



# **Dr. B.R.Ambedkar University, Srikakulam**

## **General Regulations relating to POST GRADUATE AND PROFESSIONAL COURSES**

### **Revised Syllabus for P.G. Courses with Choice Based Credit System (CBCS) for the academic year 2016-17**

0. Candidates seeking admission for the Masters/Professional Degree Courses shall be required to have passed the qualifying examination prescribed for the course of any University recognized by Dr. B.R. Ambedkar University, Srikakulam as equivalent there to
  1. The course and scope shall be as defined in the Scheme of Instruction and syllabus prescribed.
  2. The course consists of 2/4/6 semesters, @ two semesters/year, unless otherwise specified.
  3. The candidates shall be required to take an examination at the end of each semester of the study as detailed in the Scheme of Examination. Each semester theory paper carries a maximum of 100 marks, of which 85 marks shall be for semester-end theory examination of the paper of three hours duration and 15 marks shall be for internal assessment
  4. (a) Internal Assessment for 15 Marks: Two mid-term exams, one conventional (descriptive) and the second – ‘on-line’ with multiple choice questions for each theory paper shall be conducted. The average of these two mid-term exams shall be taken as marks obtained for the paper under internal assessment. If any candidate appears for only one mid-term exam, the average mark, dividing by two shall be awarded. If any candidate fails to appear for both the mid term exams of a paper, only marks obtained in the theory paper shall be taken into consideration for declaring the result. Each mid-term exam shall be conducted only once.
  4. (b) Candidates shall be declared to have passed each theory paper if he/she obtains not less than E Grade i.e., an aggregate of 40 % of the total marks inclusive of semester-end and internal assessment marks in each paper.
  5. A candidate appearing for the whole examination shall be declared to have passed the examination if he/she obtains a Semester Grade Point (SGP) of 5.0 and a CGPA of 5.0 to be declared to have passed the Course.
  6. Notwithstanding anything contained in the regulations, in the case of Project Report/Dissertation/ Practical/Field Work/Viva-voce etc., candidates shall obtain not less than D grade, i.e., 50% of marks to be declared to have passed the examination.

7. ATTENDANCE: Candidates shall put in attendance of not less than 75% of attendance, out of the total number of working periods in each semester. Only such candidates shall be allowed to appear for the semester-end examination.
7. (a) A candidate with attendance between 74.99% and 66.66% shall be allowed to appear for the semester-end examination and continue the next semester only on medical and other valid grounds, after paying the required condonation fee.
7. (b) In case of candidates who continuously absent for 10 days without prior permission on valid grounds, his/her name shall automatically be removed from the rolls.
7. (c) If a candidate represents the University at games, sports or other officially organized extra-curricular activities, it will be deemed that he/she has attended the college on the days/periods
8. Candidates who put in a minimum of 50% attendance shall also be permitted to continue for the next semester. However, such candidates have to re-study the semester course only after completion of the course period for which they are admitted. The candidate shall have to meet the course fees and other expenditure.
9. Candidates who have completed a semester course and have fulfilled the necessary attendance requirement shall be permitted to continue the next semester course irrespective of whether they have appeared or not at the semester-end examination, at their own cost.

Such candidates may be permitted to appear for the particular semester-end examination only in the following academic year; they should reregister/ reapply for the Semester examination.

The above procedure shall be followed for all the semesters

10. Candidates who appear and pass the examination in all the papers of each and every semester at first appearance only are eligible for the award of Medals/Prizes/Rank Certificates
11. BETTERMENT: Candidates declared to have passed the whole examination may reappear for the same examination to improve their SGPA, with the existing regulations without further attendance, paying examination and other fees. Such reappearance shall be permitted only with in 3 consecutive years from the date of first passing the final examination. Candidates who wish to appear thereafter should take the whole examination under the regulations then in vogue.
12. The semester-end examination shall be based on the question paper set by an external paper-setter and there shall be double valuation for post-Graduate courses. The concerned Department has to submit a panel of paper-setters and examiners approved by the BOS and the Vice-chancellor nominates the paper-setters and examiners from the panel.
13. In order to be eligible to be appointed as an internal examiner for the semester-end examination, a teacher shall have to put in at least three years of service. Relaxation of service can be exempted by the Vice-Chancellor in specific cases.
14. If the disparity between the marks awarded in the semester-end examination by internal and external examiners is 25% or less, the average marks shall be taken as the mark obtained in the

paper. If the disparity happens to be more, the paper shall be referred to another examiner for third valuation. In cases of third valuation, of the marks obtained either in the first or second valuation marks, whichever is nearest to the third valuation marks are added for arriving at the average marks.

15. Candidates can seek revaluation of the scripts of the theory papers by paying the prescribed fee as per the rules and regulations in vogue.
16. The Project Report/Dissertation/ Practical/Field Work/Viva-voce etc shall have double valuation by internal and external examiners.
17. A Committee comprising of the HOD, one internal teacher by nomination on rotation and one external member, shall conduct viva-voce examination. The department has to submit the panel, and the Vice-chancellor nominates viva-voce Committee.
18. Grades and Grade Point Details (with effect from 2009-10 admitted batches)

S. No	Range of Marks	Grade	Grade Points
1.	> 85 %	O	10.0
2.	75 % – 84 %	A	9.0
3.	67 % - 74 %	B	8.0
4.	58 % - 66 %	C	7.0
5.	50 % - 57 %	D	6.0
6.	40 % - 49 %	E	5.0
7.	< 39 %	F (Fail)	0.0
8.	Incomplete: (Shall be upgraded from E to O Grade on subsequent appearance of the same semester. I The corresponding Grade Points will be awarded)		

19. Calculation of SGPA (Semester Grade Point Average) & CGPA (Cumulative Grade Point Average):

For example, if a student gets the grades in one semester A,A,B,B,B,D in six subjects having credits 2(S1), 4(S2), 4(S3), 4(S4), 4(S5), 2(S6), respectively. The SGPA is calculated as follows:

$$SGPA = \frac{\{ 9(A) \times 2(S1) + 9(A) \times 4(S2) + 8(B) \times 4(S3) + 8(B) \times 4(S4) + 8(B) \times 4(S5) + 6(D) \times 2(S6) \}}{\{ 2(S1) + 4(S2) + 4(S3) + 4(S4) + 4(S5) + 2(S6) \}} = \frac{162}{20} = 8.10$$

- i. A student securing 'F' grade thereby securing 0.0 grade points has to appear and secure at least 'E' grade at the subsequent examination(s) in that subject.
- ii. If a student gets the grades in another semester D, A, B, C, A, E, A, in seven subjects having credits 4(S1), 2(S2), 4(S3), 2(S4), 4(S5), 4(S6), 2(S7) respectively,

$$\text{SGPA} = \frac{\{6(\text{D}) \times 4(\text{S1}) + 9(\text{A}) \times 2(\text{S2}) + 8(\text{B}) \times 4(\text{S3}) + 7(\text{C}) \times 2(\text{S4}) + 9(\text{A}) \times 4(\text{S5}) + 5(\text{E}) \times 4(\text{S6}) + 9(\text{A}) \times 2(\text{S7})\}}{\{4(\text{S1}) + 2(\text{S2}) + 4(\text{S3}) + 2(\text{S4}) + 4(\text{S5}) + 4(\text{S6}) + 2(\text{S7})\}} = \frac{162}{22} = 7.36$$

$$\text{CGPA} = \frac{(9 \times 2 + 9 \times 4 + 8 \times 4 + 8 \times 4 + 6 \times 2 + 6 \times 4 + 9 \times 2 + 8 \times 4 + 7 \times 2 + 9 \times 4 + 5 \times 4 + 9 \times 2)}{(20 + 22)} = \frac{324}{42} = 7.71$$

- a) A candidate has to secure a minimum of 5.0 SGPA for a pass in each semester in case of all PG and Professional Courses. Further, a candidate will be permitted to choose any paper(s) to appear for improvement in case the candidate fails to secure the minimum prescribed SGPA/CGPA to enable the candidate to pass at the end of any semester examination.
- b) There will be no indication of pass/fail in the marks statement against each individual paper.
- c) A candidate will be declared to have passed if a candidate secures 5.0 CGPA for all PG and Professional Courses.
- d) The Classification of successful candidates is based on CGPA as follows:
  - i) Distinction –CGPA 8.0 or more;
  - ii) First Class –CGPA 6.5 or more but less than 8.0
  - iii) Second Class –CGPA 5.5 or more but less than 6.5
  - iv) Pass –CGPA 5.0 or more but less than 5.5
- e) Improving CGPA for betterment of class will be continued as per the rules in vogue.
- f) CGPA will be calculated from II Semester onwards up to the final semester. CGPA multiplied by “10” gives aggregate percentage of marks obtained by a candidate.

