

Department of Library and Information Science
SYLLABUS – Two Year MLIS (CBCS)

SCHEME OF EXAMINATIONS

Odd Semester

	Credit Hours	Int. Marks	Exam Marks	Total	Min. Marks
I SEMESTER					
LIBC 101 Information and Society	4	25	75	100	50
LIBC 102 Library and Management	5	25	75	100	50
LIBC 103 Introduction to Document Processing	4	25	75	100	50
LIBC 104 Introduction to Document Retrieval	4	25	75	100	50
LIBE 105 Intellectual Property Rights and Right to Information (Elective)	4	25	75	100	50
III SEMESTER					
LIBC 301 Research Methodology	4	25	75	100	50
LIBC 302 Information Processing and Retrieval (Theory)	4	25	75	100	50
LIBC 303 Library and Information System Management	5	25	75	100	50
LIBC 304 Information and Communication	4	25	75	100	50
LIBE 305 Computerized Database and Internet (Elective)	4	25	75	100	50
ENGE 316 Soft Skill Development	4	25	75	100	50

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Even Semester

	Credit Hours	Int. Marks	Exam Marks	Total	Min. Marks
II SEMESTER					
LIBC 201 Information Sources and Channels	4	25	75	100	50
LIBC 202 Colon Classification & Dewey Decimal Classification (Practical)	5	25	75	100	50
LIBC 203 CCC and AACR II (Practical)	5	25	75	100	50
LIBC 204 Academic Library System	4	25	75	100	50
LIBE 205 Information Service and System (Elective)	4	25	75	100	50
IV SEMESTER					
LIBC 401 Universal Decimal Classification and Anglo American Cataloguing Rules II (Non book Materials) - Practice	6	25	75	100	50
LIBC 402 Introduction to Information Technology	4	25	75	100	50
LIBC 403 Information Service and System	4	25	75	100	50
LIBP 404 Project	4	25	75	100	50
LIBE 405 Documentary and Electronic Information Sources (Elective)	4	25	75	100	50

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ON CAMPUS PROGRAMME
I YEAR - I SEMESTER

LIBC 101: INFORMATION AND SOCIETY

Credit Point – 4

Objectives:

1. To understand the concept of library and information centers.
2. To enable the students to get knowledge on legislation.
3. To enable the students to understand the various library systems.
4. To enable the students to know about the resource sharing and various library associations.

Unit - I Library as Information Centre

Definition and Importance of Library and Information Centre - National Information Policy - Role of Libraries - Five Laws of Library Science and their Implications Development of Libraries in India.

UNIT - II Library Legislation

Need for legislation - Factors and Principles - National Depository Libraries in India - Delivery of Books and News Papers Act - Copyright Act in India – Intellectual Property Rights (IPR) – Universal Rights Convention - Impact of IPR - IPR in India.

UNIT - III Library Systems

Public Library System – Academic Library System – Special Library System

UNIT - IV Resource sharing

Definition – Need – Advantages and Disadvantages – Resource Sharing: International, National, Regional and State Level.

UNIT - V Library Associations & International Bodies

Library associations: India, UK and USA – International Bodies: FID – IFLA and UNESCO.

Text Books:

1. Khannan, J.K Library and society ed2. 2001.
2. Foskett, Information service in libraries Chennai allied publishers 1994.
3. Agarwal, S.N. and others. Perspective in library and information service Vol.1&2, 1982.

Reference Books:

1. Kaula, P.N. Library management in India, 1958.
2. Sharma Pandey, S.K. library and society, ed.2, 1992.
3. Mittal, R.C. Public Law, 1971.

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LIBC – 102: LIBRARY MANAGEMENT

Credit Point – 5

Objectives:

1. To understand the Concept of Library Management.
2. To enable the students to understand the fundamentals of management.
3. To enable them to realize the routines of various sections of Library
4. To enable the students to understand the Budget system and basis of Computer applications.

UNIT I: Fundamentals of Management

Definition: Administration, Management – Organizational Structure – Various theories of Management including Scientific Management.

UNIT II: Library Routine of Different Sections

Acquisition Section – Technical Section – Maintenance Section – Circulation Section – Reference Section – Periodical Section.

