

GURU KASHI UNIVERSITY



Master of Library and Information Science

Session : 2022-23

Department of Library and Information Science

Program Learning Outcomes: After completion of the program, the student will be able to:

1. Apply the knowledge of Library & Information Science, fundamentals and specialization to the solution of complex Problems faced by Library Professionals & Library users related to Classification, Cataloguing, Library Automation and other problems.
2. Identify, formulate, research literature of Library & Information Science and analyse new challenges & problems in the field of Library to arrive at substantiated conclusions using five Laws of Library & Information Science
3. Students will be able to catalogue all types of documents using standard catalogue codes and metadata standards; ability to carry out housekeeping operations
4. Use research-based knowledge including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions.
5. To create, select and apply appropriate techniques, resources and modern Library and IT tools including prediction and modeling to complex Library & Information Science activities with an understanding of the limitations.
6. Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the Library Professional practice.
7. Understand the impact of the Library professional solutions in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development
8. Communicate effectively with the Library & Information Science community and with society at large. Be able to comprehend and write effective reports documentation. Make effective presentations and give and receive clear instructions.

Programme Structure

Semester-1						
Course Code	Course Title	Course Type	L	T	P	Credits
MLB101	Research Methods and Statistical Techniques	Core	4	0	0	4
MLB102	Information Users and their Needs	Core	4	0	0	4
Disciplinary Elective (Opt Any One)						
MLB103	Information and Literature Survey in Social Sciences	Discipline Elective I	3	0	0	3
MLB104	Information and Literature Survey in Sciences					
MLB105	Information and Literature Survey in Humanities					
Disciplinary Elective (Opt Any One)						
MLB106	Academic Library System	Discipline Elective II	3	0	0	3
MLB107	Special Library System					
MLB108	Public Library System					
MLB109	Information Technology -Theory	Ability Enhancement	1	0	0	1
MLB110	Depth Library Classification	Skill based	3	0	0	3
MLB111	Information Technology: Applications (Practice)	Skill based	0	0	4	2
MLB112	Media and Information Literacy	Value added Course	1	0	0	1
MLB113	Library Automation, Networking and Digital Libraries	IDC	2	0	0	2
MLB199	MOOC	MOOC	-	-	-	2
Total			21	0	4	25

Semester-II						
Course Code	Course Title	Course Type	L	T	P	Credits
MLB201	Information Analysis, Consolidation & Repackaging	Core	4	0	0	4
MLB202	Depth Library Cataloguing	Technical Skills	3	0	0	3
MLB203	Project Work	Research Based Skill	0	0	0	15
Total			7	0	0	22
Grand Total			28	0	4	47

Evaluation Criteria for Theory Courses

A. Continuous Assessment: [25 Marks]

- i. C1 (10 Marks)
- ii. C2 (10 Marks)
- iii. C3 (5 Marks)

For each CA conduct surprise test, quiz, term paper, assignments, etc.

- B. Attendance(5marks)
- C. Mid Semester Test-1 [30Marks]
- D. Mid Semester Test-2 [20 Marks]
- E. End. Term Exam[20marks]

Semester: I**Course Title: Research Methods and Statistical Techniques****Course Code: MLB101**

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Learning Outcomes**

On the completion of the course the students will be able to

1. Explore various research methods and their application to Library and Information Science.
2. Compare the various methods of data collection.
3. Organize and conduct research in a more appropriate manner by dealing with documentation of sources according to MLA and APA style of writing which enable them to write a research report.
4. Study Computerized data analysis: Description, analysis and interpretation

Course Contents**UNIT-I****15 hours**

1. Research: Definition, need, purpose and types.
2. Research Design: Meaning, definition, Purpose, Principles, Components and Criteria, hypothesis formulation, Literature search: print, non print and electronic sources.
3. Research Techniques and Tools: Questionnaire, interview, observation and Schedule.

UNIT-II**14 hours**

1. Basic concept of Research Methodology: Variable, hypotheses, induction, deduction, observation, objectivity, validity, reliability.
2. Research Methods: Historical, Descriptive, Experimental, Statistical, and Comparative: Their Application in Library and Information Science.

UNIT-III**15 hours**

1. Statistical Techniques: Measures of central tendency- Mean, Median, Mode; Measures of Dispersion, Mean deviation, Standard deviation.
2. Computerized data analysis: Description, analysis and interpretation. Use of SPSS (Software package for social sciences). (Practical, one lecture)

UNIT-IV**16 hours**

1. Plagiarism & Ethics meaning, prevention of plagiarism in research writing. Urkund plagiarism software: main features of Urkund Plagiarism software.
2. Research Reporting: Structure, style, contents, and guidelines for research reporting. Style manuals MLA and APA, e-citation and methods of research evaluation.
3. Study of scientific method; Spiral of scientific method; Application of scientific method in the field of Library and Information Science.

