

  
**KANNUR UNIVERSITY**

(Abstract)

Master of Library and Information Science (MLISc) Programme under Choice Based Credit Semester System in the University Department- Revised Scheme, Syllabus & Model Question Papers Implemented with effect from 2015 admission- Orders issued.

**ACADEMIC 'C' SECTION**

U.O. No. Acad/C4/ 5204/2012

Civil Station P.O, Dated, 30 -10-2015

- Read:
1. U.O No. Acad/C3/2049/2009 dated 11.10.2010.
  2. U.O No. Acad/C3/2049/2009 dated 05.04.2011.
  3. Meeting of the Syndicate Sub-Committee held on 16.01.2015.
  4. Meeting of the Curriculum Committee held on 10.04.2015.
  5. Meeting of the Department Council held on 13.04.2015.
  6. U.O No. Acad/C4/14536/2014 dated 29.05.2015.
  7. Letter dated 08.06.2015 from the Course Director, Department of Library & Information Science, Palayad Campus
  8. Meeting of the Curriculum Committee held on 03.09.2015.

**ORDER**

1. The Regulations for Post Graduate Programmes under Choice Based Credit Semester System were implemented in the Schools/Departments of the University with effect from 2010 admission as per the paper read (1) above and certain modifications were effected to the same vide paper read (2).
2. The meeting of the Syndicate Sub-Committee recommended to revise the Scheme and Syllabus of all the Post Graduate Programmes in the University Schools/Departments under Choice Based Credit Semester System (CCSS) with effect from 2015 admission vide paper read (3) above.
3. As per the paper read (4) above, the meeting of the Curriculum Committee recommended certain modifications/ additions to the Regulations for Post Graduate Programmes under Choice Based Credit Semester System and the Regulations were modified in the University w.e.f. 2015 admission vide paper read (6).
4. The Department Council vide paper read (5) above has approved the Scheme, Syllabus & Model Question Papers for Master of Library and Information Science (MLISc) Programme under Choice Based Credit Semester System (CCSS) for implementation with effect from 2015 admission.
5. The Course Director, Dept. of Library & Information Science, Palayad Campus, vide paper read (7) above, has forwarded the Scheme, Syllabus & Model Question Papers for Master of Library and Information Science (MLISc) Programme in line with the revised Regulations for Choice Based Credit Semester System for implementation with effect from 2015 admission.

P.T.O.



6. The meeting of the Curriculum Committee held on 03 – 09 - 2015 approved the Scheme, Syllabus & Model Question Papers for Master of Library and Information Science (MLISc.) Programme under Choice Based Credit Semester System in the Department vide paper read (8).

7. The Vice Chancellor after considering the matter in detail, and in exercise of the powers of the Academic Council conferred under section 11(1) of KU Act 1996, and all other enabling provisions read together with, has accorded sanction to implement the Scheme, Syllabus & Model Question Papers for Master of Library and Information Science (MLISc) Programme under Choice Based Credit Semester System, offered in the University Department, w.e.f 2015 admission, subject to report to the Academic Council.

8. Orders are, therefore, issued accordingly.

9. The revised Scheme, Syllabus and Model Question Papers of (MLISc) Programme effective from 2015 admission are appended.

Sd/-  
JOINT REGISTRAR (ACADEMIC)  
FOR REGISTRAR

To

The Course Director  
Department of Library & Information Science, Palayad Campus

Copy To:

1. The Examination Branch (through PA to CE)
2. PS to VC/PA to PVC/PA to R/PA to CE/PA to FO
3. JR/AR I Academic
4. The Computer Programmer (for uploading in the website)
5. SF/DF/FC

Forwarded/By Order

  
SECTION OFFICER



B

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**KANNUR  UNIVERSITY**

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Master of Library and Information Science (MLISc.)  
(Choice Based Credit and Semester System)**

**REGULATIONS**

**COURSE STRUCTURE AND PROGRAMME ADMINISTRATION  
WITH EFFECT FROM 2015 ADMISSION**

**KANNUR UNIVERSITY**  
**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE**

**Master of Library and Information Science (MLISc.)**  
**(Choice Based Credit Semester System)**

**REGULATIONS**  
**COURSE STRUCTURE AND PROGRAMME ADMINISTRATION**  
**WITH EFFECT FROM 2015 ADMISSION**

**A. Course details**

1. Subject : Library and Information Science
2. Faculty : Science
3. Name of the Course : Master of Library and Information Science (MLISc.)  
Choice based Credit Semester System
4. Duration of the programme: 2 years, each year comprising two semesters.  
The duration of each semester shall be five months inclusive of examinations. Each semester shall have a minimum of 90 days.
5. Intake to the Course : To be decided by the University from time to time.  
The seats will, as far as possible, be equally divided among B.Sc./B.C.A and B.A./B.Com/ B.B.A degree holders.

**B. Objectives**

The objectives of the MLISc. Programme is:

1. To develop in students the potential for critical thinking particularly concerning goals of Libraries and Information Centres.
2. To train students for a professional career in Library and Information Services.
3. To train students in handling information resources (Print and non-print).
4. To facilitate access and provision of information sources.
5. To train students in using Information Technology tools and techniques in accessing, organizing, management, service and archival activities of information.
6. To further the state of the art in Library and Information Science through extension, research and publication activities.

**C. Eligibility for admission to the Programme**

Candidates seeking admission to the programme shall be required to have obtained a bachelor degree (under 10+2+3 pattern) of this University or any other Indian or foreign University recognized by Kannur University. Candidates seeking admission shall have secured at least 50 per cent marks in optional subjects in the qualifying examination.

However, candidates belonging to OBC are eligible for a relaxation of 5 percent marks in the qualifying examination. Those belonging to Scheduled Castes / Scheduled Tribes having secured a pass in the qualifying degree examination are eligible to apply for admission to the programme.

#### **D. Admission procedure**

The rank list for admission to the programme shall be based on the index marks secured in the Entrance Test:

#### **E. Reservation**

The final selection list will be prepared taking into consideration, the relevant reservation rules approved by Kannur University from time to time.

#### **F. Medium of instruction**

The Medium of Instruction shall be English.

#### **G. Attendance**

Minimum 75% attendance is required for each student to become eligible for appearing in the examination in each semester.

#### **H. Scheme of Examinations**

Two kinds of courses, Core and Elective are offered to the students in the programme. The Core courses are offered by the Department of Library and Information Science. Elective courses are offered either by the Department or by any other Department in the University.

The Scheme of MLISc semester examinations shall be as follows:

Code and Name of the Course		Exam Duration (Hrs)	Contact Hrs/week			Marks			Credits	Total Credits	
			Lecture	Seminar/ tutorial	Practical	Continuous Evaluation	End Semester Exam	Total			
<b>Core Courses</b>											
<b>First Semester</b>	LIS C 101	Foundations of Library and Information Science	3	4	3	-	40	60	100	4	16
	LIS C 102	Library Management	3	4	3	-	40	60	100	4	
	LIS C103	Knowledge Organization and Retrieval	3	4	3	-	40	60	100	4	
	<b>Elective Course</b>										
LIS E 104	Elective - I	3	3	2	-	40	60	100	4		

Code and Name of the Course		Exam Duration (Hrs)	Contact Hrs/week			Marks			Credits	Total Credits	
			Lecture	Seminar/ Tutorial	Practical	Continuous Evaluation	End Semester Exam	Total			
<b>Core Courses</b>											
<b>Second Semester</b>	LIS C 205	Information and Communication	3	4	3	-	40	60	100	4	24
	LIS C 206	Information Sources and Services	3	4	3	-	40	60	100	4	
	LIS C 207	Information Literacy	3	4	3	-	40	60	100	4	
	LIS C208	Planning and Management of Libraries and Information Centres	3	4	3	-	40	60	100	4	
	LISC 209	Knowledge Organization: Library Classification –Practice	3	1	1	6	40	60	100	4	
	<b>Elective Course</b>										
LIS E210	Elective- II	3	1	1	6	40	60	100	4		

