



**DEPARTMENT OF LIBRARY AND
INFORMATION SCIENCE**

(UNIVERSITY OF DELHI)

SYLLABI

(Effective from Academic Session 2004-05)

- **Bachelor of Library and Information Science (B.L.I.Sc.)**
- **Master of Library and Information Science (M.L.I.Sc.)**
- **Master of Philosophy (M.Phil.)**

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Price: Rs. 20/-

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Bachelor of Library And Information Science

Main Objectives

To train the students in the basics of professional skills and information knowledge management, so that they serve the society through an institution of library and information centre.

To achieve the above objectives of the course programme, it needs to realize the following:

- To educate the students in the philosophy of librarianship, basic principles, fundamental laws, professional ethics.
- To train the students in the skills of information knowledge processing, organization and retrieval.
- To train the students in the management of Library and Information Centres.
- To enable the students to understand and appreciate the functions and purposes of Library and Information Centres in the changing social cultural, technological and economic environment.
- To provide students the basic knowledge of computer and its application in library and information activities.
- To give the students an understanding of the basics of Information Science.

Scheme of Papers

Paper No. & Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks
First Semester				
I. Library, Information and Society	25	75	3 hours	100
II. Information Science	25	75	3 hours	100
III. Library Classification (Theory)	12	38	2 hours	50
IV. Library Classification (Practical)	12	38	2 hours	50
V. Library Cataloguing (Theory)	12	38	2 hours	50
VI. Library Cataloguing (Practical)	12	38	2 hours	50
VII. Basics of Computer Application (Theory)	12	38	2 hours	50
VIII. Basics of Computer Application (Practical)	12	38	2 hours	50
Total Marks=				500
Second Semester				
IX. Library and Information Centre Management	25	75	3 hours	100
X. Computer Application in LIS (Theory)	12	38	2 hours	50
XI. Computer Application in LIS (Practical)	12	38	2 hours	50
XII. Library Classification (Practical)	12	38	2 hours	50
XIII. Library Cataloguing (Practical)	12	38	2 hours	50
XIV. Information Sources, Products and Services	25	75	3 hours	100
XV. Practical Records				
A. (Classification, Cataloguing, Library and Information Centre Management, Information Sources and Services, Report on Internship and Library Tour)		60		
B. Viva-Voce (will be based on practical records)		40		100
Total Marks=				500
Grand Total = 1000				
NOTE: - Each student shall have to undergo an internship programme at a Library selected by the Department for a period of one month immediately after the second semester examination. Successful completion of the programme is a must for their final results.				

BACHELOR OF LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER

Paper I - LIBRARY, INFORMATION AND SOCIETY

Concept of library, information and society

Library as a social institution

Library movement

Laws of library science

Types of libraries: Objectives, functions and services

National libraries and state libraries

Information: Its nature and role in modern society

Freedom of access to information: Intellectual property rights and law, censorship

Information society: Its evolution and implications

Library legislation in India

Library and information profession

Professional associations

Professional ethics

UNESCO and libraries

Recommended Books

1. **BENGE (Ronald)**. Libraries and cultural change. 1970. Clive Bingley, London.
2. **CHAPMAN (E A) and LYNDEN (F C)**. Advances in Librarianship. 24V. 2000. Academic Press, San Diego.
3. **HESSEL (A)**. History of libraries. Tr. by Reuben Peiss.1955. Scarecrow Press, New York.
4. **INDIA, LIBRARIES** (Advisory Committee for): Report. 1955. Manager of Publications, Delhi.
5. **KRISHAN KUMAR**. Library Organisation. 1993. Vikas, New Delhi.
6. **McCOLVIN (L R)**. Public library extension. 1951. UNESCO, Paris.

** This is only a broad outline, the coverage of topics in each paper will be elaborated by the concerned teacher.*

7. **MURISON (W J)**. Public Library: Its origin, purpose and significance. Ed 2. 1971. Harrap, London.
8. **PEDLEY (P)**. Copyright for library and information service professionals. Ed 2. 2000. Europa Pub, London.
9. **RADDON (R)**, *Ed.* Information dynamics. 1996. Gower, London
10. **RANGANATHAN (S R)**. Five laws of Library Science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
11. **RANGANATHAN (S R)**, *Ed.* Free book service for all: An International survey. 1969. Asia Publishing House, Bombay.
12. **RANGANATHAN (S R)**. Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.
13. **RUBIN (Richard E)**. Foundation of Library and Information Science. Ed 2.2004. Neal-Schuman, New York.
14. **TOTTERDELL (A), HARNSEY (A) and PULLEN (L)**. The library and information work primer. Ed. 2. 2001. Library Association, London.
15. **UNESCO**. National libraries : Their problems and prospects. 1960. Unesco, Paris.
16. **WHITE (Carl M)**, *Ed.* Bases of modern librarianship. 1964. Pergamon Press, New York.

Paper II - INFORMATION SCIENCE

Information science, library science and documentation

Data, information and knowledge

Information generation

Information transfer process

Nature, characteristics and scope of information

Use of information

Role of information: Aids to planning, decision making, socio-economic development, R&D, and technology transfer

Communication of information: Modes, media, means of communication (agencies)

Barriers to communication and access to information

Economics and marketing of information

Social implications of information

Information policies: National and International

Information systems

Information networks

Information theory

Recommended Books

1. **BANSE (G)**, et al. Towards the information society. 2000. Springer, New York.
2. **DUFF (Alistair S)**. Information society studies. 2001. Routledge, New York.
3. **FEATHER (John)**. Information society. Ed 2. 1998. Library Association, London.
4. **GIRJA KUMAR**. Sociology of information management.1998. Har-Anand Publications, New Delhi.
5. **KUMAR (P S G)**. Fundamentals of information science. 1998. B.R. Publishers, Delhi.
6. **MARTIN (W 5)**. The global information society. 1995. Aslib, Hampshire.
7. **NEILL (S D)**. Dilemmas in the study of information : Exploring the boundaries of information science. 1992. Greenwood Press, New York.
8. **OUMA-ONYANGO (R)**. Information resources and technology transfer management in developing countries. 1997. Routledge, London.
9. **PRYTHERCH (R), Ed**. Gower handbook of Library and Information management. 1998. Gower, London.
10. **RADDON (R), Ed**. Information dynamics. 1996. Gower, London.
11. **RUBIN (R E)**. Foundation of library and information science. 2000. Neal-Schuman, New York.
12. **TARGOWSKI (Andrew S)**. Global information infrastructure: The birth, vision and architecture. 1998. Idea Group Publishing, Harrisburg.

