MASTER OF LIBRARY AND INFORMATION SCIENCE
(REGULAR MODE)
SCHEME OF PAPERS

First Semester

Paper Code.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 01	Foundations of Library and Information Science	20	80	3 hours	100
MLIS - 02	Knowledge Organization, Processing and Retrieval	20	80	3 hours	100
MLIS - 03	Classification Practice	20	80	3 hours	100
MLIS - 04	Information Communication Technologies: Basics (Theory)	20	80	3 hours	100

Second Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 05	Management and Organization of Libraries and Information Centres	20	80	3 hours	100
MLIS - 06	Knowledge Resources and Services	20	80	3 hours	100
MLIS - 07	Cataloguing Practice	20	80	3 hours	100
MLIS - 08	Information Communication Technologies: Basics (Practice)	20	80	3 hours	100

Third Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 09	Information and Communication	20	80	3 hours	100
MLIS - 10	Information Analysis, Consolidation, Repackaging and Retrieval	20	80	3 hours	100
MLIS - 11	Information Communication Technologies: Advanced (Theory)	20	80	3 hours	100
MLIS - 12	e-Resources Management	20	80	3 hours	100

Fourth Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 13	Information Communication Technologies: Advanced (Practice)	20	80	3 hours	100
MLIS - 14	Research Methods and Statistical Techniques	20	80	3 hours	100
MLIS - 15	Technical Writing and Communication Skills	20	80	3 hours	100
MLIS - 16					
MLIS - 16(A)	Academic Library and Information System	20	80	3 hours	100
MLIS - 16(B)	Special Library and Information System	20	80	3 hours	100
MLIS - 16(C)	Public Libraries and Information System	20	80	3 hours	100

1st Semester

MLIS - 01:   Foundations of Library and Information Science

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Maximum marks: 80
Pass marks: 32
Time: 3Hrs.
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Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit – I: **Libraries as Social Institutions**
- Social and Historical Foundation of Library
- Different Types of Libraries – Characteristics, Objectives, Structure and Functions
- Development of Libraries with Special Reference to India
- Library and Information Science Education in India
- Role of Library in Formal and Informal Education

Unit – 2:   Laws of Library and Information Science
- Laws of Library Science
- Implications of Five Laws of Library Science in Digital Environment

Unit – 3:   Library Legislation and Library Profession
- Library Legislation – Need and Essential Features
- Library Legislations in India
- Intellectual Property Rights - Copyright Act, IT Act, Delivery of Books (Public Libraries) Act
- Librarianship as a Profession
- Professional Ethics

Unit – 4:   Professional Associations and Promoters of Library and Information Science
- National Associations – ILA, IASLIC
- International Associations - ALA, CILIP and IFLA
- National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC
- International Level Promoters – UNESCO

Suggested Readings:
Gardner, Frank M. *Public Library Legislation: A Comparative Study*. Paris: UNESCO, 1971.
Harrison, Colin and Beenham, Rosernary. *The Basics of Librarianship*. 3rd ed. London: Clive-Bingley, 1990.
Jefferson, G. *Libraries and Society*. London: James Clarks, 1969.
Khanna, J. K. *Library and Society*. Kurukshetra: Research Publications, 1987.
Krishan Kumar. *Library Organization*. New Delhi: Vikas Publications, 1993.
Ranganathan, S. R. *Five Laws of Library Science*. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006.
…., ed*. Free Book Service for All: An International Survey, 1969*. Asia Publishing House, 1969.

Venkatappaiah, Velage and Madhusudan, M. *Public Library Legislation in the New Millennium: New Model Public Library Acts for the Union, States and Union Territories*. Delhi: Bookwell, 2006.