Code and Name of the Course		Exam Duration (Hrs)	Contact Hrs/week			Marks			Credits	Total Credits	
			Lecture	Seminar /Tutoria	Practical	Continuous Evaluation	End Semester Exam	Total			
<b>Core Courses</b>											
<b>Third Semester</b>	LIS C 311	Research Methodology	3	4	3	-	40	60	100	4	24
	LIS C 312	Information and Communication Technology Applications – Theory	3	4	3	-	40	60	100	4	
	LIS C 313	Advanced application of Information and Communication Technologies – Practice	3	1	1	6	40	60	100	4	
	LIS C 314	Information Processing and Retrieval: Library Cataloguing – Practice	3	1	1	6	40	60	100	4	
	LIS C 315	Bibliometrics	3	4	3	-	40	60	100	4	
<b>Elective Course</b>											
	LIS E 316	Elective - III		4	2	-	40	60	100	4	

Code and Name of the Course		Exam Duration (Hrs)	Contact Hrs/week			Marks			Credits	Total Credits	
			Lecture	Seminar /Tutorial	Practical	Continuous Evaluation	End Semester Exam	Total			
<b>Core Courses</b>											
<b>Fourth Semester</b>	LIS C 417	Information Retrieval	3	4	3	-	40	60	100	4	20
	LIS C 418	Digital Libraries	3	4	3	-	40	60	100	4	
	LIS C 419	A) Dissertation	-	-	4	-	-	150	150	4	
		B) Preparation of Trend Report, Abstract and Bibliography	-	-	-	-	-	30	30	2	
		C) Viva voce	-	-	-	-	-	40	40	-	
D) Internship Report		-	-	-	-	-	50	50	2		
E) Study tour Report	-	-	-	-	-	30	30	-			
<b>Elective Course</b>											
	LIS E 420	Elective - IV	3	4	2	-	40	60	100	4	
<b>Grand Total</b>							<b>760</b>	<b>1440</b>	<b>2200</b>	<b>84</b>	

## **ELECTIVE PAPERS**

- 1. Information and Communication Technology – Basics**
- 2. Application of Information and Communication Technology – Practice**
- 3. Technical Communication**
- 4. Special Library System**
- 5. Academic Library System**

### **I. Credit requirements**

The students are expected to do 3 core courses and 1 elective course each in I semester and IV semester, 5 core courses and 1 elective each in II and III semesters. In the IV semester, in addition to the 2 core courses the third core course consists of 5 elements namely: a) Dissertation b) Preparation of Trend report, Abstract and Bibliography c) Internship report d) Study tour report and e) Viva Voce, and 1 elective. The minimum credits needed for the successful completion of the programme shall be 80

### **J. Scheme of evaluation**

The evaluation of a course consists of two parts: Continuous Evaluation (CE) and End Semester Evaluation (ESE). The total marks allotted for each courses shall be 100, with a maximum of 40% marks for Continuous Evaluation and 60% marks for End Semester Evaluation. The minimum marks required for the successful completion of a course shall be 50%. The maximum marks for Continuous Evaluation shall be 40, based on: Written Assignments (20%), Tests (40%) and Seminars/Viva-voce/debate/discussion (40%). At the beginning of each course the teacher concerned shall inform the students the methods he proposes to adopt for Continuous Evaluation.

A board comprising not less than three members including external examiner(s) shall be the Board of Examiners in each semester. The Head of the Department shall be the Chairperson of the Board.

### **K. Grading**

There shall be a written examination at the end of each semester. A candidate shall apply for all courses of a semester when s/he appears for the examination of that semester for the first time. Only the candidates who have passed the examination at the first appearance shall be eligible for the declaration of Ranks.



An alphabetical Grading System shall be adopted for the assessment of student's performance in a course. The grade is based on six-point scale. The following table gives the range of marks, grade points and the alphabetical grade.

<b>Range of Marks</b>	<b>Grade Points</b>	<b>Alphabetical Grade</b>
90-100	9	A+
80-89	8	A
70-79	7	B+
60-69	6	B
50-59	5	C
Below 50	0	F

A minimum of grade point 5 (Grade C) in each course and an overall letter grade of C are required for the successful completion of the Programme. Performance of the student at the end of each semester is indicated by the Grade Point Average (GPA) and is calculated by taking the weighted average of grade points of the course successfully completed. The overall performance of a student is indicated by Cumulative Grade Point Average (CGPA).

Based on the CGPA overall letter grade of the student shall be in the following way:

<b>CGPA</b>	<b>OVERALL LETTER GRADE</b>
8.5 and above	A+
7.5 – 8.49	A
6.5 – 7.49	B+
5.5 – 6.49	B
4.5 – 5.49	C

A student who fails in a course can reappear for the end semester examination of the same course along with the next batch to acquire the minimum credits needed for the completion of the programme. Both for the core and elective courses, there shall be no improvement examination either. However, if the department council is convinced of the genuineness of the demand of a student to repeat a course with the intention of improving the score s/he may be permitted to do so. If a student fails to secure the required credit in an elective s/he may opt another elective to make

up. No student shall be allowed to take more than eight consecutive semesters from the date of enrollment for completing the programme.

#### **L. Dissertation**

In the fourth semester each student shall take up a project based on any topic of his/her interest. The project aims at introducing the students with research methodology and to prepare them for writing dissertations. Students are required to do a project on a topic relating to an area of study chosen in consultation with the faculty. However, the topics shall be approved by the department council. They would have to submit a project report before the end of the fourth semester. Each student shall be guided in his/her project by a member of the faculty.

#### **M. Preparation of Trend report, Abstract and Bibliography**

Each student has to prepare a trend report on a contemporary topic of relevance, prepare the abstract and compile a bibliography of documents referred.

#### **N. Viva voce**

There will be a viva voce after the fourth semester examination.

#### **O. Internship**

Each student has to work for a period of 15 days in a selected well organized library to get firsthand experience and submit a report of the work done under the guidance and supervision of the concerned library staff, before the commencement of the fourth semester examination.

#### **P. Study Tour**

There shall be a study tour during the course, which is compulsory and student has to submit a study tour observation report at the end of the fourth semester.

Palayad

Dr. K Dinesan  
Course Director  
Dept.of Library and InformationScience  
Kannur University Thalassery Campus

# **KANNUR UNIVERSITY**

## **Master of Library and Information Science (MLISc.) (Two Year –Choice Based Credit Semester System) SYLLABUS**

### **FIRST SEMESTER**

#### **LIS C 101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE (4 Credits)**

##### **Unit 1. Library in the Social context**

- Concept of modern libraries
- Genesis, characteristics and implications of information society
- Social function of Libraries in contemporary society

##### **Unit 2. Five laws of library science**

- Implications of five laws in library and information activities
- Relevance of five laws in the digital era

##### **Unit 3. Types of libraries and their functions**

- National, Public, Academic and Special Libraries
- Types of academic libraries: School, College and University Libraries
- National library of India

##### **Unit 4. Library development**

- Library movement in India
- Library movement in Kerala

##### **Unit 5. Library legislation**

- Need for library legislation – Essential features of library legislation
- Library legislation in India - Model Public Library bill of S.R.Ranganathan.
- Public Library Legislation in Kerala – Kerala Public Library Act 1989
- Indian copyright Act – Delivery of Books and Newspapers (Public Libraries) Act.

##### **Unit 6. Library and Information profession**

- Librarianship as a profession – Professional ethics
- Professional associations and their role
- National and International associations: IFLA, ILA, IASLIC

## **Unit 7. Promoters of Library and information services**

- Promotion of library and information services by UNESCO, UGC (India) and RRRLF
- National Knowledge Commission: Objectives and recommendations

### **Selected Readings**

1. Gorman, Michael: Our enduring Values: Librarianship in the 21<sup>st</sup> Century Chicago: ALA, 2000.
2. McGarry, K.J.: The changing context of information: An introductory analysis, 2<sup>nd</sup> ed.
3. London: Library Association, 1993.
4. Meadows, A.J: Origins of Information Science, Taylor Graham, 1987.
5. Saracevic, T: Information Science Revisited: Rutgers University School of Information and communication Studies, 1990.
6. Saracevic, Tefko: Information Science: Origin, Evolution and Relation In P.Vakkari and B.Cronin (Eds) Conceptions of Library and Information Science. Historical Empirical and Theoretical Perspectives London, Taylor Graham, 1992.
7. UNESCO: Basic Texts in communication 89-95/prepared by the UNESCO.
8. Secretariat, Paris: UNESCO, 1996.
9. Bavakutty, M, et al., Ed. Library co-operation in a networked world, Ess Ess Publications, Delhi, 2002.
10. Bavakutty, M, et al., Ed. Organization of libraries and information centers in 21st century, Ess Ess Publications, Delhi, 2002.
11. Rout, R.K: Library legislation in India. New Delhi: Reliance, 1991.
12. Sandy Norman (Ed): Copyright in further and higher education libraries . 4<sup>th</sup> Ed
13. London: Facet Publishing, 1999.
14. Sandy Norman: Practical Copyright for Information Professional. London : Facet, 2001.
15. Buragohain, Alka: Various aspects of Librarianship and Information Science. New Delhi: Ess Ess, 2000.
16. Venkatappaiah, V: Indian Library Legislation, 2v., New Delhi: Daya, 1990.

