Library and Information Science)**

For the University Department students admitted during the academic year 2019-20 onwards  
**SCHEME OF EXAMINATIONS : CBCS Pattern**

SEMESTER	CORE-ELECTIVE SUPPORTIVE	Paper Code	TITLE OF THE COURSE	University Examinations				
				Class Hours	Internal	External	Total	Credit
I	CORE-I	MLISC01	Foundations of Library and Information Science	3	25	75	100	4
	CORE-II	MLISC02	Knowledge Organization-I Classification Theory	3	25	75	100	4
	CORE-III	MLISC03	Knowledge Organization-II Classification Practice	3	25	75	100	4
	CORE-IV	MLISC04	Introduction to Information and Communication Technology	3	25	75	100	4
	ELECTIVE	MLISCE01	Elective - I	3	25	75	100	4
	SUPPORTIVE		Supportive - I	2	12	38	50	2
II	CORE-V	MLISC05	Information Sources	3	25	75	100	4
	CORE-VI	MLISC06	Management of Library and Information Centers	3	25	75	100	4
	CORE-VII	MLISC07	Information Processing-I Cataloguing Theory	3	25	75	100	4
	CORE-VIII	MLISC08	Information Processing-II Cataloguing Practice	3	25	75	100	4
	ELECTIVE	MLISCE02	Elective - II	3	25	75	100	4
	SUPPORTIVE		Supportive - II	2	12	38	50	2
III	CORE-IX	MLISC09	Research Methods	3	25	75	100	4
	CORE-X	MLISC10	Information Services and System	3	25	75	100	4
	CORE-XI	MLISC11	Information System Management	3	25	75	100	4
	CORE-XII	MLISC12	Information Storage & Retrieval (THEORY)	3	25	75	100	4
	ELECTIVE	MLISCE03	Elective - III	3	25	75	100	4
	SUPPORTIVE		Supportive - III	2	12	38	50	2
IV	CORE-XIII	MLISC13	Marketing of Information Products and Services	3	25	75	100	4
	CORE-XIV	MLISC14	Digital Libraries	3	25	75	100	4
	CORE-XV	MLISC15	Knowledge Management	3	25	75	100	4
	CORE-XVI	MLISC16	Application of ICT in Libraries - Practical	3	25	75	100	4
	CORE-XVII	MLISC17	Project & Comprehensive Viva-Voce-200 marks	3	40*	160*	200*	8
			<b>TOTAL</b>				<b>2250</b>	<b>90</b>

\*For Project work : 80% (160 marks) & Viva voce : 20% (40 marks)

### ELECTIVE PAPERS

MLISCE01	Information literacy
MLISCE02	Information Search Strategies
MLISCE03	E-Publishing
MLISCE04	Bibliometrics

### SUPPORTIVE PAPERS

MLISCS01	Information sources in humanities and social sciences
MLISCS02	Information sources in science and technology
MLISCS03	Technical writing

### SWAYAM COURSES

MLISS01	Library and Automation and Digitization	60Hours	4 Credits
MLISS02	Document Processing and Organization	60Hours	4 Credits
MLISS03	Database and Content Organization	60Hours	4 Credits

## SEMESTER - I

### MLISC01: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

#### Unit –I

Nature of Information: Definition: data, information, knowledge & characteristics of information; various patterns & models of information - factors influencing growth of information, information transfer cycle.

#### Unit –II

Communication: Concept, definition, theories & models, channels of communication: Barriers of communication.

#### Unit – III

Library: Types, Five Laws of Library Science and their implications; Professional ethics of librarianship; Role of Professional Associations and their roles: National and International – ILA, IASLIC, IATLIS, IFLA, ALA, FID

#### Unit -IV

Library movement & legislation in India- Model Library Bill, Delivery of Books and Newspaper Act – Intellectual Property Rights – Information Policy, Right to Information.

#### Unit – V

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

#### **References Books:**

1. Khanna, J.K. Library and Society. Kurushektra: Research Publication, 1987
2. Atherton, .Pauline. Handbook of Information, system and services. Paris: UNESCO, 1977.
3. Bengel, 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.
7. e-pathsala e-pathsala.com
8. e -Gyankosh [www.egyankosh.in/](http://www.egyankosh.in/)

## **MLISC02: KNOWLEDGE ORGANISATION-I Classification Theory**

### **Unit-I**

Universe of subject and Knowledge organization

### **Unit – II**

Library Classification - Need, Purpose and Functions; Types of Notation.