MLIS – 02:   Knowledge Processing, Organization and Retrieval

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit – 1:   Structure of Knowledge
- Universe of Subjects - Definitions and Purpose
- Modes of Formation of Subjects
- Mapping of Subjects According to CC (Main Classes) and DDC (2nd Level Classes)

Unit – 2:   Library Classification
- Library Classification- Definition, Need and Purpose
- Types of Library Classification Schemes
- Standard Schemes of Classification and their Features (CC, DDC, UDC)
- Postulational Approach - Postulates, Facet Analysis, Fundamental Categories, Phase Analysis, Principles of Helpful Sequence and Facet Sequence
- Notation, Call Number

Unit – 3:   Bibliographic Description
- Catalogue - Definition, Need and Purpose
- Types of Library Catalogue, Physical Forms (Conventional and Non-Conventional including OPAC)
- Subject Cataloguing - Definition, Need, Purpose and Principles
- Sears List of Subject Headings, Chain Procedure
- Centralized Cataloguing

Unit – 4:   Cataloguing Standards
- Kinds of Catalogue Entries according to CCC and AACR-2
- Current trends in Standardization, Description and Exchange of Information: MARC-21, ISBD, ISO 2709, CCF, Dublin Core, etc.

Suggested Readings:
Chaudhary, G. G. *Modern Information Retrieval Theory*. London: Library Association, 1999.
Dhyani, Pushpa. *Theory of Library Classification*. Delhi: VishwaPrakashan, 2000.
Foskett, A. C. *Subject Approach to Information*. 5th ed. London: Clive Bingley, 1990.
Hunter, E. J. and Bakewell, K. G. B. *Advanced Cataloguing*. London: Clive Bingley, 1989.
Krishan Kumar. *Theory of Classification*. 4th rev ed. New Delhi: Vikas Publications, 2000.
Ranganathan, S. R. *Prolegomena to Library Classification*. 3^{rd}ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1967.
…. *Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code*. 5th ed (with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.

MLIS – 03: **Classification Practice**

Note: The paper is divided into 2 Parts. Each part carries 40 marks.

Part – I: **Classification of Documents by Latest Available Edition of DDC**

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Part – II: **Classification of Documents by Colon Classification (6th revised edition)**

Note: There are fifteen titles. The candidates are required to classify any ten of them.

- Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Suggested Readings:

Dewey, Melvil, and Julianne Beall. *DDC, Dewey Decimal Classification.* 19th ed. Albany, N.Y., U.S.A.: Forest, 1985.

Ranganathan, S. R. *Colon Classification*. 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1963.

Ranganathan, S. R. *Descriptive Account of the Colon Classification*. Bangalore: Sarada Ranganathan Endowment for Library Science, 1990.

Satija, M. P. *Manual for Practical Colon Classification*. 3rd rev ed. New Delhi: Sterling Publishers, 1995.

.... *The Theory and Practice of the Dewey Decimal Classification System*. Oxford: Chandos Publishing, 2007.

MLIS – 04:   Information Communication Technologies: Basics (Theory)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Computer Hardware and Software Concepts
- **Information Technology - Definition, Need, Scope, Objectives and Components**
- Historical Development of Computers, Generation of Computers, Classification of Computers, Components of Computers, Input, Output and Storage Devices
- **Softwares - System and Application Softwares**
- **Operating Systems - Single and Multi-user, Basic features of MS-DOS, MS Windows and LINUX**

Unit 2: Computer Application to Library and Information Services
- Library Automation: Definition, Need and Purpose
- Application of Computers to Library Operations
- Basic Features/Modules of Library and Information Management Software: WINISIS/ SOUL/ LIBSYS.
- General Application Software: MS Word, MS Excel, MS PowerPoint

Unit 3: Communication Technologies and their Applications
- Telecommunications - Need, Purpose and Objectives
- Modes (Simplex, Half Duplex, Full Duplex) and Media (guided, unguided)
- Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing, Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

Unit 4: Networking and Internet Basics
- Network - Concept, Components, Topologies and Types (LAN, MAN,WAN, VPN)
- Library Networks - Need, Purpose and Objectives
- National Library Networks (DELNET, INFLIBNET, NKN)
- Internet - Concept, Definition, Origin, Need and Purpose
- Internet Services

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Amba, Sanjeevi and Raghavan, K. S. *CDS/ISIS: A Primer*. New Delhi: EssEss Publication, 1999.