Transaction Mode: Lecture, blended learning, problem solving, discussion & demonstration.

Suggested Readings:

- Best, J.W. & Kahn, J. (2005). *Research in education*. (10th ed.) New Delhi: Pearson.
- Bryman, A. (2012). *Social research methods*. (4th ed.). Oxford: Oxford University Press.
- Henn, M., Weinstein, M. & Foard, N. (2009). *A critical Introduction to Social Research*. London: Sage.
- Kothari, C.R. (2004). *Research Methodology: Methods and Techniques*. (2nd ed.). New Delhi: New Age International.
- Pickard, A. J. (2013). *Research Methods in Information*. (2nd ed.). London: Facet.
- Punch, K. F. (2014). *Introduction to Social Research: Quantitative and qualitative Approach*. (3rd ed.). London: Sage.
- Kumar, R. (2011). *Research Methodology: A step-by-step for beginners*. (3rd ed.). London: Sage.
- Sehgal R.L. (1998). *Statistical methods for Libraries*. New Delhi: EssEss Pub.
- Sinha, S.C. & Dhiman, A.K. (2002). *Research Methodology*. (Vol. 2). New Delhi :EssEss.Pub.
- Wildemuth, B. M. (2009). *Applications of Social Research to questions in information and libraries Science*. Westport: Libraries Unlimited.
- Busha, C.H. & Harter, S. P. (1980). *Research methods in librarianship: Techniques and interpretation*. New York : Academic Press.
- Kumar, K. (1992). *Research methods in library and information science*. New Delhi: Har-Anand Pub.
- Slater, M. (Ed.) (1990). *Research methods in library and information studies*. London : Library Association.
- Powel, R. & Connaway, L. S. (2004). *Basic Research Methods for Librarians*. Westport: Libraries Unlimited.
- Creswall, J. W. (2014). *Research Design: Qualitative, Quantitative and Mix Methods Approaches*. (4th ed.). London: Sage.

Course Title: Information Users and their Needs
Course Code: MLB102

L	T	P	Cr.
4	0	0	4

Total Hours: 60

Learning Outcomes

On the completion of the course the students will be able to

1. Acquaint students with the basic concepts of information and information Users
2. Make students understand and appreciate the concept of Information Seeking Behavior of user groups.
3. Explain the need for careful and continuous study of and contact with the users
4. Understand various methods and techniques of use studies and to understand what type of technique(s) are Useful and when and how it can be applied or conducted

Course Contents

UNIT-I**13 hours**

1. Data, Information and knowledge: Conceptual difference. Information: Definition, nature, use and value.
2. Information Users: Identification of Users, Concept of Need, Want, Demand & Requirement,
3. Users Categories: Planners, Policy Makers, Managers, R&D Personnel, People at Grass Root

UNIT-II**18 hours**

1. Use of Information: Use of Information in Management activities
2. Use of Information in Decision Making.
3. Use of Information in Research and Development (R & D), Role of Information in Raising the Standards & Quality of Life.

UNIT-III**14 hours**

1. User Studies: Scope and Content of User Studies
2. Studies by Types of Libraries: Different User Groups, Different Disciplines, Critical Review of Some Large Scale User Studies
3. Methodology of User Studies: Qualitative & Quantitative Paradigm, Data Collection Methods

UNIT-IV**15 hours**

1. User Education: Concept, Need, Purpose, Methods and Evaluation.
2. Information Seeking Behaviour of Different User Groups. Models of information-seeking behaviours
3. User Satisfaction: Measurement of User Satisfaction, Suggestion collection, Development of User service based on User Suggestion and Feedback

Transaction Mode: Lecture, blended learning, problem solving, discussion & demonstration.

Suggested Readings:

- 1. Sridhar, M. S. (2002) Library use and user research: with twenty case studies. New Delhi: Concept Pub. Co.
- Feather, John, and R. P. (2003) Sturges. International encyclopedia of information and library science. 2nd ed. London: Routledge.
- Kawatra, P.S.(1992) *Library user studies: a manual for librarians and information scientists*. Bombay India: Jaico Pub. House.
- Guha, B.(1978) *Documentation and information: services, techniques and systems*. Calcutta: World Prerr Private.
- Kumar, P. S. G(2004) *Library and users: theory & practice*; (paper VIII of UGC model curriculum). Delhi: B. R. Publ. Corp.
- Ackroyd, Stephen, and J. A.(1981) *Hughes. Data collection in context*. London: Longman. Kirklees Council. "Research & Consultation Guidelines: Questionnaires." <https://www.kirklees.gov.uk/community/yoursay/Questionnaires.pdf> (accessed July 18, 2014).
- Oppenheim, A. N.(1992) *Questionnaire design, interviewing, and attitude measurement*. New ed. London: Pinter Publishers .