Dr. B.R. Ambedkar University, Srikakulam

ANNEXURE-I

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Course	Qualifying Examination for Admission into M.L.I. Sc
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M.L.I. Sc.	B.A/B.Com/B.Sc/B.A.L/B.B.M/B.C.A./B.A.(OL)
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Annexure-II  
SCHEME OF INSTRUCTION

1 Semester

Course No	Title of the paper	Compulsory/ elective	No.of Periods Instructions per week
101	Foundations of Library & Information Science	Compulsory	6 Periods
102	Information Processing & Retrieval (Classification Theory)	Compulsory	6 Periods
103	Information Storage & Retrieval (Cataloguing Theory)	Compulsory	6 Periods
104	Management of Library & Information Centres-1	Compulsory	6 Periods
105	Information Sources	Compulsory	6 Periods

II Semester

Course No	Title of the paper	Compulsory /elective	No.of Periods Instructions per week
201	Information Processing & Retrieval (Classification Practice-DDC)	Compulsory	6 Periods
202	Information Storage & Retrieval Cataloguing Practice – AACR 2, 2 <sup>nd</sup> Rev	Compulsory	6 Periods
203	Basics of Information Technology (Theory)	Compulsory	6 Periods
204	Information Technology (Practicals)	Compulsory	6 Periods
205	Management of Library & Information Centers-2	Compulsory	6 Periods

III Semester

Course No	Title of the paper	Compulsory/ elective	No. of Periods Instructions per week
301	Information Services	Compulsory	6 Periods
302	Information & Communication	Compulsory	6 Periods
303	Information Technology applications in Lib & Inf. Centers (Theory)	Compulsory	6 Periods
304	Information Technology Applications in Lib. & Inf. Centers (Practicals)	Compulsory	6 Periods
305	Research Methodology	Compulsory	6 Periods

IV Semester

Course No	Title of the paper	Compulsory/ elective	No. of Periods Instructions per week
401	Information Systems & Networks	Compulsory	6 Periods
402	Bibliometrics	Compulsory	6 Periods
403	Information Processing (Advanced Classification-Theory & Practice)	Compulsory	6 Periods
404	Information Storage & Retrieval (Advanced Cataloguing-Theory & Practice)	Compulsory	6 Periods
405	Marketing of Information Service & Products	Compulsory	6 Periods
406	Industrial Information Systems	Compulsory	6 Periods
	Internship and Records – (Classification, Cataloguing, Information Sources & Information Technology)	Internship in various libraries	30 Days
	Project and Viva-Voce	Submission of Dissertation on current issues.	

Annexure-III  
Scheme of Examination as Per Credit System

1 Semester

Course no.	Title of the paper	Credit	Max. marks	Double valuation (Internal +External)	Internal Assessment
101	Foundations of Library & Information Science	6	100	85	15
102	Information Processing & Retrieval (Classification Theory)	6	100	85	15
103	Information Storage & Retrieval (Cataloguing Theory)	6	100	85	15
104	Management of Library & Information Centres-1	6	100	85	15
105	Information Sources	6	100	85	15
	Total	30	500	425	75

II Semester

Course no.	Title of the paper	Credit	Max. marks	Double valuation (Internal +External)	Internal Assessment
201	Information Processing & Retrieval (Classification Practice-DDC)	6	100	85	15
202	Information Storage & Retrieval Cataloguing Practice – AACR 2, 2 <sup>nd</sup> Rev.)	6	100	85	15
203	Basics of Information Technology (Theory)	6	100	85	15
204	Information Technology (Practicals)	6	100	85	15
205	Management of Library & Information Centers-2	6	100	85	15
	Total	30	500	425	75



### III Semester

Course no.	Title of the paper	Credit	Max. marks	Double valuation (Internal +External)	Internal Assessment
301	Information Services	6	100	85	15
302	Information & Communication	6	100	85	15
303	Information Technology Applications in Lib & Inf. Centers (Theory)	6	100	85	15
304	Information Technology Applications in Lib. & Inf. Centers (Practicals)	6	100	85	15
305	Research Methodology	6	100	85	15
	Total	30	500	425	75

### IV Semester

Course no.	Title of the paper	Credit	Max. marks	Double valuation (Internal +External)	Internal Assessment
401	Information Systems & Networks	6	100	85	15
402	Bibliometrics	6	100	85	15
403	Information Processing (Advanced Classification-Theory & Practice)	6	100	85	15
404	Information Storage & Retrieval (Advanced Cataloguing-Theory & Practice)	6	100	85	15
405	Marketing of Information Service & Products	6	100	85	15
406	Industrial Information Systems	6	100	85	15
	Internship	3	40	40*	-
	Records	3	60	60*	-
	Project	3	70	70*	-
	Viva-Voce	-	30	30*	-
	Total	45	800	710	90

#### Modalities for Internship Programme:

The Internship Programme is compulsory. The duration of the Internship programme will be for one month in the libraries assigned to the students. The student must complete the Internship in the time specified by the Head of the Department. If for some reason he/she does not attend or complete the Internship programme the student must undergo the same in the next year.

\*Single valuation by Viva-voce committee.

Total marks and total credits of M.L.I.Sc course

Marks: First, second, third and fourth semesters put together  $500+500+500+800=2300$

Credits: First, second, third and fourth semesters put together  $30+30+30+45=135$

**Dr. B. R. AMBEDKAR UNIVERSITY, SRIKAKULAM**

**Master of Library and Information Science**

**SYLLUBUS  
First Semester.**

**Course 101: Foundations of Library and Information Science**

Objectives:

- To introduce the students to the social and historical foundations of Libraries.
- To acquaint the students with various types of libraries and their functions
- To give the students an overview of research and professional development in the field.

Unit 1: Role of library in the Society

Types of libraries-public, academic, special-features and functions  
Five laws of library science and their implications

Unit 2: History and Development of libraries in India

Library Movement in AP

Promoters of Libraries and their services- UNESCO, RRRLF

Unit 3: Library legislation-need

Library legislation in India-with special reference to Andhra Pradesh

Press and Registration Act and Delivery of Books Act (1954)

Copyright Act (1957)

Unit4: Librarianship as a profession

Professional ethics – behaviour and attitudes

Professional associations and their role National

and international library associations –

ILA, ALA, LA, IATLIS, IASLIC, SLA—FID, IFLA

Unit 5: Evolution of library science—documentation –information science

LIS education in India

Publicity and extension- Outreach activities of libraries

**BOOKS RECOMMENDED FOR STUDY AND REFERENCE:**

Atherton, Pauline: Handbook for Information Systems and Services, Paris, UNESCO,1977.

Bush, C.H. and Stephen, P., Harter: Research Methods in Librarianship: Techniques and Interpretation, New York, Academic Press, 1980.

Upta, B.M. et.al., Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.

Kemp, D.A.: The nature of knowledge: An Introduction for Librarians, London, Clive Bingley, 1975.

Khanna, J.K.: Library and Society, Kurukshetra, Research Publicagions, 1987.

Mangia, P.B., Ed: Library and Information Science Education in India, Delhi, McMillan, 1981.

McGarry, K.J.: Communication, Knowledge and the Librarian, London, Clive Bingley, 1975. Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985.

Rowley, JE and Turner, CMD: The Dissemination of Information, London, Andre Deutsch, 1978.

Sharma, H.A.V. et.al., Eds: Research Methodology, Delhi, Ken Pubs., 1990.

Sharma, Pandey S.K.: Universe of Knowledge and Research Methodology, Delhi, Ken Pub., 1990.

Shera, J.H.: Documentation and the organisation of knowledge, London, Crosby Lockwood and Sons Ltd., 1966.

Viswanathan, C.G.: Elements of Information Science, New Delhi, Today and Tomorrow, 1976.

Weisman, H.M.: Information Systems, Services and Centres, New York, Becker and Mayes, 1972.

Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.

## First Semester.

### Course 102: Information Processing and Retrieval- (Classification Theory)

#### OBJECTIVES:

To impart to the student an understanding of the principles and nature of knowledge classification.

To develop skills in document classification and content analysis.

To acquaint the student with well-known classification systems/schemes such as DDC and CC.

