

**BACHELOR OF LIBRARY AND INFORMATION SCIENCE**  
**ONE YEAR FULL TIME PROGRAMME**

**SYLLABUS - FIRST SEMESTER**

**Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY**

**Paper- B-102 - LIBRARY CLASSIFICATION (Theory)**

**Paper- B-103 - LIBRARY CLASSIFICATION (Practical)**

**Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)**

**Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)**

**Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY**



**Department of Library and Information Science**  
**Faculty of Arts,**  
**UNIVERSITY OF DELHI**  
**DELHI – 110007**

**2009**

**Paper- B-101 - LIBRARY, INFORMATION AND SOCIETY**

**UNIT – I: Role of Libraries**

Library as a Social Institution

Development of Libraries in India

Role of Library and Information Centres in Modern Society

Five Laws of Library Science

**UNIT – II: Types of Libraries, Professional Associations and Organizations**

National Library of India: Concept, Functions and Services

Public Libraries, Academic Libraries and Special Libraries

Professional Associations: ILA, IASLIC, CILIP, ALA, Aslib, SLA

National and International Organizations: RRRLF, UNESCO and IFLA

Digital Libraries

**UNIT – III: Library Legislation**

Library Legislation: Need, Purpose, Objectives and Model Library Act

Library Legislation in India: Structure and Salient Features

Press and Registration Act

Delivery of Books (Public Libraries) Act

**UNIT – IV: Information and Communication**

Information: Characteristics, Nature, Value and Use of Information

Conceptual difference between Data, Information and Knowledge

Communication channels, models and barriers

National Knowledge Commission and Information Policy

Information Intermediaries

## **UNIT – V: Library and Information Profession**

Professional Skills and Competencies

Professional Ethics

Role of Library and Information Professionals in Digital Era

### **Recommended Books**

1. **BHATT (R K)**. History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2. **CHAPMAN (E A)** and **LYNDEN (F C)**. Advances in librarianship. 2000. Academic Press, San Diego.
3. **CHOWDHURY (G G)**, **BURTON (P F)** and **McMENEMY (D)**. Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
4. **FEATHER (J)**. The information society: a study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
5. **KHANNA (J K)**. Library and society. 1955. Research Publication, Kurukshetra.
6. **KRISHAN KUMAR**. Library organisation. 1993. Vikas, New Delhi.
7. **MARTIN (W J)**. The information society. 1988. Aslib, London.
8. **PRASHER (R G)**. Information and its communication. 1991. Medallion Press, New Delhi.
9. **RANGANATHAN (S R)**. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
10. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
11. **VENKTAPPAIAH (V)** and **MADHUSUDHAN (M)**. Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

**Paper- B-102 - LIBRARY CLASSIFICATION (Theory)**

**UNIT - I: Elements of Library Classification**

Concepts, Terminology

Need, Purpose and Functions

Species of Classification Schemes

**UNIT - II: Theory and Development**

Historical Development

General Theory: Normative Principles

Modes of Formation of Subjects

**UNIT – III: Approaches to Library Classification**

Postulational Approach and Systems Approach

Fundamental Categories, Facet Analysis and Facet Sequence

Phase Relation and Common Isolates

Devices in Library Classification

**UNIT – IV: Notation and Construction of Classification Number**

Notation: Need, Purpose, Types and Qualities

Call Number: Class Number, Book Number and Collection Number

Construction of Class Numbers

**UNIT – V: General and Special Classification Schemes**

Dewey Decimal Classification

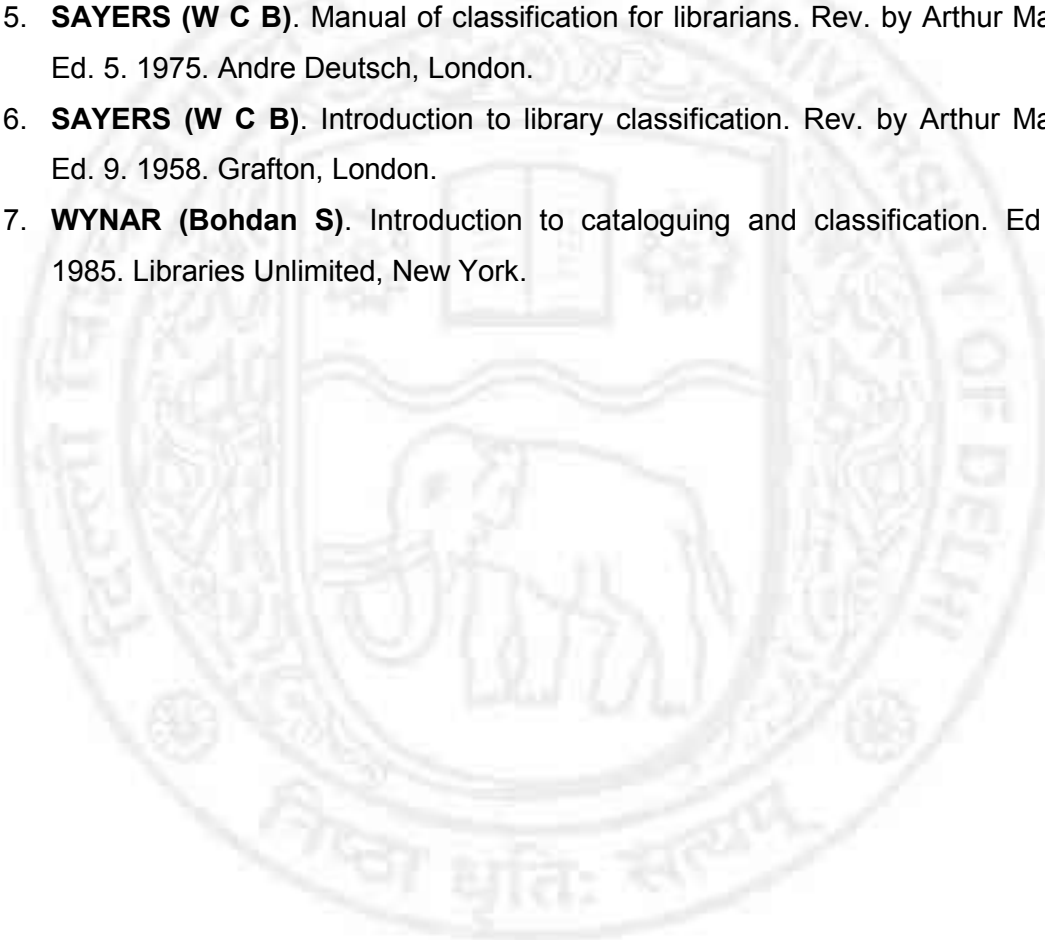
Universal Decimal Classification

Colon Classification

Current Trends in Library Classification

**Recommended Books**

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



## **Paper- B-103 - LIBRARY CLASSIFICATION (Practical)**

### **UNIT – I: Colon Classification (Ed. 6)**

Introduction, Structure and Organisation

Steps in Classification

Classification of Documents with Basic Subjects

Classification of Documents with Compound Subjects

### **UNIT – II: Dewey Decimal Classification (Latest Edition)**

Introduction, Structure and Organisation

Steps in Classification

Classification of Documents using Table 1 and 2

Use of Relative Index

### **UNIT – III: Colon Classification (Ed. 6)**

Use of Common Isolates, Phase Relations and Devices

Classification of Documents with Compound and Complex Subjects

### **UNIT – IV: Dewey Decimal Classification (Latest Edition)**

Classification of Documents using Tables 1 to 7

### **Recommended Books**

1. **DEWEY (Melvil)**. Dewey decimal classification. Ed. 21. 1996. Forest Press, Dublin, USA.
2. **KAULA (P N)**. A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
3. **RANGANATHAN (S R)**. Elements of library classification. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
4. **RANGANATHAN (S R)**. Colon classification. Ed.6. 1960. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **SATIJA (M P)**. Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
6. **SATIJA (M P)**. The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.

**Paper- B-104 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Theory)**

**UNIT – I: Introduction to Computers**

Computers: Generations, Types, Input and Output Devices, Computer Architecture

Data Representation and Storage

Introduction to System Software and Application Software

Operating Systems: DOS, Window XP, Vista, Windows NT, Linux, etc.

Word Processing, Spreadsheets, PowerPoint Presentation

Graphics Software: Basic Functions and Potential Uses

Communication Software

**UNIT – II: Library Automation**

Library Automation: Planning and Implementation

In-house Operations: Acquisition, Cataloguing, Circulation, Serial Control, OPAC, etc.

