

P. G. Department of Population Studies

Syllabus: 2020-21

Master of Library and Information Science



Fakir Mohan University

Vyasa Vihar, Nuapadhi

Balasore – 756 089, Odisha

COURSE STRUCTURE

Outcomes of The Programme:

The scope for having a good and very prospective career in the field of library and information science is increasing. As the people around are realising the importance of information, there is a demand created for the professionals who know how to handle, manage, preserve, analyse and make sense of the information and resources available. The technologies that are being applied in this sector are just increasing the role of experts as library professionals. MLIS is a professional and job oriented programme which comprises of four semesters in two years. The students successfully completing this programme can work in different government and private sectors. The opportunities are not limited to various educational institutions like Schools, Colleges and Universities, but are there at museums, galleries, other important offices and organisations. With the expansion and increase of educational institutions, the possibility for creating a very remunerative career is open.

The curriculum and pedagogic structure of this program is designed in line with the emerging needs of the library profession and the constantly changing needs of the library sectors with an orientation of application of information technology and advance library services.

Programme Specific Outcomes (PSOs)

- ❖ To train graduates who will use new technology and tools to provide advanced and updated services to library users.
- ❖ To train graduates who will help in formation of knowledge society through research in the field of library science.
- ❖ To train graduates with strong professional abilities so that they can be successful in managing the libraries both independently and as a member of a team.
- ❖ To prepare graduates through ongoing professional development to be lifelong learners.

First Semester

Paper No.	Paper Title	Credit	Mark Distribution		
			Internal Exam.	Term-End Exam.	Total Mark
LS-101	Foundations of Library and Information Science	4	20	80	100
LS-102	Reference and Information Sources	4	20	80	100
LS-103	Library and Information Organisations and Networks	4	20	80	100
LS-104	Knowledge Organisation (Classification Theory)	4	20	80	100
LS-105	Knowledge Organisation (Classification Practice)	4	-	100	100
TOTAL MARKS:					500

Second Semester

LS-201	Management of Library and InformationCentres-I	4	20	80	100
LS-202	Information Services	4	20	80	100
LS-203	Fundamentals of Computer	4	20	80	100

LS-204	Knowledge Organisation (Cataloguing Theory)	4	20	80	100
LS-205	Knowledge Organisation (Cataloguing Practice)	4	-	100	100
TOTAL MARKS:					500

Third Semester

LS-301	Management of Library and Information Centres -II	4	20	80	100
LS-302	Research Methodology	4	20	80	100
LS-303	Application of Information & Communication Technology	4	20	80	100
LS-304	Choice Based Paper	4	20	80	100
LS-305	Use of Computer and Library Software Packages Practical	4	-	100	100
TOTAL MARKS:					500

Fourth Semester

LS-401	Information and Communication	4	20	80	100
LS-402	Information Processing and Retrieval	4	20	80	100
LS-403	Preservation and Conservation of Library Materials	4	20	80	100
LS-404	Digital Library System	4	20	80	100
LS-405	Seminar Work	4	-	100	100
TOTAL MARKS:					500

N.B: The internal exam in each theory paper consists of quiz test, home assignment and unit test

FIRST SEMESTER

LS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

After completing this course, the learners will be able to know about different types of libraries and their importance in the society. It also gives knowledge about how library can provide various types of services to strengthen the knowledge of the people and can fulfill their information needs.

Course Outline:

UNIT-1: Concept of Modern Library
Role of Library in the Society
Five Laws of Library Science
Ethics of Librarianship

UNIT-2: Types and Functions of different Libraries:
Academic Libraries, Public Libraries, National Libraries and Special Libraries
Role of RRRLF and UNESCO in the Development of Public Libraries

UNIT-3: Library Legislation: Concept, Need and Components of Library Legislation
Odisha Public Library Act-2001
Registration of Books Act, Delivery of Books (Public Libraries),
Library Movement in Odisha
Role of UGC in the growth and Development of Libraries and Information centers

UNIT-4: Library Resource Sharing: Concepts, Objectives, Need and Areas of Cooperation
Users, Types of Users, User Education- Need and various Methods
User Study and User Study Methods:
i) Questionnaire Method
ii) **Interview Method**
iii) **Observation Method**