## **LIS C 102: LIBRARY MANAGEMENT (4 Credits)**

### **Unit 1. Management**

- Concept, definition and scope
- Schools of Management thought
- Principles of scientific management
- Fayol's Principles
- POSDCORB
- Management styles and approaches

### **Unit 2. System Analysis and Design**

- Library as a system
- Project management, PERT\CPM
- Decision tables
- Performance evaluation standards
- Performance measurement

- SWOT (strength Weakness Opportunities Threat)
- DFD (Data Flow Diagram)

### **Unit 3. Management of Library House Keeping Operations: Technical operations**

- Different sections of library and information centers and their functions
- Collection development: Print and Non-print
- Acquisition procedures: selection, ordering, accessioning and stock editing
- Technical processing: Classification, cataloguing and physical processing

### **Unit 4. Management of Library House Keeping Operations: Reader's services**

- Maintenance of documents: work with new, returned, damaged and lost documents. Stock verification., binding, care, preservation and restoration of print and electronic documents
- Circulation control: Charging systems, interlibrary lending
- Reference section
- Serials control: Selection, ordering, receipt and display, e-journals
- Special collections

### **Selected Readings**

1. Mittal.R.L: Library administration: Theory and Practice. Ed.5. 1983.
2. Bryson.J: Effective library and information center management, 1990.
3. IASLIC: Application of management techniques in library and information Systems, Conference papers, 1979.
4. Narayan.G: Library and information management, 1991.
5. Evans, Edward: Management techniques for librarians, New York: Academic, 1982.
6. Doughty. And Heinrits.F.J: Scientific management of library operations, 1985.
7. Ranganathan.S.R: Library administration, 1954.
8. Krishan Kumar: Library Administration and Management. 2<sup>nd</sup> ed. New Delhi : Vikas, 1987.
9. Bavakutty, M and Parameswaran, M, Ed., Management of libraries in the 21st century, Ess Ess Publications, Delhi, 2000
10. Seetharama, S: Guidelines for planning of libraries and information centers. Calcutta : IASLIC, 1990.
11. Peter Clayton and G. E. Gorman: Managing Information Resources in Libraries and Information Services: Collection Management in theory and practice. London : Facet Publishing, 2001.

## **LIS C 103: KNOWLEDGE ORGANIZATION AND RETRIEVAL (4 Credits)**

### **Unit 1. Theory of library classification**

- Need and purpose of library classification
- Normative principles of classification and their usefulness- Canons for idea plane
- Principles of helpful sequence
- Notation types- Qualities
- Call No.: its structure, parts and its functions



## **Unit 2. Facet analysis and fundamental categories**

- Concept of facet analysis
- Fundamental categories
- Principles for facet sequence

## **Unit 3. Classification schemes**

- Species of library classification schemes: Enumerative and faceted models
- Silent features of CC, DDC and UDC
- Current trends in Library Classification

## **Unit 4. Universe of knowledge**

- Structure and attributes
- Modes of formation of subjects
- Different types of subjects: Simple complex and compound subjects

## **Unit 5. Bibliographic description**

- Library catalogue : Its purpose and functions
- Physical forms : book form, card form and OPAC
- Types of catalogue: Author catalogue and title catalogue – Dictionary catalogue and classified catalogue.
- Current trends in Library Cataloguing (WorldCat, IndCat, FRBR etc.)

## **Unit 6. Subject cataloguing**

- Problems in assigning subject headings
- Methods of subject cataloguing : chain procedure and printed list of subject headings
- L.C. list of subject headings and Sears list of subject headings
- Library Catalogue Codes: its history, developments and types

## **Unit 7. Centralised cataloguing and co-operative cataloguing**

- Centralised cataloguing : Types, advantages and disadvantages
- Cooperative cataloguing : NPAC, Union catalogues
- Bibliographic description & Metadata standards - ISBD, CCF, MARC-21, Dublin Core

## **Selected Readings:**

1. Anglo American Cataloguing Rules. 2<sup>nd</sup> Ed. Rev. New Delhi, Oxford, 1988.
2. Barbara M Westby, Ed. Sears List of Subject Headings, New York, HW Wilson, 1977.
3. Berwick Sayers, WC. Introduction to Library Classification. London, Andra dautch, 1950.
4. Byrne, Deborah J. MARC Manual: Understanding and Using MARC Record. Englewood, Libraries Unlimited, 1998.
5. Chernyi, AI. Introduction to Information Retrieval Theory. London, ASLIB, 1973.
6. Fritz, Deborah A. Cataloguing with AACR2 and US-MARC Records. Chicago, ACA, 1998.
7. Jennifer, E. Rowledy. Organising Knowledge: An Introduction to Information Retrieval. Aldershot, Gower, 1987.
8. Krishan Kumar. Theory of Library Classification, Ed.2, New Delhi, Vikas, 1980.

9. Maxwell, Robert and Maxwell, Margaret F. Maxwell's handbook of AACR2R: Explaining and illustrating the Anglo American Cataloguing Rules and the 1993 amendments. Chicago: ACA, 1997.
10. Ranganathan, SR. Library Catalogue: Fundamentals and Procedures, Madras, LA, 1950.
11. Ranganathan, SR. Headings and Canons. Madras, S Vishwanathan, 1955.
12. Ranganathan, SR. Classified Catalogue Code. Madras, UBSPD, 1988.
13. Srivastava, AP. Theory of Knowledge Classification in Libraries. New Delhi, Sage, 1993.
14. Ranganathan, SR. Prolegomena to Library Classification, Ed2, London, LA, 1957&1965.
15. Rijsbergen, C J Van. Information Retrieval, Ed.2. London, Butterworths, 1970.
16. P S G Kumar. Knowledge Organization, Information Processing and Retrieval Theory. Delhi: BR, 2003.
17. Bavakutty M. Canons of library classification. Trivandrum, KLA, 1981.
18. Sinha, Suresh C and Dhiman, Anil K. Prolegomena to Universe of Knowledge. New Delhi: Ess Ess, 2002.
19. Ranganathan, S R. Colon Classification, 6<sup>th</sup> ed. Banalore: Sarada Ranganathan Endowment for Library Science, 1960.
20. Dhyani, Pushpa. Library Classification: Theory and Practice. New Delhi: Vishwa Prakashan, 1998.
21. Ranganathan, S R. The Five Laws of Library Science. Bangalore: Sarada Ranganathan Endowment for Library Science, 1999.
22. Ramalingam, MS. Library Cataloguing and Classification Systems. Delhi: Kalpaz, 2000.