- McNamara, Carter. Field(2005) *guide to consulting and organizational development with nonprofits: a collaborative and systems approach to performance, change and learning*. Minneapolis, Minn.: Authenticity Consulting.
- "Field Study: Definition, Research & Quiz." Educational Portal. <http://educationportal.com/academy/lesson/field-study-definition-research-quiz.html#lesson> (accessed July 5, 2014).

Web Sources:

http://www.en.wikipedia/wiki/Information_literacy

<http://www.infolit.org>

<http://www.unesco.org/webworld/ramp/html/r8722e/r8722e01.htm>

<http://www.slideshare.net/BLAlib/user-education-what-is-it-and-why-is-it-important-1725827>

<http://www.slideshare.net/Janecatalla/library-orientation-14381347>

Course Title: Information and Literature Survey in Social Sciences**Course Code: MLB103**

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Learning Outcomes**

On the completion of the course the students will be able to

1. Identify the distinguishing characteristics and organization of the various types of information.
2. Search, use, and critically evaluate social science literature and secondary social science information Resources and services.
- 3 understand the current theories, methods, issues, and topics in the social science s which affect the
Creation, dissemination, and uses of social science literature and resources.
4. understand the information needs, uses, and communication patterns of social s
scientists and other users of the social science literature.

Course Contents**UNIT-I****12hours**

1. Social Science disciplines: Scope of the major Courses: Economics, Political Science, Sociology, History, Brief Survey of the contributions made by prominent authors in these fields.
2. Social science disciplines: Developments, problems and research trends.

UNIT-II**12 hours**

1. Information sources: Role of primary, secondary and tertiary documents in the

growth and development of Social Sciences.

2. Information sources: Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources

UNIT-III

10 hours

1. Databases: Networked and distributed databases in Social Science.
2. Internet-based Resources and Services: A brief introduction in the context of Social Science.

UNIT-IV

11hour

1. Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

Transaction Mode: Lecture, blended learning, problem solving, discussion & demonstration, Self-study.

Suggested Readings:

- Agrawal, S.P. (1987). *Social science information and documentation: search for relevance in India*. New Delhi: Concept Pub.
- Agrawal, S.P. (1989). *Development of library services in India: social science information*. New Delhi: Concept.
- Association of Librarians and Information Professionals in the Social Sciences. (2010). *Innovations in social sciences information and research support*. London: Association of Librarians and Information Professionals in the Social Sciences.
- Binwal, J.C. (Ed.). (1990). *Social science information: problems and prospects*. New Delhi: Vikas Pub.
- Birdsall, W. F. (1994). *Myth of electronic library: librarianship and social change in America*. Westport: Greenwood.
- Bulick, S. (1982). *Structure and subject interaction: towardx a sociology of knowledge in the social sciences*. New York: Marcel Dekker.
- Harmon-Jones, E. &Winkelman, P. (2006). *Fundamentals of social science*. New York: Guilford.
- Indian Association of Social Science Institutions. (2012). National social science information system On-going and completed research projects in society related study area (2008-10). New Delhi: Indian Association Social Science Institutions
- Research Centre on the Social Implications of Industrialization in Southern Asia. (1956). *Research information bulletin: social science projects in Southern Asia*. Calcutta: Research Centre on the Social Implications of Industrialization in Southern Asia.
- British Library. (2006). *Social science search: the complete research service*. London: British Library.
- Tyagi, K.G. &Johry, N. (Eds.). (2001). *Directory of social science libraries and information centres in India*. New Delhi: NASSDOC

L	T	P	Cr.
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Course Title: Information and Literature Survey in Sciences

3	0	0	3
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Course Code: MLB104**Total Hours: 45****Learning Outcomes**

On the completion of the course the students will be able to

1. Identify the distinguishing characteristics and organization of the various types of information.
2. Search, use, and critically evaluate science literature and secondary science information Resources and services.
- 3 understand the current theories, methods, issues, and topics in the sciences which affect the Creation, dissemination, and uses of science literature and resources.
4. Understand the information needs, uses, and communication patterns of scientists and other users of the social science literature.

Course Contents**UNIT-I****12 hours**

1. Science disciplines: Scope of the major Courses: Physics, Chemistry, Biology, Mathematics, Brief Survey of the contributions made by prominent authors in these fields.
2. Social science disciplines: Developments, problems and research trends.