Books Recommended

1. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
2. Jena, Puspanjali (2008). Foundation of Library & Information Science. Bhubaneswar: Reprint.
3. Das, K. C. (2013). Emerging & Current Trends in Library & Information Science. New Delhi: Avon Publication.
4. Khanna, J. K. (1984). Fundamentals of Library Organizations. New Delhi: ESS Publication.
5. Ranganathan, S.R. (1990). Five Laws of Library Science. New Delhi: UBS Publishing House.
6. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.
7. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
8. Krishna Kumar (1991). Library Organization. New Delhi: Vikash Publish House.
9. Acharya, M.K. & Das, K.C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication

LS-102: REFERENCE AND INFORMATION SOURCES

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

The users have various types of information needs. After completing this course, the learners will be able to know about different sources of information and how these can be helpful for both the library staff and the users of information.

Course Outline:

UNIT-1: Definitions, Need and Types of Information Sources
Print Sources of Information: Primary, Secondary, Tertiary
Study of evaluation of different categories of reference tools such as
Dictionaries, Encyclopedias, **Year Books, Hand Books, Manual,**

UNIT-2: Geographical Reference Sources: Maps, Atlas and Globes
Human Resources and Referral Systems, Mass Media
Bibliographies & Biographical Sources of Information

UNIT-3: Indexing and Abstracting Periodicals: Definition, Need and Function
Scopus, Web of Science, **Google Scholar, Indian Science Abstract, LISA,**
Indian Citation Index

UNIT-4: Electronic resources on the Web, E-Book, E-Journal etc.
Internet as a Source of Information
Open Access Information Resources

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz. Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar (1989). Reference Service. New Delhi: Vikas Publishing House.
4. Ranganathan, S. R. (1960.). Reference Service and Bibliography, Ed.2. Bombay: UBS.
5. Shores, L (1954). Basic Reference Sources. Chicago: ALA.
6. Guha, B. (1983). Documentation & Information, 2nd Ed. Calcutta: World Press.
7. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.

LS-103: LIBRARY AND INFORMATION ORGANISATIONS AND NETWORKS

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

This course gives information about different centres or organisations involved in collection, retrieval and dissemination of information. The learners will come to know about library networking and organisations working for networking of information resources.

Course Outline:

UNIT-1: Information Institutions- Concept and Type:

- a) Libraries
- b) Information Centers
- c) Data Centers
- d) **Referral Centers**

UNIT-2: National Information Systems- NISCAIR, DESIDOC
International Organisation of Information System- AGRIS, INIS, **INSPECS and MEDLARS**

UNIT-3: Library Consortia: Definition, Meaning, Functions and Types
Information Networks (Regional)- DELNET, CALIBNET, MALIBNET
Information Networks (National)- INFLIBNET, **NICNET, ERNET and OCLC**

UNIT-4: Library Associations: Meaning, Aims & Objectives, Programmes & Activities
Library Associations in India- ILA, **IASLIC, IATLIS**
Library Associations and Organizations at International Level- IFLA, ALA
Library Associations in Odisha

Books Recommended

1. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H Publishing Corporation.
2. Bose, Kaushik (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Publications.
3. Seetharama S. (1992). Information Consolidation and Repackaging. New Delhi: Virgo Publications.
4. Kaul, H K. (1992). Library Networks: An Indian Experience. New Delhi: Virgo Publications.

5. Kaul, H. K. (1999). Library Resource Sharing and Networks. New Delhi: Virgo Publications.
6. Chopra, H. S. (1996). Information Marketing, New Delhi: Rawat Publications.

LS-104: KNOWLEDGE ORGANISATION (CLASSIFICATION THEORY)

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Library is a store house of various documents. After completing this course, the learners will be able to know different classification systems and how to classify the books. It gives knowledge about the methods of systematic arrangement of books and other documents on the shelves of the library, so that it will be easier for searching any document in the library and saves the time of the users.