Paper III - LIBRARY CLASSIFICATION (Theory)

Concept of classification of documents and knowledge

Modes of formation of subjects

Classification terminology

Normative principles

Notational systems

Call Number, book number and collection number

Advances in library classification

Introduction to major systems of library classification

Recommended Books

1. **KRISHAN KUMAR**. Theory of Classification. 1993. Vikas, New Delhi.
2. **MANN (Margaret)**. Introduction to cataloguing and the classification of books. Ed 2. 1943. ALA, Chicago.
3. **RANGANATHAN (S R)**. Descriptive account of the Colon Classification. 1990. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SAYERS (W C B)**. Manual of classification for librarians. Rev by Arthur Maltby. Ed 5. 1975. Andre Deutsch, London.
6. **SAYERS (W C B)**. Introduction to library classification. Rev by Arthur Maltby. Ed 9. 1958. Grafton, London.
7. **WYNAR (Bohdan S)**. Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

Paper IV - LIBRARY CLASSIFICATION (Practical)

Classification of documents by Dewey Decimal Classification (Latest Edition) and Colon

Classification (Edition 6th) in the following graded steps:

Classification of documents having “Basic subjects”

Classification of documents having “Compound subjects”

Recommended Books

1. **DEWEY (Melvil)**. Dewey Decimal Classification. (DDC 21)
2. **RANGANATHAN (S R)**. Colon Classification. (6th Ed)

Paper V - LIBRARY CATALOGUING (Theory)

Library catalogues: Types, purposes functions and their physical forms

Different kinds of entries and their data elements

Filing of entries based on Classified Catalogue Code (CCC) and ALA rules for Dictionary Catalogue

Choice and rendering of headings

Centralized cataloguing

Normative principles and their application in cataloguing

Chain procedure and Sears List of Subject Headings (latest edition)

Recent trends in cataloguing

Recommended Books

1. **GIRJA KUMAR and KRISHAN KUMAR.** Theory of cataloguing Ed. 5. 1986. Vikas, Delhi.
2. **KRISHAN KUMAR.** An introduction to AACR-II. Ed 3. 1995. Vikas, New Delhi.
3. **KRISHAN KUMAR.** Cataloguing. Ed 3. 1997. Vikas, New Delhi.
4. **MANN (Margaret).** Introduction to cataloguing and the classification of books. Ed 2. 1943. ALA, Chicago.
5. **RANGANATHAN (S R).** Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **WYNAR (Bohdan S).** Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.

Paper VI - LIBRARY CATALOGUING (Practical)

Cataloguing of books using Classified Catalogue Code, 5th edition (with amendments) and AACR - II (Revised) along with Sears List of Subject Headings. The students will handle problems pertaining to:

Single personal authors works with shared responsibilities and editorial publications, serials and multivolumes

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION,** etc. Anglo-American Cataloguing Rules. Rev. Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph), Ed.** Sears List of Subject Headings. Ed 15.1994.Wilson, New York.
3. **RANGANATHAN (S R).** Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore

Paper VII – BASICS OF COMPUTER APPLICATION (Theory)

Components of computer system

Generation and types of computers

Hardware and software

Data units

Data storage media

Memory of a computer system; working of a computer system

Operating system and their types

DOS and Windows

File creation

Application software

Recommended Books

1. **BROPHY (Rowley)**. The basics of information systems. 1996. Library Association, London.
2. **FERRIS (Jeffrey A)**. WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
3. **HUNTER (Eric J)**. Classification made simple. 2002. Grover, USA. PAP

Paper VIII – BASICS OF COMPUTER APPLICATION (PRACTICAL)

Connectivity of computer system

Common commands of DOS and Windows

File creation

Editing

Application of MS -Word, presentation in Power Point

Recommended Books

1. **Mini-Micro CDS/ISIS**: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. Discovering Microsoft Office 2000: Premium and professional.1999. Microsoft Corporation, U.S.A.
3. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
4. **MINASI (Mark)**. Mastering Windows NT Server 4. Ed. 7. Sybex Inc. U.S.A.

SECOND SEMESTER

Paper IX - LIBRARY AND INFORMATION CENTRE MANAGEMENT

General principles and theories of management and their application to library administration

Library organization: Structure, charts, human relations

Planning patterns of organization

Governance of libraries and information centres

Departmentalization and routines of departmental work

Acquisition of library material: Printed and non-printed

Organization of library material: Technical processing

Maintenance work, shelving, stock verification, weeding, etc.

Preservation and conservation

Periodical work

Reference work

Human resource management

Resource sharing and networking

Library finance: Budgeting and budgetary control

Library standards, library statistics, reporting

Library building: Planning and space management

Recommended Books

1. **AI-ABDUL-GADER (Abdullah H).** Managing computer based information systems in developing countries : A cultural perspective. 1999. Idea, Hershey PA.
2. **COOPER (Michael D).** Design of Library automation systems: File structures, data structures and tools. 1996. John Wiley, New York.
3. **GALLIMORE (Alec).** Developing an IT strategy for your library. 1997. Library Association, London.
4. **KREIZMAN (Karen).** Establishing an information centre: A practical guide. 1999. Bowker – Saur, London.
5. **KRISHAN KUMAR.** Library administration and management. 1993. Vikas, New Delhi.
6. **LANCASTER (F W) and SANDORE (Beth).** Technology and management in library and

- information services.1997. Library Association, London.
7. **LASS (Andrew) and QUANDT (Richard E), Ed.** Library automation in transitional societies : Lessons from eastern Europe. 2000. Oxford University, Oxford.
 8. **LOCK (R N).** Library administration. Ed. 3. 1973. Philosophical Library, New York.
 9. **LAWES (Ann), Ed.** Management skills for the information manager. 1993. Ashgate Pub. U.K.
 10. **Mc CABE (Gerald B).** Planning for new generation of public library buildings. 2000. Greenwood, London.
 11. **METCALF (K D).** Planning academic and research library building. Rev. ed. 1986. ALA Chicago.
 12. **RANGANATHAN (S R).** Library administration. Ed. 2. 1989. Sarada Ranganthan Endowment for library science, Bangalore.
 13. **SHARMA (H D).** Library building and furniture: A handbook for librarians. 1996. Indian Bibliographic Centre, Varanasi.
 14. **SPILLER (David).** Providing materials for library users. 6th Ed. 2000. Library Association, London.
 15. **SWISS (Thomas), Ed.** Unspun: Key concepts for understanding the World Wide Web. 2000. New York University press, New York.
 16. **THOMPSON (James).** Introduction to university library administration. Ed. 3. 1979. Clive Bingley, London
 17. **URWICK (L).** Elements of administration. Ed. 2. 1947. Pitman, London.
 18. **WITHERS (F N).** Standards for library service: An international survey. 1974. Unesco, Paris.

Paper X - COMPUTER APPLICATION IN LIS (Theory)

System analysis related to database design

Library application software and CDS/ ISIS

Software database design

Data input

Information retrieval

Sorting and printing

Barcode technology

Library automation: Planning, designing and development

Telecommunication basics

Computer networking

Library and information networks

Internet applications

Recommended Books

1. **BROPHY (Rowley)**. The basics of information systems. 1996. Library Association, London.
2. **BROPHY (Peter)**. Library in the twenty first century: New services for the information age. 2000. Library Association, London.
3. **CHOWDHURY (G G) and CHOWDHURY (S)**. Searching CD-ROM and online information sources. 2001. Library Association, London.
4. **FERRIS (Jeffrey A)**. WINDOW 2000: Development and desktop management. 2000. Pearson Education, New Riders.
5. **HUNTER(Eric T)**. Classification made simple. 2002. Ashgati Pub. N.Y., USA.
6. **ROWLEY (Jennifer)**. The basics of information system. 1996. Library Association, London.