## SECOND SEMESTER

### **LIS C 205: INFORMATION AND COMMUNICATION (4 Credits)**

#### **Unit 1. Information science as a discipline**

- Definition and scope- Genesis and development
- Basic areas of concern Relationship with other disciplines

#### **Unit 2. Information vs. knowledge**

- Properties and behaviour of information
- Information, data and knowledge
- Growth process of knowledge
- Nature and properties of knowledge
- Information Explosion

#### **Unit 3. Information and communications**

- Definition of communication- communication models
- Channels of communication
- Invisible college-Technological gate keepers-Their role in communication
- Barriers to communication
- Role of the library in communication

#### **Unit 4. Resource sharing, Networking and extension services**

- Resource sharing
- Library Networking: National and International: NICNET, CALIBNET, DELNET, ERNET, INFLIBNET
- Library extension services
- Library publicity

#### **Unit 5. Economics of Information**

- Information as a resource
- Economics of information provision
- Cost analysis of information systems
- Marketing of information products and services
- Information Audit

#### **Unit 6. Information Management and Knowledge Management**

- Digital, content resources
- Content Management systems-Advantages
- Role of library professionals in knowledge management

- LIS Professionals as knowledge workers
- Data Mining and Knowledge Discovery

### **Selected Readings**

1. FID: Finding new values and services of Information, 1994.
2. Information Flow in non-R&D context: seminar papers; 14th IASLIC conference, New Delhi, 1983.
3. McGarry K.J. Communication, Knowledge and the Librarians, 1975.
4. McGarry K.J. The changing context of Information Technology, 1986.
5. Masuda, Y Information Society, 1980.
6. Rodriguez Mur and Ferrante, A.J. Information Technology for the 21<sup>st</sup> Century: Managing the Change, 1996.
7. Bavakutty, M et al , Ed., Information access, management and exchange in the technological age, Ess Ess Publications, Delhi, 2003.
8. Satyanarayana, N.R. and Satyanarayana, R., ed Problems of Information Science, 1996.
9. Shera, J.H. Foundation of Education Librarianship. Bombay: Asia, 1970.
10. Vickery, B.C. and Vikeery, A. Information Science in theory and practice, 1994.
11. Wolpert, S.A. and Wolpert, J.F. Economics of Information, 1986.
12. Mohamed Haneefa, K et al, Ed. Knowledge Discovery and Management, 2015

## **LIS C 206: INFORMATION SOURCES AND SERVICES-THEORY (4 Credits)**

### **Unit .1. Fundamental concepts of information sources.**

- Meaning, definition, importance, nature and characteristics
- Criteria for evaluation of different types of information sources
- Users of information sources and their needs

### **Unit 2. Types of information sources**

- Documentary sources – primary, secondary and tertiary sources. Institutional sources
- Conventional, non-conventional and meta documents

### **Unit 3. Study of bibliographical sources**

- Bibliographies – types – trade bibliographies – National Bibliographies – INB & BNB

### **Unit 4. Reference sources**

- Dictionaries, Encyclopedias, Directories, Year books and Almanacs, Geographical Sources,
- Biographical sources, Statistical Sources and Sources of Current events.

### **Unit 5. Secondary information services**

- Indexing services
- Abstracting services

**Unit 6. Digital Information sources and services**

- Online services, online directories etc.
- e- books, e-journals, e-databases, e-forums etc.

**Unit 7: Reference, Abstracting, indexing and Information alerting services-**

- Their Planning, development and management
- Online reference and information alerting services.
- Role of reference librarian and information professional in electronic environment

**Unit 8: Translation and document delivery services.**

- Online translation and e-document delivery services

**Selected Readings**

1. Krishan Kumar: Reference service, Ed.3, New Delhi, Vikas, 1992.
2. Walford, A.J: Guide to reference materials, London, Library Association, 1990, 3V.
3. Rao, I.K.R: Electronic sources of information, DRTC Annual Seminar. Bangalore, 2000.
4. Sewa Singh: International Manual of Reference and Information Sources. New Delhi: Beam Books, 1997.
5. Guha, B: Documentation & Information. Ed.2. Calcutta: World Press, 1983.
6. Sheila Pantry and Peter Griffiths: Creating a successful e-information service. London: Facet, 2002

**LIS C 207: INFORMATION LITERACY****(4 Credits)****Unit 1: Fundamentals of Information Literacy**

- Concept, Need and Objectives
- Standards in Information Literacy
- Role of Institution in Information Literacy
- Information Literacy :-Skills, Competencies, Models

**Unit 2: Information and Society**

- Digital Divide
- Intellectual property Act, Right to Information Act., IT Act 2000
- Concept of freedom, censorship, data security and fair use
- E-governance

**Unit 3: Methodology of Information Literacy**

- Scope , Designing and Implementation of Information Literacy Programme

**Unit 4 : Information Literacy Programmes**

- National Programmes in Information Literacy



- International Programmes in Information Literacy

### **Unit 5 : Application of Information Literacy in Library and Information Centres**

- Information Literacy for Users
- Information Literacy for Professionals
- Information Literacy for Research and Development
- 

### **Unit 6 : Trends in Information Literacy**

- Web based Information Literacy System; E-learning
- Role of social media and mobile technology in Information Literacy
- Life Long Learning

### **Recommended Books :**

1. AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS AND ASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY. Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. AMERICAN LIBRARY ASSOCIATION. Information Literacy: a position paper on information problem solving (2000). available at :[www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html)
3. ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES. Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at : [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html)
4. BALDWIN (V A). Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005).University of Nebraska, Lincoln. [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11)
5. DELCOURT (M) and HIGGINS (C A). Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education. (1993). 27; 31-7.
6. EISENBERG (M B) et al. Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited ,Westport.
7. GRASSIAN (E S). Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
8. GRASSIAN (E S) and KAPLOWITZ (J R). Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
9. SMITH (S). Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
10. TIGHT (M).Lifelong Learning: Opportunity or Compulsion?. British Journal of Education Studies.Vol. 46; 3 September 1998; 251-263.

**LIS C 208: PLANNING AND MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES** (4 Credits)

**Unit 1 Planning**

- Concept, definition and significance
- Steps in planning
- Policies and procedures
- MBO
- Organizational structure
- Job description and analysis
- Job classification

**Unit 2 Human Resource Management**

- Recruitment, selection, induction
- Training and development
- Motivation
- Performance appraisal
- Stress management
- Delegation

**Unit 3 Directing, Co-ordinating and Reporting**

- Communication
- Library rules
- Staff manual
- Library statistics
- Annual reports

**Unit 4 Financial Management**

- Methods of financial estimation
- Sources of finance
- Budgeting techniques: Line, PPBS, Zero Based Budgeting etc
- Cost effectiveness and cost benefit analysis
- Outsourcing

**Unit 5 Total Quality Management (TQM)**

- Definition, concept, elements
- Quality audit, LIS related standards, SERVQUAL

**Unit 6 Space Management**

- Building: Lay out and space estimation
- Furniture and equipment
- Disaster Management

**Unit 7 Change Management**

- Concept, tools and techniques
- Problems of incorporating change

### **Selected Readings**

1. M.Buck land : Information and Information Systems Praeger London 1992.
2. Bryson : Effective library and Information center management, 1984.
3. Dougherty, R & Heinrits. F.J.: Scientific Management of Library operations, 1985.
4. Evans, G.Edward : Management techniques of librarians, Academic, New York, 1982.
5. Jones, N & Jurdon : Staff management in library and information work Gower, Aldershot, 1982.
6. Khanna, J.K. : Handbook of Library Administration, New Delhi, Crest, 2001.
7. Mittal, R.L.: Theory of Library Administration and Management, New Delhi, Metropolitan, 1985.
8. Kumar, Krishan: Library Administration and Management New Delhi, Vikas, 1982.
9. Mookerjee and Sengupta: Library organization and administration, 2ed. World Press, 1977.
10. Underwood, Peter G.: Managing change in Libraries and Information Services: A systems approach, Whdon, Clive Bingley, 1990.
11. Lahiri, Ramansu: Evaluating serial central systems of the University and Libraries, New Delhi Ess Ess, 1996.
12. Prasher, R.G. : Developing Library Collection, New Delhi, Modallion, 1993.'
13. Chand, Kuldip: Information marketing: Status and prospects, New Delhi, Batea, 1996.
14. Chopra H.S: Information Marketing, New Delhi Rawal, 1996.
15. King Donald, Ed: Key papers in design and evaluation of information systems, 1978.
16. Lancaster, F.W: The measurement and evaluation of library services, Information Resources press, Arlington, 1977.
17. Mason Donald :Information management Peregrinus, Stevenage, 1978.
18. McLure, Ed : A guide to utilizing planning methods of librarians, 1983.
19. Metcalf, K.D. Planning academic and research library buildings, McGraw Hill, NY. 1965.
20. Pekana, CV et al Selection and furniture with special reference to college libraries, IBC, Jullundhur. 1983.
21. Simons R. Reader in Library management, Ckuve Oungley, London, Stueart, 1976.
22. Eastkucjm J.T. Library management, Ed 2, Libraries unlimited Littleton.
23. Cowley, John. Personal Management from strategies to action ASLIB, London. 1982.
24. Katz W A: Collection development: Selection of materials for libraries HRW, New York. 1980.
25. Krishan Kumar (1987): Library administration and management. Vikas. New Delhi.