Bibliographic Standards: CCF and MARC 21

Introduction to Metadata: Types of Metadata Dublin Core

Library Software Packages: Overview and House Keeping Operations

Case Studies: WINISIS, Alice for Windows and SOUL

**UNIT – III: Database Management Systems**

Database: Concepts and Components

Database Structures, File Organization and Physical Design

Database Management System: Basic Functions, Potential Uses

**UNIT – IV: Web Interface to WINISIS Databases**

Introduction to Web Interface: WWWISIS

Introduction to Web Servers: Apache Server and Internet Information Server

Web Interface Software: GENISIS

**UNIT – V: Introduction to Internet**

Basics of Internet

Search Engines and Meta Search Engines

Internet Search Techniques

E-resources and Online Databases

**Recommended Books**

1. **DEEPALI (Talagala)**. Web interface for CDS/ISIS : GENISISweb v.3.0. 2003. Sri Lanka Library Association, Colombo.
2. **HARAVU (L J)**. Library automation design, principles and practice. 2004. Allied Publishers, New Delhi.
3. **INFLIBNET**. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
4. **NEELAMEGHAN (A)** and **LALITHA (S K)**. Tutor +: A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
6. **RAJARAMAN (V)**. Introduction to information technology. 2007. Prentice-Hall of India, New Delhi.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **SIMPSON (Alan)** and **JONES (Bradley L)**. Windows vista bible. 2007. John Wiley, New York.
9. **UNESCO**. CDS/ISIS for windows: reference manual. v1.5. 2004. UNESCO, Paris.
10. **WALKENBACH (John), et al**. Office 2007 bible. 2007. John Wiley, New York.



**Paper- B-105 - BASICS OF INFORMATION TECHNOLOGY IN LIS (Practical)**

**UNIT – I: Operating Systems and Application Software**

Installation and Functions of Different Operating Systems: Window XP, Vista, Windows NT, Linux

Setting of Desktop, Library Server and its Maintenance

Creating Presentations with PowerPoint

Editing and Formatting Word Documents

**UNIT – II: Database Creation and Library Software**

Installation and Creation of Databases: Import, Export, Hyperlinks and Printing of Records using WINISIS

Alice for Windows: Installation, Configuration and Functions

Installation, Configuration and Application of SOUL

**UNIT – III: Database Web Interface**

GENISIS: Installation, Configuration and Functions

Web Interface to WINISIS using GENISIS

**UNIT – IV: Online and Offline Searching**

Web Searching

Advanced Internet Searching

Search through Meta Search Engines

Offline Databases

Internet and E-mail

**Recommended Books**

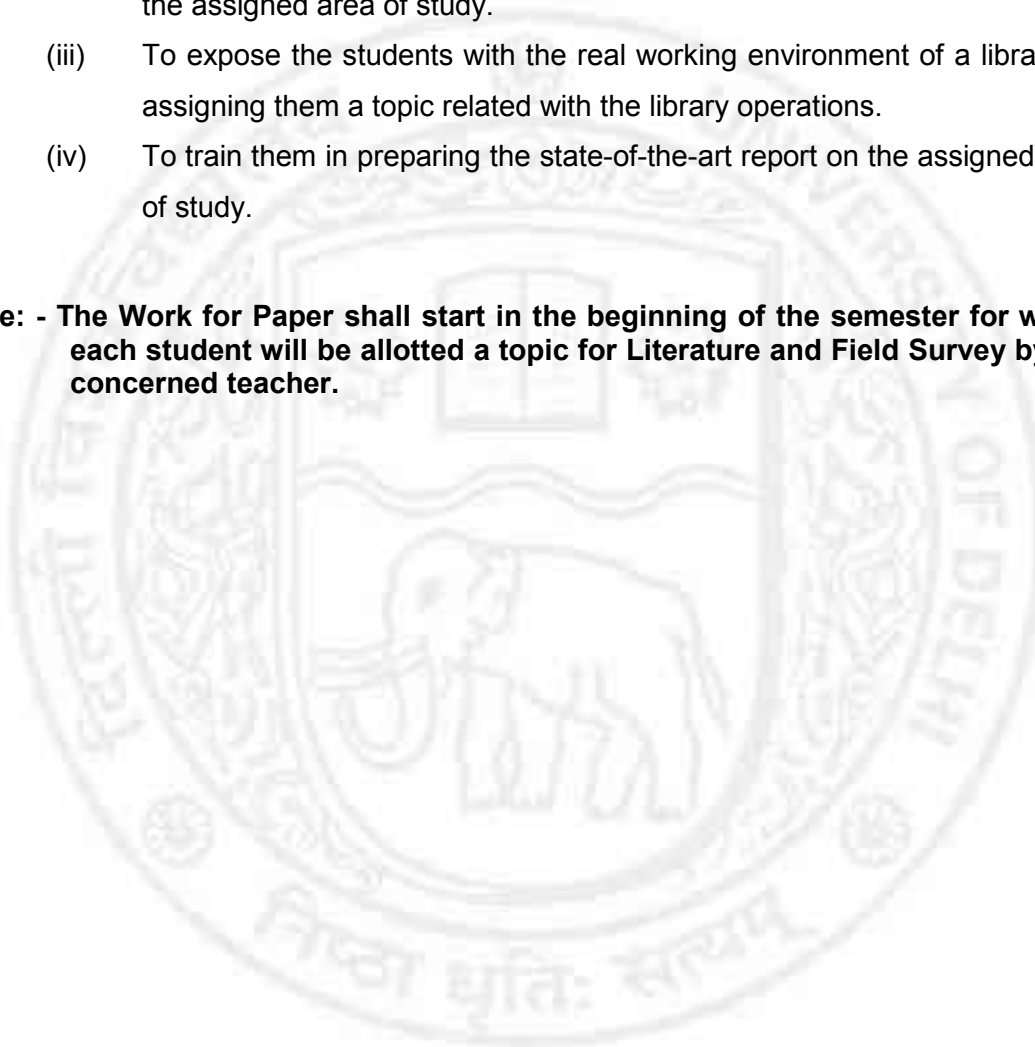
1. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Searching CD-ROM and online information sources. 2000. Library Association, London.
2. **CHOWDHURY (G G)** and **CHOWDHURY (Sudatta)**. Organizing information : from the shelf to the web. 2007. Facet Publishing, London.
3. **COOPER (Michael D)**. Design of library automation systems: file structures, data structures and tools. 1996. John Wiley, New York.
4. **INFLIBNET**. Software for university libraries user manual.2003. INFLIBNET, Ahmedabad.
5. **NEELAMEGHAN (A)** and **LALITHA (S K)**. Tutor + : A learning and teaching package on hypertext link commands in WINISIS. 2001. Sarada Ranganathan Endowment for Library Science, Bangalore.
6. **NEGUS (Christopher)**. Linux bible. 2005. John Wiley, New York.
7. **SIMPSON (Alan)**. Windows XP bible. 2004. John Wiley, New York.
8. **UNESCO**. CDS/ISIS for windows: reference manual v1.5. 2004. UNESCO, Paris.
9. **WALKENBACH (John), et al.** Office 2007 bible. 2007. John Wiley, New York.
10. **WINSHIP (Ian)** and **McNAB (Alison)**. The student's guide to the Internet.2000. Library Association, London.

## **Paper- B-106 – PROJECT WORK: LITERATURE AND FIELD SURVEY**

### **Objectives :**

- (i) To train the students in literature searching using print and online sources on the assigned area of study.
- (ii) To train the students in preparing bibliography and documentation list on the assigned area of study.
- (iii) To expose the students with the real working environment of a library by assigning them a topic related with the library operations.
- (iv) To train them in preparing the state-of-the-art report on the assigned area of study.