Paper XI - COMPUTER APPLICATION IN LIS (Practical)

CDS/ ISIS/WINISIS installation

Database design

Data input

Information retrieval

Sorting and printing

Library application software

Internet searching

Recommended Books

1. **Mini-Micro CDS/ISIS**: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. Getting started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.

Paper XII - LIBRARY CLASSIFICATION (Practical)

Classification of documents by Dewey Decimal Classification (DDC) (Latest Edition) and Colon

Classification (CC) (Edition 6th) in the following graded steps:

Classification of documents requiring use of the common sub. divisions and other auxiliaries

Classification of documents having complex subjects

Classification of documents having complexities of mixed nature

Recommended Books

1. **DEWEY (Melvil)**. Dewey Decimal Classification. (DDC 21)
2. **RANGANATHAN (S R)**. Colon Classification. (6th Ed)

Paper XIII- LIBRARY CATALOGUING (Practical)

Practical cataloguing of under mentioned types of documents for a classified catalogue and a dictionary catalogue using Classified Catalogue Code (CCC) for the former (latest edition) and Anglo-American Cataloguing Rules (AACR) (latest edition) along with Sears List of Subject Headings for the latter

Books involving cases of corporate authorship and conflict of authorship. Periodical publications. Composite books

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION**, etc. Anglo-American Cataloguing Rules. Rev Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph)**, *Ed.* Sears List of Subject Headings. Ed 15. 1994 .Wilson, New York.
3. **RANGANATHAN (S R)**. Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.

Paper XIV - INFORMATION SOURCES, PRODUCTS AND SERVICES

Information Sources : Definition, kind and types (including electronic sources)

Primary Sources : General introduction (Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.)

Secondary Sources : Dictionaries, Encyclopedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and manuals

Tertiary Sources : Directories, Year books, Almanacs, Bibliography of Bibliographies, Union Catalogues

Non-Document Sources: Human, Institution, Electronic sources and criteria for their Evaluation

Reference and Information Service :

Need, type (long Range Reference Service/Ready Reference Service) and its purpose in different types of libraries; CAS and SDI (manual and computerized)

Newspaper Clipping Service;

Indexing and abstracting: Definition, use, types, qualities and guidelines for indexing and abstracting; Bibliographical service compilation; literature search (CD-ROM/ On line)

Translation, Reprography, Document Delivery

Recent trends and impact of IT on information services,

Networking and databases

Recommended Books

1. **BAKEWELL (K G), Ed.** Library and information services for management: Short course for information workers. 1968. Clive Bingley, London.
2. **BIDDISCOMBE (Richard), Ed.** The end– user revolution. 1996. Library Association, London
3. **CHENEY (F N) and WILLIAMS (W J).** Fundamental reference sources. Ed 3. 2000. ALA, Chicago.
4. **CRAWFORD (John).** Evaluation of library and information services. 2000. ASLIB, London.
5. **FOSKETT (D J).** Information service in libraries. Ed. 2.1967. Archon Book Hamden, Connecticut.
6. **GATES (Jean Key).** Guide to the use of libraries and information sources. Ed 6. 1988. Mc-Graw Hill Books, New York.
7. **KATZ (William A).** Introduction to reference work : Reference service and reference processe. 2V. Ed. 5. 1987. McGraw Hill, New York .

8. **KRISHAN KUMAR.** Reference service. Ed 3. 1996. Vikas, New Delhi.
9. **LIBRARY ASSOCIATION.** Guidelines for reference and information service in public libraries. 1999. Library Association, London.
10. **PENFOLD (Sharon).** Change management for information service. 1999. Bowker-Saur, London.
11. **RANGANATHAN (S R).** Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
12. **ROBINSON (Amiewin).** Systematic bibliography. Ed. 4. 1979. Clive Bingley, London.
13. **WALFORD (A J).** Guide to reference books. Ed 4. 3V. 1980. Library Association, London.
14. **WILSON (T D) and STEPHENSON (J).** Dissemination of Information. Ed 2. 1979. Clive Bingley, London.
15. **WOODSWORTH (Anne) and WILLIAMS (James F).** Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

Paper XV - PRACTICAL RECORDS

A. Classification

Cataloguing

Library and information centre management

Information sources and services

Report on internship and library tour

B. Viva Voce will be based on practical records

Note: - Each student shall have to undergo an internship programme at a library, selected by the Department for a period of one month, immediately after the Second Semester examination.

Master of Library and Information Science

Main Objectives

To equip the students with the advanced professional skills for the management of information knowledge, libraries, and information centres, so that they can serve the society through an institution of library and information centre or through consultancy.

To achieve the above objectives of the course programme, it needs to realize the following:

- To impart the students thorough understanding of patterns of knowledge development and its organization.
- To train the students in the advanced skills of information knowledge, gathering, processing, organization and retrieval.
- To train the students in information knowledge analysis, repackaging and marketing.
- To provide the students thorough understanding of IT applications in information environment including networks and communication systems.
- To train the students in the analysis, planning and management of the systems of library and information centres.
- To provide an understanding of research methods and activities of research organizations.

**Master of Library and Information Science
Scheme of Papers**

Paper No. & Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks
First Semester				
I. Information Systems and Programmes	25	75	3 hours	100
II. Knowledge Organization				
(a) Depth Classification (Practical)	12	38	2 hours	50
Knowledge Organization:				
(b) Advanced Library Cataloguing: Non-Book Material, etc. (Practical)	12	38	2 hours	50
III. Advanced Computer Application in LIS (Theory)	12	38	2 hours	50
IV. Advanced Computer Application in LIS (Practical)	12	38	2 hours	50
V. Basics of Research and Statistical Methods.	25	75	3 hours	100
VI. Marketing of Library and Information Services, Products and Management Consultancy	25	75	3 hours	100
			Total Marks = 500	
Second Semester				
VII. Information and Communication Technology (Theory)	12	38	2 hours	50
VIII. Information and Communication Technology (Practical)	12	38	2 hours	50
IX. Information Storage and Retrieval System	25	75	3 hours	100
X. Elective Papers				
(a) Public Library & Information System	25	75	3 hours	100
(b) Academic Library & Information System	25	75	3 hours	100
(c) Research and Technical Library & Information System	25	75	3 hours	100
(d) Health Science Library & Information System	25	75	3 hours	100
(e) Agricultural Science Library & Information System	25	75	3 hours	100
(f) Engineering and Technological Library & Information System	25	75	3 hours	100
XI. Information Sources and Literature in:				
(a) Humanities	25	75	3 hours	100
(b) Natural Sciences	25	75	3 hours	100
(c) Social Sciences	25	75	3 hours	100
XII. Project Report & Viva-voce examination				
		60 Marks		
		40 Marks		100
(The work for paper XII shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department.)				
			Total Marks = 500	
			Grand Total = 1000	

MASTER OF LIBRARY AND INFORMATION SCIENCE

FIRST SEMESTER

Paper I - INFORMATION SYSTEMS AND PROGRAMMES

Information System: Policy, basic concept, types, characteristics and components

Libraries, documentation and information centers, data banks, information analysis centres, referral centres, clearing houses, translation pools, archives

Planning and designing of national, international information systems

National documentation centres in science and technology, social sciences and humanities in India. NISCAIR, DESIDOC, SENDOC, NASSDOC, etc.