Course Outline:

- UNIT-1:** Universe of Subject
Library Classification: Definition, Need and Purpose
Major Schemes of Classification: **Type and Structure**
- UNIT-2:** Fundamental Categories, Facet Analysis, Facet Sequence, Phase Relations
Common Isolates and **other Auxiliary Tables, Devices**
- UNIT-3:** Notation: Structures, Types and Qualities
Design of Call Number, Book Number and Collection Number
Comparative studies of CC and DDC
- UNIT-4:** Modes of formation of Subject
Basic Laws of Library Classification
Canons for Idea Plane, **Canons for Verbal Plane, Canons for Notational Plane**

Books Recommended

1. Kumar, Krishna (1991). Theory of Classification. New Delhi: Vikash Publishing House.
2. Chakravarti, B. (1994). Library Classification Theory. Calcutta: World Press.
3. Ranganathan, S.R. (1990). Colon classification, 6th ed. Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.
4. Dewey, Melvil. Dewey Decimal Classification, 23rd Edition.
5. Hussain, Subhat (1992). Library Classification; Facet and Analysis. Tata McGraw-Hill.
6. Chan, L.M. (1994). Introduction Classification and Cataloguing. 2nd Ed. New York: McGraw-Hill International.

LS-105: KNOWLEDGE ORGANISATION (CLASSIFICATION PRACTICE)

Total Marks = 100

Credit hour = 4

Outcome of the Course:

After completing this course, the learners will be able to gain practical knowledge about how to find a class number for a book, accordingly the books will be classified and arranged on the shelves.

Course Outline:

Part-I:Preparation of Class Numbers of the documents related to Basic, Compound and Complex subjects by using standard subdivisions and other tables according to Dewey Decimal Classification Latest Edition.

Part-II: Preparation of Class Numbers of the documents related to Basic, Compound and Complex subjects by using the Devices, Systems and Specials, Common Isolates and Phase Relations according to Colon Classification 6th Edition.

Note:The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- | | |
|--------------------------------------|------|
| a) Colon Classification Written Test | - 40 |
| b) DDC Written Test | - 40 |
| c) Record Preparation | - 10 |
| d) Viva | - 10 |

Books Recommended

1. Batty,C.D. (1991). An Introduction to Dewey Decimal Classification. London: Clive Bingley.
2. Dewey Decimal Classification and Relative Index, 19th ed. New York: Forest press.
3. Dewey Decimal Classification and Relative Index, 22nd ed. New York: Forest press.
4. Ranganathan, S.R. (1990). Colon classification,6th ed., Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.

SECOND SEMESTER

LS-201: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES -I

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Library is an organization comprising of various resources like documentary resources, human resources, financial resources, furniture and equipment etc. Management of all the resources is a task for the librarian. After completing this course, the learner will be able to know the art of management of various resources of library, so that the library can run smoothly and successfully.

Course Outline:

- UNIT-1:** Management: Basic Concept,
Taylor and Fayol Principles of Scientific Management
Management Functions: **POSDCORB**
- UNIT-2:** Library Committee, Structure and Functions
Management of different Sections of a Library:
Acquisition Functions: Book Selection, Purchasing, Ordering and Accessioning etc.
Circulation: Functions of Circulation Section
Browne and Newark Charging System
Technical Processing Section and Serial Control Section
- UNIT-3:** Library Building Planning, Standard Furniture and Equipment
Stock Verification and Shelf Rectification
Library Statistics and Records: Purpose and Type
- UNIT-4:** Financial Management: Methods of Financial Estimations

Sources of Library Finance
Budgeting and Types,
Library Rules and Regulations

Books Recommended

1. Khanna, J. K. Library & Society.
2. Narayana, G. J. Fundamentals of Library Management. New Delhi: Prentice Hall.
3. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
4. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
5. Krishna Kumar (1991). Library Organization. New Delhi: Bikash Publish House.
6. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.

LS-202: INFORMATION SERVICES

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Library works as a servicing organization. After completing this course, the learners will come to know about different information and reference services provided by libraries and how to provide these services in limited time to satisfy the users' information needs.

Course Outline:

UNIT-1: Information Services: Concept and Need,
Information Services in Libraries,
Information Service Agencies,
Methods of Accessing Information Needs

UNIT-2: Reference Services: Definition, Need & Purpose
Types of Reference Services in Libraries
Reference Services: Ready Range and Long Range
Referral Service

UNIT-3: Current Awareness Service (CAS)
Selective Dissemination of Information (SDI)
Bibliographic Services
Indexing and Abstracting Services

UNIT-4: Web-based Services
Translation Services
Reprographic Services
Document Delivery Services

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz, Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar(1989). Reference Service. New Delhi: Vikas.
4. Ranganathan, SR.(1960). Reference Service and Bibliography, Ed.2. Bombay: UBS Publishing.
5. Guha, B. (1983). Documentation & Information. 2nd Ed. Calcutta: World Press.
6. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.

