**BHARATHIAR UNIVERSITY, COIMBATORE–641 046**

### MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc.,) Lateral Entry 2019-2020 –

**(CBCS) - University Dept. (Effective from the academic Year 2019-2020)**

### Eligibility for Admission to the Courses

**M.Lib.I.Sc., (Lateral Entry)**: An undergraduate (B.Lib.I.Sc.,) successfully completed his/her degree from any university recognized by UGC following 10+2+3+1 pattern is eligible to join M.Lib.I.Sc., **(Lateral Entry)**.

The M.Lib.I.Sc., (Lateral Entry) programme shall be offered on a full-time basis for one years. The programme will consist of two semesters of Core/Elective/Supportive papers and the final semester consists of major project.

### Regulations

The general Regulations of the Bharathiar University Choice Based Credit System pattern are applicable to scheme of the examinations.

### The Medium of Instruction and Examinations

The medium of instruction and Examinations shall be in English.

### Submission of Record Note books for Practical Examinations & Project Viva-Voce.

Candidates taking the Practical Examinations should submit bonafide Record Note Books prescribed for the Examinations. Otherwise the candidates will not be permitted to take the Practical Examinations. Candidates taking the Project Viva Examination should submit Project Report prescribed for the Examinations. Otherwise the candidates will not be permitted to take the Project Viva-voce Examination.

### Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

### Equivalence

M.Lib.I.Sc., (Lateral Entry) programme is equivalent to M. Lib.I.Sc., (Regular) programme.

**CURRICULUM FRAMWORK AND SYLLABUS FOR OUTCOME BASED EDUCATION**

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

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCES (Lateral Entry)**



**BHARATHIAR UNIVERSITY**

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

COIMBATORE – 641 046, TAMIL NADU

Phone : 0422-2428231

Fax : 0422-22422387

Web : [www.b-u.ac.in](http://www.b-u.ac.in)

**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

**PO01:** Use research based knowledge and research methods in library and information

 Sciences.

**PO02:** Identify, information services and system in library and information science.

**PO03:** Demonstrate knowledge and understanding of the information system management.

**PO04:** Identify the information storage and retrieval, information processing, indexing, search and criteria

**PO05:** Communicate effectively with the knowledge management in LIS.

**PO06:** Create, select, adopt and apply for appropriate marketing of information products and

 Services

**PO07:** Apply knowledge of digital library fundamentals, building DL.

**PO08:** Demonstrate knowledge of information communication technology in library and

 information science.

**PO09:** To analysis various library resources and apply appropriate methodology for their

proper positioning automating and digitalizing

**PO10:** To adopt and apply evaluate information search strategies.

**PO11:**  To adopt and apply the writing technical methods in LIS.

**BHARATHIAR UNIVERSITY, COIMBATORE – 641 046**

M.Lib..I.Sc. (Master of Library and Information Science) (Lateral Entry)

For the University Department students admitted during the academic year 2019-20 onwards

|  |
| --- |
| SCHEME OF EXAMINATIONS : CBCS Pattern |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SEMESTER** | CORE-ELECTIVESUPPORTIVE | Paper Code | **TITLE OF THE COURSE**  | **University Examinations** |
| **Class Hours** | **Internal** | **External** | **Total** | **Credit** |
| 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 - III | MLISE03 | e-Publishing | 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 |
| Elective - IV | MLISE04 | Robotics Process and Automation for Library | 3 | 25 | 75 | 100 | 4 |
|  | Elective - V | MLISE05 | Information Search Strategies | 3 | 25 | 75 | 100 | 4 |
|  | Elective - VI | MLISE06 | Technical Writing | 3 | 25 | 75 | 100 | 4 |
|  | CORE-XX | MLISC20 | Project & Comprehensive Viva–Voce | 3 | 40\* | 160\* | 200\* | 8 |
|  |  |  |  | **41** | **352** | **1098** | **1450** | **58** |
|  |  |  | **Total** | **41** |  | **1450** | **58** |

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

**ELECTIVE PAPERS**

|  |  |
| --- | --- |
| MLISE01 | Information literacy |
| MLISE02 | Bibliometrics |
| MLISE03 | E-Publishing |
| MLISE04 | Robotics Process and Automation for Library |
| MLISE05 | Information Search Strategies |
| MLISE06 | 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 –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 SERVICES AND SYSTEM**

**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.

1. Krishna Kumar. Reference Service. New Delhi: Vikas, 1977.
2. 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 SYSTEM 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 selction 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 Corportion, 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 2nd 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. 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.

