

Appendix No: 'B' Item No: 'B-2'
SRI VENKATESWARA UNIVERSITY: TIRUPATI
SVU COLLEGE OF ARTS
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
(Syllabus Common for S V University College and affiliated by SVU Area)
(Revised Scheme of Instruction and Examination, Syllabus etc., with effect from the
Academic Year's 2016-17 for I and II Semesters and 2017-18 for III and IV Semesters)
Revised CBCS Pattern with effect from 2016-17

Library and Information Science (M.L.I.S.c)
The course of Study and Scheme of Examinations

Semester –I

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 101	Foundations of Library and Information Science	6	4	Core	20	80	100
2	LIS 102	Knowledge Organization : Classification Theory	6	4	Core	20	80	100
3	LIS 103	Knowledge Organization : Classification Practice	6	4	Core	20	80	100
4	LIS 104	Knowledge Management	6	4	Core	20	80	100
5.	LIS 105	Introduction to Information Technology	6	4	CF	20	80	100
6.	LIS 106	Human Values and Professional Ethics – I	6	4	EF	20	80	100
		Total	36	24		120	480	600

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester –II

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 201	Information Sources and Services	6	4	Core	20	80	100
2	LIS 202	Knowledge Organization : Cataloguing Theory	6	4	Core	20	80	100
3	LIS 203	Knowledge Organization : Cataloguing Practice	6	4	Core	20	80	100
4	LIS 204	Meta Data Standards – Practice	6	4	Core	20	80	100
5.	LIS 205	Library Management	6	4	CF	20	80	100
6.	LIS 206	Human Values and Professional Ethics – II	6	4	EF	20	80	100
		Total	36	24		120	480	600

*All CORE Papers are Mandatory

- Compulsory Foundation - Choose one paper
- Elective Foundation - Choose one paper.
- Interested students may register for MOOC with the approval of the concerned DDC but it will be considered for the award of the grade as open elective only giving extra credits.

Semester –III

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 301	Information Processing and Retrieval Theory	6	4	Core	20	80	100
2	LIS 302	Library Automation and Digital Library	6	4	Core	20	80	100
3	LIS 303	Search and search strategies	6	4	Core	20	80	100
4	LIS 304A	User Studies	6	4	Generic Elective	20	80	100
	LIS 304B	Internship						
	LIS 304C	Academic Library System	6	4		20	80	100
	LIS 304D	Special Library System						
5	LIS 305A	Information Literacy	6	4	Open Elective	20	80	100
	LIS 305B	Information and Communication						
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

Semester –IV

S. No	Code	Title of the Course	Credit Hrs / Week	No. of Credits	Core / Elective	IA	SEE	Total Marks
1	LIS 401	Research Methodology	6	4	Core	20	80	100
2	LIS 402	Software for Libraries - Practice	6	4	Core	20	80	100
3	LIS 403	Dissertation / Project work	6	4	Core	20	80	100
4	LIS 404A	Management of Information system	6	4	Generic Elective	20	80	100
	LIS 404B	Museums and Archives						
	LIS 404C	Information Processing and Retrieval : UDC and Indexing Practice	6	4		20	80	100
	LIS 404D	Marketing of Information Products and Services						
5	LIS 405A	Information Systems and Programmes	6	4	Open Elective	20	80	100
	LIS 405B	Technical Writing						
Total			36	24		120	480	600

* All CORE Papers are Mandatory

- Generic Elective - Choose two
- Open Electives are for the Students of other Departments. Minimum One Paper should be opted. Extra credits may be earned by opting for more number of open electives depending on the interest of the student through self study.
- Interested students may register for MOOC with the approval of the concerned DDC.

**LIBRARY AND INFORMATION SCIENCE
SEMESTER – I**

LIS 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

- UNIT -I** : Library as a social institution.
- Social functions of the library.
 - Role of library in formal and informal education
 - Library in modern society
 - Different types of libraries - their distinguishing features and functions.
 - Public libraries.
 - Academic libraries – School , College and University libraries
 - Special libraries.
 - National libraries : India
- UNIT- II:** Laws of Library Science
- Five laws of library science
 - Implications of Five laws in Library and Information activities.
- UNIT III:** Library Development and Acts relating to Libraries.
- Development of libraries with special reference to India
 - Library legislation – need and essential features.
 - Library legislation in India: Detailed study of Andhra Pradesh Public Libraries Act.
 - Press and registration Act and Delivery of Books(Public Library)
 - Copyright Act.
- UNIT IV:** Library and Information Profession, Public relations and extension activities
- Librarianship as a profession.
 - Professional ethics.
 - Library and Information Science education in India.
 - Public relations and extension activities.
- UNIT V:** Library and Information Science professional Associations and organizations.
- National, Associations / organizations - Objectives, Structure and activities ILA, IASLIC, IATLIS, RRRLF.
 - International associations, organizations - Objectives, structure and activities, UNESCO, IFLA, CLIP, ALA, SLA.

RECOMMENDED BOOKS

1. Shera, J.H. The foundation of education for librarianship . New york , 1972 .
2. Mc. Clovin . L.R. public library extension . Paris. Uneso, 1950
3. Kannna , J. K. Library and society , Kuruseshetra, 1987.
4. Ranganathan, S.R. five laws of Library Science . Delhi 1957
5. Ekbo te, Gopal Rao . Public Library system . Hyderabad , 1987
6. Sharma, Pandey , S.K. Development of public libraies in India .New Delhi.

LIS 102: KNOWLEDGE ORGANISATION: CLASSIFICATION THEORY

UNIT I: Knowledge Classification and Library Classification.

- Classification : Nature , purpose and definition

UNIT II: Notational system.

- Call Number: Class Number, Book number and Collection Number.
- Notation: Need, types and qualities.
- Hospitality in array and chain.

UNIT III: General theory of library classification.

- Canons.
- Postulates.
- Principles.
- Fundamental categories.
- Facet analysis.
- Phase analysis.
- Zone analysis.
- Systems and specials.