Unit 1: Universe of knowledge-structure and attributes

Need and purpose of classification

General theory of classification

Unit 2 : Modes of formation of subjects

Normative principles of classification and their application

Species of Classification Schemes

Unit 3: Standard schemes of classification and their features (CC, DDC,

UDC) Designing a classification scheme

Idea plane, verbal plane and notational plane-- Notation-types

– Qualities of Notation, Call Number

Unit 4:DDC- structure-tables-Standard Subdivisions, Areas, Subdivisions of

Individual Literature, Subdivisions of Individual Languages,

Racial, Ethnic and National Groups, Languages, and Persons.

Unit 5: CC-structure-five fundamental categories –facet analyses- principles of

facet sequence –isolates-foci in array, amplified basic class.

Phase Relation.

#### Recommended Books for Study and Reference :

Melvil Dewey: Dewey Decimal Classification, 20<sup>th</sup> ed., New York, Forest Press, 1989.

S.R. Ranganathan: Elements of Library Classification, 3<sup>rd</sup> ed., Bombay, Asia, 1962. S.R.

Ranganathan: Prolegomena to Library Classification, 3<sup>rd</sup> ed., Bombay, Asia, 1967.

C.D. Needham: Organizing knowledge in Libraries: An introduction to classification and cataloguing, 2<sup>nd</sup> ed., London, Andre Deulah, 1971.

A. Moltby, Ed.: A manual of classification for librarians, 4<sup>th</sup> ed., London, Andre Deulah, 1967.

A.A.N. Raju: Grandhalaya Vargikarana Siddhantam', Hyderabad, Telugu Academy, 197

A. Neelameghan, Ed.: Global System for ordering information system, 1978.

J.S. Comorami and Satizamp: Dewey Decimal Classification – History and current status, New Delhi, Sterling, 1989.

Krishan Kumar: Theory of classification, 4<sup>th</sup> new ed., New Delhi, Vikas, 1989.

Shabahat Hussain: Library Classification: Facets and Analysis, New Delhi Tata McGraw Hill, 1992.

P. Soma Raju: Dewey Decimal Classification-Ed.20, 1989. (A practical work book), Visakhapatnam, Rajkamal, 1998.

Pandey S.K. Sharma: Universe of knowledge and Research Methodology, Delhi, Ken Pub., 1990

## First Semester.

### Course 103: Information Storage and Retrieval (Cataloguing Theory)

#### Objectives

To introduce the students to the principles and theoretical aspects of cataloguing. To acquaint the students with the principles of choice and rendering of access points.

To enable the students the assign standard subject heading using printed subject heading lists.

- Unit 1: Catalogue—purpose, structure and types. Physical forms –  
All types including OPAC and machine readable forms  
Filing rules
- Unit 2: Principles and Canons of cataloguing  
Standard codes of cataloguing - overview
- Unit 3: Subject cataloguing-principles  
Lists of Subject headings – Sears Lists of Subject headings, LC Lists of Subject headings
- Unit 4: Principles and practice of document description Descriptive cataloguing – simplified & Selective Cataloguing  
Cooperative & Centralized Cataloguing
- Unit 5: Rules for choice and rendering of headings according to AACR-2 Personal and Corporate Authorship  
Single and shared responsibility

#### Books Recommended for Study and Reference :

- Needham, C.D.: Organising knowledge in libraries, 2<sup>nd</sup> ed., London, Andre Deulsh, 1977.
- Tripathi, S.M.: Modern cataloguing – Theory and Practice, 2<sup>nd</sup> rev. & enl. Ed. Agram Shivahal Agarwala and Co., 1978.
- Hunter, Eric, J. and Bakewell, K.G.D.: Cataloguing, 2<sup>nd</sup> rev. ed. London, Clive Bingley, C1983.
- Chan, Lois Mai : Cataloguing and Classification: An introduction, New York, McGraw Hill, 1985.
- Anglo-American Cataloguing rules, 2<sup>nd</sup> ed. Prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association, the Library of Congress, Chicago, American Library Association, 1978.
- Hunter, Eric, J. and Fox, Nicholas, J.: Examples illustrating AACR-2, LA, C1980 (distributed in India by Oxford and IBH Pub.).
- Coates, E.J.: Subject catalogues: Readings and structure, London, LA, 1981.
- Kumar, P.S.G. and Riaz, M.: Cataloguing Theory and practice, New Delhi, S. Chand, 1999.
- Girija Kumar and Krishan Kumar: Theory of cataloguing, 5<sup>th</sup> ed., New Delhi, Vikas, 1991.
- Sears, M.E.: Sear's List of Subject headings, 11<sup>th</sup> ed., NY, H.W. Wilson, 1977.
- Riaz, Muhammad: Advanced Indexing & Abstracting practice, New Delhi, Atlantic Publishers & Distributors, 1989.

## First Semester.

### Course 104: Management of Library and Information Centres-1

#### Objectives:

To introduce the students to the work of various sections of the Library.

To acquaint students with various records to be maintained in various sections of library / information centers.

- Unit1: Various sections of Library and Information Centres and their functions (housekeeping operations)
- Unit 2: Collection development policies-procedures- Books, serials & electronic sources- ordering and acquisition
- Unit 3: Technical Processing- Circulation control and maintenance Information Services management
- Unit 4: Stock Verification –policies Methods of stock verification Annual reports-compilation Office management
- Unit 5: Preservation and Conservation of Documents-Need and methods

#### Books Recommended for Study and Reference :

G. Edward Ewans: Management techniques for librarians, 2<sup>nd</sup> Ed., New York, Academic Press, 1983.

Weisman: Information systems, services and centers, New York, Becker and Hayes, 1972.

Koontz and others: Management, Ed.7, McGraw Hill, Tokyo, Japan.

John Cowley: Personnel Management in Libraries, London, Clive Bingley, 1982. D.R.T.C. Refresher Seminar 16 (1985)

Penna, D.J. Foskett, and P.H. Sewell Eds. National Library and Information Services: A handbook for planners, London, Butterworths, 1977.

## First Semester.

### Course 105: Information Sources

#### Objectives:

To familiarize students with a broad range of information source, i.e., from early forms to the modern forms.

To develop evaluation and practical skills in dealing with information sources.

To acquaint students to sources of information in new media.

- Unit 1: Information Sources-Definition and types
  - Print, non-print, electronic-
  - Categories-primary, secondary, tertiary
  - Human and Institutional Sources of information
  - Internet as a source of information
- Unit 2: Study and evaluation of print and electronic:
  - Encyclopedias, Dictionaries, Biographical sources,
  - Geographical sources
- Unit 3: Study and evaluation of print and electronic:
  - Yearbooks, Almanacs, Directories, Handbooks and
  - Manuals, Statistical sources, Current event sources
- Unit 4: Study and evaluation of print and electronic:
  - Various types of Bibliographic sources
  - Union Catalogues
- Unit 5: Study and evaluation of print and electronic:
  - Indexing, abstracting and reviewing periodicals
  - Documentation lists, Current contents

#### Books Recommended for Study & Reference :

Cheney, Frances, Neel: Fundamentals of Reference Sources, 1980;

Dahl, S. : History of the Book, New York, Sacramento Press, 1958;

Katz, WAZ: Introduction o Reference Work, Vol.1, Basic Information Sources, New York, McGraw Hill, 1982;

Sharma, J.S.: Fundamentals of Bibliography with special reference to India, New Delhi, S.Chand & Comp., 1977;

Richard Fothergill and Ian Butchart: Non-Book Materials in Libraries: A Practical guide, 2<sup>nd</sup> Edn., London, Bingley, 1984;

Walford, A.J.: Guide to Reference Material, Ed. 3 Vols., London, LA, 1968-70;

Krishna Kumar: Reference Service, 3<sup>rd</sup> Rev.ed. 1987, Vikas Pub. House, New

Delhi; Grogan, Devis, J.: Science & Technology: An Introduction to Literature, Ed.2, 1976; Higgens, C. Ed.: Printed Reference Materials, London, The Lib. Asso.