UNIT-II**12 hours**

- 2.1 Information sources: Role of primary, secondary and tertiary documents in the growth and development of Science.
- 2.2 Information sources: Evaluation of important secondary and tertiary sources of information in science including distributed and net-worked sources

UNIT-III**10 hours**

- 3.1 Databases: Networked and distributed databases in Science.
- 3.2 Internet-based Resources and Services: A brief introduction in the context of Science

UNIT-IV**11 hours**

- 4.1 Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

Transaction Mode: Lecture, blended learning, problem solving, discussion demonstration, Self-study.

Suggested Readings:

(Lists of important reference and information sources, and recommended reading to be provided by the concerned teacher)

Course Title: Information and Literature Survey in Humanities
Course Code: MLB105

L	T	P	Cr.
3	0	3	3
Total Hours: 45			

Learning Outcomes

On the completion of the course the students will be able to

1. Identify the distinguishing characteristics and organization of the various types of information.
2. Search, use, and critically evaluate social science literature and secondary social science information Resources and services.
3. understand the current theories, methods, issues, and topics in the social science which affect the Creation, dissemination, and uses of social science literature and resources.
4. Understand the information needs, uses, and communication patterns of social scientists and other users of the social science literature.

Course Contents

UNIT-I

12 hours

1. Social Science disciplines: Scope of the major Courses: Economics, Political Science, Sociology, History, Brief Survey of the contributions made by prominent authors in these fields.
2. Social science disciplines: Developments, problems and research trends.

UNIT-II

12 hours

1. Information sources: Role of primary, secondary and tertiary documents in the growth and development of Social Sciences.
2. Information sources: Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources

UNIT-III

10 hours

1. Databases: Networked and distributed databases in Social Science.
2. Internet-based Resources and Services: A brief introduction in the context of Social Science.

UNIT-IV

11 hours

1. Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

Transaction Mode: Lecture, blended learning, problem solving, discussion &

demonstration, Self-study.

Suggested Readings:

(Lists of important reference and information sources, and recommended reading to be provided by the concerned teacher)

Course Title: Academic Library System

Course Code: MLB106

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. acquaint the students with the present set up of Academic library system in India.
2. acquainted with the process of planning of information products and services.
3. develop skills for designing collection development policies in academic libraries. and To expose the students with the real working environment of a library operations .
4. acquaint the students with the academic library services and user education, Analyze the functions of libraries in academic institutions

Course Contents

UNIT-I

12 hours

1. Development of University and College libraries with special reference to India and its Role in open and distance education/ learning.
2. Role of UGC in the development of college and university libraries in India.
3. Study of the recommendations of various committees and commissions with regard to academic libraries in India.

UNIT-II

10 hours

1. Library Organization and Administration: Administrative organization of the library; Authority and its decentralization.
2. Human Resource Management: Staffing, job description and analysis, job training and Development, performance appraisal.
3. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

UNIT-III

10 hours

1. Collection Development and Management: Print and non-print media including electronic documents, policy and procedures.

2. Planning and Organization of Information Services: CAS, SDI, Literature searching.
3. Library Building: Planning; Basic elements in the design of Academic library buildings; Furniture and fittings.

UNIT-IV**13hours**

1. Resource Sharing and Networking: Need, prospects and problems.
2. Extension services: Need, purpose and application for Academic Library system. Change and quality management with special reference to library automation and network.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Amy, H. & Scott, E. R. (2008). *Gaming in academic libraries: collections, marketing, and information literacy*. Chicago: Association of College and Research Libraries.
- Arpita R C. (2013). *Academic library management: universities, colleges and institutions*. Jaipur: Vista Publishers.
- Bavakutty, M., Aziz, T. & Abdul, A. (2014). *Redefining Academic Libraries in the Knowledge Society*. India: EssEss Pub.
- Albitz, B., Avery, C., & Zabel, D. (2014). *Rethinking collection development and management*. Santa Barbara, California: Libraries Unlimited.
- Eden, B. E., Fagan, J. C. & Maryland, L. (2014). *Leadership in academic libraries today :connecting theory to practice*. US: Rowman& Littlefield.
- Ryan, B. (2013). *Optimizing academic library services in the digital milieu : digital devices and their emerging trends*. Oxford :Chandos Pub.
- Nelson, B. E. (2014). *The academic library administrator's field guide*. Chicago : ALA Editions, an imprint of the American Library Association.
- Tenopir, C. (2012). *Academic libraries and research data services: current practices and plans for the future :an ACRL white paper*. Chicago: Association of College and Research Libraries.
- Sharma, D. (2013). *Excellence in academic libraries: vision for future*. New Delhi : L.G.Publishers Distributors.
- Garofalo, D. A. (2013). *Building communities: social networking for academic libraries*. Oxford :Chandos Publishing.