UNIT IV: Devices and Mnemonics.

- Devices.
- Mnemonics.

UNIT V: Isolates and planes of work and Species of Classification Schemes.

- Isolates: Common and Special.
- Planes of work: Idea plane, verbal plane and notational plane.
- Species of Classification Schemes: Enumerative, Almost Enumerative, Faceted Schemes etc.
- Recent trends in classification, UDC, Webdewey
- Comparative study of CC & DDC

RECOMMENDED BOOKS

1. Agarwal. DS. Lectures in Universe of knowledge . Delhi : Academic publishers. 1985
2. Krishna Kumar . Theory of Classification . Delhi: Vikas. 1991
3. Raju, AAN. . Universal Decimal Classification and Colon Classification .
4. Ranganathan, SR. Descriptive account of Colon Classification .Bombay. Asia publishing House . 1967
5. Ranganathan , S.R. Elementary Library Classification . 3RD ED. Bangalore. Sarada Ranganathan Endowment Trust , 1992
6. Rangandhan , SR. Prolegomena to library Classification . Bombay : Asia publishing House , 1965
7. Sayers, WCB . Manual of Classification for librarians . Rev. by Arthur Maltby. London : Andre Deutsch, 1967.

LIS 103: KNOWLEDGE ORGANISATION: CLASSIFICATION PRACTICE

(Dewey Decimal classification (22nd Edition))

UNIT I: Main Classes: Divisions, Sections, subsections etc.

UNIT II: Synthesis devices, Add, instructions, signs and auxiliary Tables;

Use of schedules and relative index.

UNIT III: Classification of Electronic reading devices

UNIT IV: Classification of Network based materials

UNIT V: Advanced classification

RECOMMENDED BOOKS

1. Ranganathan, SR. Colon Classification . 6th ed. Bangalore: Sarada. Ranganathan Endowment for library Science , 1994.
2. Dewey, Melvil. Dewey Decimal Classification . 3 vols. 18th ed. New York: Lake placid , 1978.
3. Raju, AAN . Dewey Decimal Classification : Theory and practice . Madras : TR , 1995.
4. Stija, MP. Manual of practical Colon Classification . New Delhi, Sterling, 1984.
5. Batty, CD. An introduction to 20th edition of DDC . London : Clive Bingely.
6. Uppal, OP . Practical Procedure of Classification according to CC and DDC. Patiala : Madaan.

LIS: 104 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 -explicit and tacit 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 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

RECOMMENDED BOOKS

1. Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publishing, 2001.
2. Blaise Cronin. ed. Information Management: from strategies to action London Aslib,1985.
3. Bikowrtx W. R.: Knowledge Management Delhi PHI. 2000
4. Chorafas D. N. Knowledge Revolution. 1968.
5. Crawford, Marshali Jean: Information Broking: a new career in information work, London: L.A. 1988
6. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: Ess Ess, 2009
7. Galatin, Malcolm & Laiter, Robert D eds. Economics of Information London : Nijhoff ,1981
8. Gurnsey, John and White Martin. Information Consultancy London Clive Binglev 1989.
9. Koenig Michael E.D. and Shrikantaiah (Ed): Knowledge Management: lessons learned what works and what doesn't, New Delhi: Ess Ess, 2008
10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): Knowledge Management in Practice : connection & context, New Delhi: Ess Ess, 2008
11. Kumar (PSG) A Student's Manual of Library &Information Science Delhi : BR Publishing

LIS 105: INTRODUCTION TO INFORMATION TECHNOLOGY

UNIT I: Overview of information Technology:

- Definition, Need, Scope and Objectives.

UNIT II: Computer Basics

- Historical development of computers.
- Generation of computers.
- Classification of computers.
- Computer architecture - Organization of computer.
- Micro Computer
- Input and output devices.

UNIT III: Network technologies

- Architecture
- Devices

UNIT IV: Software

- Operating systems: Basics feature of MS – DOS,
- MS Windows, .LINUX.
- Programming languages: Concepts and tools.
- Algorithm and Flowcharting.
- Types of Software

UNIT V: MS – Office

- Data Base management systems.
- Types of Databases
- Steps in development of Databases
- Library Software Packages

RECOMMENDED BOOKS

01. Martin , Janes. Computer Networks and Distributed processing : Software , Techniques and Architecture.
02. Mantay Subash. DOS made simple . 1975 New Delhi: Galgotia pub. 1992.
03. New. P.G. Reprography for libraries . London: Clive Bingley, 1981.
04. Raman , S. Text books of Computer programming . Delhi: CBS, 1971.
05. Ravichandra Rao, IVK. Library Automation . Rev.ed. New Delhi: Wiley Eastern.1983.
06. Rowley, J.E. Computers for Libraries . 2nd ed. London: Clive Bingley, 1985.
07. Stern, KR and Stern, Nancy. Introduction to Computers and information Processing. New York : John Wiley, 1982 .
08. Teddy. Lucy. An Introduction to Computer based Library system . 2ND ed. New York : Wiley. 1984.
09. Zoorkoozy, Peter . Information Technology and Introduction . 2ND ed. London : Pettman, 1985.

LIS 106: HUMAN VALUES AND PROFESSIONAL ETHICS – 1

- UNIT I:** Definition and Nature of Ethics
- Its relation to Religion, Politics, Business, Legal, Medical and environment.
 - Need and Importance of Professional Ethics - Goals - Ethical Values in various Professions.
- UNIT II:** Nature of Values
- Good and Bad, Ends and Means, Actual and potential Values, Objective and Subjective Values, Analysis of basic moral concepts- right, ought, duty, obligation, justice, responsibility and freedom, Good behavior and respect for elders.
- UNIT III:** Ahimsa (Non-Violence), Satya (Truth), Brahmacharya (Celibacy),
- Asteya(Non possession) and Aparigraha(Non- stealing).
 - Purusharthas(Cardinal virtues)-Dharma (Righteousness)
 - Artha(Wealth), Kama(Fulfillment Bodily Desires)
 - Moksha(Liberation)
- UNIT IV:** Bhagavad Gita
- (a) Niskama karma. (b) Buddhism
 - The Four Noble Truths
 - Arya astanga marga
 - (c) Jainism- mahavratas and anuvratas.
 - Values Embedded in Various Religions, Religious Tolerance
 - Gandhian Ethics.
- UNIT V:** Crime and Theories of punishment
- (a) Reformative, Retributive and Deterrent.
 - (b) Views on manu and Yajnavalkya.