7. Bose, H. (1986). Information Service: Principles and Practice. New Delhi: Sterling.
8. Catherine, Sheldrick Ross, Kirsti, Nilsen and Patrica, Dewdney (2002). Conducting the Reference Interview: A how-to-do manual for librarians. London: Facet Publishing.
9. Sharma, J.S. and Grover, D. R. Reference Services and Sources of Information. New Delhi: EssEss Publications.
10. Acharya, M. K. & Das, K. C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication

LS-203: FUNDAMENTALS OF COMPUTER

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

The present society is IT based society, where there is use of computers everywhere. There is use of computer in libraries also. This course gives fundamental knowledge on computers, their different parts and how to work with computer, so that one can work easily in a computerized library.

Course Outline:

- UNIT-1:** Computer: Definition, Developments and Computer Generations
Classification of Computers
Basic Components of a Computer
- UNIT-2:** Computer Hardware: Components & Functions
Processors, Memory, Storage and Input/output Peripherals
Operating Systems: Meaning, Types and Functions
Programming Languages: Types, **Characteristics and their Applications**
- UNIT-3:** Software - System and Application Software (MS Word, MS Excel, MS PowerPoint)
Software Packages: Word Processing Packages
Desktop Publishing
- UNIT-4:** Database- Definition, Concept and Components
Database Management Systems (DBMS) and **RDBMS**

Books Recommended

1. Rajaramanna, V (1990). Fundamentals of computer. New Delhi: Willey Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra. Suresh K. (1999). Computers Today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.
5. Mahapatra, M. & Ramesh, D.B. (Eds.) (2004). Information Technology Application in Libraries: A text book for Beginners. Bhubaneswar: Reprint.
6. Satyanarayan, R. (1996). Information Technology & its Facets. New Delhi: Mammals Publication.
7. Nair, R. Raman (1992). Computer Application to Library and Information Services. New Delhi: EssEss Publications.
8. Sinha, K. Pradeep and Sinha, P. (2003). Computer Fundamentals. New Delhi: BPB Publications.
9. Kumar, P. S.G. (2004). Information Technology Application. Delhi: B.R. Publishing Corporation.

LS-204: KNOWLEDGE ORGANISATION (CATALOGUING THEORY)

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Library is a store house of various documents and that should be known to the users of library, so that they can use the library properly. After completing this course the learner will gain knowledge about how to prepare the list of various documents in library, prepare catalogue cards and their arrangement in proper order, so that it will be easier for the users to search a particular document in the library.

Course Outline:

UNIT-1: Library Catalogue: Definition, Need and Purpose
Library Catalogue Vs. Shelf List and Catalogue Vs. Bibliography
Types of Library Catalogues
History of Catalogue Codes

UNIT-2: Physical Forms of Library Catalogue
Comparative Study of Classified and Dictionary Catalogue
Kinds of Entries and their Functions according to AACR-II,
Sear's List of Subject Heading (SLSH)

UNIT-3: Canons of Cataloguing
General Normative Principles
Cataloguing of Non-print Materials: Cartographic Materials and Audio-Video Materials,
Centralized and Cooperative Cataloguing

UNIT-4: International Standards for Bibliographic Description- ISBD
Common Communication Format (CCF)
Machine Readable Cataloguing (MARC)
OPAC and Web OPAC

Books Recommended

1. Anglo-American Cataloguing Rules (1999). 2nd Rev. Ed. Chicago: ALA.
2. Hunter. E.J. (1980). Examples Illustrating AACR 2nd Ed. New Delhi: Oxford.
3. Sears, M.E. (1998). Sears List of Subject Heading, 17th ed. New York: H.W Wilson.
4. Choudhury, B.K. (1990). Illustrative Examples in Cataloguing Manual: AACR-II.
5. Viswanathan, C.G. Cataloguing Theory and Practice. New Delhi: EssEss Publications.
6. Gopal Krishan. (2005). Library Online Cataloguing in Digital Way. Delhi: Authors Pres.
7. Malavya, V, C. (1999). Multimedia Library and Online Cataloguing. New Delhi: EssEss Publications.
8. Khan, M.A. (1997). Cataloguing in Library Science. New Delhi: Swarup & Sons.
9. Krishan Kumar and Girija Kumar. (1989). Theory of Cataloguing. New Delhi: Vikas Publication.