Information Systems: National and international, NISSAT, MEDLARS, AGRIS, INIS, INSPEC and DEVSIS

Global information systems and programmes and activities IFLA, FID, and UNESCO, PGI. Role of information system in technology transfer and national development

Information system and programmes: Manpower development, training and research

Information products and service, concept, definition, types with example, products and services

Resource sharing and networking, consortia

Recommended Books

1. **BELL (Simon)**. Learning with information systems: Learning cycles in information systems development. 1996. Routledge, London.
2. **FALKENBERG (Eckhard D)**, et al., *Ed.* Information system concepts: Towards a consolidation of views. 1995. Chapman and Hall, London.
3. **GOPINATH (M A)** and **RAMA REDDY (E)**. Information access through networks. 1996. Booklinks Corporations, Hyderabad.
4. **GREMBERGEN (Wim Van)**. Information technology evaluation methods and management. 2001. Idea Group Publishing, London.
5. **KAKABADIE (Nada K)** and **KAKABADSE (Andrew K)**. Creating future: Leading change through information systems. 2000. USA, Ashgate.
6. **ROWLEY (J)**. The basics of information system. *Ed2*. 1996. Library Association, London.

**Details given are only broad outline. The coverage of the topics in each paper will be elaborated by the teacher concerned.*

Paper II - KNOWLEDGE ORGANIZATION
II (a): Depth Classification (Practical)

Classification of documents by Universal Decimal Classification (UDC) (Latest Edition)

Recommended Books

1. Universal Decimal Classification (Latest Edition)

Paper II (b): Advanced Library Cataloguing :
Non-Book Material, etc (Practical)

Cataloguing of non-book materials according to AACR 2R (1998)

Cartographic materials

Sound recordings

Motion pictures and video recordings

Graphic materials

Computer files

Microforms

Recommended Books

1. **ROUT (R K) and CHOWDHURY (B K)**. Cataloguing of non-book materials. 1994. Reliance Publishing House, Delhi.
2. **WILKIE (Chris)**. Managing film and video collections. 1999. ASLIB, London.
3. Library of Congress Subject Heading (Latest Edition)

Paper III - ADVANCED COMPUTER APPLICATION IN LIS
(Theory)

Multimedia

Hypermedia and hypertext

Windows

MS Office

Information Storage and Retrieval System (ISAR) - operations and design

Data formats

Compatibility of ISAR System

Management of data base

CDS/ ISIS - formatting language

Search language

Export and import of data

Digital library

Electronic library

Library automation software packages- software modules

Recommended Books

1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library association, London.
2. **COOPER (Michael D)**. Design of library automation systems: File structures, data structures and tools. 1996. John Wiley, New York.
3. **DICKSON (Garg W)** and **DESANCTIS (Gerardine)**. Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
4. **FERRIS (Jeffrey A)**. Windows 2000: Development and desktop management. 2000. Indiana, New Riders.
5. **FLETCHER (Patricia Diamond)** and **BERTOT (John Carlo)**. World libraries on the information superhighway: Preparing for the challenges of the new millennium.
6. **FORRESTER (William H)** and **ROWLANDS (JANE L)**. The online searcher's companion. 1999. Library Association, London.
7. **GALLIMORE (Alec)**. Developing on IT strategy for your library. 1997. Library Association, London.
8. **JANCZEWSKI (Lech)**. Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
9. **KATZ (WILLIAM)**, *Ed.* New technologies and reference service. 2000. The Haworth Information Press, New York.
10. **LANCASTER (F W)** and **SANDORE (Beth)**. Technology and management in library and information services. 1997. University of Illinois, London.
11. **LESK (Michael)**. Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufmann, San Francisco.
12. **MANN (Chris)** and **STEWART (Fiona)**. Internet communication and qualitative research: A handbook of researching online. 2000. Sage, London.

13. **ORMES (Sorah) and DEMPSEY (Lorcan), Ed.** The internet, networking and the public library, 1997. Library Association, London.
14. **POULTER (Alan), etc.** The Library and information professional's guide to the internet. Ed. 3. 2000. Library Association, London.
15. **RODRIGUEZ (M V R) and FERRANTE (A J).** Information technology in the 21st century: Managing the change. 1996. WIT Press U.K.
16. **TARGOWSKI (Andrew S).** Global information infrastructure: The Birth vision and Architecture. 1998. Idea Group Publishing, London.
17. **TERPLAN (Kornel).** Intranet performance management. 1999. CRC Press, London.
18. **WINSHIP (Ian) and McNAB (Alison).** The student's guide to the Internet.2000. Library Association, London.
19. **WISE (Richard).** Multimedia: A critical introduction. 2000. Routledge, London.

**Paper IV - ADVANCED COMPUTER APPLICATION IN LIS
(Practical)**

Creation of hypertext

CDS/ ISIS for Windows-main texts, indexes

Export and import of data

Application of library software package - housekeeping operations

User services: Internet and CD-ROM searching

Recommended Books

1. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. Discovering Microsoft Office 2000: Premium and professional 1999. Microsoft Corporation, U.S.A.
3. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
4. **MINASI (Mark).** Mastering in Windows NT Server 4.Sybex Inc.USA

Paper V – BASICS OF RESEARCH AND STATISTICAL METHODS

Research : Definition, need, purpose, types and characteristics of research and its importance

Research design : Definition and types of research design

Research methods	: Historical, experimental, survey, observation, case study Tools for data collection: Questionnaire, interview, schedule, Checklist, rating scales
Statistical techniques	: Nature and scope of statistics, its limitations; primary/ secondary data; Measures and data analysis of central tendency (mean, median, mode)
Presentation of data	: Tabular, graphic, bar diagram, pie chart etc; Bibliographic standards Report Writing
Bibliometrics	: Origin, bibliometric distribution laws (Zipf, Lotka, Bradford), introduction to bibliometrics, informetrics, scientometrics

Recommended Books

1. **ADAMS (Gerald R) and Schvaneveldt (Jay D)**. Understanding research methods. Ed 2. 1991. Longman, New York.
2. **BABBIE (Earl)**. Practice of social research. 2003. Wadsworth Publishing, Belmont, California.
3. **BABBIE (Earl)**. Survey research methods. Ed 2. 1990. Belmont, California, Wadsworth.
4. **BAILEY(Kenneth D)**. Methods of social research. Ed 4.1994. Free Press, New York.
5. **BACKSTROM (Charles H) and HURSH (Gerald D)**. Survey research. Ed 2. 1981. John Wiley and Sons, New York.
6. **BUSHA (Charles H) and HARTER (Stephen P)**. Research methods in librarianship: Techniques and interpretations. 1980. Academic Press, New York.
7. **FESTINGER (Leon) and KATZ (Daniel)**. Research methods in social sciences.1970. Amerind, New Delhi.
8. **FOWLER (Floyd J. Jr.)**. Survey research methods. Ed 3. 2001. Sage , California.
9. **FRANKFORT (Chava) and NACHMIAS (David)**. Research methods in social sciences. Ed 6. 1999. Worth Publisher, New York.
10. **GHOSH (B N)**. Scientific methods and social research.1982. Sterling, New Delhi.
11. **GOODE (William J) and HATT(Paul K.)**. Methods in Social research. 1952. McGraw-Hill, New York.
12. **GOODS (Carter V) and SCATES (Douglas E)**. Methods of research .1954. Appleton-Century-Crofts, New York.