1980; Davidson, D.: Bibliographical Control, London, Clive Bdingley, 1975;

Shera, J.H.: Bibliographic Organisation, Chicago, University Press, 1975;

Treble, T.: The Impact of the new media on libraries, OSTI Project Report, S1/57/09, Second International Report;

Mukherjee, A.K.: Reference work and its tools, Ed. 2, Calcutta, World Press, 1971;

Chakravarthy, M.L.: Bibliography in Theory & Practice, Calcutta, The World Press, 1975;

Girija Kumar and Krishnan Kumar: Bibliography, 2<sup>nd</sup> Rev.Ed., New Delhi, Vikas Pub. House, 1981;

Chin-Chi-Chen and Peter Heronon: Information Seeking: Asserting and Anticipating User Needs, New York, Neal Schuman, 1932;

T.D. Wilson: Guidelines for Developing and Implementing a National Plan for Training and Education in Information Use, UNESCO, 1981;

B. Guha: Documentation and Information, 2<sup>nd</sup> Ed., Calcutta, World Press, 1982;

J.E. Rowley and M.D. Turner: *The Dissemination of Information*, London, Andre Deutsch,  
A Katz: *An Introduction to Reference Work*, Vol.II, New York, McGraw Hill;  
J.E. Rowley: *Abstracting and Indexing*, London, Clive Bingley, 1982;  
B.C. Vickery: *Techniques of Information Retrieval*, London, Butterworths, 1970;  
F.W. Lancaster: *Information Retrieval Systems – Characteristics Testing and Evaluation*;  
Pauline Atherton, Ed.: *Handbook of Information Systems and Service*, UNESCO, 1981.

## **Second Semester**

### **Course 201: Information Processing and Retrieval: Classification Practice (Dewey decimal classification Scheme 21st Ed)**

#### Objectives

To acquaint students with the recent developments in DDC

To train the students in practical classification according to DDC 21<sup>st</sup> edition.

Unit1: Classification of documents representing Simple subjects

Unit 2:Use of standard subdivisions-Table-1

Unit 3:Use of tables 2,3,4,5,6,and 7

Unit4: Classification of documents representing  
Complex subjects

Unit 5:Use of 'add' instruction, and citation order  
Assigning call number

#### Books Recommended for Study and Reference :\_

Dewey, Melvil: Decimal Classification and Relative Index, 21<sup>st</sup> Edition, New York, Forest Press, 1996.



## Second Semester

### Course 202: Information Storage and Retrieval— Cataloguing Practice (AACR- 2, 2<sup>nd</sup> Revised edition)(1988)

#### Objectives

To impart Practical training to the students in cataloguing various types of documents according to the AACR-2, 1988.

To train the students in the techniques of cataloguing documents with different types of authorship such as single, multi and corporate authorship.

To train the students in the cataloguing of simple periodicals and serials.

(NOTE: Practical training is based on the AACR-2 (1988), 2<sup>nd</sup> Revised Edition).

Unit1: Cataloguing of printed monographs- Single personal authorship  
Shared responsibility

Unit2: Cataloguing of works under editorial direction  
Cataloguing of Multi-volume and multi-part documents

Unit 3: Cataloguing of works of pseudonymous  
authors Works with Uniform Titles

Unit4: Cataloguing of works authored by various types  
of corporate bodies—(Governments and their subordinate  
bodies; Heads of Government and Heads of State  
Conferences, exhibitions, fairs and festivals; Institutions;  
Commissions and Committees)

Unit 5: Cataloguing of simple periodicals and serials

#### Books Recommended for Study and Reference:

Hunter, Eric J. and Bakewell, K.G.G.: Cataloguing, 3<sup>rd</sup> ed., London, Clive Bingley, 1991. Hunter, Eric J.: Computerized Cataloguing, London, Clive Bingley, 1985.

Haglar, Ronald: The bibliographic record and information technology, American Library Association, 1982.

UNIMARC: Universal MARC Format, 2<sup>nd</sup> ed. Rev. London, IFLA International Office for UBC, 1980.

Foskett, A.C.: The subject approach to information, 4<sup>th</sup> ed., London, Bingley, 1982.

Armstrong, C.J. and Keen, E.M.: Manual for teaching NEPHIS and KWAC Aberystwyth College of Librarianship, Wales, 1981.

Chan, Leismai: Cataloguing and classification: An introduction, New Delhi, McGraw Hill, 1985.

Honkev, P.: Indexing Theory, Indexing Methods and Search Devices, 1964.

Simmon Peter and Hopkinson, A. ed.: CCF, Common Communication Format, GIP & UNISIST, Paris, UNESCO, 1984.

Seal, Alan, Ed.: Introducing the on-line catalogue: Papers based on Seminar held in 1983. Bath University Library Centre for Cataloguing Research, 1984.

Reference Manual for machine-readable bibliographic descriptions edited and compiled by H.Dierick and A. Hopkinson for the Unisist International Centre for Bibliographic Descriptions (UNIBID), Paris, UNESCO, 1981.

Intner, Sheila, S. and Smiraglia: Policy and Practice in bibliographic control of non-book media, Chicago, ALA, 1987, p.197.

Rajan, T.N., ed.: Indexing Systems: Concepts, Models and Techniques, Calcutta, IASLIC, C1981.

Vickery, B.C.: Technique of Information Retrieval, London, Butterworths, 1976.

Metcalf, J.: Information indexing and subject cataloguing, Alphabetical, classified, coordinate, mechanical, NJ, Scane Crow, 1957.

Library of Congress: LC List of Subject Headings (Latest ed.), Washington, LC, DC.

Herner, J.: Special cataloguing with reference to Music, Films etc., London, Clive Bingley, 1963.

P.S.G. Kumar and M. Riaz: Cataloguing Theory and Practice, New Delhi, S. Chand, 1999.

R.G. Prasher: Index and Indexing Systems, New Delhi, Medallion, 1990.

Rajan, T.N.: Indexing Systems, Calcutta, IASLIC, 1981.

## Second Semester

### Course 203: Basics of Information Technology: Theory

#### Objectives

- To introduce the students to the basics of information technology
- To acquaint the students with Computer technology and its development.
- To acquaint the student with the elements of systems and application software.

- Unit 1: Information Technology-definition- Components-scope  
Impact on libraries and information centers
- Unit 2: Historical development of computers- Computer generations Classification of computers-analog, digital—  
Micro, mini, mainframe, super computers
- Unit 3: Components of the computer; Input and output devices-online and offline systems. Data representation and file organization
- Unit 4: Computer software—Types  
Systems software-Operating systems- single and multi-user.  
Basic features of MS DOS, MS Windows, UNIX  
Programming Languages –Concept and tools  
Algorithms and Flowcharts
- Unit 5: Application software-Types  
Features of Database management systems- DBase  
Word Processors, Spreadsheets. Desk Top Publishing (DTP)

#### Books Recommended for Study and Reference :

- Page, E.S. and Wilson, L.B.: Information Representation and Manipulation in a computer, New Delhi, Affiliated East-West Press Pvt. Ltd., 1989.
- Hanson, Owen: Design of Computer Data Files, New Delhi, Affiliated East-West Press Pvt. Ltd., 1989.
- Waterman, D.A.: A guide to Expert Systems, Mass-Addison Wesley, 1985. Rich, Elaine: Artificial Intelligence, Singapore, McGraw Hill Book Co., 1983.
- Davis, Gordon B.: Computers and Information processing, Tokyo, McGraw Hill, Kogakusha Ltd., 1978.
- Tremblay, Jean-Paul and Bunt, Richard B.: Introduction to Computer Science, New York, McGraw Hill Book Company, 1989.
- Sanders, Donald H.: Computers Today, New York, McGraw Hill Book Company, 1988.
- Leventhel, L.A.: Introduction to Microprocessors: Software, Hardware, Programming, New Delhi, Prentice-Hall, 1991.
- Mathur, Aditya P.: Introduction to microprocessors, New Delhi, Tata-McGraw Hill, 1992.
- Darley, Deuton J.: Small computers, theory and applications, New York, McGraw Hill Book Company, 1988.
- Balaguruswamy, E.: Selecting and Managing a small computer, New Delhi, Tata McGraw Hill, 1992.
- Congar and McTadder La: Introduction to computer-based Information systems, New York, Wiley Inter-science, 1975.

## Second Semester

### Course 204: Information Technology—Practical

#### Objectives

To impart practical training to the students in the use of various types of software, and creation of DBMS.

Unit 1: Use of Operating Systems- MS DOS, MS Windows

Unit 2: Use of Word processors - MS Word

Unit 3: DBMS-Creation of database using DBase, MS Access

Unit 4: Use of Spreadsheet Software-MS Excel

Unit 5: Handling CD- Rom databases - Online searching and retrieval

#### Books Recommended for Study and Reference :

John Willitts: Database Design and construction: An open learning course for students and information managers.

Ford, Nigel: Expert systems and Artificial Intelligence, LA, London, 1991.

Harris, Steve: Networking and telecommunications for information systems, LA, London, 1993. Convey, John: On-line Information Retrieval, 4<sup>th</sup> Ed., LA, London, 1992.