UNIT III: Personal Management

Human Resource Management – Planning – Recruitment – Selection – Induction and Orientation – Training and Development – Performance Appraisal – Transfer, Promotion and Demotion – Separation.

UNIT IV: Budgetary Control system

Types of Budget – Steps or Process of Budgeting System – Line Budget – PPBS – Zero Based Budgeting – Library Rules – Statistics and Annual Reports.

UNIT V: Computer Applications

Application to Managerial Activities – Budget Control – Accounting – Preparation of Statistics and Reports.

Text Books:

1. Scammell: Hand book of information management, Chennai allied publishers, 2001.
2. Wiqing, Effective document management: Unlocking corporate knowledge Chennai allied publishers, 2000.

Reference Books:

1. Egge; Elementary statistics for effective library and information service management. Chennai allied publishers, 2001.
2. Correll: Strategic management of information services: Planning hand book Chennai allied publishers, 2000.
3. Blackmore: Intranet: A guide to their design implementation and management, Chennai allied publishers, 2001.
4. Callacher: Managing change in libraries and information services. Chennai allied publishers, 2000.

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LIBC 103 – INTRODUCTION TO DOCUMENT PROCESSING

Credit Points – 4

Objectives:

1. To understand the concept of Information Processing Systems.
2. To enable the students to get familiarity with Indexing System.
3. To enable the students to understand notations.
4. To enable the students to understand the Classification System and recent developments.

UNIT I: Concept of Information Processing

Modes of formations of subject - Basic Concepts in Document and Information Organization – Concepts in Classification – Feature and Benefits of Systematic Arrangement.

UNIT II: Indexing System

Document Representation – Natural Language System – Indexing: PRECIS – POPSI - Chain Indexing: Uniterm Indexing - Keyword Indexing.

UNIT III: Principles of Notation

Document Classification – Artificial Languages System: Notation, Concepts – Types – Feature – Qualities – Theory of Classification – General and other Aspects of Classification – Normative Principles – Fundamental Categories – Facet Analysis – Postulate and Postulational Approach – System and Special – Common Isolate.

UNIT IV: Overview of Classification System

Colon Classification System – Their Structure and Organization. Decimal and Universal Decimal Classification System – Their Structure and Organization.

UNIT V: Recent Development

Recent development in Classification and Processing – Computerized Classification.

Text Books:

1. Raju,A.A.N: Colon classification theory and practice: A self instruction manual New Delhi: ESS ESS publication, 2001.
2. Singh,Sewa: Colon classification: practice; New Delhi: ESS ESS publication, 1999.
3. Sharma,S.K: Colon classification made ; New Delhi: ESS ESS publication, 1999.
4. Fosket,A.C: Subject approach to information London: Clive Bingley,1982.

Reference Books:

1. Khannan,J.K.Colon classification ;Theoretical information schedules ; New Delhi: ESS ESS publication, 2000.
2. Seghal,R.C. Hand book of classification ; New Delhi: ESS ESS publication, 1998.
3. Singh sewa and singh, sukhbir: Colon classification: A select bibliography; New Delhi: ESS ESS publication 1994.

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LIBC – 104: INTRODUCTION TO DOCUMENT RETRIEVAL

Credit Points – 4

Objectives:

1. To understand the process of Information Processing and retrieval towards cataloguing.
2. To enable the students to know about the various inner forms of catalogues.
3. To enable the students to understand the available rules for the entries.
4. To enable the students to know about the different forms of subject headings and major types of cataloguing systems.

UNIT I: Fundamental of Catalogue

Library Catalogue: Definition – Need – Purpose - Physical Forms – Inner Forms.

UNIT II: Inner Forms of Catalogue

Classified Catalogue – Dictionary Catalogue – Comparison – Computerized Catalogue.

UNIT III: Rules for Entries

Comparison of Rules of CCC and AACR2 for Choice and Rendering of Personal Authors, Shared Authors, Works under Editorial Direction, Pseudonyms and Periodical Publications.