RECOMMENDED BOOKS

1. John S Mackenjie: A manual of ethics.
2. "The Ethics of Management" by Larue Tone Hosmer, Richard D. Irwin Inc.
3. "Management Ethics - integrity at work" by Joseph A. Petrick and John F. Quinn, Response Books: New Delhi.
4. "Ethics in Management" by S.A. Sherlekar, Himalaya Publishing House.
5. Harold H. Titus: Ethics for Today
6. Maitra, S.K: Hindu Ethics
7. William Lilly: Introduction to Ethics
8. Sinha: A Manual of Ethics
9. Manu: Manu Dharma Sastra or the Institute of Manu: Comprising the Indian System of Duties: Religious and Civil (ed.) G.C.Haughton
10. Susruta Samhita: Tr.Kaviraj Kunjanlal, Kunjalal Brishagratha, Chowkamba Sanskrit series, Vol I,II and III, Varnasi, Vol I OO, 16-20, 21-32 and 74-77 only.
11. Caraka Samhita :Tr. Dr.Ram Karan Sarma and Vaidya Bhagavan Dash, Chowkambha Sanskrit Series office, Varanasi I, II, III Vol I PP 183-191.
12. Ethics, Theory and Contemporary Issues, Barbara Mackinnon, Wadsworth/Thomson Learning, 2001.
13. Analyzing Moral Issues, Judith A. Boss, Mayfield Publishing Company, 1999.
14. An Introduction to Applied Ethics (Ed.) John H.Piet and Ayodhya Prasad, Cosmo Publications.
15. Text book for Intermediate logic, Ethics and Human Values, board of Intermediate Education& Telugu Academic Hyderabad 15. I.C Sharma Ethical Philosophy of India. Nagin&co Julundhar.

SEMESTER - II

LIS 201 : INFORMATION SOURCES AND SERVICES

UNIT I: Reference and information sources:

- Documentary sources: Print, non – print including electronic
- Non documentary: Human, Institutional.
- Categories: Primary, Secondary and tertiary.
- Nature, Characteristics, utility and evaluation of different types of information Sources. Encyclopedias, dictionaries, directories, almanacs, year books, Handbooks Manuals, geographical, biographical sources, indexes, and abstracts.

UNIT II : Bibliography.

- Definition, need, and functions.
- Types: systematic, historical, enumerative, critical, textual etc.
- Indian National Bibliography.
- British National Bibliography.
- Compilation of Bibliography

UNIT III : E-resources

- Books.
- E-Journals.
- Databases
- Subject gateways
- Internet as a sources of information

UNIT IV : Reference Service .

- Concepts, definition, trend
- Types, user, orientation, short range and long range.
- Digital and virtual reference services

UNIT V : Information service.

- Concepts, definition, need and trends and reference service VS Information service
- Alert services: Need, Techniques and evaluation: CAS, SDI, Bibliographic, Referral, Document delivery and translation

services

RECOMMENDED BOOKS

1. Ranganathan SR. . Reference services and bibliography , Bombay, 1960.
2. Foskett. AC. Information Services in libraries . London . 1958
3. Mukherjee, AK. Fundamentals of special libbrianship , Calcutta , 1969.
4. Sharp, JR. Some fundamentals of information retrieval. London , 1965.
5. Shores, Louis. Basic reference sources . Chicago, 1954.
6. Viswantham, CD. Elements of information science. New Delhi, 1971.
7. Katz, A. Introduction to reference work. 2 v. New York, 1992
8. Guha, B. Documentation and information. Calcutta, 1983
9. Krishan Kumar, Reference services. New Delhi, 1989.
10. Girija Kumar and Krishan Kumar, Bibliography , New Delhi

LIS 202: KNOWLEDGE ORGANISATION: CATALOGUING THEORY

UNIT I: Library catalogue.

- Library catalogue: Need, purpose and functions.
- Relationship of Library catalogue with other records of the library
- Accession Register, Publishers catalogue, Bibliography and shelf list.
- Impact of Information Technology on Cataloguing

UNIT II: Types of catalogues and filing of entries.

- Types of Catalogues - outer forms and inner forms.
- OPAC. Web based Cataloguing
- Filing of entries.

UNIT III: Normative principles

- Normative Principles and Canons of cataloguing.

UNIT IV: Subject Cataloguing.

Subject Heading lists.

UNIT V: Methods of Cataloguing and Standardization.

- Prenatal, Cooperative and Centralized Cataloguing.
- Standardization of Bibliographic activities.
- ISBD (M), ISBD (S), ISBD (NBM), Etc.

RECOMMENDED BOOKS

1. Girija Kumar and Krishna Kumar. Theory of Cataloguing . New Delhi. Vikas. 1986.
2. Krishna Kumar. An Introduction for Cataloguing Practice . New Delhi Vikas . 1981.
3. Ranganathan. SR. Classified Catalogue Code with additional rules for Dictionary Catalogue code. 5th ed. . Bombay : Asia Publishing House , 1969.
4. Sears. ME. Sears List of Subjects Headings. New York : H.W. Wilson.1977.
5. Sharp , Henry. A. Cataloguing Practice . Bombay . Asia. 1974.
6. Sengupta . B. Cataloguing . Calcutta. Word Press, 1974.
7. Viswanthan, CG., Cataloguing : Theory and practice . New Delhi : Today tomorrow, 1970.