Bharihoke, Deepak. *Fundamentals of IT*. 2nd ed. New Delhi: Excel Books, 2002.

Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

Cox, Joyce, Lambert, Joan and Frye, Curtis. *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press, 2010.

Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.

Rajaraman. *Fundamentals of Computers*. 3rd ed. New Delhi: Prentice Hall of India, 2001.

Rowley, Jennifer. *Computers for Libraries*. 3rd ed. London: Library Association, 1993.

Pandian, M. Paul and Jambhekar, Ashok. *Internet for Libraries and Information Centres*. New Delhi: Tat-McGraw–Hill, 2001.

2nd Semester

MLIS – 05: Management and Organization of Libraries and Information Centres

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Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

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Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Management
- Concept, Definition and Scope
- Functions and Principles of Management/Scientific Management
- Management of Change - Concept, Problems of Inducing Change, Techniques of Managing Change
- Total Quality Management - Definition, Concept, Elements

Unit 2:   Planning and Human Resources
- Planning - Definition, Need and Purpose
- Organizational Structure and Library Committees
- System Analysis - Concept, Definition, Need, Library as a System, Performance Evaluation
- Library Building and Infrastructural Planning
- Standards Relating to Manpower Requirements (Ranganathan's Formula etc.)
- Job Description and Analysis with Reference to Libraries
- Human Resource Development

Unit 3:   Library Finance
- Sources of Finance
- Budget - Concept, Definition, Purpose and Techniques for Budget Preparation
- Budget Management
- Outsourcing - Concept, Definition, Need and Purpose

Unit 4:   Library House Keeping Operations
- Different Sections of Library and Information Centres
- Functions of Different Sections (Resources Development Section including Collection Development Policies of Print and e-Resources, Processing Section, Periodicals Section, Maintenance Section including Conservation and Preservation, Circulation Section)
- Library Rules, Stock Verification and Weeding out Policies and Procedures
- Types of Reports, Contents and Style of Annual Reports
- Library Statistics, etc.

Suggested Readings:

Krishan Kumar. *Library Management in Electronic Environment*. New Delhi: Har- Anand Publications, 2007.

Mittal, R. L. *Library Administration: Theory and Practice*. 5thed. New Delhi: EssEss Publications, 2007.

Panwar, B. S. and Vyas, S. D. *Library Management*. Delhi: R. R. Publishing, 1986.

Ranganathan, S. R. *Library Administration*. 2nd ed. New Delhi: Ess Ess, 2006.

….*Library Manual for Authorities, Librarians and Honorary Library Workers*. 2nd ed. Bombay: Asia Publishing House, 1967.

Singh, M. *Library and Information Management: Theory and Practice*. Delhi: IBT, 1983.

Singh, R. S. P. *Fundamentals of Library Administration and Management*. Delhi: Prabhat Publications, 1990.

Stueart, R. D. and Moran, B. B. *Libraries and Information Center Management*. 2nded. London: Libraries Unlimited, 2007.

MLIS – 06:   Knowledge Resources and Services

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Information Sources
- Knowledge and Information Sources and Types (Documentary, Non-documentary)
- Print Information Sources and their Categories - Primary, Secondary, Tertiary
- Non-print Information Sources and their Categories - Primary, Secondary, Tertiary
- Nature, Characteristics, Utility and Evaluation of Different Types of Print/Non-print Knowledge/Information Sources

Unit 2:   Information Services
- Knowledge and Information Services - Concept, Definition, Need and Trends
- Types of Information Services (Reference Service - Long Range and Short Range, Bibliographic, Referral, Document Delivery, Electronic Document Delivery, Abstracting and Indexing, Translation, Literature Search, Current Knowledge and Information Alerting Services: CAS, SDI, Alerting, etc.)