13. **GRAY (George) and GUPPY (Neil).** Successful surveys: Research methods and practice. Ed 2. 1999. Harcourt Brace, Toronto.
14. **KERLINGER (Frederick N).** Foundation of behavioral research. Ed 2.1973. Holt, Rinehart and Winston, New York.
15. **KRISHAN KUMAR.** Research methods in library and information science. Rev Ed. 1999. Har-Anand Publications, New Delhi.
16. **KRISHNASWAMI (O R).** Methodology of research in social sciences. 1993. Himalaya, Bombay.
17. **LI (Peter S).** Social research methods.1981. Butterworths, Toronto.
18. **MOULY (George J).** Science of educational research. 1964. Eurasia Publishing House, New Delhi.
19. **PHILLIPS (D L).** Knowledge from what : Theories and methods in social research. 1971. Rand McNally, Chicago.
20. **POWELL (Ronald R.).** Basic research methods for librarians. 1985. Ablex, greenwood, New Jersey.
21. **REDDY (T Subbi) and RAO (P Bappa).** Research methodology and statistical measures. 1995. Reliance Publishing House, New Delhi.
22. **SARANTAKOS (Sotirios).** Social research. Ed3. 2005. Macmillan, London.
23. **SELLTIZ (Claire), et al.** Research methods and social relations. Ed3. 1976. Holt, Rinehart and Winston, New York.
24. **WILKINSON (T S) and BHANDARKER (P L).** Methodology and technique of social research. 1984. Himalaya Publishing House, Bombay.
25. **YOUNG (P V).** Scientific social survey and research . 1982. Prentice Hall, New Delhi.

Paper VI- MARKETING OF LIBRARY AND INFORMATION SERVICES, PRODUCTS AND MANAGEMENT CONSULTANCY

Marketing of Library and Information Services and Products

Marketing management, philosophies, challenges, social marketing

Strategic planning and the marketing process, marketing environment

Marketing research and marketing information system

Knowledge, information, LIS service and product as commodity

Consumer, buyer behavior

Market segmentation, marketing mix

Pricing, distribution channels, communication strategy

Advertising, sales promotion, public relations

Marketing services, organizations, persons, places and ideas

Marketing ethics, marketing management and librarianship: Past, present and future

Management Consultancy

Consultancy, professional consultancy: concept and evolution

Voluntary versus authenticated consultancy

Areas of application

Need, pre- requisites, provisions

Impact on librarianship and libraries

Institute of Chartered Librarians; Role of library associations and schools of LIS

Maturity of profession, impediments and way out, futuristic view

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION.** Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
2. **BAKEWELL (KG).** Managing User-Centred libraries and information services. Ed. 2. 1997. Maxwell, London.
3. **BAKEWELL (KG), Ed. Library and information services for management:** Short course for information workers. 1968. Clive Bingley, London.
4. **BUTCHER (Helen).** Meeting managers information needs.1998. ASLIB, London.
5. **COOTE (Helen) and BATCHELOR (Bridget).** How to market your library services effectively. Ed. 2. 1997. Aslib, London
6. **CRAWFORD (John).** Evaluation of library and information services. 2000. Aslib, London.
7. **CARPENTER (J) and DAVIES(R).** Quantification of the overseas consulting market for professional consultancy services in librarianship and information science (LIS) and information management. British Library. Research and Development 1992;
8. **CLOW (D V).** Consultancy roles in library development. *International Library Review.* 16,1; 1984; 5-20.
9. **GUPTA (S R).** Institution of Chartered Librarians: A conceptual framework. *Journal of Library and Information Science.* 17,2; 1992; 143-57.

10. **JAIN (Abhinandan K), et al.** Marketing information products and services: A primer for libraries and information professionals. 1999. Tata Mc Graw-Hill, New Delhi.
11. **KOTLER (Philip) and ARMSTRONG (Gary).** Principle of marketing. Ed. 7. 1996. Prentice-Hall of India, New Delhi.
12. **KREIZMAN (Karen).** Establishing an information centre: A practical guide. 1999. Bowker-Saur, London.
13. **McGRATH (B).** How will my work change yours? Personal reflections on consultancy in Ireland. *Assignment*. 13,2; 1996; 9-22.
14. **MOORE (D).** Consultancy: A career option for professional librarians. *Argus*. 24,3; 1995; 31-5.
15. **PANTRY (Sheila) and GRIFFITHS.** Developing a successful serviceman. 2000. Library Association, London.
16. **PRYTHERCH (Ray), Ed.** Gower handbook of information management. 1998. Gower; England.
17. **ROWLEY (Jenifer).** Information Marketing. 2001. Ashgate, Aldershot.
18. **THOMPSON (G).** The role of the library building consultant in a national library project: A personal perspective. *Alexandria*. 9,1; 1997; 81-90.
19. **TOMLINSON (Daphne) and CORDINER (Daphne).** Design and implementation of an online private information retrieval system for a technology-based consultancy. *Online Review* 10,6; 1986; 339-351.
20. **WOODSWORTH (Anne) and WILLIAMS (James F).** Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.

SECOND SEMESTER

Paper VII - INFORMATION AND COMMUNICATION TECHNOLOGY (Theory)

Network operating system
Network classification and architecture
Design and management of library networks
Internet and Intranet
Virtual reality
Teleconferencing
Data compaction
CD-ROM and electronic library
Information repackaging

Recommended Books

1. **BATT (Chris)**. Information technology in public libraries. Ed. 6. 1998. Library Association, London
2. **LANCASTER (F W) and SANDORE (Beth)**. Technology and management in library and information services. 1997. Library Association, London.
3. **LESK (Michael)**. Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufmann, San Francisco.
4. **MANN (Chris) and STEWART (Fiona)**. Internet communication and qualitative research: A handbook of researching online. 2000. Sage, London.
5. **MARTIN (William)**. The global information society. 1995. Aslib, Hampshire.
6. **PANTRY (Sheila)**, *Ed.* Building community information networks: Strategies and experiences. 1999. Library Association, London.
7. **PEDLEY (Paul)**. Intranet and push technology: Creating an information-sharing environment. 1999. Library Association, London.
8. **RAITT (David)**, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
9. **SCHWARTZ (Divifini) (M)**, etc. Internet-based organizational memory and knowledge management. 2000. Idea Group Publishing, London.
10. **SWISS (T)**, *Ed.* Unspun: Key concepts for understanding the world wide web. 2001. University, New York.
11. **TARGOWSKI (Andrew)**. Global information infrastructure. 1998. Idea Group Publishing,

London.

12. **TERPLAN (Kornel)**. Intranet performance management. 2000. CRC Press, London.
13. **WINSHIP (Ian) and McNAB (Alison)**. The student's guide to the Internet 1999. 1999. Library Association, London.