Course Title: Special Library System
Course Code: MLB107

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Learning Outcomes**

On the completion of the course the students will be able to

1. Acquaint the students with the present set up of Special library system in India and Provide various types of library services to special library users
2. Acquire knowledge on concepts and functions of special libraries, Select, acquire, organize and manage special library system
3. Discuss the role of CSIR, ICAR and ICSSR..
4. Outline the role of Indian council of social science Research in development of special Libraries

Course Contents

UNIT-I

10 hours

1. Role of Special Libraries in R and D in information society.
2. Development of Special libraries with special references to India.
3. Role of CSIR, ICAR and ICSSR in development of special libraries in India.

UNIT-II

11 hours

1. Library Organization and Administration: Administrative organization of the library; Authority and its decentralization.
2. Human Resource Management: Staffing, job description and analysis, job training and Development, performance appraisal.
3. Financial Management: Sources of finance, different types of budgets, accounting and auditing, Cost effectiveness and cost benefit analysis.

UNIT-III

12 hours

1. Collection Development and Management: Print and non- print media including electronic Documents, policy and procedures
2. Planning and Organization of Information Services: CAS, SDI, Indexing and abstracting, Newspaper clippings, Literature searching.
3. Library Building: Planning, basic elements in the design of Special library buildings; Furniture and Fittings.

UNIT-IV

12 hours

1. Resource Sharing and Networking: Need, prospects and problems.
2. Extension service: Need, purpose and Application in Special Library system. .
3. Change and quality management with special reference to library automation and networking.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Burton, P. F. & Patic, J. H. (1991). *Information management technology : A librarian's guide*. London : Chapman and Hall.
- Dhawan, K.S. (1997). *Multi-media library*. New Delhi: Commonwealth Publishers.
- Pruett, N. J. (1986). *Scientific and technical libraries : Functions and Management*. (Vol. 1). Orlando: Academic Press
- Scammell, A. (Ed). (1997). *Handbook of special librarianship and information work*. London : ASLIB.
- Bernstein, I. H. & Havig, P. (1999). *Computer literary*. London : Sage Publications.
- Dove, J. (1975). *Audio-visual: The availability and exploitation of non-print material with special reference to libraries*. London : Andre Deutsch,
- Faruqui, K. K. (1998). *Planning library building*. New Delhi: Anmol Publications.
- Liu, C., Peek, J., Jones, R., Buus, B., & Nye, A. (1994). *Managing Internet information services*. NY: O'Reilly.
- Radhakrishna K.K.A. (1998). *Selective Dissemination of information services*. New Delhi : Anmol Pub.
- Strauss, L. J. (1972). *Scientific and technical libraries: their organisation and administration*. New York: Becker and Hayes.
- Gupta, D. K. (2006). *Marketing library and information services: International perspectives*(Vol. 159). Berlin: Walter de Gruyter.
- D'Andraia, F. (2013). *The academic library director: reflections on a position in transition*. London : Routledge.
- Munde, G. (2013). *Everyday HR: a human resources handbook for academic library staff*. Chicago: Neal-Schuman.

Course Title: Public Library System
Course Code: MLB108

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Learning Outcomes

On the completion of the course the students will be able to

1. Acquaint the students with the present set up of Public library system in India.
2. be aware about public library system and their functions
3. Determine the resource sharing and automation procedure in public library system
4. Assess the nature, organization and governance of public libraries in India critically

Course Contents

UNIT-I

11 hours

1. Public Libraries: Meaning, importance, functions
2. Role of Public Library in information society.
3. Development of the Public libraries with special reference to India
4. Role of RRRLF, National Library (Kolkata) in the development of Public Libraries.

UNIT-II**12 hours**

1. Library Organization and Administration: Administrative organization of the Library; Authority and its decentralization.
2. Human Resource Management: Staffing, job description and analysis, job training and development, performance appraisal.
3. Financial Management: Sources of finance, different types of budgets, accounting and auditing, cost effectiveness and cost benefit analysis.

UNIT-III**13 hours**

1. Collection Development and Management: Print and non- print media including electronic Documents, policy and procedures.
2. Planning and Organization of Information Services: CAS, SDI, Indexing and abstracting, Newspaper Clippings, Literature searching,
3. Library Building: Planning, basic elements in the design of Public library Buildings; Furniture and fittings.