LIS 203: KNOWLEDGE ORGANISATION: CATALOGUING PRACTICE

UNIT I: Cataloguing of monographs according to AACR – 2

UNIT II: Cataloguing of serial publications according to AACR – 2

UNIT III: Motion picture, Video- recordings and Micro forms according to AACR – 2. Cataloguing of Cartographic materials, Manuscripts, Sound Recordings,

UNIT IV: Advanced Cataloguing

UNIT V: Subject Cataloguing: Assigning subject headings using Sear's list of subject headings.

RECOMMENDED BOOKS

1. Anglo – American Cataloguing Rules. 2nd . rev.ed. London Library Association , 1988.
2. Hunter, Erie. J. Examples Illustrating AACR-2 . (1988) revised . London,1989.
3. Krishan Kumar. An introduction to AACR – 2, New Delhi: Vikas , 1990.
4. Ranganathan , S.R. Classified Catalogue Code. Bombay: Asia Publishing House,1961.

LIS: 204 METADATA STANDARDS - PRACTICE

- UNIT I:**
- Introduction to Meta data and digital curation
 - Description of Meta standards
 - Additional resources. e -GMS
 - ISO 19115: 2003(E). PREMIS
- UNIT II:**
- Introduction to MARC 21, Tags.
 - Introductions and subfields
- UNIT III:**
- Creating MARC 21 records for print documents
 - Electronic resources and complex documents
 - Prints and resources
- UNIT IV:**
- Introduction to Dublin core
 - Preparing simple and qualified core records in HTML
- UNIT V:**
- Preparing simple and qualified Dublin core records in XML
 - Preparing simple and qualified Dublin core records in RDF

LIS 205: LIBRARY MANAGEMENT

UNIT I: Introduction to Management.

- Concept definition and scope.
- Management schools of thought
- Functions and principles of scientific Management.
- Organization Structures

UNIT II: Books selection, Acquisition and Technical Treatment.

- Different Sections of the library.
- Books selection: Need and purpose, Principles and theories, Policy and Programs, Book selection tools.
- Acquisition
- Technical treatment: Processing - Classification and cataloguing.

UNIT III: Serials Control, circulation control and maintenance.

- Serials control, Selection, Maintenance and record of receipts.
- Circulation control: Registration of members, charging and discharging methods.
- Maintenance: Shelving methods, shelf rectification, stock verification, Binding and preservation; Archives

UNIT IV: Library authority, personnel and finance:

- Library authority: Library committee, need, functions and types
- Library personnel: Categories - staff formula.
- Library Finance: Sources of finance, Budget and Budgeting.

UNIT V: Library building, rules and reporting.

- Library building: Planning, furniture and equipment
- Library rules and regulations
- Annual report.
- Library statistics.

RECOMMENDED BOOKS

1. Evans, G. Edward.. Management techniques for librarians . 2nd ed . New york : Academic Press, 1983.
2. Katz, W.A. Collection development , the selection of materials for libraries . New york . Holt, Rinohart and Winston, 1980.
3. Krishan Kumar : Library Administration and Management . New Delhi : Vikas , 1987.
4. Lock, R.N. Library administration . 3rd ed. New York : Philosophical Library . 1965.
5. Mittal, RL Library Administration : Theory and Practice . 5th ed. Delhi . Metropolton , 1984.
6. Narayana , G.J. Library and Information Management , New Delhi PHI 1991.
7. Ranganathan , S.R. : Library administration . 2nd ed. Bombay : Asia , 1059.
8. Sharma , J.S. Library Organization . New Delhi : Vikas, 1978.
9. Seetharama, S. Guide lines for planning of libraries and Information Centres Culcutta: IASLIC, 1990.

LIS: 206: HUMAN VALUES AND PROFESSIONAL ETHICS – PAPER II

Unit – I: Value Education: Definition- relevance to present day concept of human values; Self introspection-Self esteem. Family values-Components, structure and responsibilities of family; Neutralization of anger – adjustability – threats of family life – status of women in family and society – caring for needy and elderly – time allotment for sharing ideas and concerns.

Unit –II: Medical ethics: Views of Charaka, Sushruta and Hippocrates on moral responsibility of medical practitioners. Code of ethics for medical and healthcare professionals. Euthanasia, Ethical obligation to justice in health care, human cloning problems of abortion. Ethical issues in genetic engineering and Ethical issues raised by new biological technology or knowledge.

Unit –III: Environmental ethics: Ethical theory, Man and nature- Ecological crisis, Pest control, Pollution and waste Climate change; Energy and population, justice and environmental health.

Unit- IV: Social ethics: Organ trade, human trafficking, Human rights violation and social disparities; Feminist ethics, surrogacy/pregnancy; Ethics of media - Impact of Newspapers, Television, Movies and Internet.

Books for study

1. John S Mackenzie: A manual of ethics
2. “the Ethics of Management” by Larue Tone Hosmer, Richard D.Irwin Inc.
3. “Management Ethics – integrity at work” by Joseph A.Petick and John F. Quinn
Response Books:New Delhi
4. “Ethics in management” By S.A.Sherlock, Himalaya Publishing House,
5. Harold H. Titus: Ethics for Today
6. Maitra.S.K. Hindu Ethics
7. William Lilly: Introduction to Ethics
8. Sinha.A Manual of Ethics
9. Manu: Manava Dharma Sastra or the Institutes of Manu: Comprising the Indian system of Duties: Religious and Civil (ed)G.C.Haughton
10. Susruta Samhita: Tr.Kaviraj Kunjanlal, Kunjalal Brishagraha. Chowkamba Sankrit series, Vol II, II and III, Varanasi, Vol I OO, 16-20, 21-22 and 74-77 only.
11. Caraka Samhita :Tr.Dr.Ram Karan Sarna and Vaidya Bhagavan Dash, Chowkamba.

SEMESTER – III

LIS 301: INFORMATION PROCESSING AND RETRIEVAL THEORY

UNIT I: Information Processing and retrieval.

- Information processing and retrieval: Basic concepts and role in information transfer.