### **Unit – III**

Normative Principles of Classification - Canons, Laws, Principles and their implications.

### **Unit – IV**

An overview of Classification Schemes – CC and DDC

### **Unit – V**

Facet Sequences: Phase - Facet analysis - Fundamental categories

### **Reference Books**

1. Krishna Kumar, Theory of Classification, 4<sup>th</sup> 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.

**MLISC03: Knowledge Organization-II Classification Practice**

CC and DDC

CC 6<sup>th</sup> Edition

DDC 23<sup>rd</sup> Edition



## **MLISC04: INTRODUCTION TO INFORMATION AND COMMUNICATION TECHNOLOGY**

### **Unit I**

Overview of information Technology; Definition, Need, Scope and Objectives; Components of Information Technology

### **Unit II**

Computer Basics ( Hardware ); Historical development of computers; Generation of computers; Classification of computers.

### **Unit III**

Computer Architecture - Organization of computer;;Micro Computer; Input and output devices.

### **Unit IV**

Software-System Software and Application Software; Operating systems: Basic features of – DOS, Windows, Linux, Unix. MS office.

### **Unit V**

File organization & Database Management; Word processors, Spread sheets, Presentation software and SQL databases

### **Reference Books:**

1. Martin , Janes. Computer Networks and Distributed processing : Software ,Techniques and Architecture.
2. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.
3. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.
4. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.
5. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern.1983.
6. Rowley, J.E. Computers for Libraries . 2<sup>nd</sup> ed. London: Clive Bingley, 1985.
7. Stern, KR and Stern, Nancy. Introduction to Computers and information Processing. New York : John Wiley, 1982
8. Teddy. Lucy. An Introduction to Computer based Library system . 2<sup>ND</sup> ed. New York : Wiley. 1984.
9. Zoorkoozy, Peter . Information Technology and Introduction . 2<sup>ND</sup> ed. London : Pettman, 1985.

## **SEMESTER – II**

### **MLISC05: INFORMATION SOURCES**

#### **Unit-I**

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

#### **Unit –II**

Ready Reference Sources - Types - 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**

Electronic Sources-e-books, e-journals, Web resources, Subject Gateways.

#### **Unit-V**

Web resources and their evaluation

#### **Reference Books**

1. G. G. Chowdhury 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: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES**

### **Unit-I**

Management: Concept; scope; Functions and principles - Scientific Management

### **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-Weeding out of the books and Binding and preservation of the books.

### **Unit-IV**

Library Governance- Library authority- Library committee, need and functions-. Library manpower- staff formula. Library Ethics- Library Finance: Sources of finance; Budgeting techniques, cost benefit analysis. Human resources management

### **Unit-V**

Planning- Library Building - Library rules and regulations, Annual report - Library statistics, Furniture and equipment, Library Building, Collection.

### **Reference Books:**

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

## **MLISC07: INFORMATION PROCESSING-I (Cataloguing Theory)**

### **Unit-I**

Library Cataloguing – Meaning, Need, Purpose and Functions.

### **Unit – II**

Normative Principles of Cataloging - Canons, Laws, Principles and their Implications.

### **Unit – III**

Cataloguing codes: CCC and AACR2. Types of Catalogues – Physical Forms – Inner Forms - Subject Catalogues : Sear's List, Chain Indexing.

### **Unit – IV**

Formats and Standards - ISBDs; MARC , 21 Dublin Core, ISO 2709

### **Unit – V**

Centralized and Co-operative Cataloguing – Union Catalogue - Arrangement and Filing of Entries.

### **Reference Books**

1. Anglo American Cataloguing Rules. 2<sup>nd</sup> Edition Rev. New Delhi, Oxford, 1988
2. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
3. Girja Kumar and Krishen Kumar, Theory of Cataloguing, Ed.4 Vikas Publishing House Delhi, 1986.
4. Ramalingam, M.S. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.
5. Ranganathan, S.R. Classified Catalogue Code. Madras, UBSPD, 1988

## **MLISC08: INFORMATION PROCESSING-II (Cataloguing Practice)**

CCC and AACR-III - Print, Serials, Monographs, Catalogue of materials, non-book materials

## **SEMESTER –III**

### **MLISC09: RESEARCH METHODS**

#### **Unit :I**

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

#### **Unit : II**

Research Problem - 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; Case study; Historical; Experimental - 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; 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; Chicago 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 SYSTEM AND SERVICES**

### **Unit:I**

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

### **Unit:II**

Types of Information Services: Bibliographic – Reprographic – Translation – CAS-SDI – Indexing & Abstracting Services. Alerting services: Newspaper clipping, Listserv, Blogs.