### **LIS C 209: KNOWLEDGE ORGANIZATION: LIBRARY CLASSIFICATION – Practice (4 Credits)**

Classification of documents according to DDC (Prescribed edition) and U D C (Prescribed edition)

#### **Unit 1. Classification of documents representing simple subjects**

**Classification of documents having common isolates**

#### **Unit 2. Classification of documents representing compound subject**

#### **Unit 3. Classification of documents representing complex subject**

#### **Unit 4. Assigning of Book Numbers**

## **THIRD SEMESTER**

### **LIS C 311 : RESEARCH METHODOLOGY (4 Credits)**

#### **Unit 1. Research: Meaning, definition, need and types**

Concept of Scientific Method

#### **Unit 2. Research Design:**

- Selection of Research problem
- Steps in Research Design
- Literature Search
- Formulation of hypothesis
- Preparation of project proposal

#### **Unit 3. Methods of Research:**

- Historical, case study, survey, experimental and Delphi Method

#### **Unit 4. Data collection:**

- Sampling techniques.
- Tools and techniques of data collection
- Questionnaire, Interview, Observation, Schedule, etc.

#### **Unit 5. Data analysis and interpretation**

- Statistical methods and their application in LIS research
- SPSS
- Report writing
- Evaluation of research report

#### **Unit 6. Use of IT in LIS Research**

- Current trends in research
- Reference management tools
- Plagiarism
- Sharing of research output

#### **Selected Readings**

1. Busha, C.H. and Harter, S.T: Research methods in Librarianship, 1986.
2. Krishan Kumar: Research methods in Library and Information Science, 1992.
3. Kothari, C.R: Research method logy, 1990.
4. Gopal, M.H: An Introduction to Research Procedure in Social Sciences. New Delhi: Vikas, Pub. House, 1992.
5. Bavakutty, M; Abdul Majeed, K C, Methods for measuring quality of libraries, Ess Ess Publications, Delhi, 2005.
6. Krishnaswami, O.R: Methodology of Research in Social Sciences. Bombay: Himalaya, 1993.
7. Mary Lee, Bundi: Reader in Research Methods for Librarianship. Greenwood Press.
8. Devarajan, G. Prolegomina to Research Methodology. New Delhi, Ess Ess Publications, 2011.

**LISC312: INFORMATION AND COMMUNICATION TECHNOLOGY  
APPLICATIONS – THEORY (4 Credits)**

**Unit 1. Library Automation:**

- Concepts and need for library automation
- Areas of library automation
- Integrated Library Management System

**Unit 2. Database Management Systems:**

- Database, Types of databases
- DBMS: Concepts, Characteristics
- Salient features of CDS/ISIS, WINISIS

**Unit 3. Web technologies in libraries**

- Web 2.0 Technologies
- Implications of web 2.0 for libraries
- Semantic web, Invisible web
- Popular online databases in various subjects

**Unit 4. Artificial Intelligence and Expert Systems**

- Concepts, genesis, development of AI and ES.
- Application of AI and ES in library and information services

**Unit 5. Multimedia Technology: concept, origin and development, applications**

- Concept of hypermedia and hypertext

**Selected Readings**

1. Rao, IKR: Library Automation Ed.2. 1991.
2. Lee, Stuart D: Digital imaging: A practical handbook. 2000.
3. Malwad, N.M. and others: Digital Libraries: Conference papers. 1992.
4. ICADL: Tutorials on Digital Libraries. Bangalore, 2001.
5. Barbara Allan: E-learning and Teaching in library and Information Services. London : Facet Publishing, 2002
6. Leona Carpenter, Simon Shaw & Andrew Prescott: Towards the Digital Library. London: LA, '98.
7. Peter Brophy: Library in the 21<sup>st</sup> Century: New Services for Information Age. London: LA, 2001.
8. Chowdhury, G.G: Introduction to Digital Libraries. London: Facet Publishing, 2003.
9. Rich, Elaine and Knight, Kevin: Artificial Intelligence. 2<sup>nd</sup> ed. New Delhi: TMH, 1994.
10. Chadha, R. K. and Gupta, S. R. (Eds): Information Technology. New Delhi: Sarita, 1995.
11. Jeffcote, J: Multimedia in practice. New Delhi: PHI, 1994.
12. Alberico, Ralph and Micco Mary: Expert Systems for reference and information retrieval. West port: Meckler, 1990.
13. Botto, Francis: Multimedia, CD-ROM & compact disc: a guide for users and developers. New Delhi: Galgotia, 1993.
14. Rastogi, P.N: Knowledge engineering and expert systems. New Delhi: BPB, 1994.
15. Rowley, Jennifer: The electronic library. London: L.A. 1998.
16. Digital Library Tool Kit. 3<sup>rd</sup> Ed. Santa Clara : Sun Micro Systems, 2003.
17. Digital Library Technology Trends. Santa Clara : Sun Micro Systems, 2002.



18. Alison Cooke: A Guide to finding Quality Information in the Internet. 2<sup>nd</sup> Ed. London: Facet, 2001.
19. R. David Lankes & Others (Eds): Implementing Digital Reference Services Setting Standards and making it real. London: Facet, 2002.
20. G. E. Gorman (Ed): The Digital Factor in Information & Library Services. London: Facet, 2002.
21. UNESCO: CCF. Paris: Unesco. 1988.
22. Cohn, John M ; Ann L. Kelsey and Keith Michael Fiels: Planning for library automation: A Practical Handbook. London: Library Association, 1998.
23. Cooper. Michael D: Design of Library Automation System: File Structure, Data Structures and Tools. New York: John Wiley, 1996.
24. R. S. Kochan and K. N. Sudarshan: Library Automation. [s.l]: APH, 1997.
25. William Saffady: Introduction to Automation for Librarians. ALA, 1999.
26. Murthy,C.S.V: Information Technology: Theory & Applications. New Delhi: Himalaya, 2004

**LIS C313: ADVANCED APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGIES – PRACTICAL (4 Credits)**

- Library Automation Software: Koha
- INTERNET searches
- Use of search engines, Online databases, Online directories
- Web Designing
- Introduction to DSpace, Greenstone

**LISC314: INFORMATION PROCESSING AND RETRIEVAL: LIBRARY CATALOGUING - PRACTICE (4 Credits)**

**Unit 1. Cataloguing of Documents according to AACR-II:**

- Cataloguing of simple documents
  - Cataloguing of complex documents
  - Cataloguing of Non book materials
- Assigning subject headings using Sear's List of subject headings

**LIS C 315: BIBLIOMETRICS (4 Credits)**

**Unit 1. Basics of Statistics**

- Nature and Scope of statistics
- Use of Statistics and libraries and Information centres

**Unit 2. Presentation of Data**

- Tabular, graphical and diagrammatic presentation
- Construction of freq tables, Graphs
- Measures of central tendency

- Measures of dispersion, skewness, kurtosis

### **Unit 3. Inferential Statistics**

- Correlation
- Linear regression
- Chi-square test
- Z-test

### **Unit 4. Statistical Packages**

- SPSS

### **Unit 5. Bibliometrics**

- Bibliometrics-genesis, scope and definition, bibliometrics laws-Bradford's law, Zipf's law, and Lotka's law – Their application
- Citation analysis,, Bibliographic coupling
- Growth and obsolescence of literature
- Definition, scope and genesis of scientometrics, informetrics and webometrics.