UNIT-IV**10 hours**

1. Resource Sharing and Networking: Need, prospects and problems.
2. Library extension services: Need, purpose and applications for Public Library system.
3. Change and quality management with special reference to library automation and networking.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Faruqui, K. K. (Eds.) (1997). *Planning budget in libraries*. New Delhi: Anmol.
- Iyer, V.K. (1999). *Public library systems in India*. Delhi: Rajat.
- Jordan, P. (1996). *Staff management in library and information work*. Bombay: Jaico.
- Nair, R. R. (Eds). (1993). *Public library development*. New Delhi :EssEss Pub.
- Ramaiah, L.S. (1997). *Public library systems: services and networking*. (Vol. 2). New Delhi :EssEss Pub.
- Venkatappaiah, V. (1990). *Library legislation in India*. (Vol. 2.). New Delhi: Daya Pub.
- Iyengar, S. (Eds). (1996) *Library services for the disadvantaged*. New Delhi: Anmol
- Mishra, S & Kumar, S. (1999). *Staff development for library and information services*. New Delhi: EssEss.
- Nair, R. R. (2000). *Public library movement*. New Delhi: Concept.
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Course Title: Information Technology (Theory)
Course Code: MLB109

L	T	P	Cr.
1	0	0	1

Total Hours: 15

Learning Outcomes

On the completion of the course the students will be able to

1. Acquaint with the students with basic concepts of computers and other Information Technologies.
2. Provide skills in using computers and communication technologies.
3. Enable students to have an appreciation of the significance of IT managing information.
4. Generate awareness about internet communication and purpose of data security

Course Contents

UNIT-I

7 hours

1. Introduction to information technology.
2. Computers-benefits and application.
3. Computer architecture: Components, CPU, input and output devices
Internal and External Storage Devices.

UNIT-II

8 hours

1. Software: Types of software.
2. Programming Language, Utilities; Word Processors, Spread Sheets, Database Management Systems, Flow charting
3. Electronic media: electronic publishing.
4. Data representation and processes: Calculation, logical operations, sorting, merging, Storing, searching and retrieving.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Rowley, Jennifer: *Information Systems*, Ed.2, London, Clive Bingley, 1998.
- Hunter & Shelly: *Computers and Common sense*, New Delhi, Prentice-Hall, 1992.
- Sunders, R. : *Computers Today* Ed. 2 John Wiley, 1989 "
- Kashyap, M.M. : *Database Systes*, New Delhi, Vikas, 1993.
- Basandra, S.K.: *Computers today*, New Delhi, Golgotia, 1998
- Brown: *Challenges of Information technology* 1983.
- Satyanarayana, R. *Information Technology and its facets*. Delhi, Manak 1996

Course Title: Depth Library Classification
Course Code: MLB110

L	T	P	Cr.
3	0	0	3

Total Hours: 45**Learning Outcomes**

On the completion of the course the students will be able to

1. Trained in techniques of classifying titles of Documents according to the UDC & DDC.
2. Compare the scheme of knowledge classification.
3. Explain the process related to construct classification number and will capable of Applying the classification rules.
4. Develop skills for classifying all documents including non book materials and micro Documents.

Course Contents

Separate titles will be given for classification according to UDC and DDC. The aim of this paper is to train students in techniques of classifying titles of documents according to the UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 19th edition. Classification of adequate number of titles from all disciplines by the UDC (abridged 3rd revised English ed., 1961) and multiple syntheses according to DDC 19th edition.

UNIT – I**9 hours**

Classify and construct the class numbers of simple and complex titles using UDC scheme of classification.

UNIT- II**10 hours**

Synthesize class numbers by using different Auxiliary Tables and 'Add to Instructions' of UDC scheme

UNIT- III**18 hours**

Classification of Documents of DDC Scheme

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

UNIT-IV**8 hours**

Separate titles will be given for classification according to UDC and DDC

Transaction Mode: Lecture, blended learning, problem solving, discussion demonstration, .

Suggested Readings:

- Dewey, Melvil & Mitchell, Joan S. (2011). *Dewey Decimal Classification and Relative Index. 23rd ed. Dublin: OCLC*

- Satija, M.P. (2007). *The theory and practice of the Dewey Decimal Classification System*. Oxford : Chandos Publishing
- Fosket, A. C. (1973). *Universal Decimal Classification*. Clive Bingley, London.
- . McIlwaine, I. C. (2007). *The Universal Decimal Classification: A guide to its use*.
- UDC Consortium, The Hague, Netherlands.
- Universal decimal classification. (Latest Edition). British Standards Institution, London

Course Title: Information Technology: Applications (Practice)
Course Code: MLB111

L	T	P	Cr.
0	0	4	2

Total Hours: 30

Learning Outcomes

On the completion of the course the students will be able to

1. Design a fully-fledged automation system for various functions of the library.
2. Create an institutional repository for capturing the intellectual output of the organization.
3. Design and develop software solutions for contemporary business environments by employ appropriate problem solving strategies..
4. Comprehend and resolve common desktop and network issues

Course Contents

Library Automation Practice

- Koha
- NewGenLib
- Other available software

Digital Library Software

- D-Space
- E-Print
- Greenstone

Conduct of practical
Viva

Transaction Mode: Lecture, blended learning, problem solving, discussion demonstration, Self-study.