Rowley, Jennifer: The Basics of Information Systems, LA, London, 1995.

Hopkinson, A. and Buxton, A.: The CDS/ISIS Handbook, LA, London, 1994.

Carter, Roger: The Information Technology Handbook, Heinemann, London, 1987.

Emery, Glyn: Elements of Computer Science, Pilman, London, 1979.

Loadesman: A guide to Expert Systems, Mass Addison, Wesley, 1986.

Ullman, Jeffrey D: Principles of Database systems, Galgotia Publications, New Delhi, 1984.

Forester, Tom ed.: The Information Technology Revolution, Oxford, Basil Blackwell, 1985.

Kimber, R.T.: Automation in Libraries, Oxford, New York, Pergamon Press, 1974.

Benfer, R.A., Brent, E.E., Furber, L.: Expert Systems, London, Sage Pub., 1991. Date,

C.J.: An Introduction to Database Systems, New Delhi, Narosa Pub.House, 1985.

Desmarais, Norman: Multimedia on the PC, New York, McGraw Hill, 1994.

Shiple, Chris: How to connect, California, USA, Ziff-Davis Press, 1993.

## Second Semester

### Course 205: Management of Library and Information Centers – (2)

#### OBJECTIVES

To introduce the students to the theories and principles of management and planning of library and information systems

To enable the students to develop managerial skills and qualities

To enable the students to understand management of financial and human resources and system evaluation.

Unit 1: Concept of Management—Definition and scope, Schools of Management Thought. Principles and Functions of management; Leadership and Decision making

Unit 2: The Planning Process-principles and techniques  
Planning of Library and information systems/centers  
Systems Approach and systems analysis  
Evaluation of Information Systems: criteria and techniques –Operations Research, PERT/CPM

Unit 3: Organisational Structure-features and types  
Physical facilities: Planning of library building-furniture and equipment

Unit 4: Human Resource management-staff formula

Motivation theories and group dynamics  
TQM—quality audit

Unit 5: Financial management

Budgeting techniques and methods—PPBS, Zero-Based budgeting  
Per Capita budgeting, Cost effectiveness and cost benefit analysis

#### Books Recommended for Study and Reference:

G. Edward Evans: Management techniques for librarians, 2<sup>nd</sup> Ed., New York, Academic Press, 1983.

Weisman: Information systems, services and centers, New York, Becker and Hayes, 1972.

Koontz and others: Management, Ed.7, McGraw Hill, Tokyo, Japan.

John Cowley: Personnel Management in Libraries, London, Clive Bingley, 1982. D.R.T.C. Refresher Seminar 16 (1985).

C.V. Penna, D.J. Foskett, and P.H. Sewell Eds. National Library and Information Services: A handbook for planners, London, Butterworth's, 1977.

G.J.Narayan. Library and Information Management. New Delhi, Prentice Hall, 1991

## THIRD SEMESTER

### Course 301: Information Services

#### Objectives

To familiarize the student with the concept of information services for different user groups. To acquaint the student with the techniques of various information services.  
To train the student in developing various information services and products.

- Unit 1: Information Services-Concept and Need, Types.  
Reference Services-Ready and Long range  
Readers' advisory service and Referral
- Unit 2: Current Awareness Services—  
Documentation lists and Bibliographic compilation,  
SDI Manual and computerized—search strategy  
Internet –based services
- Unit 3: Information consolidation and repackaging  
Digest Services, Technical Reports. State-of the –Art and Trend reports  
Market surveys/ Research reports
- Unit 4: Document Delivery services (Traditional& Electronic)-  
Inter Library Loan (ILL)  
Translation services  
Reprographic services
- Unit 5: User Information Needs and Information Seeking behavior/patterns-Studies  
User Education and Information Literacy Programmers  
Information Services Evaluation

#### Books Recommended for Study and Reference:

- Prasher, R.G.: Information and its communication, New Delhi, Medallion Press, 1991.  
Katz, A.: An introduction to reference work, Vol. II, New York, McGraw Hill.  
Guha, B.: Documentation and Information, 2<sup>nd</sup> Ed., Calcutta, World Press, 1982.  
Krishan Kumar: Reference service, 3<sup>rd</sup> Rev.Ed., New Delhi, Vikas Pub. House, 1987.  
Rowley, J.E. and Turner, M.D.: The Dissemination of Information, London, Andre Deutsch, 1978.  
Kemp, D.A.: Current Awareness Service, London, Clive Bingley, 1979.  
Rowley, J.E: Abstracting and Indexing, London, Clive Bingley, 1982.  
Lancaster, F.W.: Information Retrieval Systems: Characteristics testing and evaluation, London, Butterworth.  
Vickery, B.C.: Techniques of Information Retrieval, 1970.  
Atherton, Pauline, Ed.: Handbook of Information Systems and Services, Paris, UNESCO, 1981.  
Wilson, T.D.: Guidelines for Developing and implementing a national plan for training and education in Information Use, UNESCO, 1981.  
Ching-Chi-Chen and Peter Heronon: Information seeking; Asserting and Anticipating user needs, New York, Neal Schuman, 1982.

## THIRD SEMESTER

### Course 302: Information and Communication

#### Objectives

To acquaint the students with the characteristics and nature of information growth and generation  
To introduce the students with the theory and models of communication.  
To acquaint the students with national and international information policies and programmes.

- Unit 1: Information-characteristics, nature-value and use  
Information growth and generation -obsolescence  
Information and development  
The Information Society
- Unit 2: Data-knowledge –information-differences  
Personal and Public knowledge  
Knowledge Management
- Unit 3: Communication –Definition –components  
Communication Theories  
Channels of communication-Barriers to communication Unit
- 4: Information transfer chain-trends in scientific communication  
Intellectual Property Act, Right to Information, Censorship-Data security  
Transporter flow of information
- Unit 5: National and International Information Policy and programmes  
Open Source Initiatives; Digital preservation and conservation for  
open access: issues and problems

#### BOOKS RECOMMENDED FOR STUDY AND REFERENCE:

- Atherton, Pauline: Handbook for Information Systems and Services, Paris, UNESCO, 1977. Bush, C.H. and Stephen, P., Harter: Research Methods in Librarianship: Techniques and Interpretation, New York, Academic Press, 1980.
- Upta, B.M. et.al., Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.
- Kemp, D.A.: The nature of knowledge: An Introduction for Librarians, London, Clive Bingley, 1975.
- Khanna, J.K.: Library and Society, Kurukshetra, Research Publicagions, 1987.
- Mangia, P.B., Ed: Library and Information Science Education in India, Delhi, McMillan, 1981.
- McGarry, K.J.: Communication, Knowledge and the Librarian, London, Clive Bingley, 1975. Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985.
- Rowley, JE and Turner, CMD: The Dissemination of Information, London, Andre Deutsch, 1978.
- Sharma, H.A.V. et.al., Eds: Research Methodology, Delhi, Ken Pubs., 1990.
- Sharma, Pandey S.K.: Universe of Knowledge and Research Methodology, Delhi, Ken Pub., 1990.
- Shera, J.H.: Documentation and the organisation of knowledge, London, Crosby Lockwood and Sons Ltd., 1966.
- Viswanathan, C.G.: Elements of Information Science, New Delhi, Today and Tomorrow, 1976.
- Weisman, H.M.: Information Systems, Services and Centres, New York, Becker and Mayes, 1972.
- Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.