### **Selected Readings**

1. E. Garfield. 1979. Citation indexing: It's theory and application in science, technology and humanity. New York: John Wiley and Sons
2. Egghe., 2003. Lectures on Informetrics and Scientometrics. Bangalore: SRELS
3. F. Narin, 1976. Evaluative Bibliometrics: The use of publication and citation analysis in the evaluation of scientific activities. New Jersey, Computer Horizons Inc.
4. Gupta, B M. 1999. Emerging trends in Scientometrics. Mumbai: Allied
5. H. Zuckerman. 1977. Scientific elite: Noble laureates in the United States, New York, Free Press
6. R.K. Merton.1973. Sociology of science: Theoretical and empirical investigations. Chicago, University of Chicago Press
7. Sengupta, I.N. 1988. Bibliometrics research: Growth of Bibliometrics literature, Calcutta: SBA
8. Tiwari, Ashwini. 2006. Bibliometrics, Informetrics and Scientometrics. Delhi: RBSA
9. Vinkler, Peter. 2010. The Evaluation of Research by Scientometrics Indicators. UK: Chandos.
10. W. Goffman and K.S. Warren.1980. Scientific information systems and principles of selectivity, New York, Praeger

## FOURTH SEMESTER

### **LIS C 417: INFORMATION RETRIEVAL**

**(4 Credits)**

#### **Unit 1. Information Retrieval systems:**

- Basic concepts, definition, Objectives, components and Functions.

#### **Unit 2. Indexing and indexing languages**

- Thesaurus- design and construction

#### **Unit 3. Information Retrieval process and models –**

- Boolean, Vector space and probabilistic

#### **Unit 4. Indexing systems – pre-coordinate and post-coordinate indexing systems**

- Chain indexing, PRECIS, POPSI, KWIC, UNITERM and citation indexing

#### **Unit 5. Evaluation of indexing systems – recall and precision**

- ASLIB Cranfield experiment and MEDLARS project

#### **Unit 6. Trends in Information Retrieval**

#### **Selected Readings**

1. Khan, M.T.M: Information: Organization and Communication.
2. Lancaster, F.W: Information retrieval systems, characteristics, testing and evaluation. 1968.
3. Chernyi, A. I: Introduction to information retrieval theory. 1973.
4. Cleaveland, D. B.and Cleveland, A. D: Introduction to Indexing and Abstracting. 1983.
5. Fosket, A.C: Subject approach to information. Ed.5. 1984.
6. Chowdhury, G.G : Information Retrieval Systems. 1994.
7. Lancaster, F.W: Information Retrieval Systems 1980.
8. Aitchison, J. and Gilchrist, A: Thesaurus construction : A practical manual. ASLIB, 1990.
9. Jennifer E. Rowley: Organising knowledge: an introduction to information retrieval. Aldorshot: Gower, 1987.
10. Lancaster, F.W: Indexing and Abstracting in Theory and Practice. London: Facet Publishing, 2003.
11. Chowdhruy, G. G: Introduction to Modern Information Retrieval. Ed.2. London: Facet Publishing, 2003.

### **LIS C 418: DIGITAL LIBRARIES**

**(4 Credits)**

#### **Unit 1. Digital Libraries:**

- Meaning, Definition and Scope

- Infrastructure required setting up a Digital Libraries – Hardware, Software and Human ware, Library Materials etc.
- Advantages and Disadvantages of Digital Libraries
- Digital Libraries of the world

### **Unit 2. Digital Content and Collections:**

- Creation of digital objects: electronic publishing and multimedia; files formats (text, image, audio, video and animation, etc.)
- Collection Development
- Content Creation.

### **Unit 3. Preservation and Resource discovery:**

- Digital preservation
- Interoperability
- Metadata; Searching and Harvesting

### **Units 4. Multi script issues**

- Scripts or languages like, CGI scripts. Java scripts. PERL, HTML, XML, SGML, CSS, ASP, JSP etc.

### **Units 5. Education, Economic, Legal and Social framework**

- Intellectual Property issues
- Digital Rights Management

### **Units 6. Storage, Security and Open Source Software, Case studies**

- Storage – database and file structure
- Security – file privileges
- Open source software like Greenstone, DSpace, and Ganesha etc.
- Digital Library Projects

### **Selected Readings**

1. Written (IAN H) and Bainbridgw (DAVID): How to build a digital library. Morgan Kaufman Publishing, San Francisco, 2003.
2. Deegan (MARILYN) and Tanner (SIMON): Digital futures: strategies for the information age. Library Association Publishing, London, 2002.
3. Dlib Magazine <http://www.dlib.org>
4. Association of Research Libraries <http://arl.cni.org/>
5. Greenstone Digital Library <http://www.greestone.org/english/home.html>
6. Digital Library standards and practices <http://www.diglib.org/standards.htm>
7. DSpace: open source Digital Library (DL) system <http://www.dspace.org/>
8. Ganesha: the first web-based digital library software in Indonesia <http://gdl.itb.ac.id/>
9. Sun Microsystems Digital Library Toolkit <http://www.sun.com/products-n-solutions/edu/libraries/digitaltoolkit.html>
10. ACM Digital Library <http://www.acm.org/dl/>
11. IEEE Computer Society Digital Library <http://www.computer.org/publications/dlib/>
12. Digital Resources from Library of Congress Internet Resources Page <http://www.loc.gov/loc/ndlf/digital.htm> I

**LIS C 419: A) Dissertation (4 Credits)**

Each student has to work on a selected topic under the guidance and supervision of a teacher and submit the Dissertation at the end of the fourth semester before the commencement of examination.

**LIS C 419: B) Preparation of Trend report, Abstract and Bibliography (2 Credits)**

Each student has to prepare a trend report on a contemporary topic of relevance, prepare the abstract and compile a bibliography of documents referred.

**LIS C 419: C) Viva Voce**

The students have to appear for a viva-voce examination at the end of the fourth semester

**LIS C 419: D) Internship Report (2 Credits)**

Each student has to work for a period of 15 days in a selected well organized library to get firsthand experience and submit a report of the work done under the guidance and supervision of the concerned library staff at the end of the fourth Semester.

**LIS C 419: E) Study Tour Report**

Each student has to submit a Study Tour observation Report at the end of the fourth Semester.

## **SYLLABI OF ELECTIVES**

**LIS E 01 INFORMATION AND COMMUNICATION TECHNOLOGY– BASICS (4 Credits)**

**Unit 1. Introduction to information technology.**

- Computer- Importance, Application
- Evolution of Digital computers
- Classification of Computers

**Unit 2. Computer architecture:**

- Basic computer architecture
- Computer hardwares – Input, output devices
- Storage technology - Internal and External storage devices

**Unit 3. Software: Functions and types**

- Operating systems- MS DOS, Windows, UNIX and LINUX
- Application software - Database Management Systems ,Word Processors, DTP, Spreadsheets and Presentation packages
- Machine level language generators- Translator, Assembler, Interpreter and compiler

- Programming Languages

#### **Unit 4. Data representation and processing:**

- Number systems
- Boolean Logic,
- Flowcharting.
- File and file organization: Concepts, Methods of file organization

#### **Unit 5. Fundamentals of Telecommunication –**

- Communication systems
- Switching techniques
- Network media
- Network types and topologies

#### **Unit 6. Internet: Importance, Applications, Evaluation**

- Importance, Applications
- www, FTP, Telnet, Firewall
- Evaluation of websites

#### **Unit 7. Electronic publishing-**

- Categories of E- publishing
- Kinds of E-publishing products
- Videotext

#### **Selected Readings**

1. Rowley, Jennifer: Information systems, Ed.2, London: Clive Bingley, 1998.
2. Kashyap,M.M: Database systems, New Delhi: Vikas, 1993.
3. Basandra, S.K: Computers Today, New Delhi: Golgotha, 1998.
4. Satyanarayana .R: Information technology and its facets. Delhi: Manic, 1996.
5. Jain,VK: O-level module 1:Computer fundamentals.Ed 2. Delhi: BPB Pub, 1994.
6. Sinha, PK: Computer fundamentals: concept, systems and applications. 2<sup>nd</sup> ed. New Delhi: BPB Publications, 1992.
7. Mehta, Subhash and Mahata, Bhavana: Quick Computer Course. New Delhi: Galgotia, 1995.
8. Croucher, Phil: Communications and networks. 2<sup>nd</sup> ed. New Delhi: Affiliated East West, 1995.
9. Rajaraman, V: Fundamentals of Computes. New Delhi: PHI, 1995.
10. Keren, C and Perlmutter, L,Ed: The application of mini and micro computes in information, documentation, and libraries. Amsterdam: Elsevier, 1995.
11. Satish Jain: Information Technology : `O` Level made Simple. New Delhi: BPB, Latest Edition (All modules).
12. V. K. Jain: Information Technology : `O` Level. New Delhi: BPB, Latest Edition (All modules).
13. Williams, Briank; Sawyer, Stacey and Hutchinson, Sarah E: Using Information Technology : A practical Introduction to computers and Communication. New Delhi: TMH, (latest edition)
14. Curtin, Dennis P. & others: Information Technology: The breaking wave. New Delhi: TMH, Latest Edition.
15. Shroff, Rustam: Computer Systems and Applications, Mumbai: Himalaya, 2000.
16. Ravishankar,S:Computer Awareness & Applications, Delhi: Himalaya, 1999.