Suggested Readings

- Mishra, V. (2016). *Basics of Library Automation, Koha Library Management Software and Data Migration: Challenges with Case Studies*. Ess Ess Publications.
- Poornima, G & Girish, R. (n.d). *Creating and Managing Institutional Repository Using DSpace: A Case Study Approach*. Educreation Publishing.
- Sharma, A. (2019). *Koha for Beginners*. Willford Press

- Sirohi, S., & Gupta, A. (2010). *Koha 3 Library Management System*. Packt Publishing Ltd.
- Witten, I. H., Bainbridge, D., & Nichols, D. M. (2009). *How to build a digital library*. Morgan Kaufmann.

Evaluation Criteria: Total Marks - 50 Marks

Continuous Assessment: - 25 Marks

- Practical Record: (10)

- Lab Performance (15)

End- Term Assessment: - 25 Marks

- Conduct of practical (15)

- Viva (10)

Course Title Media and Information Literacy**Course Code: MLB112**

L	T	P	Cr.
1	0	0	1

Total Hours: 15**Learning Outcomes**

On the completion of the course the students will be able to

1. Understand the concept of Information literacy, its importance for lifelong learning.
2. Know the different terms related to Information Literacy.
3. Know the different theoretical models, standards, and framework proposed at international level. They will also know the significant information literacy initiatives in India.
4. Know the information literacy programmes in different types of Libraries.

Course Contents**UNIT-I****5 hours**

1. Information Literacy: Concept, Definition, Need, Characteristics. Significance of IL in information society
2. Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy

UNIT-II**4 hours**

1. IL Models, Standards, Framework & Guidelines of Information Literacy: SCONUL, ACRL, UNESCO, IFLA
2. Information Literacy: Initiatives and Forums in India.

UNIT-III**4 hours**

1. Information Literacy and LIS Education & its importance in lifelong learning
2. Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- Andretta (S). *Ways of experiencing information literacy: Making the case for a relational approach*. 2012. Oxford, Chandos.
- Godwin (P) and Parker (J). *Information literacy meets library 2.0*. 2009. Santa Barbara, Facet.
- Mackey(TP) and Jacobson(TE). (2011). *Teaching information literacy online*. 2011. London, Neal- Schuman.
- Association Of College And Research Libraries (ACRL). *Information Literacy Competency Standards for Higher Education*. 2000. Chicago, American Library Association.<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
- Bawden (David). Information and Digital Literacy: a review of concepts. *Journal of Documentation* 57, 2; 2001; 218-259.
- Bruce (Christine). *The Seven Faces of Information Literacy*. 1997. Adelaide, Auslib Press.
- Council Of Australian University Librarians. *Information Literacy Standards*. 2001. Canberra, Council of Australian University Librarians.
- *Presidential Committee On Information Literacy*, American Library ASSOCIATION. Final Report. 1989. Chicago: American Library Association.<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
- Society Of College, National And University Libraries (Sconul). Information skills in higher education: a Sconul Position Paper. 1999. London, SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
- Torras (Mc)And Saetre (T P). (2009). *Information Literacy Education*. 2009. Oxford, Chandos Publishing.
- Cardiff University Library Services. 2016. *Handbook for Information Literacy Teaching*. <http://sites.cardiff.ac.uk/ilrb/handbook/>

Course Title: Library Automation, Networking and Digital Libraries

Course Code: MLB113

L	T	P	Cr.
2	0	0	2

Total Hours: 30

Learning Outcomes

On the completion of the course the students will be able to

1. Carry out library housekeeping operations using library management software
2. Evaluate various types of digital information sources.
3. Know and use different Library Services.
4. Evaluate various library management software

UNIT-I

7 hours

Library Automation: Planning and implementation. Automation of Housekeeping

Operations: Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management

UNIT-II**5 hours**

Communication Technology: Fundamentals of Telecommunication Technology.

UNIT-III**8 hours**

Internet-based Resources and Services: E-mail, FTP, Remote login, HTTP, Browsers, Search engines, Portals, Gateways, Electronic journals, Mailing lists and Scholarly discussion lists, Bulletin Boards, Teleconferencing.