UNIT IV: Subject Headings

Sears List of Subject Headings and Library of Congress Subject Headings

UNIT V: Types of Catalogue

Centralized and Co-operative Cataloguing – Simplified Cataloguing – Limited Cataloguing

Text Books:

1. Girija Kumar & Krishna: Theory of Cataloguing Delhi Vikas, Kumar 1982.
2. Gorman and Winkler Ed; Anglo American Cataloguing Rules.Ed.2 London, Library Association.1978.
3. Ramanathan: Classified Catalogue Code, Ed.5 Bombay Asia Publishing House 1961
4. Westby: Sears List of Subject Headings Ed.11 New York, Willgon 1972

Reference Books:

1. Bole Introduction to Cataloguing 2 New York, Megraw Hill, 1970 Chamman: How to Catalogue: A practice Hand Book Using AACR2 and Library If Congress London Clive Bingle.1983
2. Chan: Cataloguing and Classification in Introduction New York, Mcgraw, 1981
3. Wyran Introduction to Cataloguing and Classification Ed 3 New York, Libraries Unlimited, 1967.

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LIBE – 105: INTELLECTUAL PROPERTY RIGHTS AND RIGHT TO INFORMATION

Credit Points – 4

Objectives:

1. To give a clear, comprehensive and realistic perspective of IPR, Copy Right Laws, Cyber laws and Cyber Crimes etc
2. To create awareness among students about the IPR, Cyber crimes and Laws
3. To enable the students to understand the current status of laws at national & International level

Unit – I: Introduction to IPR

IPR – Definition – Need and Purpose – Forms of IPR – IPR in Digital Era – Right to Information – Definition – Need and Purpose

Unit – II: Copy Right Law

Copy Right Law – History and Development – Need – Violations of Copy Right Law

Unit – III: Cyber Crimes

Cyber Crimes – Definition – Types of Cyber Crimes – Protections

Unit – IV: Cyber Laws

Cyber Laws – National Status – International Status – Implementation and Amendment

Unit – V: Legislations

Legislations – Control and Supervisions – Merits and Demerits – Patents and Standards

Text Books:

1. Maskus, Keith E, Intellectual Property Rights in the Global Economy, Washington, 2000
2. Davis, Jennifer Intellectual Property Law, London, Butterworths, 2001

Reference Books:

1. Mahajan V.D Jurisprendence and Legal Theory, New Delhi, Easter Book, 2001
2. Narayan P.S Intellectual Property Law in India, Hyderabad, Gogia Law Agency, 2001
3. Sharma, Brijkishore. Copyright law in respect of books. New Delhi. The Federation of Indian Publishers, 2006
4. Watel, Jayashree. Intellectual property rights in the WTO and developing countries, Oxford University Press, 2001
5. Correa, Carlos M. Intellectual property rights, the WTO and developing countries, New York, Zed Books, 2000

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I YEAR – II SEMSTER

LIBC 201: INFORMATION SOURCES AND CHANNELS

Credit Points – 4

Objectives:

1. To understand the existing information sources and channels.
2. To enable students to get familiarity on primary, secondary and tertiary sources.
3. To enable the students to know the features of E-resources.

UNIT I: Basis in Information Sources and Channels

Information Generation-Transfer and Channels – Documentary Information and Types

UNIT II: Primary Sources

Characteristics and Values: Periodicals – Research Reports – Conference Proceeding – Scientific Reports – Patents – Standard – Trade Literature – Unpublished Documents – Printed and Electronic.

UNIT III: Secondary Sources

Characteristics and Values: Abstracting and Indexing Periodicals – Review of Progress - Trend Reports – Reference Books: Encyclopedia – Dictionary – Hand Books – Monographs – Text Books - Bibliographical Sources – Geographical Sources.

UNIT IV: Tertiary Sources

Characteristics and Values: Bibliography of Bibliography – Guide to Literature – Directories and Year Books – Abstracts and Indexes.

Unit V: Electronic Resources

E- Journals – E-Books – CD-Rom Databases – Online Databases – Internet – WWW.

Text Books:

1. Bunch: The Basis of Introduction: London Clive Bingley.1984.
2. Gragam. Science and Technology. London Clive Bingley.1976.
3. Sleedy: Guide to Reference Books (Chicago Ala 1980)
4. Walford: Guide to Reference Material Cols (London La 1980)

Reference Books:

1. Donald: Introduction to Indexing and Abstracting (London European, 1983)
2. Galuin: Reference Books: How to Select and Use Them (New York Ranoom House, 1969)
3. Higgins: Printed Reference Materials (New Delhi Oxford & Ibh Publishing Co,1980)
4. Sengupta: Indian Reference and Information Sources.