**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.

1. Bellardo, T. and Waldhart, T J. Marketing products and services in academic

libraries, Libri. 27(3), 1977. pp. 181 194.

1. Berry J. The test of the marketplace. Library Journal. 104. Sept. 1979. pp. 1605.
2. Dragon, A C. Marketing the library. Wilson library bulletin. 53, 1979, pp. 498 500.
3. 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 KnowledgeManagement 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 tacitKnowledge

**Unit III**

Knowledge codification and organization: Knowledge base -knowledge **m**apping, decision trees, decision tables, frames etc.

**Unit IV**

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

**Unit V**

Tools for Knowledge Management–neural networks data mining–legal and ethicalissues 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 – PRATICAL**

1. Database Creation
2. SOUL, KOHA – (Demo)
3. Internet Search
4. Creating Digital Library by using Open Source Software (D-space and Greenstone)
5. Drupal (CMS) Zoomla

**MLISC20: PROJECT AND COMPREHENSIVE VIVA – VOCE - 200 MARKS**

**Elective Papers**

**MLISE01: 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.htm](http://www.ala.org/at/nill/littls.html)l
3. Bawden, D. (2001). Information and digital illiteracies: a review of concepts.  [http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pd](http://gti/edu.um.es.8080/gomez/hei/intranet/bawden/pdf)f.
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.

**MLISE02: 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 Acadenic Discipline , 2008
3. Bibliomentric and Citation Analysis from the Science Citation Index to Cybermentrics, 2009
4. Measuring Academic Research: How to Undertake a Bibliomentric Study – 2009, Ana Abdres, Chendos Publishing

**MLISE03: 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

1. 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.

**MLISE04: ROBOTIC PROCESS AUTOMATION FOR LIBRARY**

|  |  |  |
| --- | --- | --- |
| **Unit:1** | **Introduction to Robotic Process** | **14 hours** |
| Introduction to RPA - Overview of RPA - Benefits of RPA in a business environment - Industries & domains fit for RPA - Identification of process for automation - Types of Robots - Ethics of RPA & Best Practices - Automation and RPA Concepts - Different business models for implementing RPA - Centre of Excellence – Types and their applications - Building an RPA team - Approach for implementing RPA initiatives. |
|  |
| **Unit:2** | **Introduction to Library Automation** | **14 hours** |
| Library automation: Definition, Need, Purpose and Advantages. Historical development.  |
|  |
| **Unit:3** | Planning for Automation | **14 hours** |
| Planning for Library automation - Automation of Library operations. Acquisitions, Cataloguing, OPACs, Circulation and Serials control -  |
|  |
| **Unit:4** | **Evaluation** | **14 hours** |
| Evaluation of Library automation systems. Criteria for evaluation. Evaluation techniques. Study of standards relevant to Library automation - |
|  |
| **Unit:5** | Applications | **14 hours** |
| Application of Barcode and RFID Technology for Library Functions - Application of Artificial Intelligence to Library and Information Centre. |
| **Text Book(s)** |
| Rajiv Paithankar, Academic Library Automation, A B D Publishers, 2012 |
| **Reference Books** |
| Alok Mani Tripathi, Learning Robotic Process Automation, Packt Publishing, 2018 |
| Pandey S K Sharma, Fundamentals of Library Automation, ESS ESS, 2011 |

**MLISE05: 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 IV**

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

**Reference:**

1. Salton, G Introduction to Information Retrieval
2. [Chowdhury,](http://www.amazon.com/G.G.-Chowdhury/e/B001JP7KR6/ref%3Dntt_athr_dp_pel_1) 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.

**MLISE06: 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

1. Rapp. Ro “The presentation of technical information” London:constable.1948
2. Kirkman. John. Good style for scientific and Engineering Writing. London: Pitman.1980
3. Ramage John D and Bean John C. The Allyn and Bacon Guide to writing. 2nd edition. London Allyn and Bacon 2000.pp.658
4. Turk. Christopher and Kirkman. John. : Effective Writing: Improving Scientific, Technical and Business Communication. 2nd Edition. London: Spon Press.2007
5. Winokur. Jon.Fd writers on writing. Philadelphia running Press.1986

**SWAYAM COURSES**

**MLISS01: Course: Library Automation and Digitization**

**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 ad 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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