## THIRD SEMESTER

### **Course 303: Information Technology: Applications in Library and Infor. Centers (Theory) Objectives**

To acquaint the students with the planning and design of automated library systems  
To introduce the student to advanced in Information Technology  
To introduce the students to the World Wide Web

- Unit 1: Library automation-planning and implementation Selection of hardware and software-Specifications--Costs
- Unit 2: Library Housekeeping routines-Acquisition, Cataloguing, Circulation, Serials control Office Management, Information Retrieval and Services
- Unit 3: Library software--Packages CDS/ISIS- (Others as available) Features-advantages-drawbacks
- Unit 4: Digital& Virtual library- concept & features Use of Electronic Storage Devices -CD- ROMs & DVD AI Artificial Intelligence and Expert Systems& their application in LIS
- Unit 5: Internet- World Wide Web-Web Servers and Tools Search Engines Protocols, ISP's, Internet Security

#### Books Recommended for Study and Reference:

- John Willitts: Database Design and construction: An open learning course for students and information managers.
- Ford, Nigel: Expert systems and Artificial Intelligence, LA, London, 1991.
- Harris, Steve: Networking and telecommunications for information systems, LA, London, 1993. Convey, John: On-line Information Retrieval, 4<sup>th</sup> Ed., LA, London, 1992.
- Rowley, Jennifer: The Basics of Information Systems, LA, London, 1995.
- Hopkinson, A. and Buxton, A.: The CDS/ISIS Handbook, LA, London, 1994.
- Carter, Roger: The Information Technology Handbook, Heinemann, London, 1987.
- Emery, Glyn: Elements of Computer Science, Pilman, London, 1979.
- Loadesman: A uide to Expert Systems, Mass Addison, Wesley, 1986.
- Ullman, Jeffrey D: Principles of Database systems, Galgotia Publications, New Delhi, 1984.
- Forester, Tom ed.: The Information Technology Revolution, Oxford, Basil Blackwell, 1985.
- Kimber, R.T.: Automation in Libraries, Oxford, New York, Pergamon Press, 1974.
- Benfer, R.A., Brent, E.E., Furber, L.: Expert Systems, London, Sage Pub., 1991. Date, C.J.: An Introduction to Database Systems, New Delhi, Narosa Pub.House, 1985.
- Desmarais, Norman: Multimedia on the PC, New York, McGraw Hill, 1994.
- Shipley, Chris: How to connect, California, USA, Ziff-Davis Press, 1993.

## THIRD SEMESTER

### **Course 304: Information Technology—Applications in Library and Information centers - (Practical) Objectives**

To impact practical training in the use of DBMS

To give practical training in the use of electronic storage device

To impact practical training in the use of Internet and its tools.

Unit 1: Creation of Database using CDS/ISIS – Search & Retrieval

Unit 2: Search and retrieval of CD-ROM sample databases

Unit 3: Using INTERNET tools & sites for librarians

- Library OPACs/ Libraries on the Internet

- Searching, retrieving, displaying and downloading  
Information from Internet

Unit 4: E mail –address-password- creation

Fax-Transmission through Internet

Unit 5: Library Web Page/ Web site-Design and Creation

#### Books Recommended for Study and Reference

John Willitts: Database Design and construction: An open learning course for students and information managers.

Ford, Nigel: Expert systems and Artificial Intelligence, LA, London, 1991.

Harris, Steve: Networking and telecommunications for information systems, LA, London, 1993. Convey, John: On-line Information Retrieval, 4<sup>th</sup> Ed., LA, London, 1992.

Rowley, Jennifer: The Basics of Information Systems, LA, London, 1995.

Hopkinson, A. and Buxton, A.: The CDS/ISIS Handbook, LA, London, 1994.

Carter, Roger: The Information Technology Handbook, Heinemann, London, 1987.

Emery, Glyn: Elements of Computer Science, Pilman, London, 1979.

Loadesman: A uide to Expert Systems, Mass Addison, Wesley, 1986.

Ullman, Jeffrey D: Principles of Database systems, Galgotia Publications, New Delhi, 1984.

Forester, Tom ed.: The Information Technology Revolution, Oxford, Basil Blackwell, 1985.

Kimber, R.T.: Automation in Libraries, Oxford, New York, Pergamon Press, 1974.

Benfer, R.A., Brent, E.E., Furber, L.: Expert Systems, London, Sage Pub., 1991. Date,

C.J.: An Introduction to Database Systems, New Delhi, Narosa Pub.House, 1985.

Desmarais, Norman: Multimedia on the PC, New York, McGraw Hill, 1994.

Shipley, Chris: How to connect, California, USA, Ziff-Davis Press, 1993.



## THIRD SEMESTER

### Course 305: Research Methodology

#### Objectives

To familiarize the student with the concept of Research and various types of research  
To acquaint the students with various research techniques and tools applicable to Library & Information Science.

To acquaint students with the process and tools of data analysis and interpretation

- Unit 1: The concept and meaning of Research-Need and Purpose  
Types of Research-Fundamental and Applied-  
Interdisciplinary and Multi-disciplinary approach
- Unit 2: Research Design-Conceptualization- Aims-and Objectives  
Identification and Formulation of the Problem Hypothesis-  
Types; Research Proposal (Ex. from LIS research)
- Unit 3: Research Methods—Scientific, Historical,  
Descriptive, Survey and Case Study Methods  
Experimental Method and Delphi Method  
Data Collections Techniques and  
Tools (Application in LIS Research)
- Unit 4: Sampling Technique and Methods - (Use in LIS Research)  
Data Analysis and Interpretation—  
Measures of Central Tendency, Mean, Mode, Median  
Measures of Dispersion, Variance and Co-  
variance Standard Deviation, Chi-square Test  
Graphical Presentation of Data-Methods
- Unit 5: Statistical Packages – general features;  
Report Writing, Style Manuals,  
LIS Research in India

Books Recommended for Study and Reference:

- M.B. Line: Library Surveys, 2<sup>nd</sup> Ed., London, Clive Bingley, 1982.
- Charles H. Busha and Stephen P. Harter: Research Methods in Librarianship: Techniques and interpretations, New York, Academic Press, 1980.
- I.S. Simpson: Basic Statistics for librarians, 2<sup>nd</sup> ed., London, Clive Bingley, 1983.
- I.K. Ravichandra Rao: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
- C.R. Kothari: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985. Lancaster, F.W.: The Measurement & evaluation of Library services, Arlington, Information Resource Press, 1977.
- Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
- Busha, Charles H. & Houter, S.P: Research Methods in Librarianship, New York, Academic Press, 1980.
- Young, Pauline N.: Scientific social service & Research, 4 ed., New Delhi, Prentice-Hall of India, 1968.
- Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, 1978.

## FOURTH SEMESTER

### Course 401: Information Systems and Networks

#### Objectives

To provide an overview of telecommunication and networking application in the library & information field.

To acquaint the student with various types of networks

To acquaint the students with the functions & services of various existing information systems and networks.

#### Unit 1: Telecommunication Technology- Components

Communication aspects-hardware-Terminals-Modems, Routers

Cables, Optical Fibre, Satellite Links

#### Unit 2: Networking-Concept-Topologies and Types

Network Interface and Connectivity -ISDN, leased lines,  
Network Switching; Network- Basics

LAN, WAN, MAN—Definition –Factors to be considered in  
design And implementation- Examples: DELNET, CALIBNET

#### Unit 3: Information Systems and Networks –Types, Characteristics, Features, Objectives

National and International Information Systems-  
NISSAT, Medlars, AGRIS, INIS

#### Unit 4: National and International Information networks-INFLIBNET, NICNET, OCLC, RLN.

Internet Service/Search Facilities –DIALOG, ESA/ IRS  
Intranet

#### Unit 5: Network -based Services

Electronic Mail and Messaging Services

Teleconferencing,

Bulletin Boards, Discussion Groups

Teletext and Videotext

#### Books Recommended for Study and Reference :

James Martin: Computer networks and distributed processing: software, techniques and architecture, Englewood, Prentice-Hall, 1981.

Donald W. King, Ed.: Telecommunications and Libraries: a primer for librarians and information managers, White Plains, Knowledge Industry, 1981.

Mel Collier: Local Area Network: The implications for library and information science, London, British Library, 1989.

Gupta et.al. Eds.: Handbook of Libraries, Archived and Information Centers in India, Vols.3,4,5 & 6, New Delhi, Information Industry Publications, 1986.

W.M. Henry and others: On-line searching: an introduction, London, Butterworth's, 1980.

## FOURTH SEMESTER

### Course 402: Bibliometrics

#### Objectives

To acquaint the student with the concept of Bibliometric studies in Libraries and the Information field

To acquaint the student with the application of Bibliometric laws to information and its study To acquaint the student with the new developments of Scientometrics and Webometrics.

- Unit 1: Bibliometrics-Concept and Definition Origin – historical perspective Evolution-Librmetry-Application in Libraries
- Unit 2: Bibliometric Laws- Bradford's Law, Zipf's Law, Lotka's Law-Characteristics and Application
- Unit 3: Citation Analysis- Definition-and Application Citation Studies-Citation Indexing Bibliographic Coupling
- Unit 4: Infometrics and Scientometrics- Definition and scope Information flow quantitative studies Scientometric analysis – Communication patterns in science – Scientific productivity – Price law –Half- life – obsolescence
- Unit 5: Webometrics- Definition and Scope; Methods and tools of Webometrics Application of Bibliometrics to the Internet Qualitative & Quantitative studies on the web

#### Books Recommended for Study and Reference:

Bookstein. A. – Bibliometric Distribution Library Quarterly 46[4], 1934. P 416-23

Brookes, B.C. Derivation & Application of the Bradford Zipf's Distribution Journal of Doc. 24[4], 1968,P247-69.