### **Unit:III**

Information use & user studies, Information Literacy – definition needs and concepts

### **Unit:IV**

Global & National Information Systems; UN Information Systems; NISCAIR, NASSDOC, Library Networks: INFLIBNET, DELNET, etc.

### **Unit:V**

Library consortia-India; Current trends in scholarly communication: Open Access Movement – Open Archives Initiatives

### **Reference Books**

1. Atherton, P. Handbook of Information Systems and Services, 1977.
2. Burch, J.C. and Stretev, F.R. Information Systems: Theory and Practice, 1974.
3. Colin, H. Ed. Management Information Systems in Libraries and Information Services. London: Tayler Graham, 1989.
4. Krishna Kumar. Reference Service. New Delhi: Vikas, 1977.
5. Murdick, Rober G. et.al Information systems for modern management. 3rd ed. New Delhi: Prentice-Hall, 1996.
6. Ranganathan, S.R. Reference Service. Bombay: Asia, 1967.
7. Wiseman, H.M. Information Systems, Services and Centres

## **MLISC11 : INFORMATION SYSTEMS MANAGEMENT**

### **Unit-I**

Information Systems: Concepts, Definition and Scope – Types of information Systems  
– Systems Analysis and Design

### **Unit-II**

Human Resources Management: Organization models – job description and job analysis – Selection, recruitment training development Leadership - Team – building - Motivation

### **Unit -III**

Financial Management: Planning and Control – Resources generation. Budget and Budgeting – Budgetary control techniques – Cost Benefit, Cost Effectiveness 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 an planning strategies: Concept – Definition – Need and steps in planning – MBO – Planning techniques – Decision Making.

### **Suggested Readings:**

1. Krishna Kumar, Library Administration and Management, Delhi: Viaks, 1987.
2. Kumar PSG. Management of Library and Information Centres. Delhi: B.R. Publishing Corporation, 2003.
3. Mittal, R.L Library Administration: Theory and Practive. 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 2<sup>nd</sup> ed. Bangalore: Sharad 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 Centre Management. Colorado: Libraries unlimited, 2004.

## **MLISC12: INFORMATION STORAGE 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

### **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 : Engineering Village, Proquest , SCOPUS, etc.

### **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. 4<sup>th</sup> Ed. London: Clive Bingley, 1982.
2. Chowdhry, G. G. Introduction to Modern Information Retrieval. 2<sup>nd</sup> 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. 2<sup>nd</sup> 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. 3<sup>rd</sup> Ed. Hants Wild Wood, 1986.



## **SEMESTER-IV**

### **MLISC13: MARKETING OF INFORMATION PRODUCTS AND SERVICES**

#### **Unit I**

Information as a Resource: Economics of Information; Marketing concepts; -  
Corporate Mission; Marketing Strategies

#### **Unit II**

Portfolio Management BCG Matrix Model; Product Market Matrix; Product Life  
Cycle, Pricing Models

#### **Unit III**

Marketing Mix; Kotlers Four “Cs”; McCarthy’s Four “Ps”

#### **Unit IV**

Marketing Plan & Research: Corporate Identity, marketing plan: Marketing Research.  
Market Segmentation and Targeting; Geographic and Demographic Segmentation;  
Behavioral and Psychographics Segmentation; User Behavior and Adoption

#### **Unit V**

Information industry - marketing of information Product & Services.