LS-205: KNOWLEDGE ORGANISATION (CATALOGUING PRACTICE)

Total Marks = 100

Credit hour = 4

Outcome of the Course:

After completing this course the learner will gain practical knowledge about how to prepare the catalogue cards and their arrangement in proper order, so that it will be easier for the users to search and find a particular document in the library.

Course Outline:

A) Preparation of Main Entry and Added Entries of printed materials according to AACR-II

- i) Personal Authors and Pseudonymous Authors
- ii) Corporate Authors
- iii) Simple Periodicals

B) Preparation of Main Entries according to AACR-II of the following Non-Book Materials:

- i) Cartographic Materials
- ii) Audio-Video Materials

Note:

The end semester examination in this paper shall be conducted in the presence of the external examiner and the valuation of scripts and award of marks shall be done by the external examiner and the internal examiner.

Books Recommended

1. AACR-2 Rules. Editor: Michael Gorman
2. Prasad, H. N. Cataloguing Practice AACR-2.
3. Chaudhury, B.K. Cataloguing Practice AACR-2
4. Singh, S.N and Prasad, H.N. (1985). Cataloguing Manual: AACR-II. New Delhi: B.R. Publishing Corporation.
5. Choudhury, B.K. (1997). Illustrative Examples in Cataloguing Practice. Berhampur: Learning Point.
6. Sears, M.E. (1998). Sears List of Subject Heading, 17th ed. New York: H.W. Wilson.

THIRD SEMESTER

LS-301: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES-II

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

After completing this course the learners will gain knowledge about how to be good and successful manager. It provides the skills which helps in the management and development of human resources and collections of the library.

Course Outline:

- UNIT-1:** Management School of Thoughts
MBO-Process of MBO, Relevance in the field of Library & Information Centres
Organisational Chart-Different patterns of organization, Advantages and Disadvantages
- UNIT-2:** Personnel Management- Elements of Human Resource Planning (HRP)
Techniques of HRM- Job Analysis, Job Description and Job Evaluation
Staff Recruitment, Selection and Training
Human Resource Development: Need and Mechanism

UNIT-3: Delegation of Authority
Motivation-Types and theories of Motivation
Leadership- Functions and Activities, Leadership in Libraries

UNIT-4: Management of Information system (MIS)- Basic Concept, Process of MIS Development,
Total Quality Management (TQM) - Basic Concepts, **Methods and Benefits of TQM**

Books Recommended

7. Khanna, J. K., Library & Society.
8. Narayana, G. J. Fundamentals of Library Management. New Delhi:Prentice Hall.
9. Mittal, R.L.(1984): Library administration: Theory & practice. New Delhi: Metropolitan.
10. Parida, Baman (1993): Fundamentals of Library Management. Bhubaneswar: Panchasila.
11. Krishna Kumar (1991): Library Organization. New Delhi: Bikash Publish House.
12. Shukla, B.B. (1987): Library community, Administration and Management. Cuttack: Bharati Publication.

LS-302: RESEARCH METHODOLOGY

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

After completing this course, the learners will be able to gain knowledge about-

- What is research
- How to conduct research work
- What are the different methods of conducting research
- How to prepare research report
- **Course Outline:**

UNIT-1:Basics of Research: Concept, Definition, Objectives, Types and Significance

Research Problem – Identification, Selection and Formulation

Literature Review – Sources, Process, and Limitations, Ranganathan’s Spiral of Scientific Method,

Research Design: Definition, **Need, Types and Components**

UNIT-2:Hypothesis – Definition, Formulation, Types and Testing

Sampling – Concept and Need of study population and Sampling,

Types of Sampling Techniques – Probability and Non- Probability, Derivation of Sample,

Sample Bias and Error, **Preparation of a Research Proposal – Components and Steps**

UNIT-3:Methods and Tools: Survey, **Experimental, Case-study, Historical, and Scientific**

Sources of Data – Primary, Secondary, and Tertiary

Data Collection Tools - Questionnaire, Interview, Observation,

UNIT-4:Measures of Central Tendency

Presentation of Data – Creation of Tables, Charts and Figures

Report Writing – Components and Evaluation of a Research Report

Style Manuals – Chicago, MLA, APA

Books Recommended

1. Goode, W.J &Hatt, P.K (1989). Method of Social Research. McGraw Hill. Auckland. Kothari, C.R. (1990). Research Methodology: Ed2 Wishwa. New Delhi. Krishna Kumar (1992).
2. Research methods in library in social science. Vikas, New Delhi.