**Note: - The Work for Paper shall start in the beginning of the semester for which each student will be allotted a topic for Literature and Field Survey by the concerned teacher.**



**BACHELOR OF LIBRARY AND INFORMATION SCIENCE  
ONE YEAR FULL TIME PROGRAMME**

**SYLLABUS - SECOND SEMESTER**

**Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

**Paper – B-108 – INFORMATION SOURCES AND SERVICES**

**Paper- B-109 - LIBRARY CATALOGUING (Theory)**

**Paper- B-110 - LIBRARY CATALOGUING (Practical)**

**Paper- B-111 - INTERNSHIP PROGRAMME**



**Department of Library and Information Science  
Faculty of Arts,  
UNIVERSITY OF DELHI  
DELHI – 110007**

**2009**

**Paper- B-107 - MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

**UNIT – I: Principles of Library Management**

Management Vs Administration

General Principles and their Application

Library Organisation Structure and Library Governance

Library Planning: Need, Objectives and Procedures

Basics of Total Quality Management

**UNIT – II: Financial and Human Resource Management**

Library Finance and Sources of Finance

Library Budget, Budgeting and Accounting

Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal

**UNIT – III: Library Building and Resources Management**

Library Building

Collection Development

Acquisition of Periodicals and Serials

Technical Processing of Documents

**UNIT – IV: Services and Maintenance of the Library**

Circulation Work

Maintenance Shelving and Stock Verification

Preservation

Library Services

Reference and Information Service

**UNIT – V: Library Records and Statistics**

Staff Manual

Library Statistics

Annual Report

**Recommended Books**

1. **BRYSON (Jo)**. Effective library and information centre management. 1990. Gower, Hants.
2. **CLAYTON (P R)** and **GORMAN (G E)**. Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.
3. **EVANS (G E)** and **SAPONARO (M Z)**. Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
4. **KATZ (W A)**. Collection development: the selection of materials for libraries. 1980. Holt, Rinehart and Winston, New York.
5. **KRISHAN KUMAR**. Library management in electronic environment. 2007. Har-Anand Publications, New Delhi.
6. **MATTHEWS (J)**. Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
7. **MITTAL (R)**. Library administration: theory and practice. 2007. Ess Ess, New Delhi.
8. **RANGANATHAN (S R)**. Library administration. 2006. Ess Ess, New Delhi.
9. **SEETHARAMA (S)**. Guidelines for planning of libraries and information centers. 1990. IASLIC, Calcutta.
10. **STUEART (R D)** and **MORAN (B B)**. 2007. Library and information center management. Libraries Unlimited, London.

## **Paper – B-108 – INFORMATION SOURCES AND SERVICES**

### **UNIT- I: Fundamental Concepts**

Meaning, Definition, Importance, Nature and Characteristics

Printed and Electronic Information Sources

Types of Information Sources and Services

Criteria for Evaluation of Reference Sources

### **UNIT- II: Sources of Information**

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

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

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

### **UNIT- III: Reference and Information Services**

Users and their Information Needs

Theory and Functions of Reference and Information Service

Enquiry Techniques

Role of Reference Librarian and Information Officer in Electronic Environment

### **UNIT- IV: Types of Information Services**

Documentation Services: Abstracting and Indexing Services

Alerting Services, CAS, SDI, Reprographic Service, Translation Service, Document Delivery and Referral Service

## UNIT- V: Information Literacy Programmes

Concept, Objectives, Initiation of Users

Users and their Information needs: Categories of users, Ascertaining users Information needs

Information Literacy Products

### Recommended Books

1. **CHENEY (F N)** and **WILLIAMS (W J)**. Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
2. **CRAWFORD (John)**. Evaluation of library and information services. 2000. ASLIB, London.
3. **FARMER (LSJ), Ed.** The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4. **FOSKETT (D J)**. Information service in libraries. Ed.2. 1967. Archon Book Hamden, Connecticut.
5. **FOURIE (D)** and **DOWELL (D)**. Libraries in the information age.2002. Libraries Unlimited, New York.
6. **KATZ (William A)**. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
7. **KRISHAN KUMAR**. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
8. **RANGANATHAN (S R)**. Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
9. **WALFORD (A J)**. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.
10. **WOODSWORTH (Anne)** and **WILLIAMS (James F)**. Managing the economics of owning, learning and contracting out information services. 1993. Gower, London.



**Paper- B-109 - LIBRARY CATALOGUING (Theory)**

**UNIT – I: Fundamental Concepts and Historical Developments**

Library Catalogue: Definition, Objectives, Purposes and Functions

History and Development of Library Catalogue Codes

Physical Forms of Catalogues

Types of Catalogues

**UNIT – II: Types of Catalogue Entries**

Kinds of Entries

Data Elements in Different Types of Entries

Filing of Entries in Classified and Alphabetical Catalogues

**UNIT – III: Choice and Rendering of Headings**

Personal Authors: Western and Indic Names

Corporate Authors

Pseudonymous, Anonymous Works and Uniform Titles

Non-Print Resources

**UNIT – IV: Subject Cataloguing**

Subject Cataloguing: Concept, Purpose and Problems

Chain Indexing

Subject Headings Lists : LCSH, SLSH

**UNIT –V: Trends in Library Cataloguing**

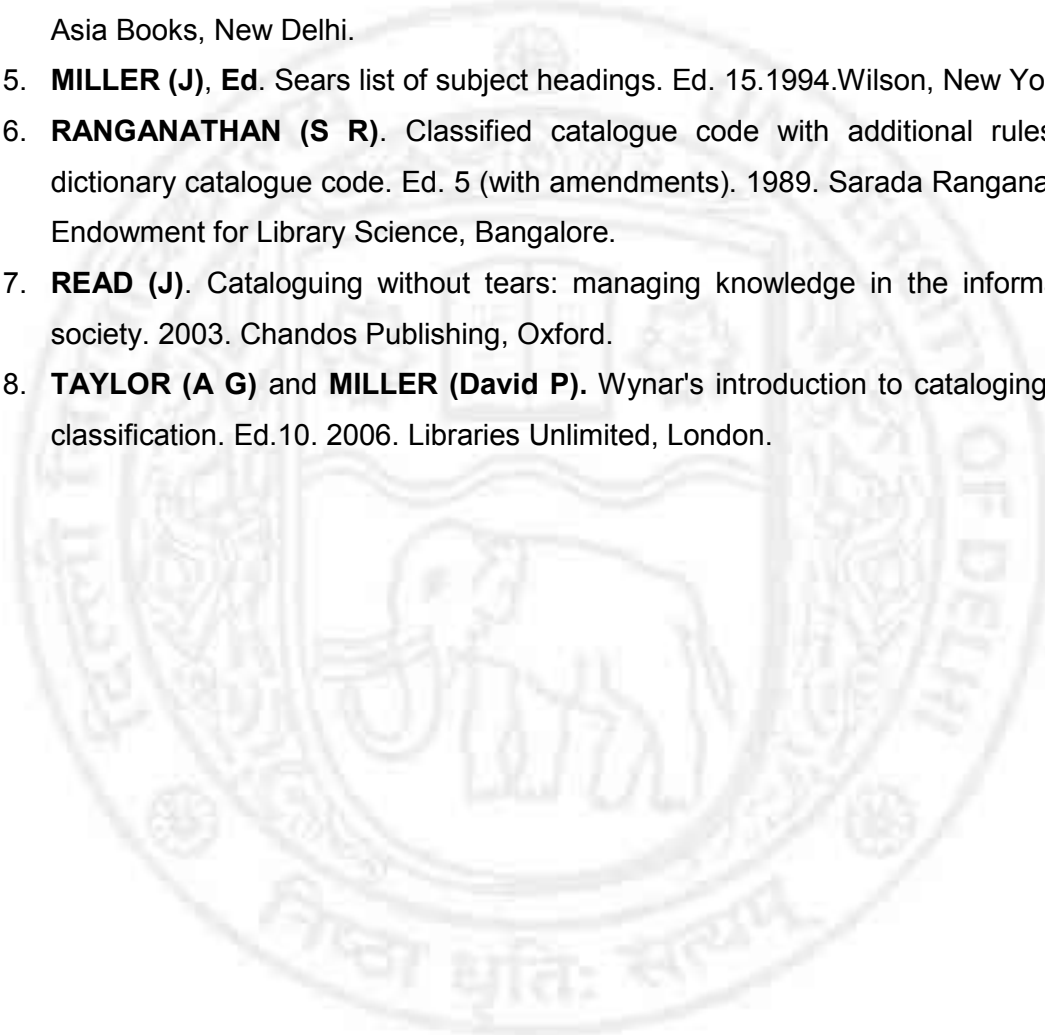
Centralized and Cooperative Cataloguing

Bibliographic Standards: ISBD, MARC, CCF, etc.