#### **Reference Books**

1. Anderson, A.R. Advancing library marketing. *Journal of Library Administration*. 1(3), 1980, pp. 17 32.
2. Anderson, W. T. Jr., Bentley, C. C. and Sharpe, L K IV. Multi-dimensional marketing: Managerial, societal, and philosophical. Austin TX: Austin Press 1976.
3. Bellardo, T. and Waldhart, T J. Marketing products and services in academic libraries, *Libri*. 27(3), 1977. pp. 181 194.
4. Berry J. The test of the marketplace. *Library Journal*. 104. Sept. 1979. pp. 1605.
5. Dragon, A C. Marketing the library. *Wilson library bulletin*. 53, 1979, pp. 498 500.
6. Eisner, J, ed. Beyond PR: Marketing for libraries. *A Library Journal Special Report*, 1981.

## **MLISC14: DIGITAL LIBRARIES**

### **Unit – I**

Concept of Digital Libraries - Transition of libraries from traditional to digital:-  
Definitions, Characteristics, Theoretical Framework, 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 Archives 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 – 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: 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 – 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, 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 networks 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.

## **MLISC16: APPLICATION OF ICT IN LIBRARIES – PRATICE**

- A. Database Creation
- B. SOUL, KOHA – (Demo)
- C. Internet Search
- D. Creating Digital Library by using Open Source Software (D-space and Greenstone)
- E. Drupal (CMS) Zoomla

## **MLISC17: PROJECT AND COMPREHENSIVE VIVA – VOCE - 200 MARKS**

## Elective Papers

### **MLISCE01: 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](http://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 Lonsdale, 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.

## **MLISCE02: INFORMATION SEARCH STRATEGIES**

### **Unit I**

Information retrieval– fundamentals - Information retrieval system.

### **Unit II**

Assessment of information need; criteria

### **Unit III**

Search strategy – search formulation- search statement

### **Unit IV**

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

### **Unit V**

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.

## **MLISCE03: E-PUBLISHING**

### **Unit 1**

Technology for Print: Document structure, document preparation systems, DTP, DDLs, page description languages, text databases, standards;

### **Unit 2**

Design for Print: Type design, graphic design, composition products, separation;

### **Unit 3**

Technology for presenting static and dynamic content on the Internet

### **Unit 4**

Technology for Multimedia: Hypermedia etc., music and sound, interactive software, multimedia databases, intelligent systems, visualization, virtual reality, CAL,standards;

## **Unit 5**

Publishing Industries – Corporate Institutional Professional and Open Access Publishers

### **Suggested Readings:**

1. Bommel, Patrick Van. Information Modeling for Internet Applications, 2002.
2. Eyal Amiran, Elaine Orr, and John Unsworth. Refereed Electronic Journals and the Future of Scholarly Publishing. *Advances in Library Automation and Networking*, (1991)
3. JEP: the Journal of Electronic Publishing. Published by the University of Michigan Press.
4. Levine, Mark. The fine print of self - publishing: the contracts and services of 48 major self publishing companies Analyzed, Ranked and exposed 2006.
5. Maran, Ruth; Whitehead, Paul. *Internet and World Wide Web Simplified*, 3rd Ed. Marangraphics Inc., and *Internet and World Wide Web Simplified* 1999.

## **MLISCE04: BIBLIOMETRICS**

### **UNIT I**

Concept, Evolution & Definitions – Librametry, Bibliometrics, Scientometrics, Informetrics and Webometrics

### **UNIT II**

Growth of Scientific Literature – Information Explosion/Publication Explosion

### **UNIT III**

Bibliometrics Laws – Bradford, Zipf, Lotka, Price, Circulation Theory

### **UNIT IV**

Citation Analysis – Forms of citation – Self Citation, Bibliographic coupling, Co-Citation, Hi-Index, G-Index, Cited-Half life, citing half life .

### **UNIT V**

Quantitative and qualitative indicators.

### **Reference Books**

1. *Bibliometrics : New Dimensions and Latest Trend*, Srivastava R, Alfa Publications 2011.
2. *Author Co-citation Analysis: Quantitative Methods for Mapping the International Structure of an Academic Discipline* , 2008
3. *Bibliometric and Citation Analysis from the Science Citation Index to Cybermetrics*, 2009
4. *Measuring Academic Research: How to Undertake a Bibliometric Study – 2009*, Ana Abdres, Chendos Publishing

## **SUPPORTIVE**

### **MLISCS01: INFORMATION SOURCES IN HUMANITIES AND SOCIAL SCIENCES**

#### **Unit -I**

Concept of information sources-documentary-non documentary-Characteristics-Scope and value

#### **Unit- II**

Ready Reference Sources -Types and Value Dictionaries, Encyclopedias – Bibliography - 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**

Information Concept, types of information sources - documentary - non documentary –  
– Scope and value

### **Unit –II**

Ready Reference Sources -Types and Value Dictionaries, Encyclopedias –  
Bibliography - 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 Science and Technology

### **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 – Case studies; Preparation of short communications, Review Articles Technical Report, Monographs, Project proposals, dissertations and house Bulletins.