Paper VIII - INFORMATION AND COMMUNICATION TECHNOLOGY (Practical)

Internet and Intranet searches

Literature searches on latest IT

Introduction to computer facilities and information technologies in automated libraries

Recommended Books

1. Mini-Micro CDS/ISIS: Reference Manual and CDS/ISIS PASCAL Manual. 1989. UNESCO, Paris.
2. Discovering Microsoft Office 2000: Premium and Professional.1999. Microsoft Corporation, U.S.A.
3. Getting Started Microsoft Windows 98. 2nd Ed. 1999. Microsoft Corporation, U.S.A.
4. **MINASI (Mark)**. Mastering in Windows NT Server. BPB, New Delhi, India

Paper IX - INFORMATION STORAGE AND RETRIEVAL SYSTEM

Overview of information storage and retrieval (ISAR) system

Concept, objectives, components, compatibility of ISAR system

Formats : Standards for bibliographic records, ISBD, ISSN, CCF
UNIMARC, USMARC, ISO –2709

Indexing systems : Concept, theory and methods, types of indexing systems, pre-coordinate indexing system, post-coordinate indexing system, keyword indexing, (KWIC, KWAC, KWOC etc.), POPSI, PRECIS, chain indexing, citation indexing, relational indexing system and automated indexing

Evaluation of indexing systems :

Thesaurus : Structure, function, construction and use

Indexing tools : Classification schedules, subject headings, design and construction, design and development of depth schedules and abstracting systems techniques

Information Retrieval Systems: Tools and techniques for retrieval, search process, Boolean

search, SQL search, query formation, search strategy and retrieval models, profile construction and SDI service, search software and data mining

Expert systems assignment : The students are required to design computerized IRS systems in a specific subject in putting at least 50 records. The students will prepare a report, covering and evaluation (using the standard parameters 10 search queries) of the system

Recommended Books

1. **ATCHISON (J) and GILCHRIST (A)**. Thesaurus construction: a practical manual. *Ed 2*. 1987. ASLIB, London.
2. **BRADLEY (Phil)**. Going Online: CD-ROM and Internet. Ed 10. 1997. ASLIB, London.
3. **CHOWDHURY (G G)**. Introduction to modern information retrieval 1999. Library Association, London.
4. **CHOWDHURY (G G)**. Text retrieval system in information management. 1996. New Age international, New Delhi.
5. **CLEVELAND (Donald B) and CLEVELAND (Ana D)**. Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado, USA.
6. **DOGAC (Asuman)**, etc. Current trends in data management technology .1999. Idea Group Publishing, Hershey, USA.
7. **FOSKETT (AC)**. Subject Approach to Information. Ed 5. 1996. Library Association, London.
8. **GOSH (SN) and SATPATHI (JN)**. Subject indexing system: Concepts, methods and techniques. 1998. IASLIC, Calcutta, India.
9. **JAKOBS (Kai)**. Information technology standards and standardization: A global perspective. 2000. Idea Group Publishing, London.
10. **KAWALSKI (Gerald J) and MAYBUNY (Mank T)**. Information storage and retrieval systems. Ed 2. 2000. Kluwer, Boston, London.
11. **KORFHAGE (RR)**. Information storage and retrieval. 1997. John Wiley, New York, USA.
12. **LANCASTER (F Wilfred)**. Information retrieval system: Characteristic, testing and evaluation. 1968. Wiley, New York).
13. **LANCASTER (F Wilfred)**. Vocabulary control for information retrieval. Ed 2. 1985. Information Resource Press, Arlington, USA.
14. **LANCASTER (F Wilfred)**. Indexing and Abstracting in Theory and Practice. Ed 2. 1998. Library Association, London.
15. **RANGANATHAN (S R)**, etc., *Ed*. Documentation and its facets. 1964. Bombay, Asia.
16. **ROWLEY (J)**. The basics of information system. Ed 2. 1996. Library Association, London.
17. **ROWLEY (J)**. Organizing Knowledge: An Introduction to Information Retrieval. Ed 2. 1992.

Gower, London.

18. **SOERGEL (D)**. Indexing languages and thesauri: Construction and maintenance. 1974. John Wiley & Sons., New York.
19. **VICKERY (B C)**. On retrieval system theory. Ed. 2. 1972. Butterworths, London.
20. **VICKERY (B C)**. Techniques of information retrieval. 1978. Butterworths, London.
21. **WALKER (G) and JANES (J)**. Online Retrieval: A Dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

Paper X - (a) PUBLIC LIBRARY & INFORMATION SYSTEM

Library system in relation to mass education: Political, industrial, economic life, cultural advance and occupation of leisure

History of library movement in India and U.K.

Library legislation: History of library legislation in India and U.K.

Comparative Study of the library systems of India and U.K. the Model Acts. The national and the state library system of India and U.K.

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **ALA LIBRARY BUILDING AND EQUIPMENT INSTITUTE.** Guidelines for Library Planners. 1960. ALA, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION.** Minimum standards for public library systems. 1966. ALA, Chicago.
3. **EATON (T), Ed.** Contribution to American Library History. 1961. Union Book Store, Champaign.
4. **ESDAILE (A).** National Libraries of the world. Ed. 2. 1957. Library Association, London.
5. **JOECKEL (CB).** Government of the American Public Library. 1935. University Press, Chicago.
6. **McCOLVIN (LR).** Public Library System of Great Britain. Report on its present conditions with proposals for reorganization. 1942. Library Association, London.
7. **PRYTHERCH (Ray), Ed.** Handbook of library and information management. 1998. Gower Publishing, England.
8. **RANGANATHAN (SR).** Library Development Plan: A Thirty Year Programme, India with draft Library Bill. 1950. University of Delhi, Delhi.
9. **WHITE (Carl M), Ed.** Bases of modern librarianship. 1964. Pergamon Press, New York.

Paper X - (b) ACADEMIC LIBRARY & INFORMATION SYSTEM

Landmarks in Education since 19th century in India

Academic Library as a support system in formal and informal system of education

Growth and development of college and university libraries in UK, USA and India. UGC and its role in the development of academic libraries: (College and University Libraries)

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of

information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS.** Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. **AMERICAN LIBRARY ASSOCIATION.** Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
3. **BAKER (David), Ed.** Resource management in academic libraries. 1997. Library Associations, London.
4. **BIDDISCOMBE (Richard), Ed.** The end –user revolution. 1996. Library Associations, London.
5. **BROPHY (Peter).** The academic library. 2000. Library Association, London.
6. **CHAPMAN (Liz).** Managing acquisitions in library and information services 2001. Library Association, London.
7. **GELFAND (M A).** University libraries for developing countries. 1968. UNESCO, Paris.
8. **JORDON (Peter).** The academic library and its users.1998. Gower, London.
9. **LINE (Maurice B), Ed.** Academic Library Management. 1990. Library Association, London.
10. **LYLE (G R).** Administration of the college library. Ed. 4. 1974. Wilson, New York.
11. **METCALF (K D).** Planning academic and research library building. 1965. McGraw Hill, New York.
12. **MITCHEL (Eleanor) and WALTERS (Sheila A).** Document delivery services: Issues and answers. 1995. Learned Information Inc., Medford, NJ.
13. **RANGANATHAN (S R).** School and College libraries. 1942. Madras Library Association, Madras.
14. **UNIVERSITY GRANTS COMMISSION (India), LIBRARY (Committee) (1957).** Report:

University and College libraries. 1967. UGC, New Delhi.