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**LIBP – 202 COLON CLASSIFICATION & DEWEY DECIMAL CLASSIFICATION
(PRACTICAL)**

Credit Points – 5

Objectives:

1. To understand the fundamentals of CC and DDC systems.
2. To train the students to get more practice in both the classification systems.

Classification of Books and Other Documents Using CC (6th Edition) and Dewey
Decimal Classification (19th Edition)

Text Books:

1. Dewey Decimal Classification:Ed.19 (New York, Lake Placed Education
Foundation,1979)
2. Ranganathan,S.R. Colon Classification Ed.6 Bombay Asia Publishing House 1960)

LIBC – 203: CCC and AACR II (Practical)

Credit Points – 5

Objectives:

1. To understand the fundamentals of CCC and AACR II in Information Processing.
2. To train the students in order to get more practice in both areas.

Cataloguing of Titles of Documents (Title Pages Including Periodicals Using CCC
(5th Edition) and AACR II, Sears List of Subject Headings) SLSH

Reference Books:

1. Gandhi, T.M.K.Cataloguing: Theory and Practice, (Delhi Pradeep Publication, 1995)
2. Balakrihnan,S.Edal Library Cataloguing and Multimedia Libraries (New Delhi
Pradeep Publishing, 2001)
3. Balakrishnan,S. Edal Online Cataloguing New Delhi, Pradeep Publication 2001)

LIBC – 204 ACADEMIC LIBRARY SYSTEM

Credit Points – 4

Objectives:

1. To understand the concept of academic library system.
2. To enable the students to know about academic libraries.
3. To enable the students to understand the collection development process adopted by
these libraries.
4. To enable the students to know about the authorities of academic library system.
5. To enable the students to understand the functions of automation and library
services.

Unit – I University and College Libraries

Role and Responsibility of Academic Libraries – Growth of University and College
Libraries in India – Role of UGC.

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Unit II: Collection Development Process

Conventional Electronic Sources: Principles – Steps and Factors – Evaluation of Collection – System for Evaluation

Unit III: Authorities

University and College Library Authority – Centralization and Decentralization – Preservation of Reading Materials – Statistics - Files and Records.

Unit IV: Automation in Academic Libraries

INFLIBNET – University Library Networks in India – SOUL – UGC INFONET.

Unit V: Service for Academic Libraries

Open and Distance Education Programme – Public Relation in Academic Libraries

Text Books:

1. Krishna Kumar and Sesh Patel, Libraries and Librarianship in India, New Delhi; Uiva: Books, 2001.
2. Devarajan, G. Edalresource Development in Academic Libraries, New Delhi: Ess Ess Publication, 2000.
3. Usha, Devi, S.P. University and College Libraries, New Delhi: Ess Ess Publication, 1999.
4. Parida, B.B: The Growth of Academic Library System, Delhi: Pradeep Publication, 1992.

Reference Books:

1. Buckland, M.K. Etal. System Analysis & University Library , 1940.
2. Braden, Irene A: Undergraduate Library 1970.
3. Grifond, M.A. University Libraries for Developing Countries 1968.

LIBE – 205: INFORMATION SERVICE AND SYSTEM (ELECTIVE – II)

Credit Points – 4

Objectives:

1. To understand the need and purpose of Information Service and System.
2. To enable the students to know about the various services.
3. To enable the students to know about the Systems which offer the Services.

UNIT I: Need for Information service:

Information service – Importance of information service – Types of information service.

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UNIT II: Types of Information Service:

Core information service and peripheral information service – Current awareness service – Selective dissemination of information – Bibliographical service – Translation service – Reprographic service – Abstracting service – Indexing service.

UNIT III: Information Delivery Centres in India:

NISCAIR – NASSDOC – DESIDOC – SENDOC

UNIT IV: National and International Information system:

NISSAT – AGRIS – INSPEC – CAS – MEDLARS – INIS

UNIT V: Current Development in Information Service:

Computer – Internet – E-mail – Face Book – YouTube.