#### **Unit –III**

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

#### **Unit –IV**

Publication Process: 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. 2<sup>nd</sup> edition. London Allyn and Bacon 2000.pp.658
5. Turk. Christopher and Kirkman. John. : Effective Writing: Improving Scientific, Technical and Business Communication. 2<sup>nd</sup> Edition. London: Spon Press.2007
6. Winokur. Jon.Fd writers on writing. Philadelphia running Press.1986

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### **SWAYAM COURSES**

#### **MLISS01: Course: Library Automation and Digitisation**

##### **Block 1: Library Automation Packages**

Unit 1: Introduction Unit

2: Acquisition and Cataloguing

Unit 3: Serials Control Unit

Unit 4: Library Services

##### **Block 2: Media Resources**

Unit 5: Media Resources for Libraries and their Preservation

Unit 6: Equipment and their Maintenance

##### **Block 3: Digitization of Media Resources**

Unit 7: Digitization Concept and Need

Unit 8: Methods and Equipment

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## **MLISS02: Course: Document Processing and Organization**

### **Block 1: Classification**

Unit 1: Basics of Classification

Unit 2: Classifying Documents using DDC

### **Block 2: Cataloguing**

Unit 3: Basics of Cataloguing

Unit4: Cataloguing Documents using AACR-2

### **Block 3: Filing and Shelving**

Unit 5: Filing Rules

Unit 6: Shelving

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## **MLISS03: Course : DATABASE AND CONTENT ORGANISATION**

Introduction This course introduces you to the concepts of Database, Content Organization and some emerging trends.

In any Information Storage and Retrieval System (ISAR), databases occupy the central position. Creation of efficient databases leads to successful retrieval of information contained in that database. A database is an organized collection of related data. In modern library environment, electronic databases are used to support a wide-range of information management operations and services. Knowledge in database concepts and applications becomes essential for the success of information professionals in present society.

This course provides instruction on the database concepts, elements of DBMS, Database models, fundamentals of database design, database implementation with a focus on library and information science practice, use of WINISIS, MySQL and some emerging trends. Related and current database management technologies will be used to illustrate the hands-on experiences.

### **Objectives of the Course By the end of the course, students will be able to:**

1. Understand the Database concepts, elements of DBMS and Database Models
2. Review and articulate database functions and data modeling in LIS environment
3. Describe various File Organisation Techniques and Search Strategies
4. Understand the Relational Model and able to create conceptual design diagrams using Entity Relationship Modeling
5. Identify the concerns of Indexing
6. Use Structured Query Language to retrieve and manage information
7. Work with MySQL – RDBMS, executing all of its SQL commands
8. Identify basic concerns regarding Database Recovery, Transaction Management, Concurrency control and Deadlocks.
9. Access and use WINISIS
10. Understand the emerging trends namely Open Access Database Services, Text Retrieval Engines,

## **Multilingual Text Retrieval, Data Mashup and Linked Open Data for Libraries.**

**Course Duration:** 12 weeks

**Target Audience:** Library and Information Science Professionals, Students and Faculty

**Eligibility for Enrolment:** Passed 10 + 2 with Library & Information Science qualification atleast at Certificate level.

**Course Pre-requisite:** Basic knowledge of Library functions and services.

**Learning Outcomes:** After going through this course the learner will get a thorough understanding of Use of Databases in libraries, Types of databases and Data Models, RDBMS, MySQL commands, Database Recovery, Transaction Management, Concurrency Control, Deadlocks, CDS/ISIS, WINISIS package and some emerging trends.

### **Subject Matter Experts:**

**Dr. V.V. Subrahmanyam** School of Computer & Information Sciences Indira Gandhi National Open University (IGNOU) New Delhi Dr.

**Parthasarathi Mukhopadhyay** Dept. of Library & Information Science University of Kalyani Kalyani, WB.

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