UNIT II: Indexing Languages.

- Schemes of classification: DDC, CC and UDC.
- BSO
- Vocabulary control : Thesaurus
- Design of indexing languages.

UNIT III : Indexing systems and techniques

- Pre coordinate indexing: PRECIS, POPSI, Uniterm etc.
- Post coordinate indexing: KWIC, KWOC etc.
- Citation indexing.

UNIT IV : Evaluation of Indexing System.

- Criteria for Evaluation.
- Aslib, crane field studies.
- Search strategy. Subject Guides, case studies.

UNIT V : Web based Information retrieval system

- Web indexing system,
- Web cataloguing.

RECOMMENDED BOOKS

1. Anderson, D. Universal Bibliographic control . 1976.
2. Aichinson, J. and Chilchrist, A. Thesaurus construction: A practical manual. 1972.
3. Austin , Derek. PRECIS: A Manual of concept analysis and subject indexing.London : The British library , 1984/
4. Brown A. G. Introduction to indexing and Abstracting . London : Libraries Unlimited , 1983.
5. Kochen , M. Ed. Principals of information Retrieval . 1974.
6. Lancaster, FW. Information Retrieval Systems , Characteristics , Testing and Evaluation , 1968.
7. Salton, G. Introduction to Modern Information Retrieval . 1983.
8. Sehgal, D. Indexing Languages and Theasauri Construction and Maintenance. 1974.
9. UNESCO . Common Communication Format . Paris. Unesco , 1988.
10. Vickery, BC. Techniques of Information Retrieval. 1970.

LIS 302: LIBRARY AUTOMATION AND DIGITAL LIBRARY

UNIT I: Library Automation

- Meaning – Definition – Infrastructure Facilities – In house operations
- Introduction to Digital libraries, concepts and issues.
- Understanding digital libraries. Evolution of digital libraries
- Important milestones
- Pre- DLI 1, NSF and DLI 1 and. DL communities - Agencies and Organizations responsible for the development of Digital Libraries

UNIT II. Content creation

- Electronic documents, files and file formats.
- Study of different file formats. Studying PDF in detail- features of PDF.
- Born digital and legacy documents. Digitization- scanning, OCR and conversion to PDF.
- Study of the DL content management issues

UNIT III. Creating Web documents

- Mark Up Languages- SGML, HTML and XML. Creating documents in HTML. HTML editors and tools. Front Page and Dream Weaver. XML and its features- XML tools.

UNIT IV. Digital Library architecture .Elements of a DL. DOI, Open URL,

- Cross Reference and other aspects.
- Metadata and other resource discovery issues.
- AccessControl and DRM, Security and preservation issues.

UNIT V. Open Access Movement

- Institutional repositories. Case study of select digital libraries
- IRs. California Digital Library; Alexandria Digital Library; ArXive; Cogprintis; Vidyanidhi

RECOMMENDED BOOKS:

1. Computerization of Indian Libraries, P.S.G.Kumar, B.R.Publishing Corprn., 1987, Delhi
2. Manual of Computer Applications Training in Library Science, R.L.Sehgal & D.K.Behl, ESS ESS Publ., New Delhi, 1996.
3. Electronic Libraries, V.C.Malaviya, ESS ESS Publ., New Delhi, 1996.
4. Automation in Libraries, Richard T.Kimber, Pergamon Press, New York, 1970.
5. The Use of Computer in Compiling National Bibliographies, Koster, K., Libri, Vol.16, No.4 (1966)

LIS 303: SEARCH AND SEARCH STRATEGIES

UNIT- I: Introduction to search and retrieval- Concept of file, database

- Types of databases
- Structure of records in databases and on the web
- Structure of indexes and files
- Vocabularies-free and controlled- Search models-Boolean (exact match), and ranking (best match) , web search engines.
- Matasearch Engines.

UNIT-II: Tools of internet search;

- Local search-vertical search- Search engine optimization-Search oriented architecture – selection –based search.
- Social search-document retrieval – Text mining- web crawler
- Multisearch-Federated search-search aggregator.

UNIT-III: Index/web indexing

- Focused crawler-spider trap-robots exclusion standard
- Distributed web crawling-web archiving- website mirroring software
- Web search query-voice search-Natural language search engines
- Web query classification- Image search-video search engine- Semantic search.

UNIT-IV: Protocols and standards: Z39.50.

- Search /retrieval web service-search /retrieval via URL.
- Open search-representational state transfer-website parse template.
- Wide Area Information servers. OAI/PMH.

UNIT-V: Practical component:

- Searching of databases, catalogues.
- Searching in general search engines and meta search engines
- Studying the searching features- of the search engines-searching proquest-pubmed-emerald-EBSCO-JCCC.

Text Books:

1. Designing search : UX Strategies for e commerce success (UX matters), Greg Nudelman, edited by Pabini Gabriel-petit
2. Search for Strategy; politics and strategic vision, Guertner, publishing ABC-CLIO.
3. Real Recruiting : Winning search strategies, Steven M. Finkel.
4. Keyword search for recruiters: A collection smart and simple search techniques and strategies for busy recruiters, Lopez MR moises publishing Createspace.

LIS 304 A: USER STUDIES (Generic Elective)

UNIT- I. Information seeking and use

- Need for a conceptual framework
- Need for a theory of information seeking
- Integrating theories of information seeking with broader theories and framework

.UNIT:- II Information need

- Definitional and conceptual problems. Distinction between needs,
- wants, demands and requirements; Levels of information need Taylor's model, Lancaster's four levels,
- Cronin's three levels;
- Koikela's two levels of information need;

UNIT: III. User:-Understanding the psychology of information user

- categorization of user
- Identifying users and potential users; users by professional Groups - industrial, commercial etc.,

UNIT: IV. Information use & user studies:

- Origin, development and evolution of user studies; the renaissance of user studies, the two generations of user studies: The first generation studies- their characteristics, contributions and limitations; The second generation user studies: Their characteristics and contributions, Landmark and bench mark studies.