ISBN and ISSN

**Recommended Books**

1. **AMERICAN LIBRARY ASSOCIATION, et al.** Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
2. **BOWMAN (J H)**. Essential cataloguing. 2003. Facet Publishing, London.
3. **HUNTER (E J)** and **BAKEWELL (K G B)**. Advanced cataloguing. 1989. Clive Bingley, London.
4. **KUMAR (G)** and **KUMAR (K)**. Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
5. **MILLER (J), Ed.** Sears list of subject headings. Ed. 15.1994. Wilson, New York.
6. **RANGANATHAN (S R)**. Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
7. **READ (J)**. Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
8. **TAYLOR (A G)** and **MILLER (David P)**. Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.



**Paper- B-110 - LIBRARY CATALOGUING (Practical)**

Cataloguing of books using *Classified Catalogue Code*, 5<sup>th</sup> edition (with amendments) and AACR - II along with *Sears List of Subject Headings* (Latest edition).

**UNIT - I: Classified Catalogue Code**

Works of Single and Shared Authorship

Works of Mixed Responsibilities

Editorial Publications

Series Publications

Multivolumed Works and Pseudonymous

**UNIT- II: Anglo American Cataloguing Rules (Latest Edition)**

Works of Single and Shared Authorship

Works of Shared Responsibilities

Editorial Publications

Multivolume and Pseudonymous

**UNIT - III: Classified Catalogue Code**

Works of Corporate Authorship

Works of Conflict of Authorship

Periodical Publications

Ordinary and Artificial Composite Books

**UNIT- IV: Anglo American Cataloguing Rules (Latest Edition)**

Works of Corporate Bodies

Serial Publications

Works of Editorial Direction

## Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-american cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
2. **MILLER (Joseph), Ed.** Sears list of subject headings. Ed 15. 1994 .Wilson, New York.
3. **RANGANATHAN (S R).** Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.



## Paper- B-111 - INTERNSHIP PROGRAMME

### UNIT- I: Internship Programme

- A. Report on Internship Programme
- B. Viva-Voce

#### Objectives:

- (i) To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries for a period of one month.
- (ii) To train them in preparing the Internship Report in a prescribed format based on their practical training and learning.

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

**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**ONE YEAR FULL TIME PROGRAMME**

**SYLLABUS - FIRST SEMESTER**

**Paper – M-101 - INFORMATION SYSTEMS AND PROGRAMMES**

**PAPER – M-102 – ADVANCED KNOWLEDGE ORGANISATION:  
CLASSIFICATION (Practical)**

**Paper – M-103 - ADVANCED KNOWLEDGE ORGANISATION:  
CATALOGUING (Practical)**

**Paper – M-104 – INFORMATION AND COMMUNICATION TECHNOLOGY  
APPLICATIONS IN LIS (Theory)**

**Paper – M-105 - RESEARCH METHODOLOGY**

**Paper – M-106 - MARKETING OF LIBRARY AND INFORMATION PRODUCTS  
AND SERVICES**



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**2009**

## COMPULSORY COURSES

### Paper – M-101 - INFORMATION SYSTEMS AND PROGRAMMES

#### **UNIT – I : Information Systems and Organisations**

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System

Kinds of Information System: Libraries, Documentation Centres and Information Centres

Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses

Archives and Translation Pools: Functions and Services

#### **UNIT – II : National Information System and Policy**

Planning and Design of National Information System

National Information Policy

National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

#### **UNIT – III : Global Information Systems**

Programmes and Activities of UNESCO, UNISIST and IFLA, etc.

INIS, AGRIS, INSPEC and MEDLARS, etc.

#### **UNIT – IV : Resource Sharing, Library Networks and Library Consortia**

Programmes and Activities of INFLIBNET and DELNET

CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium

#### **UNIT – V : Information Services and Information Products**

Information Services

Literature Search

Documentation Services, Translation Services

CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services

Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

**Recommended Books**

1. **ATHERTON (Pauline)**. Handbook for information system and services. 1997. UNESCO, Paris.
2. **BAMAN (P)**. Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.
3. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
4. **BURCH (J G)** and **GRUDNITSKI (G)**. Information systems: theory and practice. 1986. Wiley, Singapore.
5. **KENT (A)**. Resource sharing in libraries: why, how, when next action step. 1974. Marshal Dekker, New York.
6. **KOCHTANEK (T R)** and **MATTHEWS (J R)**. Library information systems: from library automation to distributed information access solutions. 2002. Libraries Unlimited, West Westport.
7. **NEELAMEGHAN (A)** and **PRASAD (K N)**, Eds. Information systems, networks and services in India. 2 vols. 1998. Ranganathan Centre for Information Studies, Chennai.
8. **ROWLEY (J)**. The basics of information system. Ed 2. 1996. Library Association, London.
9. **VICKERY (B C)**. Information systems. 1973. Butterworths, Washington.



**PAPER – M-102 – ADVANCED KNOWLEDGE ORGANISATION:  
CLASSIFICATION (Practical)**

**UNIT- I: Fundamentals of UDC**

Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation

Classification of Simple and Compound Subject Documents

**UNIT- II: Advance Applications of UDC**

Introduction to Common Auxiliaries and Special Auxiliaries

Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.

Classification of Complex Subject Documents

**Recommended Books**

1. **FOSKET (A C)**. *Universal Decimal Classification*. 1973. Clive Bingley, London.
2. **McLLWAINE (I C)**. *The Universal Decimal Classification: a guide to its use*. 2007. UDC Consortium, The Hague, Netherlands.
3. **UNIVERSAL DECIMAL CLASSIFICATION**. (Latest Edition). British standards institution, London.

**Paper – M-103 - ADVANCED KNOWLEDGE ORGANISATION:  
CATALOGUING (Practical)**

**Cataloguing of Non Book Material and Electronic Resources According to  
AACR (Latest Edition)**

**UNIT – I: Non-Book Materials**

Complexities of Periodicals

Manuscripts

Cartographic Materials

Microforms

Graphic Materials

**UNIT – II: Electronic Resources**

Sound Recordings

Motion Pictures

Video Recordings

Computer Files

Web Resources

**Recommended Books**

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-American Cataloguing Rules. (Latest Edition). Library Association, London.
2. **LIBRARY OF CONGRESS SUBJECT HEADINGS** (Latest Edition). Library of Congress, Washington.
3. **WILKIE (Chris).** Managing film and video collections. 1999. ASLIB, London.

**Paper – M-104 – INFORMATION AND COMMUNICATION TECHNOLOGY  
APPLICATIONS IN LIS (Theory)**

**UNIT – I : Web Technologies in Libraries**

Implication of WWW on Library Websites, Web OPACs

Web 2.0 and Web 3.0: Features and Functions

Web Directories, Subject Gateways, Library Portals, etc.

Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

**UNIT - II: Integrated Library Automation and Networking Software**

Open Source Library Software and Applications

Web based Library Management Software

Library Software Securities Parameters

Virtual Library

**UNIT – III: Multimedia and Institutional Repositories**

Multimedia Applications in Libraries

Image Creation using Photoshop and CorelDraw, etc.

Institutional Repositories: Greenstone Digital Library, Dspace, and E-prints, etc.

**UNIT – IV: Introduction of Networks**

Types of Networks: Network Components, Categories, LAN Standards and Inter-Network

Wireless Networking and Emerging Networking Technologies

Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM), etc.

Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.

OSI Network Model and TCP/IP Reference Model

**UNIT – V: Emerging Technologies in Libraries**

RSS Feeds Technology and Libraries

Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.

Video Conferencing and Audio Conferencing

Functional Requirements for Bibliographic Records (FRBR)

Digital Content Management System

Federated Search and Multimedia Databases Search

Protocols: Z39.50 Standard for Retrieval and OAI-PMH

Artificial Intelligence and Libraries

Expert Systems in Libraries

### **Recommended Books**

1. **BRADLEY (Phil)**. How to use web 2.0 in your library. 2007. Facet Publishing, London.
2. **CLYDE (Laurel)**. Weblogs and libraries. 2004. Chandos Publishing, Oxford.
3. **EVANS (Woody)**. Building library 3.0: issues in creating a culture of participation. 2009. Chandos Publishing, Oxford.
4. **GRIFFITHS (Peter)**. Managing your internet and intranet services: the information professional's guide to strategy. Ed.2. 2004. Facet Publishing, London.
5. **JANCZEWSKI (Lech)**. Internet and intranet security management: risks and solutions. 2000. Idea, Hershey.
6. **KROSKI (Ellyssa)**. Web 2.0 for librarians and information professionals. 2008. Neal Schuman Publishers, New York.
7. **LIU (Jia)**. Metadata and its applications in the digital library: approaches and practices. 2007. Libraries Unlimited, Westport.
8. **PRIMARY RESEARCH GROUP STAFF**. Academic library websites benchmarks. 2008. Primary Research Group, New York.
9. **VINCE (J)**. Introduction to virtual reality. 2004. Springer, London.
10. **WISE (Richard)**. Multimedia: a critical introduction. 2000. Routledge, London.