II YEAR - III SEMESTER

Credit Points – 4

LIBC – 301 RESEARCH METHODOLOGY

Objectives:

1. To understand the fundamentals of Research Methodology.
2. To enable the students to understand the research concepts and various problems.
3. To enable the students to get familiarities with the sampling techniques.
4. To enable the students to understand and define the right hypotheses.
5. To train the students to know the right methods of drafting research reports.

Unit – I: Fundamentals of Research

Introduction to Research Methodology: Concept of Classification – Types of Research: Historical Research, Fundamental Research – Action Research , Operational Research, Experimental Research , Librametry – Bibliometric – Scientometric Studies.

Unit – II: Research Problem

Problem Formulation – Definition – Sources of Identification – Factors Influencing – Selection of Problem – Statement of Problem – Design of Research – Definition – Types of Research Design, Observation, Descriptive, Diagnostic, Explanatory, Exploratory, Experimental Formulative, Panel, Survey.

Unit – II: Sampling Technique

Random Sampling, Simple, Stratified Sampling – Systematic Sampling – Non-Random Sampling Methods: Methods of Data Collection – Survey - Documentary Sources – Observations – Interview- Questionnaires.

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Unit – IV: Testing of Hypothesis

Formulation – Problems Measurement – Reliability, Validity, Measures of Central Tendency – Measure of Central Distendency – Correlation of Co-Efficient – Others Measures of Contingency – Regression – Scatter – Time Series Analysis and Interpretation – Application of Statistical Packages – SPSS.

Unit – V: Report Writing

Organization of Report, Table Presentation and Proof Reading.

Text Books:

1. Cauvery , R. Ed AI Research Methodology (New Delhi S ; Chand &Company 2003.
2. Saravanavelu , P .Research Methodology (Delhi, Kitas Malal Agengy Patane,2001)
3. Wilkinson & Bhanderkar: Methodology and Technology of Social Research (Mumbai Himalaya Publishing House 2003)

Reference Books:

1. Gnash, B.N Scientific Method & Social Research (New Delhi Sterling Publishes 1982)
2. Kothari, C.R. Research Methodology , (New Delhi Hiler Eastern,1985)

LIBC – 302: INFORMATION PROCESSING AND RETRIEVAL (THEORY)

Credit Points – 4

Objectives:

1. To understand the concept of Information Processing and Retrieval theory.
2. To enable the students to know about vocabulary control and Indexing Techniques.
3. To enable the students to understand the search methods and Bibliographic control system.
4. To enable the students to understand the various descriptions of ISBD, ISBN, ISSN and MARC format.

Unit – I: Information of Vocabulary

Information Processing and Retrieval – Components, Information Processing – Vocabulary Control and Thesaurus Construction.

Unit – II: Indexing Techniques

Pre and Post Co-ordinate Indexing POPSI – PRECIS – KWIC – KWOC – Relational Indexing.

Unit – III: Information Search System

Search Strategy – Information Searching System – Boolean Operators – Search Evaluation: Recall and Precision.

Unit – IV : Universel Bibliographic Control (UBC)

UBC - Concepts – Objectives – Merits and demerits – UBC initiatives.

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Unit – V : Bibliographic Description

Standardisation in Bibliographic Description – ISBD (G): ISBN AND ISSN – Machine Readable Catalogue (MARC 21)

Text Books:

1. Raju,A.A.N Colon Classification Theory and Practices: A Self Instruction manual Newdelhi: Ess Ess Publications 2001.
2. Singh,Sewe: Colon Classification Practice. New Delhi; Ess Ess Publications,1999.
3. Sharma,S.K.Ponday:Colon Classification Made Rase New Delhi Ess Ess Publication , 1999.
4. Krishna Kumar:Theory of Classification New Delhi , Hikas Publisher,1979.

Reference Books:

1. Khannan,M.J.K. Colon Classification Theoretical Information Schedules; New Delhi: Ess Ess Publication,2000.
2. Segal,R.L.Hand Book of Colon Classification,New Delhi: Ess Ess Publication , 1998

LIBC – 303: LIBRARY AND INFORMATION SYSTEM MANAGEMENT

Credit Points – 5

Objectives:

1. To understand the concept of Library and Information System Management.
2. To enable the students to know the styles and approaches available in management.
3. To enable the students to understand the planning and organization structure.
4. To enable the students to update their knowledge in budget system.