UNIT: V. Methodology of user studies:

- Study of various methods and tools: Quantitative and Qualitative and survey methods and experimental approach; Questionnaire, interview and other traditional tools /methods: Participant observation, Diasy method, time-line series method of Dervin and others; use of psychometric methods; the promise of quantitative methods and psychometric methods.

LIS 304B: INTERNSHIP

Internship is compulsory to the students of third semester.

LIS 304 C: ACADEMIC LIBRARY SYSTEM (Generic Elective)

- UNIT I** : Introduction to Academic libraries.
- Academic Library concept and functions.
 - Types of Academic libraries.
 - Role of Academic Library in Education.
- UNIT II** : Development of Academic Libraries.
- Development of Academic Libraries in USA, UK and India.
 - Education Policy and Academic Libraries in India.
 - Role of UGC in promoting College and University Libraries.
 - Norms and standards of Academic libraries.
- UNIT III** : Academic Library building and authority.
- Academic Library Authority, Policies and Programs.
- UNIT IV** : Library Finance, Personnel Management and Collection Development.
- Financial Control
 - Personnel Management
 - Collection Development and maintenance.
- UNIT V** : Academic Library Services, automation and networks.
- Academic Library information services.
 - Planning and organization of Academic Library services.
 - User studies and User education programs.
 - Resource sharing : Concept , Objectives and programs
 - Academic Library Networks : INFLIBNET
 - Computerization of Academic Libraries.

RECOMMENDED BOOKS

1. Cowley. John. Libraries in higher education: The user approach to service London: Clive Bingley, 1975.
2. Hamlin, A. T. The University library in the US: Its origin and development Philadelphia : University Philadelphia, 1981.
3. Thompson , James, An Introduction to University library administration 3rd ed. London : Clive Bingley, 1987.
4. Wilson , LB. And Tauber , MR. The University library . New York : Columbia University Press, 1956.
5. Gupta , OP . Development of University Libraries in India after independence . New Delhi Concept . 1992.
6. Thompson , James . University Library history : An international review London: Clive Bingley . 1980.
7. University Grants Commission (India) . Committee on University and College libraries Report . New Delhi.: UGC ., 1965.
8. Academic libraries : Role in the national development / edited by Dorathy Issac. Madras: TR Publications . 1993.
9. Shukla, K. University libraries in India . Jaipur : RBSA Publishers , 1994.
10. Rogers, R utiefford D. University library administration . New York: H.W. Wilson. 1971
11. Mc Donald, Joseph and Micikon, Basney. Academic Librarian: The dimension of their effectiveness . Green Wood Press . 1994.
12. Trehan, GL AND Malhan, IV. School library Management . New Delhi : Sterling, 1980.
13. Davies, Ruth Ann. The School Library : A force for educational excellence. New York R. R. Bowker, 1969.
14. Gelfand, M.A. University libraries for developing countries . Delhi : UniversaL 1 Book Company , 1974.

LIS: 304 D: SPECIAL LIBRARY SYSTEM (Generic Elective)

UNIT I: Introduction to special libraries.

- Special Library – Definition, Characteristics and functions.
- Special Libraries and Information systems / Centers.

UNIT II: Special libraries and Information Centers in India.

- Libraries of R& D organizations.
- Libraries of Government Departments.
- Libraries for business. Trade and Management.
- Social economic Development Research Institutions.
- Training institutions.

UNIT III: Special library buildings, finance and services.

- Special library buildings and furniture.
- Special library finances.
- User Needs survey.
- Planning and Organization of special library services.
- Searching online and CD- ROM databases.
- Information products.
- Resource sharing and networking.

UNIT IV: Special Library personnel and Collection Development

- Special library Personnel.
- Special library collection development: Books and NBM.
- Special library Collection development: Reference sources.

UNIT V: Organizations promoting special libraries.

- Organizations promoting special libraries and information centers in India
- Role of professional bodies in the promotion of special libraries and information Centers: FID, SL, ASLIB, IASLIC.
- Education and Training in special librarianship.

RECOMMENDED BOOKS

1. Ashworth, W. Special librarianship . London: Clive Bingley, 1979.
2. Silva, M. Special libraries . London : Andre Deutsch. 1970
3. Strauss. L. j. et al. Scientific and technical libraries. 2nd ed. New York: Wiley, 1972.
- 4 . Struble, EG. Special libraries guide for management , New York: Special library Association . 1966.
5. Atherton, PAULINE. Hand book for information systems and services. Paris. Unesco,1977.

LIS: 305 A: INFORMATION LITERACY (Open Elective)

UNIT I: Information and Information Literacy:

Information - Concept, Characteristics and use.

- Information explosion.
- Organization of information.
- Flow of information.

Information Literacy:

- Definition & need.
- Methods to end user training.
- Standards for evaluation of Information literacy.

UNIT II: Sources of Information:

- Documentary: Print, Non-print(including electronic)
- Non-Documentary: Human, Institutional.
- Categories: Primary, Secondary, Tertiary.
- Sources: Encyclopedias, Dictionaries, Directories, Year books, Geographical, biographical, Bibliographies, Indexes, Abstracts etc.
- Evaluation.

UNIT III: Information and Communication Technology:

- Introduction to Information Technology
- Network types & Topologies: LAN, WAN, MAN, Bus, Star, Ring etc.
- Information Access through networks: INFLIBNET, DELNET etc.

UNIT IV: Internet:

- History and Characteristics
- Uses of Internet
- Search techniques
- Web resources
- Evaluating internet information.

UNIT V: Issues of the information age:

- Evolution: Agriculture- Industrial- Information age.
- Preservation of the record of human knowledge.
- Intellectual property: Concept, Act etc.
- Information policy & Privacy.
- Right to information.

RECOMMENDED BOOKS

1. Kawatra, P.S. Text Book of information Science. A.P.H. Publishing Corporation, New Delhi.2000.
2. Guha, B. Documentation and Information: services, Techniques and Systems. The world press Pvt.Ltd. Kolkatta.1983.
3. Krishan kumar: Reference service. New Delhi, 1989.
4. Shores, Louies: Basic reference sources. Chicago. 1954.