## **Paper – M-105 - RESEARCH METHODOLOGY**

### **UNIT – I: Introduction to Research**

Research: Concept, Need and Purpose

Research Problem and Research Design

Literature Review

Hypothesis: Definition, Types, Sources and Functions

### **UNIT –II: Types of Research Methods**

Historical, Survey and Experimental

Case Study

Scientific Research and Statistical Research, etc.

### **UNIT – III: Research Techniques**

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc.

Library Records and Reports

### **UNIT – IV: Statistics and its Applications**

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.

Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.

Report Writing

Statistical Packages – MS Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

### **UNIT – V: Metric Studies and Style Manuals**

Scientometrics, Infometrics and Webometrics

Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

**Recommended Books**

1. **ALVESSON (M)** and **SKOLDBERG (K)**. Reflexive methodology: new vistas in qualitative research. Ed. 2 Rev. 2009. Sage Publication, London.
2. **BUSHA (C H)**. Research methods in librarianship. 1990. Academic Press, New York.
3. **GOODE (W J)** and **HATT (P K)**. Methods in social research. 1982. McGraw-Hill, New York.
4. **GREENFIELD (T)**. Research methods: guidance for postgraduates. 1996. Hodder Arnold, London.
5. **KRISHAN KUMAR**. Research methods in library and information science. Rev. Ed. 1999. Har-Anand Publications, New Delhi.
6. **LANCASTER (F W)** and **POWELL (R R)**. Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. **POWELL (R R)** and **SILIPIGNI (C L)**. Basic research methods for librarians. Ed. 4. 2004. Libraries Unlimited, Westport.
8. **SINGH (S P)**. Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.
9. **SLATER (M)**, Ed. Research methods in library and information studies. 1990. Library Association Publishing, London.
10. **YOUNG (P V)**. Scientific social survey and research. Rev. Ed. 4. 1984. Prentice Hall, New Delhi.

**Paper – M-106 - MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES**

**UNIT – I: Fundamental Concepts**

Needs, Objectives and Philosophy

Marketing Environment: Producer, Consumer – Buyer Behaviour

Marketing Information System

Market Segmentation

Marketing Mix

**UNIT – II: Strategies and Techniques**

Strategic Planning

Marketing Research

Marketing Process

**UNIT – III: Promotion of LIS Products and Services**

LIS Products and Services as a Marketable Commodity

Pricing, Distribution Channels and Communication Strategies

Advertising, Sales Promotion

Public Relations

E-Marketing

**UNIT –IV: Management Consultancy**

Evolution, Need and Objectives

Voluntary versus Authenticated Consultancy

Impact of Management Consultancy on Librarianship

Role of Library Associations and LIS Schools

**UNIT – V: Information Analysis, Consolidation and Re-Packaging**

Information Analysis and Consolidation: Concept, Need and Purpose

Packaging and Re-Packaging: Concept, Need, Purpose and Criteria

Information Consolidation Products: Concept, Types, Design and Development

**Recommended Books**

1. **BAKEWELL (K G)**. Managing user-centred libraries and information services. Ed. 2. 1997. Maxwell, London.
2. **BUTCHER (Helen)**. Meeting manager's information needs. 1998. ASLIB, London.
3. **CARPENTER (J)** and **DAVIES (R)**. Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management. 1992. Research and Development, British Library, London.
4. **COOTE (Helen)** and **BATCHELOR (Bridget)**. How to market your library services effectively. Ed. 2. 1997. Aslib, London.
5. **GUPTA (D K), et al.** Marketing library and information services: international perspectives. 2006. K.G. Saur, Munich.
6. **HELINSKY (Z)**. A short-cut to marketing the library. 2008. Chandos Publishing, Oxford.
7. **JAIN (Abhinandan K), et al.** Marketing information products and services: a primer for libraries and information professionals. 1999. Tata McGraw-Hill, New Delhi.
8. **KOTLER (Philip)**. Marketing management. Ed.12. 2002. Prentice Hall, Delhi.
9. **KOTLER (Philip)** and **ARMSTRONG (Gary)**. Principle of marketing. Ed. 7. 1996. Prentice- Hall of India, New Delhi.
10. **ROWLEY (Jenifer)**. Information marketing. 2001. Ashgate, London.



**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**ONE YEAR FULL TIME PROGRAMME**

**SYLLABUS - SECOND SEMESTER**

**COMPULSORY PAPERS:**

**M-107 - INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS**  
(Practical)

**M-108 - INFORMATION STORAGE AND RETRIEVAL SYSTEM**

**M-109 - INFORMATION LITERACY APPLICATIONS IN LIS**

**ELECTIVE COURSES:**

**M-110 (a) - PUBLIC LIBRARY AND INFORMATION SYSTEM**

**M-110 (b) - ACADEMIC LIBRARY AND INFORMATION SYSTEM**

**M-110 (c) - RESEARCH AND TECHNICAL LIBRARY AND INFORMATION SYSTEM**

**M-110 (d) - HEALTH SCIENCE LIBRARY AND INFORMATION SYSTEM**

**M-110 (e) - AGRICULTURAL SCIENCES LIBRARY AND INFORMATION SYSTEM**

**M-110 (f) - ENGINEERING AND TECHNOLOGICAL LIBRARY AND INFORMATION SYSTEM**

**ELECTIVE INTERDISCIPLINARY COURSES:**

**M-111 (a) - PRINT AND ELECTRONIC SOURCES AND LITERATURE IN HUMANITIES**

**M-111 (b) - PRINT AND ELECTRONIC SOURCES AND LITERATURE IN NATURAL  
SCIENCES**

**M-111 (c) - PRINT AND ELECTRONIC SOURCES AND LITERATURE IN SOCIAL SCIENCES**

**M-112 – PROJECT WORK**



**Department of Library and Information Science**  
**Faculty of Arts,**  
**UNIVERSITY OF DELHI**  
**DELHI – 110007**

**2009**

**Paper – M-107 – INFORMATION AND COMMUNICATION TECHNOLOGY  
APPLICATIONS IN LIS (Practical)**

**UNIT – I: Website Designing and Navigational Tools**

Designing Static and Dynamic Library Websites

Designing Mobile Websites

Developing Web Directories, Subject Gateway and Library Portals

Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr, etc

Image Creation using Photoshop, CorelDraw, etc.

**UNIT – II: Integrated Library Management Systems and Institutional  
Repositories**

Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System (Open Source)

Web based Library Management Software

Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes and Metadata Creation

Customization of Greenstone Digital Library Software

**UNIT – III: Audio and Video Conferencing**

Audio Conferencing

Video Conferencing

**UNIT – IV: Advanced Searching and Metadata Creation**

Downloading MARC 21 Records using Z39.50 Protocol

Federated Search

Creation of Metadata

## Recommended Books

1. **BATES (Chris)**. XML in theory and practice. 2003. John Wiley, Chichester.
2. **BRADLEY (Phil)**. How to use web 2.0 in your library. 2007. Facet Publishing, London.
3. **COX, (Christopher N)**. Federated search: solution or setback for online library services. 2006. The Haworth Press, Philadelphia.
4. **DONNELLY (V)**. Designing easy-to-use websites: a hands-on-approach to structuring successful websites. 2000. Addison-Wesley, Boston.
5. **LOWERY (Joseph W)**. Dreamweaver MX bible. 2002. Wiley Publishing, Indianapolis.
6. **LYNCH (P J) and HORTON (S)**. Web style guide: basic design principles for creating web sites. Ed.3. 2009. Yale University Press, London.
7. **McCLELLAND (Deke)** . Photoshop 7 bible. 2003. Wiley Publishing, New York.
8. **SIMMONS (Curt)**. Microsoft office front page 2003 bible with CDRom. 2003. Wiley Publishing, Indianapolis.
9. **ULLMAN (Larry)**. Building a web site with ajax: visual quickpro guide. 2007. Peachpit Press, Berkeley.
10. **WITTEN (Ian H), BODDIE (Stefan) and THOMPSON (John)**. Greenstone digital library user's guide. 2006. New Zealand Digital Library Project, New Zealand.