Unit – I: Concept of Management and Organization

Definition – Information System / Library as Non-Profit Organization – Various Theory of Management Including Scientific Management.

Unit – II: Management Styles and Approaches

Applied to Library and Information Systems – Participative Challenges and Responses – Spantacity – Checks and Balance Systems Approach – Decision Making Approach.

Unit – III: Planning

Different Types of Planning and Steps in Planning of Library and Information System. National Information System Planning.

Unit – IV: Organization Structure

Libraries or Information Systems – Departmentation – Formal and Informal Organizations – Organization Charts – Division of Labour.

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Unit – V: Non Budgetary System

Information as an Important Control Method – Management Information System (MIS) Designing of MIS – Work Analysis – Flow Process Chart – Decision Flow Chart – Block Diagram – Gant Chart – Network – Analysis Pert and CPM – Operation Research Techniques

Text Books:

1. Balakrishnan .S. Etal Library Management (New Delhi:Pradeep Publication , 2001.
2. Balakrishnan,S.Etal. Management of Library Information Services ,(New Delhi:Pradeep Publishers, 2001)
- 3 Pandey,S.K.Library Information Management New Delhi: Ammele Publications 2000.
4. Panda,B.D. Library Administration and Management New Delhi: Pradeep Publications, 2000.

Reference Books:

1. Bavacutty,M. and Parameshwaran ,M.Management of Libraries in 21.Century ,New Delhi:Ess Ess Publications.
2. Evans,G.E.Management Techniques for Librarian's 2nd Ed. New Delhi:Ess Ess Publications 1993.

LIBC 304: INFORMATION AND COMMUNICATION

Credit Points – 4

Objectives:

1. To understand the basis of information and communication.
2. To enable the students to know about the models and barriers of communications.
3. To enable the students to understand the databases and online information dissemination procedures.
4. To enable the students to know about the information agents and their routines.

Unit I: Basic Concepts

Information – Concept and Characteristics of Published Information–Information Growth - Scattering and Obsolence.

Unit II: Models of Communications

Shannan and Weaver – Channels of Communications – Formal and Informal – Barriers of Communications.

Unit III: Database

Importance – Types – Sources of Reference, Textual, Bibliographic and Statistical Sources, Refferal Sources.

Unit IV: Online Information

Distribution, Role of Vendors – STN – DIALOG and DATASTAR – Hybrid Information.

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Unit V: Information Agents

Information Intermediaries - Information Consultants - Technological Gatekeepers
– Innovative Chain - Information Brokers - Information Vendors.

Text Books:

1. Derek Desolla Price, Little Science Big Science, and Beyond (New York; Columbia University Press 1986)
2. Line, M. and Vikery, S. Universal Availability of Publications Munich: K.C. Saer, 1983.
3. Meadoms, A.J. Communication Service London: Buttermarths, 1974.

Reference Books:

1. Gopinath, M.A. Current Trends in Information sources and Communication Media, Drtc, Material, 1984.
2. Penij, J. Grogorn. Science and Technology Introduction to Literature 4th Ed. London: Clive Bingley, 1982.
3. Guha, B. Documentation and Information Services and System, Calcutta: World Press: 1983.

LIBE - 305: COMPUTERIZED DATABASE AND INTERNET (ELECTIVE – III)

Credit Points – 4

Objectives:

1. To understand the fundamentals of Databases and Internet.
2. To enable the students to know about the functions of OPAC, Internet and Databases.
3. To enable the students to know about the concepts of websites and its features.

Unit – 1: Fundamental of Network

Introduction to Networking – Meaning and Types – Network Topology – Internet and Intranet.

Unit – II: OPAC

Online Public Access Catalogue – OPAC Generations – Web OPAC

Unit – III: Internet

Use of Internet as Information Sources – Search Engines – Meta Search Engines.

Unit – IV: Databases

Computerized Databases – Textual Databases and Bibliographic Database.

Unit – V: Web Sites

Major Websites, Websites Information – Sources and Direction – Type: Fee Based and Free Information from Websites – DEVISIS – Dissertation, Abstracts.