LIS 305 B : INFORMATION AND COMMUNICATION (Open Elective)

UNIT I : Information and Communication.

- Information: Characteristics, Nature, value and use.
- Conceptual difference between data, information and knowledge.
- Communication of information: Information generation.

UNIT II : Communication Models and Trends

- Communication channels, models and barriers.
- Trends in Scientific Communication

UNIT III : Communication.

- Definition, Scope and Objectives.
- Mediums, Formats, Resource sharing.

UNIT IV : Library, information and society.

- Genesis and characteristics and implications of information society.
- Changing role of library and information Centers in society.
- Intellectual Property Act, Right to information Act.
- International and National Programs and policies (NAPLIS) and IT.

Unit V : Electronic Communication

- E-mail
- E-commerce
- Cybercrimes and Laws

.RECOMMENDED BOOKS

1. Gragon, Devis. J. Science and Technology and introduction to literature . 2nd ed 1976.
2. Martin, WJ. Communication , Knowledge and Librarian . London : Butterworths, 1974
3. Mc Garry , Devin, Communication, ,Knowledge and librarian . London : Clive Bingely, 1981.
4. Meadows, A. J. Communication in Science , London: Butterworth. 1974
5. Price, de Solla. Little Science and Big Science . New York: Columbia University press, 1986.
6. Robert,S. Electronic Communication.6th ed 2014.
7. Jeffiery,S. Modern Electronic Communication.9th ed 2015.

SEMESTER – IV

LIS 401: RESEARCH METHODOLOGY

- UNIT I:** Research.
- Definition need and purpose of research.
 - Types of research: Fundamental and applied.
 - Research and development of scholarship.
 - Library and Information Science research. at national and International level
- UNIT II :** Research Design.
- Conceptualization and operationalisation
 - Types of research design.
 - Identification and formulation of research problem.
 - Hypothesis: Definition, formulation and types: Descriptive, relational and explanatory. Null hypothesis. Verification.
 - Designing Research proposal.
 - Ethical aspects of research.
 - Literature search – print, non – print and electronic sources.
- UNIT III :** Research Methods.
- Scientific method.
 - Historical method.
 - Descriptive method.
 - Survey method and case study method
 - Experimental method and Delphi method.
 - Sociometry, Bibliometrics
- UNIT IV :** Research techniques and tools.
- Methods of data collection: Primary and secondary.
 - Primary data – Questionnaire, interview and observation.
 - Secondary data – Historical / recorded.
 - Scales and checklists. Sampling Techniques – random and non – random
- UNIT V :** Data analysis and interpretation.
- Descriptive statistics – Measures of central tendency–Measures of dispersion- Variance and covariance.
 - Graphical presentation of data - Bar, Pie diagrams, graphs, histograms etc.
 - Inferential statistics- Z- T test. Correlation- Regression: Linear and Nonlinear – Chi square test.
 - Statistical packages – SPSS.
 - Research reporting: structure, style and contents – Guide lines for Research reporting – Style Manuals: Chicago, MLA, APA, etc e- citation and Method of research evaluation.

RECOMMENDED BOOKS

1. Charles. H Busha and Stephen, P. Harter . Research Methods in librarianship. Techniques and interpretation . New York : Academic Press. 1980.
2. Maurice. B line . Library surveys. 2ND ED. London : Bingley , 1982
3. Nickmoore and Martin Hesp. The Basics of writing reports etcetera. London Bingley, 1985.
4. Goode, William and Hatt, Paul K. methods in social research. New York: Mc Graw – Hail Book Company, Inc, 1952.5.
5. Gopal, MH. An introduction to research procedure in social sciences, New Delhi: Vikas, 1992.

LIS: 402: SOFTWARE FOR LIBRARIES: PRACTICE

UNIT I : Digital Library Packages, Dspace, and Greenstone

UNIT II : Library software packages SOUL, Koha

UNIT III: Internet and Databases searching.

UNIT IV : Library and Information Centre Web page design and creation using MARKUP language and on-line support.

UNIT V: Data mining.

LIS 403: DISSERTATION / PROJECT WORK

Every student shall prepare a dissertation/project under the guidance a faculty member of the department and submit before the last examination of the fourth semester.

LIS: 404 A: MANAGEMENT OF INFORMATION SYSTEM (Generic Elective)

UNIT I : Management

- Concept, definition and scope
- Library as a system

UNIT II : Human Resource Management

- Organizational structure
- Delegation, communication and participation
- Job description and analysis: Job Evaluation
- Inter-personal relations
- Recruitment procedures
- Motivation: group dynamics
- Training and development
- Disciplines and grievances
- Performance appraisal

UNIT III: Financial Management

- Resource mobilization
- Budgeting techniques and methods: PPBS,ZBB
- Budgetary Control

UNIT IV : Planning

- Concept, definition, need and purpose: types
- Policies and procedures, MBO

UNIT V: System analysis

- Project Management: PERT/CPM
- MIS Definition, Concepts, elements

RECOMMENDED BOOKS

1. Allen,Louis A. Organisation and Management, New York:Allen and Unwin, 1978.
2. Bernard, Chester I. The Functions of the Executive. Cambridge, Mass:Harvard University,1938.
3. Cowley, J. Personnel Management in Libraries.1982.
4. Dawar, RS. Management Process. New Delhi:Mittal
5. Drucker,Peter. Management
6. Evans,Edward. Management technique for libraries. 2nd ed. New York:Academic Press,1983.
7. Koontz, Herald and O Donnel. Management:Systems approach. 8th ed. New York. Mc Graw Hill, 1982.
8. Missie, Joseph L. Essentials of Managemetn 4th ed.