## **Paper – M-108- INFORMATION STORAGE AND RETRIEVAL SYSTEM**

### **UNIT – I: Fundamental Concepts**

Concept, Characteristics, Objectives, Types, Operations and Design

Compatibility of ISAR System

Information Retrieval Process and Search Strategy

Evaluation of ISAR System

Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus

Need, Structure and Construction of Thesaurus

Principles and Evolution of Bibliographic Description

### **UNIT – II: Knowledge Management**

Introduction to Indexing Systems

Introduction to Indexing in Corporate System

Introduction to Indexing in Research System

### **UNIT – III: Bibliographic Description**

Rules for Bibliographic Description

Standards for Bibliographic Record Formats

Metadata Concept

Metadata Standards: Dublin Core, MARC 21, etc.

### **UNIT – IV: Search Techniques and Information Retrieval**

Man and Machine Retrieval System

Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.

Internet Searching and Meta Search Engines

Data Mining, Data Harvesting and Semantic Web

Knowledge Management Retrieval

**Recommended Books**

1. **CHOWDHURY (G G)**. Introduction to modern information retrieval. 1999. Library Association, London.
2. **CLEVELAND (Donald B)** and **CLEVELAND (Ana D)**. Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.
3. **FOSKETT (A C)**. Subject approach to information. Ed.5. 1996. Library Association, London.
4. **GOSH (S N)** and **SATPATHI (J N)**. Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.
5. **KORFHAGE (R R)**. Information storage and retrieval. 1997. John Wiley, New York, USA.
6. **LANCASTER (F Wilfred)**. Vocabulary control for information retrieval. Ed. 2. 1985. Information Resource Press, Arlington.
7. **LANCASTER (F Wilfred )**. Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.
8. **ROWLEY (J)**. The basics of information system. Ed. 2. 1996. Library Association, London.
9. **SOERGEL (D)**. Indexing languages and thesauri: construction and maintenance. 1974. John Wiley and Sons., New York.
10. **WALKER (G)** and **JANES (J)**. Online retrieval: a dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.

**Paper – M-109 - INFORMATION LITERACY APPLICATIONS IN LIS**

**UNIT – I : FUNDAMENTAL OF INFORMATION LITERACY**

Concept, Need and Objectives

Areas of Information Literacy

Standards in Information Literacy

Role of Institution in Information Literacy

**UNIT - II : INFORMATION LITERACY PROGRAMMES**

Scope of Information Literacy Programme

National Programmes in Information Literacy

International Programmes in Information Literacy

**UNIT – III : METHODOLOGY OF INFORMATION LITERACY**

Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin

Designing of Information Literacy Programme

Implementation of Information Literacy Programmes

**UNIT- IV : APPLICATION OF INFORMATION LITERACY IN LIBRARY AND INFORMATION CENTRES**

Information Literacy for Users

Information Literacy for Professionals

Information Literacy for Research and Development

**UNIT - V : TRENDS IN INFORMATION LITERACY**

Web based Information Literacy System

OPAC Information Literacy System

Life Long Learning System

## Recommended Books

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS AND ASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY.** Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION.** Information Literacy: a position paper on information problem solving (2000). available at :[www.ala.org/assl.positions/PS\\_infolit.html](http://www.ala.org/assl.positions/PS_infolit.html) (accessed 21 July 2003)
3. **ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES.** Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at : [www.ala.org/acrl/guides/objinfolit.html](http://www.ala.org/acrl/guides/objinfolit.html) (accessed 21 July 2003).
4. **BALDWIN (V A).** Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005).University of Nebraska, Lincoln. [http://digitalcommons.unl.edu/library\\_talks/11](http://digitalcommons.unl.edu/library_talks/11)
5. **DELCOURT (M)** and **HIGGINS (C A).** Computer technologies in teacher education: the measurement of attitudes and self-efficacy. *Journal of Research and Development in Education.* (1993). 27; 31-7.
6. **EISENBERG (M B) et al.** Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited ,Westport.
7. **GRASSIAN (E S).** Learning to lead and manage information literacy instruction.(2005) Neil Schuman Publishers, New York.
8. **GRASSIN (E S)** and **KAPLOWITZ (J R).** Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
9. **SMITH (S).** Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
10. **TIGHT (M).**Lifelong Learning: Opportunity or Compulsion?. *British Journal of Education Studies.*Vol. 46; 3 September 1998; 251-263.

**ELECTIVE COURSES: Any One Course from the available Electives**

**Paper – M-110 (a) – PUBLIC LIBRARY AND INFORMATION SYSTEM**

**UNIT – I: Public Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Public Libraries in Society

Agencies and their Role in Promotion and Development of Public Libraries in India

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature and Government Publications

Non-Book Materials

Electronic Sources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development



## Recommended Books

1. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. **BATT (Chris)**. Information technology in public libraries. 1998. London Library Association Publishing, London.
3. **BHATT (R K)**. Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. **HIGGINS (S E)**. Youth services and public libraries. 2007. Chandos Publishing, Oxford.
5. **IFLA**. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. **INDIA**. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. **JAGANAYAK (S S)**. Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. **PATEL (Jashu)** and **KRISHAN KUMAR**. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. **THOMAS (V K)**. Public libraries in India: development and finance. 1997. Vikas. Publication, New Delhi.
10. **WOODRUM (Pat), Ed**. Managing public libraries in 21<sup>st</sup> century. 1989. The Hawork Press, New York.

**Paper – M-110 (b) - ACADEMIC LIBRARY AND INFORMATION SYSTEM**

**UNIT – I: Academic Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Libraries in Formal and Non-Formal Education System

UGC and its Role in the Development of College and University Libraries

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.

Information Literacy Programmes

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

**Recommended Books**

1. **BAKER (David), Ed.** Resource management in academic libraries.1997. Library Associations, London.
2. **BROPHY (Peter).** The academic library. 2000. Library Association, London.
3. **BUDD (J M).** The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. **CHAPMAN (Liz).** Managing acquisitions in library and information services 2001. Library Association, London.
5. **DOWLER (L) Ed.** Gateways to knowledge: the role of academic libraries in teaching, learning and research.1998. The MIT Press, London.
6. **JORDON (Peter).** The academic library and its users.1998. Gower Publishing Limited, London.
7. **LINE (Maurice B), Ed.** Academic library management. 1990. Library Association, London.
8. **RANGANATHAN (S R).** School and college libraries. 1942. Madras Library Association, Madras.
9. **WEBB (Sylvia P).** Personal development in information work. Ed 2. 1991. Aslib, London.
10. **WHITE (Carl M).** Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.

**Paper – M-110 (c) - RESEARCH AND TECHNICAL LIBRARY AND INFORMATION SYSTEM**

**UNIT - I: Research and Technical Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Special Libraries and its Relationship with Parent Organization

Types and Functions of Special Libraries

Agencies and their Role in the Promotion and Development of Research and Technical Libraries

**UNIT- II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

**UNIT - III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT - IV: Planning and Organization of Various Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networks: RLIN, OCLC, etc.

**UNIT - V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

**Recommended Books**

1. **AUGER (C P)**. Information sources in grey literature. Ed. 3. 1994. Bowker, London.
2. **CHAPMAN (Liz)**. Managing acquisitions in library and information services. 2001. Library Associations, London.
3. **GROGAN (N)**. Science and technology: an introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
4. **HERNON (Peter)** and **WHITMAN (John R)**. Delivering satisfaction and service quality: a customer-based approach for libraries. 2001. American Library Association, Chicago.
5. **LAWES (Ann), Ed.** Management skills for the information manager. 1993. Gower Publishing, London.
6. **RAITT (David), Ed.** Libraries for the new millennium. 1997. Library Association, London.
7. **SAHA (J)**. Special libraries and information services in India and the USA. 1969. Scarecrow, New York.
8. **SCAMMELL (A W), Ed.** Handbook of special librarianship and information work. Rev. Ed. 7. 1997. Aslib, London.
9. **SINGH (S P)**. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
10. **STRAUSS (L J)**. Scientific and technical libraries: their organization and administration. Ed. 2. 1972. Beckey and Hayes, New York.