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Text Books:

1. Forrester: The Online Searches Companion Chennai: Accaid Publisher 2001.
2. Holland: Teaching The Incerec to Library Staff and Users. Chennai. Allied Publishers 2000.

References Books:

1. Kerr: Tips and Ericles for Website Managers Chennai Archived Publication 2001.
2. Blackmore: Internats: A Guide to The Design, Implementation and Management. Chennai Allied Publisher 2001)
3. Davies Develop Your Digitaer Service. The Psychol0gy of Information Use Channel. Chennai. Allied Publisher 2001.

LIBE - 316: SOFT SKILL DEVELOPMENT

Credit Points – 4

Objectives

To develop communication writing, analytical, organizational and computational skills to students

UNIT – I: Communication and Writing Skills

Methods of Communication – Effective speaking – Conversational dialogue – Body language – Written communicational

UNIT – II: Research and Analytical Skills

Collecting references – Quoting reference – Bibliography – Analysis of large data

UNIT – III: Organization Skills

Modern office – Functions – Office Procedures – Handling of Mail – Filing and Indexing

UNIT – IV: Computational Skills

Use of Computers – Operating System (Windows 98, 2000, XP)

UNIT – V: IT Skills

Microsoft – Word – Excel – Power Point – Internet – Use of Web Access

Text Books

1. Rao, V.K. Hand Book for Modern Methods of Teaching, Delhi: Rajat Publications, 1999
2. Stanton, Nicky, Mastering Communication, New Delhi: Macmillan Co., 1996

Reference Books

1. Mamona, C.B., Personal Management, Delhi: Himalaya Publishing House, 2000
2. Kaul, Effective Business Communications, New Delhi: Macmillan Co., 1996

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3. Robinson, Hetrakanti & Shintre, Communications competence in Business English, Hyderabad: Orient Longman, 2001
4. Sarma, K.V.S. Statistics Made Simple Do it yourself on PC, New Delhi: Prentice Hall, 2002.
5. Dental Horvey, M., Dental Paul & Neto, TR., Complete Internet and World Wide Web Programming Training Course, New Delhi: Prentice Hall, 2002.

II YEAR - IV SEMESTER

LIBC 401 – UNIVERSAL DECIMAL CLASSIFICATION AND ANGLO AMERICAN CATALOGUING RULES – II (NON-BOOK MATERIALS) PRACTICAL

Credit Points – 6

Objectives:

1. To understand the methods of Information Processing using UDC and AACR II.
2. To train the students to get more knowledge in both the practical papers.

AACR - II (Non Book Materials) Practical

Classification of Books and Other Documents Using Universal Decimal Classification (19th Edition) and Non-Book Materials Using Anglo American Cataloguing Rules–II

Text Books:

1. Sardana, J.K. and Sehgal, R.L: Universal Decimal Classification, New Delhi; Ess Ess Publications, 2001.
2. Sehgal, R.L..Number Building in DDC, UDC and CC, World Book Enterprises, Delhi 2001.

LIBC – 402 INTRODUCTION TO INFORMATION TECHNOLOGY

Credit Points – 4

Objectives:

1. To understand the latest trends in Information Technology and its application in LIS.
2. To enable the students to know about fundamentals of Computers and various types.
3. To enable the students to understand the data processing methods.
4. To enable the students to know about the major application software and functions of OPAC in libraries.

Unit I – Information Technology Infrastructure

Introduction to Information Technology, Computers – Networking – Optical Technology – Hardware: CPU – Memory – Auxiliary Devices. Software: Operating System – MS DOS – Windows – Linux – Unix.

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Unit II – Types of Computers

Mainframe , Mini and Micro Computer – Single User and Multi User – LAN & WAN – Internet – HTTP – TCP/IP – Search Engines – Browsers – E-Mail.

Unit III – Data Processing

Basic Processing – Logical Operations – Files Design – File Organization.