LIS 404 B: MUSEUMS AND ARCHIVES – (Generic Elective)

UNIT-I

Memory institutions and their role in preserving the culture and heritage – Understanding the scope of historical and cultural preservation- Historical monuments and museum collections- Protected structures rare professional knowledge- Film and photography and other cultural expression and manifestations including rural heritage.

UNIT-II

Industrial and technical ideas- modern architectural achievements- Essentials of records and knowledge management in diverse organizational principles- Methodologies and practical administration of archives- Records and other information sources from print to oral encompassing. Archives theory and management balancing access and preservation archives administration.

UNIT-III

Archival appraisal- advanced analysis of the basic theories, principles, techniques and methods that archivists and records managers need to use for identifying and appraising records - provide historical theoretical and practical orientation to access, advocacy, and ethical matters and orientation to the ways of providing access to archives holdings.

UNIT-IV

Archival representation and metadata: introduction to the theoretical foundations, history principles and research with references to the representation of archival materials-institute of Museum and Libraries Services(IMLS) framework metadata standards for archival materials-AGLS metadata sets including Australian Government Recordkeeping Metadata Standards and implementation manuals Dublin Core MODS and METS standards.

UNIT-V

Museum archives: evolution of the purpose of museum; history and development of museum record-keeping systems, with emphasis on changes from paper based to electronic records –use of functional analysis to identify principle functions of museums and to guide - the appraisal of records and artifacts-moving image archives: importance of moving image media in memory institutions as well as basic procedures to preserve these works-motion picture film will be of primary focus, other moving image media.

References:

Nationalarchives.nic.in

Text books:

1. Digital preservation for libraries and museums, Edward M. Corrado, published by Rowman and Littlefield.
2. Best of Both Worlds; museums, libraries, and archives in a Digital age, G. Wayne Clough, published by Smithsonian institution

LIS 404 C: INFORMATION PROCESSING AND RETRIEVAL:

UDC AND INDEXING PRACTICE - (Generic Elective)

PART – A : Universal Decimal Classification.

- Classifying complex subject titles including periodical titles
- According to Universal Decimal classification.

PART - B: Indexing practice.

- Assigned Indexing practice.
- Derived indexing practice.
- Design and development of IR the saurus

LIS: 404 - D: MARKETING OF INFORMATION PRODUCTS AND SERVICES

(Generic Elective)

UNIT I: Foundations of Marketing.

- Economic analysis models and their application to the information industry.
- Information as a commodity, and as a resource.
- Barriers to information access.

UNIT II: Techniques and tools of marketing analysis.

- Market Research
- Collection of data and its analysis.
- Forecasting and positioning

UNIT III: Market segmentation

- segmenting a market
- Market targeting
- Market positioning

UNIT IV : Designing products.

- Planning, designing products and services.
- New product development and diversification.
- Product promotion stratégies.

UNIT V: National and International Commercial information.

- Services.
- Dialog, BLAISE, INFORMATIC S etc.
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RECOMMENDED BOOKS

1. The Marketing of Library and Information Science Service. London, Aslib, 1981.
2. Economics of Information edited by Malcolm Galatin and Robert D. Laiter. London : Nijhoff, 1981
3. Costing and the economics of Library and Information Services / edited by Sephen' A Roberts. London: Aslib, 1984.
4. Marketing of information services/ edited by Brayan Yates. Canberra: National Library of Australia In association with the Australian Commission for Unesco, 1983

LIS 405A: INFORMATION SYSTEMS AND PROGRAMS (Open Elective)

UNIT I : Introduction to information systems.

Information system: concept and characteristics.

- Kinds of Information systems.
- Planning and designing: Standards of Information Systems

UNIT II: Global Information systems and programs.

- UN and its specialized agencies – based information systems and programs.
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UNIT III: National information systems.

- National Information systems in USA, UK, Russia and Japan.
- Information systems, programs and Networks in India.

UNIT IV: Organizations promoting information systems and Programs.

- Organizations promoting Information systems and programs at the international level.
- Organizations promoting Information systems and programs in India.

UNIT V: Information Providers (venders) International: DIALOG, STN, Data Star, UMI, Silver Platter, BLDS, ISI.

- National providers: INFONET, INFLIBNET, J-Gate

RECOMMENDED BOOKS

1. Atherton, Pauline. Hand book of information systems and services. Paris. Unesco, 1977.
2. Champman E.A. Library Systems . Analysis Guidelines , 1970.
3. Weisman. HM . Information systems . Services and Centres. New York: Beekar and Hayness, 1972.

LIS: 405 B: TECHNICAL WRITING (Open Elective)

- UNIT I** : Technical Writing basics
- Definitions, Purposes, Characteristics
 - Types, Functions, Target groups and their requirements
- UNIT II** : Technical Writing Process
- Planning, drafting, editing, finishing and producing the document.
 - Use of editorial tools viz. Dictionaries, Style Manuals
- UNIT III** : Technical Writing Style
- Language and technical skills, Styles
 - Semantics, Syntax, Diction, Sentence Structure, Readability
- UNIT IV** : Technical Writing Technique
- Information Searching and gathering skills,
 - Summarizing. Designing pages: Tables, Line Graphs, Bar Graphs,
Pie Charts, Charts and Illustrations, footnotes and end notes
- UNIT V** : Technical Communications
- Structure and format of journal articles, seminars/conference papers,
Review articles, technical reports, research proposals,
monographs,
Dissertations/theses. Use of Page Maker and Ms-Office for the Preparation, production and Presentation

RECOMMENDED BOOKS:

1. Anderson, Paul V and Brockamn, R John and Miller, Carolyn(ed). New essays in Technical and scientific communication: Research, theory and practice. Farmingdale:NY, Baywood, 1997.
2. Day, Robert A. Writing scientific papers in English. Ed 2. Philadelphia:ISI, 1989
3. Joshi, Yateendra, Communicating in style. New Delhi: TERI, 2003
4. Staples, Catherrine and Ornatowski, Cezar (Ed). Foundations for teaching technical Communications
5. Society for Technical Communication. Code for communicators. Washington D C. STC. 1998.