**Paper – M-110 (d) - HEALTH SCIENCE LIBRARY AND INFORMATION SYSTEM**

**UNIT – I: Health Science Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Medical Libraries

Information Policies in Health and Family Welfare

Agencies and their Role in the Promotion and Development of Medical Libraries in India

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking

Information Literacy Programmes

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

**Note: Reading list to be provided by the concerned Teacher.**

**Paper – M-110 (e) - AGRICULTURAL SCIENCES LIBRARY AND INFORMATION SYSTEM**

**UNIT – I: Agricultural Science Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, etc.

Non-Book Materials

Electronic Resources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.

Information Literacy Programmes

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

**Recommended Books**

1. **BHATT (V S)**. Information resources in agricultural research in 40 years of agricultural research in India. 1989. ICAR, New Delhi.
2. **CHOTEY LAL (C)**. Agricultural libraries and information systems: a handbook for users. 1998. R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y)** and **RUTTAN (V W)**. Agricultural development: an international perspective. 1979. John Hopkins, Baltimore.
4. **DESHMUKH (P P)**. Standardization of library and information services with special reference to scientific and agricultural libraries. 1990. ABC, New Delhi.
5. **KUMAR (P S G)**. Agricultural librarianship: MLISc elective paper. 2008. B.R. Publication, New Delhi.
6. **SHARMA (R D)**. The agricultural information network for India. 1989. Society for Information Science, New Delhi.
7. **SUBBAIHA (R)**. Agricultural librarianship in India: an overview. 1988. Metropolitan, New Delhi.
8. **SWAMINATHAN (M S)**. Report of the working group on agricultural research and education for the formulation of the eighth plan. 1989. Planning Commission, ICAR, New Delhi.



**Paper – M-110 (f) - ENGINEERING AND TECHNOLOGICAL LIBRARY AND INFORMATION SYSTEM**

**UNIT– I: Engineering and Technological Libraries and their Development**

Objectives and Functions

History and Development of Libraries with Special Reference to India

Role of Engineering and Technological Libraries

Role of Agencies in the Growth and Development of Engineering and Technological Libraries in India

**UNIT – II: Collection Development and Management**

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications

Non-Book Materials

Electronic Resources and Online Databases

**UNIT – III: Library Organization and Administration**

Organizational Structure

Staff Manual, Library Surveys, Statistics and Standards, etc.

**UNIT – IV: Information Services**

CAS, SDI, Abstracting and Indexing Services

Library Bulletin, Newspaper Clipping Services

Computerized Services

Resource Sharing and Networking: INDEST – AICTE Consortium

Information Literacy Programmes

**UNIT – V: Financial and Human Resource Management**

Determination of Finance, Sources of Finance

Types of Budget

Nature, Size, Selection, Recruitment, Qualification and Training

Responsibilities and Duties

Competency Development

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

**ELECTIVE INTERDISCIPLINARY COURSES: Any One Course from the available Electives**

**Paper – M-111 (a) - PRINT AND ELECTRONIC SOURCES AND LITERATURE IN HUMANITIES**

**UNIT – I: Historical Development**

Scope of the Discipline and its Development

Research Trends in Humanities: Religion, Philosophy, Fine Arts and Literature

**UNIT – II: User Studies and Information Seeking Behaviour**

Information Needs of Users

Information Seeking Behaviour

User Studies: Importance, Objectives and Types

Planning User Survey

Methods of User Service

**UNIT – III: Information Sources and Evaluation**

Primary, Secondary and Tertiary Sources

Evaluation of Secondary Sources: Print and Electronic Resources

**UNIT – IV: Databases and Internet Services**

Networked and Distributed Databases

Consortia and Subject Gateways

Internet Resources and Services

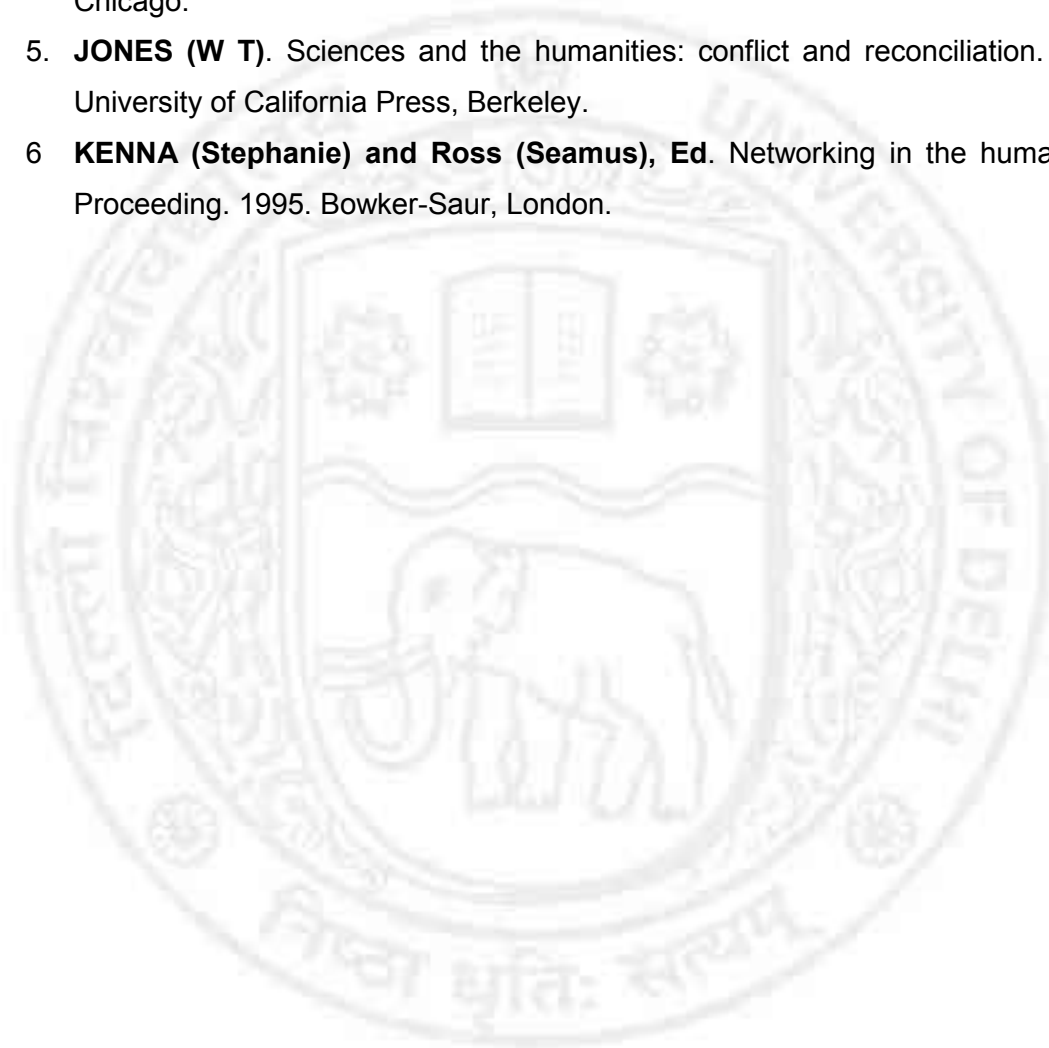
**UNIT – V: Role of Contributors and Institutions**

Activities of Research Institutions and Professional Organisations in the Growth and Development of Humanities with Particular Reference to India, UK and USA

Contributions made by the Prominent Thinkers in the field of Religion, Philosophy, Fine Arts and Literature

**Recommended Books**

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



**Paper – M-111 (b) - PRINT AND ELECTRONIC SOURCES AND LITERATURE  
IN NATURAL SCIENCES**

**UNIT – I: Historical Development**

Scope of the Discipline and its Development

Research Trends in Natural Sciences: Physical and Biological Sciences

**UNIT – II: User Studies and Information Seeking Behaviour**

Information Needs of Users

Information Seeking Behaviour

User Studies: Importance, Objectives and Types

Planning User Survey

Methods of User Service

**UNIT – III: Information Sources and Evaluation**

Primary, Secondary and Tertiary Sources

Evaluation of Secondary Sources: Print and Electronic Resources

**UNIT – IV: Databases and Internet Services**

Networked and Distributed Databases

Consortia and Subject Gateways

Internet Resources and Services

**UNIT – V: Role of Contributors and Institutions**

Activities of Research Institutions and Professional Organisations in the Growth and Development of Natural Sciences with Particular Reference to India, UK and USA

Contributions made by the Prominent Natural Scientists in the field of Physical and Biological Sciences

**Recommended Books**

1. **AMERICAN CHEMICAL SOCIETY**. Searching the chemical literature. 1979. American Chemical Society, Washington.
2. **BERNAL (J D)**. Social function of science. 1964. MIT Press, Cambridge.
3. **BROWN (C H)**. Scientific serials. 1956. Association of College and Research Libraries, Chicago.
4. **DAMPIER (William Cecil)**. History of science and its relations with philosophy and religion. 1961. Cambridge University Press, London .
5. **GROGAN (Denis)**. Science and technology: introduction to the literature. Ed. 4. 1982. Clive Bingley, London.
6. **MOSER (Diane K)** and **SPANGENBUR (G)**. The history of science. 1994. University Press, New Delhi.
7. **SPANGENBURG (R)** and **MOSER (D K)**. The History of science in the 19<sup>th</sup> century. 1994. University Press, Hyderabad.
8. **WELFORD'S GUIDE TO REFERENCE MATERIAL**: Vol.1. Ed.8. 1999. Library Association, London.