3. Kothari, C.R. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International Publisher (P) Limited.
4. Kothari, C.R. and Garg, G. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International Publisher (P) Limited.
5. Goode, W. J. & Hatt, P. K. (1952). Methods in Social Research. McGraw-Hill Inc.
6. Creswell, J. W. (2002). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. New Delhi: Sage Publications.
7. Dhiman, Anil K. (2016). Research Methodology. New Delhi: SSDN Publication.

LS-303: APPLICATION OF INFORMATION & COMMUNICATION TECHNOLOGY

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Now everywhere there is use of computer in libraries, i.e. the libraries are automated and there is use of library software in all the operations of the library. After completing this course the learners will gain knowledge about-

- Working in automated library
- Application of IT in different functions of the library
- Working with different library management softwares
- Application of IT in security of the library

Course Outline:

UNIT 1: Information Technology - Definition, Need, Scope, Objectives and Components
Software - System and Application Software
Operating Systems - Single and Multi-User,
Basic features of MS-DOS, **MS Windows and LINUX**

UNIT 2: Library Automation: Definition, Need and Purpose
Application of Computers in Library House Keeping Operations
Basic Features/Modules of Library and Information Management Software:
SOUL, KOHA, LIBSYS, E-Granthalaya,
Evaluation of Library Software Packages

UNIT 3: Multimedia: Areas of Application and its Merits and Demerits
Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing,
Voice Mail, **Web Portals, Social Networking Tools like Facebook, Twitter.**

UNIT 4: Computer Network - Concept, Components, Topologies and Types (LAN, MAN, WAN),
Internet - Concept, Definition, Origin, Need and Purpose, Internet Services
Library Security Technology: RFID, **Bar Code, Smart Card, CCTV**

Books Recommended

1. Rajaraman, V. (1990). Fundamentals of computer. New Delhi: Wiley Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra, Suresh K. (1999). Computers Today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.
5. Mahapatra, M. & Ramesh, D.B., Ed. (2004). Information technology application in libraries: A text book for Beginners. Bhubaneswar: Reprint.
6. Satyanarayan, R. (1996). Information technology & its facets. New Delhi: Mammals Publication.

7. Nair (R Raman). (1992). Computer Application to Library and Information Services. New Delhi; EssEss Publications.
8. Sinha, K Pradeep and Sinha, P. 2003. Computer Fundamentals. New Delhi: BPB Publications.
9. Kumar, P. S. G. (2004). Information Technology Application. Delhi: B.R.Publishing Corporation.

LS-304: CHOICE BASED PAPER

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

LS-305: USE OF COMPUTER AND LIBRARY SOFTWARE PACKAGES: PRACTICAL

Total Marks = 100

Credit hour = 4

Outcome of the Course:

After completing this course the learners will gain practical knowledge about-

- Application of IT in different functions of the library
- Use of different library management softwares
- Use of internet in providing different library services

Course Outline:

- (1) Practical Experience with
 - (a) MS-DOS
 - (b) WINDOWS
 - (c) MS-WORD, MS-Excel, MS-PowerPoint
- (2) Creation of Following Items by Using Computer
 - (a) Official Letters
 - (b) Reminder to User
 - (c) Accession Register
 - (d) Annual Reports and Budget Sheets
- (3) Practical experiences with Internet
 - (a) E-mail
 - (b) Online Database Searching
 - (c) Searching through Web OPAC
 - (d) Searching of Open Access Database
 - (e) Uses of Search Engine
 - (f) Exploring and Identifying Reference Source in Internet
- (4) Use of Library Software Packages
 - (a) KOHA
 - (b) E-Granthalaya

Note:

The end semester examination in this paper shall be conducted in the presence of the external examiner and the valuation of scripts and award of marks shall be done by the external examiner and the internal examiner.

Books Recommended

1. Rajaraman, V (1990). Fundamentals of computer. New Delhi: Wiley Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra, Suresh K. (1999). Computers today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.