Lancaster, F.W. Measurement of Evaluation of Library Services, 1979.Information Resource Press, Washington

Price, Derek De solla. General Theory of Bibliometric & other Cumulative Advantage process. J. of American Society for Inf.Sci.27[2], 1976, P292-307.

Pritchard, Allan. Statistical Bibliography or Bibliometrics. Journal of Doc. 25[4].1969 p-348-9

Ranganathan, S.R. Bibliography & its scope – DRTC Annual Seminar, 7,1969, Paper D.A.

Ravichandra Rao, I.K. Entropy of probability Distribution of Transactions/Uses: A measure of Concentration of transaction use over Documents. Lib.Sci. with a slat to Doc, 1979 paper 6. Tague. J.M. : Success – Breeds – Success phenomenon & Bibliometric process.

J. of American Society for Inf. Sci.32[4], 1981, P.280.6

Ravichandra Rao, I.K: Bibliometric Models - An Entropy Approach & their application/ IASLIC Special Publication No.25, Bangalore, 1995. p 1-7

Frost, C.O.: Use of citations in Literary Research – a preliminary classification of citation function. Lib. Quarterly, 44, 1979, P399-414.

Heinzkill J.R.: Characteristics of References in selected scholarly English Literary Journals. Lib Quarterly. 50, 1980, P352-365.

Cline G.S.: A Bibliometric study of two selected Journals in Lib Sci. 1940-74 Dissertation abstracts Institutions. 39A, 1970, 4380.

Heine.M.A. Indius of Literature Dispersion Based on Qualitative attributes. JI of Documentation, 34,1978,P175-88.

Sahai, S.: Use of Information in the Literature of Sociology: a study of citation pattern. Annals. Lib Sc Doc.26, 1979, P107-113.

Barr K.P. Estimates of the number of Currently available Scientific & Technical periodicals. JI. Doc, 23, 1967.P.110-116.

Brookes B.C: Numerical Methods of Bibliographic analysis. Lib. Trends, 22.1973.P18-43.

Sengupta I.M.: Recent growth of the literature of Biochemistry & Changes of ranking of periodicals. J.of Doc,2 9, 1973 P192-287

Vickery B.C: Statistics of Scientific & Technical articles. J.of Doc-24 1968. P192-6

Roy chowdhury S.P & Mahapatra M : Validity & Scope of Bradford's scatter laws. Some observations. IASLIC Spl. Doc. No 25. 15<sup>th</sup> IASLIC Conference Bangalore, p 71-78.

Pope, Andrew. Bradford's Law & the periodical literature of Inf. Sci. J ASIS 26[4], 1975, P 207-13.

Meghanadha Reddy, K.: Phenomenon of scatter of subject literature IASLIC Ball.29[1].1984P.11-18.

Brooks B.C.: Theory of the Bradford's law . J.of Doc.33[3], 1977 P.180-209

Subba Rao, C V: Librametry - A statement of limitations & values IASLIC Spl Doc no.25 15<sup>th</sup> IASLIC Conference, Bangalore P.92-100

Das.Ratna Bandopadhaya : A Quantitative study of Book Issues. IASLIC Spl. Doc.25. 15<sup>th</sup> IASLIC Conference, Bangalore

Brooks, B.C. Bradford's law and the Bibliography of Sc. Nature, 224, 1969. P955-6

Leimkuhler, F.F. Bradford Distribution. J. of Doc. 23,Sep. 1967,P.187-207

White E.c.: Bibliometrics from curiosity to convention Spl. Libraries. 76[1] 1985 P35-43

## FOURTH SEMESTER

### Course 403: Information Processing - (Advanced Classification Theory and Practice)

#### Objectives

To make the students aware with the latest developments and trends in the field of advanced library classification.

To train the students in the practical application of Universal Decimal Classification Classification Theory:

- Unit 1: Trends in Classification Research-Role and Contribution of CRG, FID, IFLA, UNESCO  
Universal Decimal Classification (IME, 1993)-Structure-  
Common and Special Auxiliaries, Filing order, Citation order
- Unit 2: Indexing Languages-Nature and Purpose  
Evaluation of indexing languages  
Vocabulary Control-Design of Thesaurus  
Automated Classification  
Classification Practice: (According to UDC-IME-English, 2nd ed, 1993)
- Unit 3: Classification of Simple Subjects-and use of Time and Area  
Common auxiliaries
- Unit 4: Classification of Compound Subjects-and use of more than one  
Common auxiliaries
- Unit 5: Classification of Compound and Complex  
Subjects-Using common and special auxiliaries

#### Books for study and reference:

1. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996
2. Lancaster, F.W. Indexing and Abstracting in Theory and Practice. 2nd Ed. London, Lib. Assoc., 1998
3. Satyanarayana, V.V.V. Universal Decimal Classification: A Practical Primer. New Delhi, Ess Ess Pub, 1998
4. UDC Consortium. Universal Decimal Classification, International MEDIUM Edition, 1993.
5. Raju, A.A.N. Universal Decimal Classification IME 1993: Theory and practice (A self instructional manual). Delhi, Ess Ess Publications, 2007
6. Soma Raju, P. Universal Decimal Classification IME 1993. Visakhapatnam, Author, 1997

## FOURTH SEMESTER

### Course 404: Information Storage and Retrieval (Advanced Cataloguing Theory and Practice)

#### Objectives

To acquaint the students with recent developments in computerized bibliographic records and communication formats

To introduce the students to the techniques of automated indexing.

To train the students in the cataloguing of non-book materials and complex serial publications according to AACR-2, 1988 revised edition

#### Unit 1: Subject Indexing-Principles-

Indexing Systems-Pre and Post Co-ordinate

PRECIS-POPSI -Chain indexing

Automated Index Generation and Search -Key word

Indexing Evaluation-Precision and Recall

#### Unit 2: Bibliographies Formats –ISBD; MARC

Communication & Exchange Formats- CCF; ISO2709

OPACs; Meta Data

Cataloguing Practice: Cataloguing of Non-Book and other Special Materials According to AACR 2 (1988)

#### Unit 3: Cataloguing of Cartographic Materials, Manuscripts Sound Recordings

#### Unit 4: Cataloguing of Motion Pictures, Video recordings, Graphic Materials, Microforms, Computer Files

#### Unit 5: Cataloguing of Complex Periodicals- Changed Titles and Sponsorship, Merged and Split Titles, Continued Titles, Parts and Supplements

#### Books Recommended for Study and Reference :

Hunter, Eric J. and Bakewell, K.G.G.: Cataloguing, 3<sup>rd</sup> ed., London, Clive Bingley, 1991. Hunter, Eric J.: Computerized Cataloguing, London, Clive Bingley, 1985.

Haglar, Ronald: The bibliographic record and information technology, American Library Association, 1982.

UNIMARC: Universal MARC Format, 2<sup>nd</sup> ed. Rev. London, IFLA International Office for UBC, 1980.

Foskett, A.C.: The subject approach to information, 4<sup>th</sup> ed., London, Bingley, 1982.

Armstrong, C.J. and Keen, E.M.: Manual for teaching NEPHIS and KWAC Aberystwyth College of Librarianship, Wales, 1981.

Chan, Leismai: Cataloguing and classification: An introduction, New Delhi, McGraw Hill, 1985.

Honkev, P.: Indexing Theory, Indexing Methods and Search Devices, 1964.

Simmon Peter and Hopkinson, A. ed.: CCF, Common Communication Format, GIP & UNISIST, Paris, UNESCO, 1984.

Seal, Alan, Ed.: Introducing the on-line catalogue: Papers based on Seminar held in 1983. Bath University Library Centre for Cataloguing Research, 1984.

Reference Manual for machine-readable bibliographic descriptions edited and compiled by H.Dierick and A. Hopkinson for the Unisist International Centre for Bibliographic Descriptions (UNIBID), Paris, UNESCO, 1981.

Intner, Sheila, S. and Smiraglia: Policy and Practice in bibliographic control of non-book media, Chicago, ALA, 1987, p.197.

Rajan, T.N., ed.: Indexing Systems: Concepts, Models and Techniques, Calcutta, IASLIC, C1981.

Vickery, B.C.: Technique of Information Retrieval, London, Butterworths, 1976.