15. **UNIVERSITY GRANTS COMMITTEE (Great Britain), LIBRARIES (Committee) (1963).** Report. 1967. HMSO, London.
16. **WEBB (Sylvia P).** Personal development in information work. Ed 2. 1991. Aslib, London.
17. **WHITE (Carl M).** Survey of University of Delhi. 1965. Planning Unit, University of Delhi.
18. **WILSON (L R) and TAUBER (M F).** University Library. Ed. 2. 1956. Columbia University Press, New York.

Paper X - (c) RESEARCH AND TECHNICAL LIBRARY & INFORMATION SYSTEM

Role of special libraries, relationship with parent organization

Types and functions of special libraries

History and development of special Libraries in UK, USA and India in the twentieth century

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Recommended Books

1. **AUGER (C P)** Information sources in Grey literature. Ed. 3. 1994. Bowker, London.

2. **BURKETT (J)** and **MORGAN (T S)**, *Ed.* Special materials in the Library. 1963. Aslib, London.
3. **CHAPMAN (Liz)**. Managing acquisitions in library and information services. 2001. Library Associations; London.
4. **CLAPP (V W)**. Feature of the research library. 1964. University of Illinois, Urbana.
5. **GRENFELL (D)**. Periodicals and serials; their treatment in special libraries. Ed. 2. 1965. Aslib , London.
6. **GROGAN (N)**. Science and technology: An introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
7. **HERNON (Peter) and WHITMAN (John R)**. Delivering satisfaction and service quality: A customer-based approach for libraries. 2001. American Library Association, Chicago.
8. **HOUGHTON (Bernard)**. Technical information sources. Ed. 2. 1972. Bingley, London.
9. **LEWIS (C M)**, *Ed.* Special libraries. 1963. Special Libraries Association, USA .
10. **LOWES (Ann)**, *Ed.* Management skills for the information manager. 1993.
11. **RAITT (David)**, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
12. **RANGANATHAN (S R)**. Documentation and its facets. 1963.
13. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.
14. **SCAMMELL (A) (W)**, *Ed.* Handbook of special librarianship and information work. Rev. ed. 7. 1997. Aslib, London.
15. **STRAUSS (LJ)**, : their organization and administration. Scientific and technical libraries. Ed. 2. 1972. Beckey & Hayes, New York.
16. **WILKIE (Chris)**. Managing film and video collections. 1999. Aslib, London.

Paper X - (d) HEALTH SCIENCE LIBRARY & INFORMATION SYSTEM

Growth and development of medical education and research in India with particular reference to 19th and 20th centuries (a brief survey)

Role of Medical Libraries

Information policies in Health of Family Welfare

Recent growth and development of Medical Libraries in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt.

publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note: Reading list to be provided by the teacher.

Paper X - (e) - AGRICULTURAL SCIENCES LIBRARY & INFORMATION SYSTEM

Agricultural Sciences: Scope and the disciplines covered

Growth and Development of education and research in Agricultural Sciences

Growth and development of libraries in Agricultural Sciences in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note: Reading list to be provided by the teacher.

Paper X - (f) ENGINEERING AND TECHNOLOGICAL LIBRARY & INFORMATION SYSTEM

Growth and development of Engineering and Technology in India with particular reference to 19th and 20th centuries (a brief survey)

Role of Engineering and Technological libraries

Recent growth and development of Engineering and Technological libraries in India

Collection development and management

Periodicals, conference literature, grey literature, patents, Standards/ specifications, govt. publications, non-book materials, Electronic documents, CD-ROM and online databases

Library organization and administration

Administrative organization of library, staff manual, library surveys, statistics, work measurement and standards, their use and effectiveness

Planning and organization of Various information services

CAS, SDI, abstracting and indexing, library bulletin, newspaper clippings, computerized services, literature searching, information analysis, repackaging and marketing of information services.

Personnel Management

Nature, size, selection, recruitment, qualification, training, professional development responsibilities and duties

Resource Sharing and Networking

Need and types of Networks, RLIN, OCLC databases

Library Finance

Determination of finance, sources of finance, types of budget

Library Building

Planning, basic elements in the design of public library buildings, furniture and fittings, modern public library building

Note: Reading list to be provided by the concerned teacher.

Paper XI - (a) INFORMATION SOURCES AND LITERATURE IN THE HUMANITIES

The Humanities – Conceptual meaning; the disciplines that constitute the Humanities

Thinkers and their contributions in various disciplines, such as, religion, philosophy, fine Arts, literature

Development and trends in research in the Humanities

Primary, secondary and tertiary sources

Research institutions and professional organizations

Information needs of the workers in the Humanities

Developments, problems and research trends in major disciplines in Humanities

Role of the different types of primary documents in the growth and development of Humanities as a discipline

Evaluation of secondary sources of information available in print and electronic form

Brief survey of activities of research institutions and professional organizations in the growth and development of Humanities disciplines, with particular reference to India, UK and USA

Recommended Books

1. **ASHEIM (Lester)**, etc. Humanities and the library: Problem in the interpretation, evaluation and use of library materials. 1970. ALA, Chicago.
2. **BALAY (Robert)**, *Ed.* Guide to reference books. Ed.11. 1996. ALA, Chicago.
3. **CHANDLER (G)**. How to find out about literature. Rev. Ed. 5. 1982. Pergamon Press, Oxford.
4. **CRANE (R S)**. Idea of the Humanities. V. I. 1967. University of Chicago Press, Chicago.
5. **JONES (W T)**. Sciences and the Humanities: Conflict and reconciliation. 1965. University of California Press, Berkeley.
6. **KENNA (Stephanie)** and **Ross (Seamus)**, *Ed.* Networking in the humanities: Proceeding. 1995. Bowker-Saur, London.

Paper XI - (b) INFORMATION SOURCES AND LITERATURE IN NATURAL SCIENCES

Scope of the subject

Brief survey of the contributions made by prominent natural scientists

Development and trends in research in the Natural Sciences

Primary, secondary and tertiary sources

Research Institutions and Professional organizations

Information needs of the workers in the Natural Sciences

Developments, problems and research trends in major disciplines in the natural, physical and biological sciences

Role of the different types of primary documents in the growth and development of natural sciences as a discipline

Evaluation of secondary sources of information available in print and electronic form

Brief survey of activities of research institutions and professional organizations in the growth and development of natural science disciplines, with particular reference to India, UK and USA

Recommended Books

1. **AMERICAN CHEMICAL SOCIETY**. Searching the chemical literature. American Chemical Society, Washington.
2. **BERNAL (J D)**. Social function of science. 1964. MIT Press, Cambridge.
3. **BROWN (C H)**. Scientific serials. 1956. Association of College and Research Libraries, Chicago.
4. **DAMPIER (William Cecil)**. History of science and its relations with philosophy and religion. 1961. Cambridge University Press, London .
5. **GROGAN (Denis)**. Science and technology: Introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
6. **MOSER (Diane K) and SPANGENBUR (G)**. The history of science. 1994. University Press, New Delhi.
7. **PRICE (Derek J De Solla)**. Little science, big science. 1963. Columbia University, New York.
8. **SPANGENBURG (R)and MOSER (D K)**. The History of science in the 19th century. 1994. University Press, Hyderabad.