5. Mahapatra, M. & Ramesh, D.B., Ed. (2004). Information Technology Application in Libraries: A text book for Beginners. Bhubaneswar:Reprint.
6. Satyanarayan, R. (1996). Information Technology & its facets. New Delhi:Mammals Publication.
7. Nair, R, Raman (1992). Computer Application to Library and Information Service. New Delhi:EssEss Publications.

FOURTH SEMESTER

LS-401: INFORMATION AND COMMUNICATION

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

The present society is the information society. Information is essential everywhere. After completing this course the learners will gain knowledge about-

- How information is generated and disseminated
- Importance of information in different sectors of the society
- Importance of information in learning activity
- Impact of information on the economy

Course Outline:

- UNIT-1:** Information - Definition, Characteristics, Type, Value and Use of Information
Difference between Data, Information and Knowledge
Information Industry - Generators, Providers and Intermediaries
- UNIT-2:** Communication of Information: Types, Levels, Process, Media
Communication Channels, **Models and Barriers**
- UNIT-3:** Information as an Economic Resource
Information as a Marketable Commodity
Marketing of Information Product and Services
Market Demand and Factors influencing the demand for Information Products
- UNIT-4:** Impact of Information on different sectors,
Impact of Information on Library & Information Systems and Services
National Information policy: Need and Issues
Concept of Information society, Impact of Information society on Information profession.

Books Recommended

1. Prasad,H.N. (2012). Information Needs and Users. New Delhi: B.R. Publishing Corporation.
2. Das, K. C. and Acharya, J. (2016). Information Needs and Use of E-Resources in University Libraries. 5A/12, New Delhi: S. K. Book Agency.
3. Case, D.O. (2002). Looking for Information: A survey of research on informationseeking, needs and behavior. California: Academic Press.
4. Lange, A. et al. (1999). Information Seeking in the Online Age: Principles and practice. Michigan: K.G. Saur.
5. Chowdhury, G. G. (2011). Information users and usability in the digital age. New York:Neal-Schuman Publishers, Inc.

6. Das, K.C. (2012): Information Access in Digital Libraries. New Delhi: SSDN Publication
7. Patra, M. & Das, K.C. Information Access and Management in Business School Libraries. New Delhi: Discovery Publishing Housing Pvt. Ltd.

LS-402: INFORMATION PROCESSING & RETRIEVAL

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

After completing this course the learners will gain knowledge about-

- Information retrieval system
- How information can be searched and retrieved easily
- Different techniques of searching
- Different databases where information can be stored and retrieved

Course Outline:

UNIT-1: Subject analysis and representation- Contribution of Cutter, Kaiser, Ranganathan
Information Retrieval Thesaurus: Construction and usefulness.
Recall and precision devices in indexing languages

UNIT-2: Indexing: Definition, Characteristics.
Study of different Indexing Techniques
Abstracting: Types, Usefulness and **preparation of Abstract.**

UNIT- 3: Information Retrieval System (IRS): Definition, Components
Evaluation of IRS: Purpose, Criteria and Steps
Evaluation Experiments: Cranfield

UNIT-4: The Process of Searching, Search Techniques
Machine Readable Databases: CD-ROM databases, online databases
Intelligent Information Retrieval: Artificial Intelligence
Expert System

Books Recommended

1. Chaudhary, G.G. (1999). Introduction to modern information retrieval. London: Library Association.
2. Cleveland, Donald B. and Cleveland, Ana D. (2001). Introduction to indexing and abstracting. Colorado: Libraries Unlimited.
3. Foskett, A.C. (1996). Subject approach to information. 5th Ed. London: Library Association.
4. Gosh, S.N. and Satpathi, J.N. (1998). Subject indexing system: concepts, methods and Techniques. Calcutta: IASLIC.
5. Korfhage, R.R. (1997). Information Storage and Retrieval. New York: John Wiley.
6. Lancaster, F.W. (1985). Vocabulary control for information retrieval. Ed.2. Arlington: Information Resource Press.
7. Lancaster, F.W. (2003). Indexing and abstracting: theory and practice. Ed.3. Urbana: University of Illinois.
8. Rowley, J. (1996). The basics of information system. Ed.2. London: Library Association.
9. Soergel, D. (1974). Indexing languages and thesauri: construction and maintenance. New York: John Wiley and Sons.
10. Walker, G. and Janes, J. (1993). Online retrieval: a dialogue of theory and practice. London, Libraries Unlimited.
11. James (Maloney) (1994). Online Searching Techniques and Management. Ala