17. Vyas, S D et. Al. Ed: Excellence in Information Technology, Jaipur: Raj publishing House, 2000.
  18. Shrivastave, Raj Kumar. A: Text book of Information Technology, Delhi: Dominant publishers, 2001.
  19. Johri, Amit and Jauhari, B.S: Computers Today. Vol.1, Mumbai: Himalaya, 1993.
  20. Saxena, Sanjay: A First course in computers. New Delhi: Vikas pub. House, 2001.
- Dhiman, Anil.K: Basics of Information Technology for Librarians and Information Scientists. Vol.1, New Delhi: Ess Ess publications, 2003

**LIS E 02: APPLICATION OF INFORMATION AND COMMUNICATION TECHNOLOGY – Practice (4 credits)**

- Exercises in the use of operating systems:(Linux and Windows)
- Word processors – MS-WORD
- Spread sheets – MS-EXCEL
- Presentation packages – MS-POWERPOINT
- DBMS - MS Access

**LIS E 03: TECHNICAL COMMUNICATION (4 Credits)**

**Unit 1. Technical writing**

- Characteristic features of technical writing,
- Audience recognition and involvement
- Language as a medium for communication of thought, readability and text
- Aberrations in technical writing

**Unit 2. Products of technical writings**

- Preparation of Popular articles, technical reports, review articles, digests, briefs, trend report, state of the art report, status report, and News letter

**Unit 3. Abstracting**

- Types of abstracts
- Guidelines in preparing abstracts

**Unit 4. Repackaging and consolidation**

- Types of information consolidation products and their preparation:. Content analysis
- Repackaging, formatting, consolidation

**Unit 5. Mechanics of writing**

- Common problems in spelling, grammar, usage and punctuation

- Use of style manuals
- Copy editing
- Proof reading

### **Selected Readings**

1. Seetharama, S. Information consolidation and repackaging. Delhi. Ess Ess. 1997.
2. Seetharama, S. Information analysis and consolidation in non R & D context. (IASLIC Seminar Kanpur. 1983.)
3. Kumar, P S G. Information analysis, repacking. Consolidation and information retrieval. Delhi, B R Publishing. 2004
4. Mills, Paul. Routledge creative writing course book. London. Routledge 2006.
5. Pauley, Steven E and Riordan, Daniel G. Technical report writing. Delhi. AITBS. 2001
6. Bhattachayya, G. Designing Information Consolidation Products: Application of visual communication techniques. (Paper presented at the third meeting of UNISIST Working group on Information Analysis and Consolidation. Kuala Lumpur. 12-16 September 1983.)
7. Cambell, W G and Ballou, S V. Form and style, 1978. Houghton Mifflin Co., Boston.
8. Gopalakrishnan, N K. Linguistic approach to condensation of Information in Natural Languages. (DRTC Annual Seminar. 18; 1981, Paper BE).
9. Neelameghan, A and Seetharama, S. Reference framework: An aid to Information Analysis and Consolidation. (DRTC Annual Seminar. 18; 1981; Paper BD)
10. Parker, C. Using and presenting information. (In Bradfield (V I), Ed. Information sources in architecture. 1983. Butterworths. P 76-95).
11. Saracevic, T and Wood, JS. Consolidation of Information: A handbook of evaluation, restructuring and repackaging of scientific and technical information. 1981. Paris.
12. Turner, BT. Effective Technical Writing and Speaking. 1974. Business Books Limited. London.

## **LIS E 04: SPECIAL LIBRARY SYSTEM**

**(4 Credits)**

### **Unit 1. Special Libraries**

- Definition, Characteristics, objectives and functions of special libraries
- History and Development of Special Libraries in UK, USA and India
- Types of special libraries
- Role of special libraries in R&D institutions, Industries and Government Departments

### **Unit 2. Collection Management**

- Definition of Collection Development and Collection Development policy
- Procedures for Collection Development
- Types of documents-Non Book materials
- Scholarly Communication



- Acquisition procedure for books and journals
- Collection Management: functions, Weeding , preservation

### **Unit 3. Staff, User and Services**

- Staff Selection
- User Studies
- Current Awareness Service
- Selective Dissemination of Information
- Newspaper Clipping Services
- Digest Service
- Reference and Referral Service
- Translation Service

### **Unit 4. Library Consortia**

- Library Cooperation: International Scene - OCLC
- Library Cooperation: Indian Scene
- Consortia for e- resources
  - Engineering (INDEST-AICTE)
  - Health Science (HELINET)
  - Space research ( ICAST Consortia Initiative)
  - Agriculture (NARS)

### **Unit 5: Developments and Trends in Special libraries**

- Changing environment
- Digital Resources
- Services in Networked environment
- Polymedia libraries
  - Electronic libraries, Digital libraries, Gateway libraries, Virtual libraries
  - Challenges in providing polymedia library services

### **Selected Readings:**

1. Singh, SP and Krishan Kumar. Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005.
2. Ashworth, W. Handbook of Special Librarianship and Information Work. Ed .4. London: ASLIB, 1985.
3. Autherton, P. Handbook of Information Systems and Services. Paris: UNESCO, 1977.
4. Bakewell, KGB. Industrial Libraries throught the World. Oxford: Pergaman, 1969.
5. Burket, J. Trends in Special Librarianship. London: Clive Bingly, 1968.
6. Claderhead, P (Ed). Libraries for Professional Practice. London: Architectural Press, 1972.
7. Krishan Kumar. Research Libraries in the Developing Countries. Delhi: Vikas, 1973
8. Mount, E. Management of Scientific and Technical Libraries. New York: Haworth, 1984.
9. Jackson, EB. Special Librarianship: A New Reader. Metuchen: Scarecrow Press, 1985.
10. Pruett, NJ. Scientific and Technical Libraries. 2vols. Orlando: Academic, 1986.

## **LIS E 05: ACADEMIC LIBRARY SYSTEM**

**(4 Credits)**

### Unit 1. Academic Libraries

- Definition, Meaning, Importance, Functions, Services and Types of Academic Libraries.

### Unit 2. Higher Education and Libraries

- History and development of Higher education in India.

### Unit 3. Role of UGC in development of Academic Libraries

- Users of Academic Libraries: Types of users and their needs.
- User study: Need, importance and techniques. User Education

### Unit 4. Collection Development in Academic Libraries

- Types and character of Academic Library collection.
- Acquisition of Documents: Selection, Policy and procedures, Maintenance.
- User participation in collection development. Information Technology Impact. Problems of Collection development

### Unit 5. Library and Information Services in Academic Libraries

- Reference Service/Referral
- Library Use and Information Literacy
- Documentation and Information Service
- Current Awareness and SDI Service
- Abstracting and Indexing Services
- Information Product Development Services
- Document Delivery Services

### Unit 6. Extension Activities

- Colloquia, Seminars, Exhibitions, Book Talks, Continuation Education Programmes

### **Unit 7. Library Cooperation**

- Resource Sharing, Networks and Consortia.
- International and National Scenario. INFLIBNET, DELNET

### **Selected Readings:**

27. Srivastava S.N. and Verma S.C. University libraries in India. New Delhi, Vikas, 1980.
28. Jenkins C. and Mary Morely. Collection development in academic libraries. 1996.
29. Gelford, M.A. University libraries for developing countries. 1974.
30. Trehan, G.L. College library development. 1985.
31. Bavakutty, M. Libraries in higher education. New Delhi, Ess Ess. 1988.
32. Saini, Library organisation for higher education. 1976.
33. Bavakutty, M, College libraries in India, Vol.7: A case study, MCB University press, West Yorkshire 1986
34. Isaac, D. and others. Academic libraries: Role in the national development. 1993.