Paper XI - (c) INFORMATION SOURCES AND LITERATURE IN SOCIAL SCIENCES

Scope of the Subject

Contributions made by prominent social scientists

Development and trends in research in the Social Sciences

Primary, secondary and tertiary sources

Research institutions and professional organizations

Information needs of the workers in the Social Sciences

Developments, problems and research trends in major disciplines in the Social Sciences

Role of the different types of primary documents in the growth and development of Social Sciences as a discipline

Evaluation of secondary sources of information available in print and electronic form

Brief survey of activities of research institutions and professional organizations in the growth and development of Social Science disciplines, with particular reference to India, UK and USA

Recommended Books

1. **DEUTCHER (C G)**, etc. Guide to historical literature. 1951. Macmillan, New York.
2. **HOSELITZ (Bert F)**. Reader's guide to the social sciences. Rev. Ed. 1972. Free Press, Glencoe.
3. **MAJUMDAR (R C)**. Historiography in modern India. 1970. Bombay, Asia.
4. **MANN (Peter H)**. Methods of sociological enquiry. 1968. Schocken Books, New York.
5. **McKENZIE (W J M)**, *Ed.* Guide to the social sciences. 1966. Weidenfied and Nicolson, London.
6. **UNNITHAN (T K N)**, *Ed.* Sociology for India. 1967. Prentice Hall, New Delhi.
7. **WHITE (C M)**, etc. Sources of information in the social sciences. Ed. 2. 1973. Bedminster Press, Tolowa, N.J

Paper XII - PROJECT REPORT AND VIVA VOCE EXAMINATION

The work for paper XII shall start in the first semester and project report will be submitted at the end of second semester on the date to be decided by the Department

Master of Philosophy (M.Phil.)

Main Objectives

The main objectives of the M.Phil. Course are:

- To make the student proficient in methods and techniques of research and their application to the problems in Library and Information Science.
- To give the student specialised knowledge in respect of selected areas in Library and Information Science; and
- To prepare the student for further research leading to Ph.D. or other research degree.

Scheme of Papers for M.Phil

- (I) The duration of the course for the degree of Master of Philosophy shall be one calendar year.
- (II) The course shall be divided into two semesters and there shall be an examination at the end of each semester as given below:

**Master of Philosophy (M.Phil).
Scheme of Papers**

Paper No. & Subject	Internal Assessment Marks	Examination Marks	Duration	Total Marks
1	2	3	4	5
First Semester				
Part I				
I. Research Methods	25	75	3 hours	100
II. Library Planning and Management	25	75	3 hours	100
III. Any one of the following options:				
(a) University and College Library System	25	75	3 hours	100
(b) Research and Technical Library System	25	75	3 hours	100
(c) Public Library System	25	75	3 hours	100
(d) Information Processing and Organisation	25	75	3 hours	100
(e) Information Transfer and Dissemination	25	75	3 hours	100
(f) Comparative Librarianship	25	75	3 hours	100
(g) Education for Library and Information Science	25	75	3 hours	100
Second Semester				
Part II				
		200		
* Dissertation				
Out of which 50 marks will be for viva-voce				

***Note:-**

- (i) The topic and the other details of the Dissertation for each candidate shall be finalized by the M.Phil. Committee. Other rules in this regard shall be as given in Ordinance VI with regard to the M.Phil. programme
- (ii) The dissertation shall be submitted only when the supervisor concerned is/are satisfied that the dissertation is worthy of consideration in part fulfillment of the M.Phil. degree, provided that the application for submission of dissertation shall also be countersigned by the Head of the Department concerned. The dissertation may include results of original research, a fresh interpretation of existing facts and data, or a review article of critical nature, or may take such other form as may be determined by the M.Phil. Committee

Master of Philosophy Examination

Part I

Course I: Research Methods

Nature and role of research in library and information science

Design of a scientific research study. Research methods and their application to library and information science

Collection and analysis of data: Statistical methods. Survey method

Experimental method. Analysis and interpretation of data. Writing of report including presentation of data

Case study of research methodology used in survey reports and other studies of libraries/documentation centres/information centres, etc.

Course II: Library Planning and Management

Planning methodology

Comparative analysis of recent managerial philosophies and practice with a special reference to attitudes, motivation, problem solving, decision making, organization theory, human relations, personnel management, etc.

Organization structures; Library system

Government of the library

Personnel management; Human relations in management, staffing, staff development

Applications of system study techniques to library organizations and library situations

Evaluation of library procedures and services. Time and motion studies

Performance testing

Cost benefit analysis

Financial management

Course III (a): University and College Library System

Changing perspective in higher education and their implication for development of libraries

Types of Universities (including Open University) and their impact on library services

Current state of university and college libraries in selected developed and developing countries

Library government: Constitution and powers

Changing patterns in library organizations: Library system structure and provision of services

Library Personnel

Library Finance : Cost benefit studies and analysis

Library collections : Use and evaluation

University and college library networks : Their relationship with other library networks at national and international levels

Library services : Their evaluation and effectiveness

Use of computers and other mechanical devices

Planning for future development Plans

Course III (b): Research and Technical Library System

Changing perspectives in R & D and their implication for the development of libraries

Current state of research and technical libraries in selected developed and developing countries.
NISSAT

Library government : Constitution and power

Changing patterns in library organization: Library systems, Structure and provision of service

Library Personnel :

Library Finance : Cost benefit studies and analysis

Library Collection : Use and Evaluation

Research and technical library networks : Their relationship with other library networks at national and international levels

Library service : Their evaluation and effectiveness

Use of computers and other mechanical devices

Planning for future development: Preparation of development plans, case studies of selected research and technical libraries

Course III (c) : Public Library System

Changing perspective in education and society and their implications for the development of Public Libraries

Current state of public libraries in selected development and developing countries

Library government : Constitution and powers

Changing patterns in library organization: Library systems, structure and provision of service

Library Personnel

Library Finance : Cost benefit studies and analysis

Library Collection : Use and evaluation

Public Library Networks : Their relationship with other library networks at national and international levels

Library services : Their evaluation and effectiveness

Use of computers and other mechanical devices

Planning for future development : Preparation of development plans

Course III (d): Information Processing and Organization

Classification : Recent development and trends for the future

Subject indexing : Critical study of the different lists of subject headings

Thesaurus and the sauro facets methodology for developing a thesaurus

Pre-coordinate and post-coordinate systems of subject indexing: PRECIS, POPSI.

Standards for bibliographical description: National and international

Evaluation of information systems

Course III (e): Information Transfer and Dissemination

Role of information in planning, decision making, management etc.

Information communication media and methods

Trends in communication of information

Barriers to communication

Information marketing

Information gathering habits of the users

Information services CAS, SDI, abstracting services, digests, technical notes, state-of the art and trend reports, etc. and their evaluation

Search strategy

Document delivery systems; translation; reprography

Course III (f): Comparative Librarianship

Definition and scope of comparative librarianship. Librarianship in ancient, medieval and modern times. Comparative study of library development of different library systems

Merits and demerits of library systems

Issues in modern librarianship

Course III (g): Education for Library and Information Science

Sociology of library and information science education

Trends in library and information science education: National and international levels

Level of courses in education for librarianship and their objectives

Curriculum design: Methodology

Teaching techniques and evaluation of student performance

Faculty development

Development of research programme in library and information science

Manpower planning and its impact on library and information education programme