LS-403: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

Preservation of library materials is very important for their long term use. After completing this course the learners will gain knowledge about-

- Different types of writing materials
- Different methods of preservation of all the library documents
- Different enemies of library materials
- Causes of deterioration of books in library and their remedial treatment

Course Outline:

UNIT-1: Concept, Need and purpose of Preservation and Conservation

Preservation Policy

Weeding out Policy of Library Materials

UNIT-2: Palm leaves and Birch Bark: Their Nature and Preservation

Preservation of Manuscripts, Books, Periodicals, Newspaper, Pamphlets

Preservation of Non-Book Materials: CDs, Tapes, **Maps and globes, Microfilms and Microfiches**

UNIT-3: Digital Preservation: Meaning and Scope.

Preservation of Digital Data

Binding: Concept, Need and Types

UNIT-4: Environmental Hazards-Temperature, Humidity, Water, Light, Air-Pollution, Smoke and Dustetc.

Biological Hazards: Fungi, Insects, Pests

Chemical Hazards: **Chemicals used in preservation.**

Books Recommended

1. Riyat, Ravi, (1995). Conservation and Preservation: A Definitive Statement, R& J Services
2. Manning, Ralph W. (Ed.).A Reader in Preservation and Conservation (IFLA Publications), Walter de Gruyter & Co (1 January 2000)
3. Kumar, R. K. Pavan. (2012). Handbook of Preservation and Conservation of Library Materials. Pragn Publications.
4. Chaudhary, S. K. Library Preservation and Conservation
5. Mishra, Jyoti. (2011). Conservation and Preservation Techniques: Handbook for Librarians, New Royal Book Co.

LS-404: DIGITAL LIBRARY SYSTEM

Total Marks = 100 (End Term-80 + Internal-20)

Credit hour =4

Outcome of the Course:

After completing this course the learners will gain knowledge about-

- What is digital library
- Different digital collections in a library
- Strategies for Digital preservation
- Digital library services provided in a library

Course Outline:

- UNIT-1:** Digital Library: Definition & Concept
 Difference of Electronic, Digital and Virtual Library
 Essential elements/Components of Digital Library
Organizational Issues: Economic, Legal & Social
- UNIT-2:** Formats of Digital Information-Text, Images, Sound, Multimedia
 Digital Preservation: Meaning, Purpose and Issues
Interoperability Standards: Metadata
- UNIT-3:** Meaning and Types of Digital Collections
 Collection Management in Digital Libraries
Evaluation of Digital Collections
- UNIT-4:** Planning and Designing of Digital Library
 Steps involved in designing a Digital Library
Basic Tools for designing Digital Library
 Digital Library Initiative in India and Abroad

Books Recommended

1. Andrew Cox. (2010). Introduction to Digital Library Management. London: Facet Publishing.
2. Andrews, J. (2010). Digital Libraries. London: Ashgate.
3. Chowdhury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing.
4. Costantino, Thanos and Maristella, Agosti. (2002). Research and Advanced Technology for Digital Libraries: 6th European Conference, ECDL 2002, Rome. New York: Springer.
5. Dahl, Mark et al. (2006). Digital Libraries: Integrating content and systems. London: Chandos Publishing.
6. Fenner, Audrey. Ed. (2005). Managing Digital Resources in Libraries. New York: Haworth.
7. Liu, Jia. (2007). Metadata and its applications in the digital library: approaches and practices. London: Libraries Unlimited.
8. Marilyn Deegan and Simon Tanner. (2010). Digital Futures Strategies for the information age. London: Facet Publishing.
9. William, Arms. (2005). Digital Libraries. New Delhi: Anne.

LS-405: SEMINAR WORK

Total Marks = 100

Credit hour = 4

Outcome of the Course:

In this course, the learner will be guided by the teacher about how to write a seminar article on a topic relevant to the field of library and information science. Accordingly, a report is to be prepared and submitted.

Evaluation:

The report of the seminar work prepared and submitted by the students will be evaluated by both the Internal Examiner and External Examiner appointed by the University and the division of the marks are as follows:

- a) Seminar Paper Preparation - 60
- b) Presentation - 20
- c) Viva - 20

Note: The Seminar Work paper prepared and presented by the students will be evaluated by both the Internal Examiner and External Examiner.

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