UNIT-IV**10hours**

Digital, Virtual and Hybrid libraries: Definition and scope; Recent developments. Institutional Repositories: National Digital Library of India ,Shodh Ganga,Shodh Gangotri .eGyankosh : Their importance and services.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- *Planning and implementation of library automation* by Aman Kumar Kushwaha
Virtual Collections in Digital Libraries (English, Hardcover, Agarwal Vibhati)
- *A Textbook of Digital Electronics Paperback* – 30 November 2011 by S. S. Bhatti (Author), Rahul Malhotra (Author)
- *Digital Logic and Computer Design (Old Edition) Paperback* – 1 January 2004 by M. Morris Mano (Author)
- *HTTP: The Definitive Guide* by David Gourley, Brian Totty, Marjorie Sayer, Anshu Aggarwal, Sailu Reddy Released Septem2002 Publisher(s): O'Reilly Media, Inc. ISBN: 9781565925090
- *Gunjal, B., Pradhan, D. K., & Mishra, V. K. (eds.). (2016). Electronic resource management in libraries. New Delhi: ESS publication.*
- *Jones, R., Andrew, T., & MacColl, J. (2006). The institutional repository, Oxford: Chandos Publishing.*
- *Kaushik, A. (2017). Massive open online course (MOOC) in Library Science Domain, New Delhi: B.R. publishing*

Semester: II

Course Title: Information Analysis, Consolidation & Repackaging
Course Code: MLB201

L	T	P	Cr.
4	0	0	4

Total Hours: 60**Learning Outcomes**

On the completion of the course the students will be able to

1. Conceptualization of Information Analysis, Consolidation and Repackaging.
2. Evaluate the nature and types of Information products.
3. Analyze the process of content analysis and abstracting
4. Assess the significance of Marketing Information products

Course Contents

UNIT-I

14 hours

1. Information Analysis and Consolidation: Concept need and purpose.
2. Guiding principles for arrangement and presentation of ideas in a helpful sequence.
3. Packaging and repackaging: Concept, need, purpose and criteria.

UNIT II

15 hour

1. Information Consolidation Products: Concept, types, design, and development.
2. Marketing of Information products and services
3. Information consolidation methodology: Pre-requisites and stages/steps in preparation of information consolidated products.

UNIT-III

13 hours

1. Knowledge and skills required for information analysis and consolidation.
2. Content creation and management.
3. Methodology for preparation of Handbooks, Newsletters and State-of-the-art Report, Trend Report and Technical Digest

UNIT-IV

18 hours

1. Abstracting: Types and guidelines for preparing abstracts.
2. Evaluation of Information products: Criteria and steps.
3. Trends in Information analysis, repackaging and consolidation including electronic content creation.

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings

- Bhattacharyya, G. &Gopinath, M.A. (Eds). (1981). *Information analysis and consolidation: Principles, procedures and products*. In DRTC Annual seminar No. 18. Bangalore: D.R.T.C.
- Cleveland, D. & Cleveland, A. (2013) *Introduction to indexing and Abstracting*. (4th ed). Englewood: Libraries Unlimited.
- Drotner, K. & Schroder, K. C. (2010). *Digital content creation: perception, practices and perspectives*. New York: Peter Lang.
- Gupta, B.M. (Ed.). (1988-2000). *Handbook of libraries, archives and information centres in India*. (Vols 16.) New Delhi: Information Industry pub.

- Koltay, T. (2010). *Abstracts and abstracting: a genre and set of skills for the 21st century*. Oxford, Chandos .
- Saracevic, T. & Wood, J.S. (1981). *Consolidation of information: A handbook of evaluation, restructuring and repackaging of scientific and technical information*. Paris:UNESCO.
- Seetharama, S. (1997). *Information consolidation and repackaging*. New Delhi: EssEss Pub.
- Singh, S. (2014). *Information Analysis and Consolidation*. New Delhi. AtlanticPublishers.
- Singh, Sewa (2014). *Information analysis, consolidation and repackaging*. Atlantic Publishers & Distributors Pvt Ltd .

Course Name: Depth Library Cataloguing
Course Code: MLB202

L	T	P	Cr.
3	0	0	3

Total Hours: 45

Course Learning Outcomes: After successful completion of this course, the students will be able to:

1. Use techniques of cataloguing of non-book material
2. Compare the cataloguing rules of different types of documents
3. Acquainted with the process of Library Cataloguing, metadata and its standards.
4. Apply different ways of cataloguing library materials.

Course Contents

UNIT I		15 hours
	Serial Publications: Complexities Uniform Titles	
Unit II		16 hours
	Motion Pictures/Video Recording Sound Recording	
UNIT III		14 hours
	Electronic Resources: Data and Program Microforms	

Transaction Mode: Lecture, problem solving, discussion & demonstration, blended learning.

Suggested Readings:

- Anglo-American Cataloguing Rules. Ed 2. 1988, Revision.
- Sears List of Course Headings. Ed 12. 1982.