Metcalf, J.: Information indexing and subject cataloguing, Alphabetical, classified, coordinate, mechanical, NJ, Scane Crow, 1957.

Library of Congress: LC List of Subject Headings (Latest ed.), Washington, LC, DC.

Herner, J.: Special cataloguing with reference to Music, Films etc., London, Clive Bingley, 1963.

P.S.G. Kumar and M. Riaz: Cataloguing Theory and Practice, New Delhi, S. Chand, 1999.

R.G. Prasher: Index and Indexing Systems, New Delhi, Medallion, 1990.

Rajan, T.N.: Indexing Systems, Calcutta, IASLIC, 1981.

## FOURTH SEMESTER

### Course 405: Marketing of Information Services and Products

#### Objectives

- To introduce the students to the concepts of marketing and their application in information work.
- To familiarize the student with marketing strategies and promotion design applicable for information products and Services.
- To acquaint the student with the information industry and its agencies.

- Unit 1: The Marketing Concept-Definition –Relevance and Application in the Information Field  
Economics of Information costs, value, benefit, transaction, Production
- Unit 2: Planning and Design of Marketing Strategy-  
Types, Stages-Marketing Audit  
Measurement and Forecasting-  
Applying Marketing Strategies in Libraries and IC's
- Unit 3: Marketing Research-Objectives and Strategies  
Marketing Segmentation and Targeting-Methods-  
Consumer /User Behavioral Analysis-Models  
Application to Library and IC Users
- Unit 4: Marketing Mix-New Product Development and  
Designing Products; Product Life Cycle  
Pricing Decisions; Promotion Strategies  
Dissemination and Delivery Systems  
Product Development and Dissemination in L & IC's
- Unit 5: The Information Industry-Components  
Information and Information Product Marketing-  
Agencies and Services-in India and abroad  
INFORMATICS, NISCAIR SERVICES, DIALOG,  
BLAISE.

#### Books recommended for study and reference:

- Kotler, Philip: Marketing for Non-profit organizations, Prentice Hall, Calcutta, 1988.
- De Saez, E.E.: Marketing concepts for libraries and information centres, LA, London, 1993.
- Blaise, Cronin, Ed.: Marketing of library and information services, Aslib, London, 1992.
- Jain, Abhinandan et.al., Ed.: Marketing of library and information services, IIM, Ahmedabad, 1995.
- Seetharama, S.: Libraries and Information Centres as profit-making institutions, Ess and Ess Publisher, New Delhi, 1998.
- Kapoor, S.K., Ed.: Marketing of library and information services in India: XIIIth IASLIC All India Conference held at Calcutta in 1988, IASLIC, Calcutta, 1988.
- Bryson, Jo: Effective library and information Centre management, Jaico Publishing, Bombay, 1996.
- Chopra, H.S., Ed.: Information marketing.
- Massey, M.E.: "Market analysis and audience research for libraries", Library Trends, 24(3), January, 1976.
- Pickup, J.A.: "What business are we really in", Aslib Proceedings, 39(10), October 1987.
- Smith, R.: "Marketing the library", Aslib Proceedings, 39(9), September 1987. Woods, B.: "Evaluation of marketing information: some current practices and trends, Aslib proceedings, 44(10), October 1992.
- Bellardo, Trudi & Waldhart, Thomas, J.: "Marketing products and services in academic libraries, Libri, 27(3), September 1977.
- Berry, John: "The Maerketisation of Libraries", Library Journal, 106(1), Jan. 1981. Brindley, Lynne J.: "Information service and information product pricing", Aslib Proceedings, 45(11/12), Nov/Dec. 1993.
- Carroll, Daniel: Library Marketing: Old and new truths, Wilson Library Bulletin, 57, 1982.
- Casper, Cheryl A.: Pricing policy for library services, JASIS, 30(5), May 1979.

Christou, C.: "Marketing the information centre: a blueprint for action", *Wilson Library Bulletin*, 62(8), August 1988.

Condous, C.: "Non-profit marketing – library's future", *Aslib Proceedings*, 35(10), Oct., 1983.

Cronin, Blaise: "New technology and marketing – the challenge for libraries", *Aslib proceedings*, 34(9), Sept., 1982.

Dragon, Andrea, C.: "Marketing the library", *Wilson Library Bulletin*, 53, 1978.

Edinger, Joyce A.: "Marketing library services: strategies for survival", *College and Research Libraries*, 41(4), April, 1980.

Gorchels, Linda, M.: "Trends in Marketing services", *Library Trends*, 43(3), Winter, 1995.

Hannabuss, S.: "Measuring the value and marketing the service: an approach to library benefit", *Aslib Proceedings*, 35(10), Oct., 1983.

Haravu, L.J.: "Marketing of library and information services", *IASLIC Bulletin*, 3(4), Dec. 1988.

Jackson, A.R. Haygarth: "Publicity or selling the Information Services", *Aslib Proceedings*, 25(10), Oct., 1973.

Kuehl, P.G.: "Marketing perspectives of ERIC-like information system", *JASIS*, 23(8), 1972.

Rowlands, G.: "Towards an information market model", *Aslib Proceedings*, 40(1), Jan. 1988.



## FOURTH SEMESTER

### Course 406: Industrial Information Systems:

Unit-I	Impact of Information Revolution on Research and Development types of Industrial Organizations; Information Needs for various activities in Industrial Organizations.
Unit-II	Planning & Design of Industrial Information Systems - Application of IT – Management of IIS – Professional Staff and Training - Financial Management.
Unit-III	Users Community - Categories & levels of their Information Requirements. Information flow patterns- Internal and External links Sources of Information for Industry, including Internet Source and Online Databases.
Unit-IV	Industrial Information Services – Types Local, National and International Services Industrial Information System and Networks.
Unit-V	Role of National & International Agencies – CSIR, INSDOC, NISSAT, UNDP, UNIDO, FAO, ICD, OECD, UNESCO, FID.

#### Books recommended for study and reference:

1. Burkett, Jack. Industrial and Related Library and Information Services in the United Kingdom London: the Library Association., 1972.
2. Campbell, DJ. Survey of Information/Library Units in Industrial and Commercial Organizations. London: the Library Association.,1960.
3. Kruzas, Anthony T. Business and Industrial Libraries in the United States: 1820-1940, New York: Special Libs. Assn., 1965.
4. Sasikala, C. Industrial Library Systems, Reliance Publishing House, New Delhi, 1994.
5. Narayana G.J. Library and Information Management, Prentice-Hall of India , New Delhi, 1991.
6. Eugene B. Jackson and Ruth L. Jackson, Industrial Information Systems, Dowden, Hutchinson and Ross, Inc, Stroudsburg Pennsylvania, 1978.
7. Seetharama, S. Guidelines for Planning of Libraries and Information Centres, IASLIC, Calcutta, 1990.
8. UNESCO Hand book for Information Systems and Services, Pauline Atherton School of Information Studies Syracuse University (United State of America).
9. Foskett, D.J. Information Service In Libraries, Akashdeep Publishing House, New Delhi, 1992.
10. Geoffrey Darnton and Sergio Giacoletto. Information in The Enterprise, Prentice-Hall of India, New Delhi, 1992.
11. Muhammand Riaz. Advanced Indexing and Abstracting Practices, Atlantic Publishers and Distributors, New Delhi, 1989.
12. Ghosh, G.B. and Banerjee, B.N. Trends of Information Services in India, the World Press Private Ltd. Calcutta, 1974.
13. Guha, B. Documentation and Information Services, Techniques and Systems, The World Press Private Limited, Calcutta, 1983.

#### Records & Internship

(Records for Cataloguing, Classification, Information Sources and Infor. Technology)

MODEL QUESTION PAPER  
M.A /M.Sc/M.Com/MCA/MLISc/M.Ed/B.Ed(MR)/DEGREE EXAMINATIONS  
COURSE IN: \_\_\_\_\_

SEMESTER \_\_\_\_\_

PAPER No. \_\_\_\_\_ & TITLE: \_\_\_\_\_

TIME: 3 Hrs

Max Marks: 85

SECTION – A

Question No.1 is Compulsory

Answer ALL questions

Each answer shall not exceed one page or 200 words

1. (5 x 5 = 25) A.

- B.
- C.
- D.
- E.

SECTION – B

Answer ALL questions

Each answer shall not exceed five page or 1000 words

(5 x 12 = 60)

2. UNIT-I

Or

3.

UNIT-II

4.

Or

5.

UNIT-III

6.

Or

7.

UNIT-IV

8.

Or

9.

UNIT-V

10.

Or

11.