**Paper – M-111 (c) - PRINT AND ELECTRONIC SOURCES AND LITERATURE  
IN SOCIAL SCIENCES**

**UNIT – I: Historical Development**

Scope of the Discipline and its Development

Research Trends in Social Sciences: History, Political Science, Economics and Sociology

**UNIT – II: User Studies and Information Seeking Behaviour**

Information Needs of Users

Information Seeking Behaviour

User Studies: Importance, Objectives and Types

Planning User Survey

Methods of User Service

**UNIT – III: Information Sources and Evaluation**

Primary, Secondary and Tertiary Sources

Evaluation of Secondary Sources: Print and Electronic Resources

**UNIT – IV: Databases and Internet Services**

Networked and Distributed Databases

Consortia and Subject Gateways

Internet Resources and Services

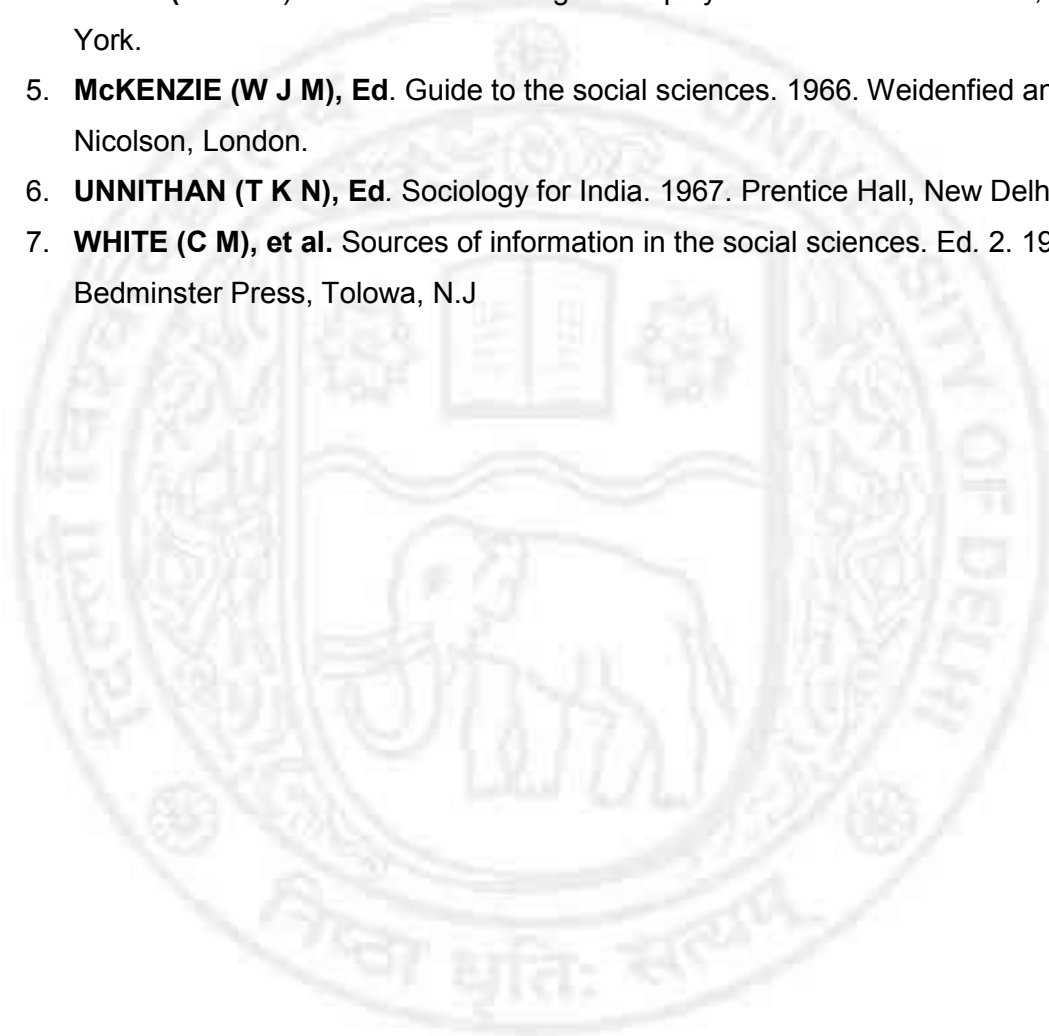
**UNIT – V: Role of Contributors and Institutions**

Activities of Research Institutions and Professional Organisations in the Growth and Development of Social Sciences with Particular Reference to India, UK and USA

Contributions made by the Prominent Social Scientists in the field of History, Political Science, Economics and Sociology

**Recommended Books**

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



### **Paper - M-112 – Project Work**

The Work for Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The Project Report will be submitted at the end of second semester on the date to be decided by the Department





## **29. COURSES\* OF STUDY FOR MASTER OF PHILOSOPHY EXAMINATION**

### **Part I**

#### **COURSE I: RESEARCH METHODS**

Nature and role of research in library and information science

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

Collection and analysis of data: Statistical methods. Survey method

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

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

#### **COURSE II: LIBRARY PLANNING AND MANAGEMENT**

Planning methodology

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

Organization structures; Library system

Government of the library

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

Applications of system study techniques to library organizations and library situations

Evaluation of library procedures and services. Time and motion studies

Performance testing

Cost benefit analysis

Financial management

#### **COURSE III (a): UNIVERSITY AND COLLEGE LIBRARY SYSTEM**

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

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

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

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

Library government: Constitution and powers

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

Library Personnel

Library Finance : Cost benefit studies and analysis

Library collections : Use and evaluation

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

Library services : Their evaluation and effectiveness

Use of computers and other mechanical devices

Planning for future development Plans

### **Course III (b): Research and Technical Library System**

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

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

Library government : Constitution and power

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

Library Personnel :

Library Finance : Cost benefit studies and analysis

Library Collection : Use and Evaluation

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

Library service : Their evaluation and effectiveness

Use of computers and other mechanical devices

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

### **COURSE III (c) : PUBLIC LIBRARY SYSTEM**

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

Current state of public libraries in selected development and developing countries

Library government : Constitution and powers

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

Library Personnel

Library Finance : Cost benefit studies and analysis

Library Collection : Use and evaluation

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

Library services : Their evaluation and effectiveness

Use of computers and other mechanical devices

Planning for future development : Preparation of development plans

### **COURSE III (d): INFORMATION PROCESSING AND ORGANIZATION**

Classification : Recent development and trends for the future

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

Thesaurus and the sauro facets methodology for developing a thesaurus

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

Standards for bibliographical description: National and international

Evaluation of information systems

### **COURSE III (e): INFORMATION TRANSFER AND DISSEMINATION**

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

Information communication media and methods

Trends in communication of information

Barriers to communication

Information marketing

Information gathering habits of the users

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

Search strategy

Document delivery systems; translation; reprography

### **COURSE III (f): COMPARATIVE LIBRARIANSHIP**

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

Merits and demerits of library systems

Issues in modern librarianship

### **COURSE III (g): EDUCATION FOR LIBRARY AND INFORMATION SCIENCE**

Sociology of library and information science education

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

Level of courses in education for librarianship and their objectives

Curriculum design: Methodology

Teaching techniques and evaluation of student performance

Faculty development

Development of research programme in library and information science

Manpower planning and its impact on library and information education programme



Part II    Dissertation\*    Marks: 200 (Out of which 50 marks will be for viva-voce )

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**\*Note:-**

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