Unit IV – Application Software

Library Information Application: CDS/ISIS – WINISIS – Digital Libraries – KOHA - D space & GSDL

Unit V – OPAC

Online Public Access Catalogue – Computerized Indexing, Bibliographic Data Retrieval Using Computers

Text Books:

1. Lucy: Digital Libraries, Delhi Pradeep Publications 2004.
2. Balakrishnan,S. Current Scenario of Information Technology: Delhi Pradeep Publications 2001.
3. Balakrishnan,S. Information Technology in Library Management in Libraries Delhi Pradeep Publications, 2001.

Reference Books:

1. Balakrishnan.S.Information Technology for The Next Millennium Delhi Pradeep Publications 2001.
2. Balakrishnan,S.Contemporary Information Technology Science Delhi Pradeep Publications 2001.

LIBC – 403 INFORMATION SERVICE AND SYSTEM

Credit Points – 4

Objectives:

1. To understand the concept of Information Service and System.
2. To enable the students to know more on various Information services offered by the Libraries.
3. To enable the students to know about the existing Information System at National and International level.
4. To enable the students to know about the recent developments in these areas.

Unit I – Basis for Information Services

Information Services – Importance of Information Services – Types of Information Services.

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Unit II – Types of Information Services

Core Information Services and Peripheral Information Services – Types of Information Services – Current Awareness Services – Selective Dissemination Services – Bibliographical Services – Translation Services - Reprographic Services – Referral Services.

Unit III – Documentation Centres

Organization and Functions of Information Delivery Centers – NISCAIR – NASSDOC – DECIDOC – NEST – SENDOC.

Unit IV – National Information System

International Information System – UNISIST – AGRIS – INIS – MEDLARS – INSPEC – BIOSIS – CAS (Chemical Abstract Service)

Unit V – Recent Development

Current Development in Information Transfer: Fax –Tele Conference – Video Conference – Bulletin Board Service - E-Mail – Social Networking – Face Book – Twitter and YouTube.

Text Books:

1. Gorman Digital Feature in Information & Library Services Chennai, Allied Publishers 2002.
2. Egghe , Elementary Statistics for Effective Library and Information Service, Chennai Allied Publishers 2001.
3. Webb, Fee Based Services in Library and Information Center, Chennai. Allied Publishers, 2003.
4. Broptty, The Library Is The First Century: New Services for The Information Age , Chennai Allied Publishers.

Reference Books:

1. Bopp, Reference and Information Services Age , Chennai Allied Publishers 2005.
2. Correll: Strategic Planning for Library and Information Service Chennai Allied Publishers 1994.

LIBP – 404: PROJECT

Credit Points – 4

LIBE – 405 DOCUMENTARY AND ELECTRONIC SOURCES (ELECTIVE – IV)

Credit Points – 4

Objectives:

1. To understand the basis of Documentary and Electronic Services.
2. To enable the students to know about the various services.
3. To enable the students to understand the existing Electronic Services.

Department of Library and Information Science
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Unit – 1 Concepts of Information

Information Generation, Transfer and Channels, Importance of Information in Business, Science, Research and Development.

Unit – II Types of Sources

Documentary and Non Documentary

Unit – III Reference Sources

General Study of Reference Books: Dictionary – Encyclopedias – Year Books and Directories.

Unit – IV Bibliographical Sources

General Study of Abstracts, Indexes & Bibliographies

Unit – V Electronic Sources

CD – ROM – E-journals – Databases and etc.,

Text Books:

1. Gorman Digital Future in Information & Library Sciences Intc. Chennai. Allied Publishers 2002.
2. Egghe Elementary Statistics for Effective Library & Information Sciences, Chennai Allied Publishers 2001.
3. Webb, Fee-Based Services in Library & Information Centre, Chennai Allied Publishers 2003.
4. Brophy: The Library in The Twenty First Century: New Services for The Information Age, Chennai. Allied Publisher
5. Iyengar .S. Information Services, Delhi: Pradeep Publications, 2002.

Reference Books:

1. Guha,R. Documentation Bombay: Asia Publishing House,1999.
2. Balakrishnan,S Ed, al. Information Services in Libraries, Delhi.
3. Katz.W.A. Information of Information Services New Delhi Ess Ess Publication, 2000.
4. Balakrishnan,S. Library and Information System and Services New Delhi: Ess Ess Publication,2000.
5. Sharma and Groner, Reference Services and Sources Information, New Delhi Ess Ess Publication, 1999.