35. Henry, Mike and Morgan, Steve. Practical strategies for modern academic library. London, Aslib-IMI, 2002.
36. Mathu, M.V. and Arora, R.K. Indian University Library System revitalization.
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Palayad

Dr. K. Dinesan  
Course Director  
Dept. of Library and Information Science  
Kannur University Thalassery Campus

**Model Question Paper**

Reg. No.....

Name .....

**IV SEMESTER M.L.I.Sc. DEGREE EXAMINATION UNDER CCSS,  
LIBRARY AND INFORMATION SCIENCE  
LIS C 417 : INFORMATION RETRIEVAL**

**Time : 3 Hours**

**Max. Marks : 60**

**PART A**

*Answer all questions  
Each question carries 1 mark.*

1. Which of the following is not a component of an information retrieval system?  
a) Documents  
b) Users  
c) Vocabulary control  
d) None of these
2. Which of the following cannot be considered as an IR system?  
a) OPAC of a library  
b) MARC 21  
c) MEDLINE  
d) WorldCat
3. .... does not use any controlled vocabulary.  
a) Chain procedure  
b) BNB  
c) MEDLARS  
d) KWIC index
4. Which of the following is a post-coordinate indexing technique?  
a) Relational indexing  
b) Systematic indexing  
c) Chain indexing  
d) None of these
5. Which indexing system was not included in the Cranfield 1 experiment?  
a) Uniterm indexing  
b) Chain indexing  
c) Subject heading list  
d) None of these

**(5x1 = 5 Marks)**

**PART B**

*Answer any five questions.  
Each question carries 2 marks.  
No answer should exceed one page.*

6. Explain Fuzzy model of IR.
7. What do you understand by the term 'Role Operators'?
8. Need for vocabulary control.
9. Information Retrieval in web environment.
10. Discuss the role of thesaurus in IR.

P.T.O.

11. Write a note on search strategy.
12. Explain Boolean operators.

**(5x2 = 10 Marks)**

**PART C**

*Answer any five questions.  
Each question carries 5 marks.  
No answer should exceed two and a half page.*

13. Explain the Keyword indexing method.
14. Describe the need for evaluation of IR systems.
15. Discuss about Probabilistic model of IR.
16. What is meant by Citation indexing? Explain the process involved in Citation indexing.
17. Explain the functions of an IRS.
18. Discuss about the various Syntax used in PRECIS.
19. Explain how relations are displayed in thesaurus.

**(5x5 = 25 Marks)**

**PART D**

*Answer any two questions.  
Each question carries 10 marks.  
No answer should exceed six pages.*

20. Give a comparative analysis of chain indexing and POPSI.
21. Explain the procedure of constructing a Thesaurus.
22. Give a schematic representation of an IRS and explain the scope and relevance of each component.
23. Explain the experiments used for evaluation of IR system.

**(2x10 = 20 Marks)**

**Model Question Paper**

Reg No .....

Name .....

**IV SEMESTER M.L.I.Sc. DEGREE EXAMINATION UNDER CCSS,  
LIBRARY AND INFORMATION SCIENCE  
LIS C 418 – DIGITAL LIBRARIES**

**Time: 3 Hours**

**Max. Marks: 60**

**PART A**

*Answer all questions.*

*Each question carries 1 mark.*

1. PERL was originally developed by  
a) Larry Wall            b) Bill Gates            c) Tim Lee Bernee        d) Ted Nelson
2. Which one is not a digital library software?  
a) DSpace                b) E Prints                c) Greenstone            d) Libsys
3. Memex as an electromechanical device introduced by  
a) Tim Berners-Lee    b) Vannevar Bush        c) Ted Nelson            d) McGrath E J
4. The number of data elements prescribed in Dublin Core is  
a) 3                        b) 15                        c) 8                        d) 21
5. DLIST is hosted by  
a) DRTC                  b) IFLA                    c) ALA                    d) University of Arisona

**(5 x 1 = 5 Marks)**

**PART B**

*Answer any five questions*

*Each question carries 2 marks*

*No answer should exceed one page*

6. What do you understand by the term 'Hypertext'?
7. Define OSS.
8. List the features of PDF.
9. Write a note on Project Guttenberg
10. What do you mean by metadata harvesting?
11. Write a note on ASP
12. Distinguish between Greenstone and DSpace

**(5 x 2 = 10 Marks)**

(P.T.O.)

### **PART C**

*Answer any five questions*

*Each question carries 5 marks*

*No answer should exceed two and half page*

13. Explain OAI-PMH
14. Enumerate the functions of Digital Libraries.
15. *Digital Rights Management* poses one of the greatest challenges for content communities in this digital age. Discuss.
16. Describe the constituents of MARC 21.
17. Enumerate the different types of file formats.
18. What are the different types of search engines? Explain the features of any one.
19. Trace the evolution of digital libraries.

**(5 x 5 = 25 Marks)**

### **PART D**

*Answer any two questions*

*Each question carries 10 marks*

*No answer should exceed six pages*

20. What do you understand by Institutional Repositories? Describe the features of any one open source software used for the creation of Institutional Repositories.
21. Define metadata and enumerate their different types. Describe the Dublin Core standard.
22. Explain the need for and issues involved in digital preservation.
23. Define Digital Libraries. Give a critical analysis of the advantages and disadvantages of Digital Libraries.

**(2 x 10 = 20 Marks)**

**Model Question Paper**

Reg. No.....  
Name.....

**IV SEMESTER M.L.I.Sc. DEGREE EXAMINATION UNDER CCSS,  
LIBRARY AND INFORMATION SCIENCE  
LIS E 420 : SPECIAL LIBRARY SYSTEM**

**Time: 3 Hours**

**Max. Marks: 60**

**PART A**

*Answer all questions.  
Each question carries 1 mark.*

1. Which of the following is a major special library in India?
  - a) Indian Institute of Science Library
  - b) Bhaba Atomic Research Centre Library
  - c) All India Institute of Medical Sciences Library
  - d) IIT Library, Chennai
  
2. What is the expansion of PPBS?
  - a) Programme Planning Budgeting System
  - b) Programme Plan Budgeting System
  - c) Preparing Plan of the Budgeting System
  - d) Plan Preparation of the Budgeting System
  
3. The Patent Information System in India is located at .....
  - a) New Delhi
  - b) Mumbai
  - c) Chennai
  - d) Nagpur
  
4. A special library is 'special' in terms of
  - a) Collection
  - b) Services
  - c) Membership
  - d) All of the above
  
5. The method of financial estimation are
  - a) Per capita method
  - b) Proportional method
  - c) Method of details
  - d) All of the above

**(5x1 = 5 Marks)**

**PART B**

*Answer all questions.  
Each question carries 2 marks.  
No answer should exceed one page.*

6. Define trade literature.
7. Distinguish between conventional and non-conventional methods of user studies.

P.T.O.



8. Write note on different types of budgets.
9. State Human Resource Management.
10. What do you mean by resource sharing?
11. Differentiate between SDI and CAS.
12. Schematically represent the various organisational functions in Special libraries.  
**(5x2 = 10 Marks)**

### **PART C**

*Answer any five questions  
Each question carries 5 marks  
No answer should exceed two and half page*

13. Explain the characteristics of special libraries.
14. Describe non-book materials collection in special libraries.
15. What are the different types of equipments needed in a special library.
16. Explain the different financial estimation methods.
17. Describe the areas of resource sharing in special libraries.
18. Explain the various methods in selection of staffs at a special library.
19. Discuss the role of librarian in the planning of library building.  
**(5x5 = 25 Marks)**

### **PART D**

*Answer any two questions  
Each question carries 10 marks  
No answer should exceed six pages*

20. Examine the problems involved in the procurement of periodicals in LIS centre.
21. Compare the documents of R & D institution libraries and industrial libraries.
22. Explain its various steps in management of man power in special libraries.
23. Discuss the routines involved in the collection development process.  
**(2 x 10 = 20 Marks)**