Unit 3:   Information Users
- Types of Users
- User's Need/Information Seeking Behaviour – Concept, Methods of Assessing Information Needs
- User Education
- Information Literacy

Unit 4:   Internet as a Source of Information
- Internet as a Source of Information
- Information Resources: Concept and Search
- Open Access Information Resources – Virtual Library, Subject Gateway, e-journals, etc.
- Subscribed Information Resources – Bibliographic – Medline; Citational - Web of Science, Scopus; Full-Text - Science Direct, Emerald

Suggested Readings:

Cassell, Kay Ann and Hiremath, Uma. *Reference and Information Services in the 21st Century: An Introduction*. 2nd ed.

Foskett, D. J. *Information Service in Libraries*. 2nd ed. Connecticut: Archon Book Hamden, 1967.

Gates, Jean Key. *Guide to the use of Libraries and Information Sources*. 6thed. New York: McGraw-Hill, 1988.

Katz, William A. *Introduction to Reference Work: Basic Information Services*. *Introduction to Reference Work:* V1. 8thed. New York: McGraw-Hill, 2002.

…. Introduction to Reference Work: Reference Services and Reference Processes. V2. 8[th]ed. New York: McGraw-Hill, 2002.

Krishan Kumar. *Reference Service*. 5th reved. New Delhi: Vikas Publications, 2001.

Library Association. *Guidelines for Reference and Information Service in Public Libraries*. London: Library Association, 1999.

Ranganathan, S. R. *Reference Service*. 2nd ed. Bangalore: Sarada Ranganthan Endowment for Library Science, 1989.

UshaPawan and Gupta, Pawan Kumar. *Sandarbh Sewa: Saidhantik Avam Kriyatmak*. Jaipur: RBSA, 1994.

MLIS – 07:   Cataloguing Practice

Note: The paper is divided into 2 Parts. Part I and II carries 40 marks each.

Part – I: Cataloguing of Documents by AACR-II R

Note: There are four Titles. The candidates are required to catalogue any two titles.
- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents may be assigned subject headings as per "Sear's List of Subject Headings (Latest edition)"

Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments).

Note: There are four Titles. The candidates are required to catalogue any two titles.
- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents may be assigned subject headings as per "Chain Procedure"

Suggested Readings:
Allen, C. G. *A Manual of European Languages for Librarians*. 2nd ed. London: Bowker-Saur, 1999.
ALA and others. *Anglo-American Cataloguing Rules: AACR*. 2nd rev ed. London: Library Association, 2006.
Library of Congress. *Library of Congress Subject Headings*. 33rd ed. Washington, D.C.: Library of Congress, Cataloging Distribution Service, 2011.
Fritz, Deborah A. *Cataloging with AACR2 & MARC21: For Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials*. 2nd ed., 2006 cumulation. Chicago: American Library Association, 2007.
Fritz, Deborah A., and Richard J. Fritz. *MARC21 for Everyone: A Practical Guide*. Chicago: American Library Association, 2003.
Olson, Nancy B., Robert L. Bothmann, and Jessica J. Schomberg. *Cataloging of Audiovisual Materials and Other Special Materials: A Manual Based on AACR2 and MARC 21*. 5th ed. Westport, Conn.: Libraries Unlimited, 2008.
Ranganathan, S. R. *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)*. 5th ed. Bangalore: SaradaRanganathan Endowment for Library Science, 1988.
Saye, Jerry D., and Sherry L. Vellucci. *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago: American Library Association, 1989.

Sears, Minnie Earl and Lighthall, Lynne Isberg. *Sears List of Subject Headings.* 20th ed. New
    York: H.W. Wilson, 2010.
Tripathi, S. M. *Modern Bibliographical Control, Bibliography and Documentation*. Agra: Y.K., 1992.

MLIS – 08: Information Communication Technologies: Basics (Practice)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1:   System Software: WINDOWS (Latest) Operating System

- Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories Applets - Calculator and Paint.

Unit 2:   Application Software: MS Word, MS PowerPoint, MS Excel (Latest Edition)

- MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing etc.
- MS PowerPoint - Creating Presentation Slides, Animation, Formatting/ Adding Graphics, Slide Show, Customizing and Printing.
- MS Excel - File creation, Editing, Inserting, Formatting, Printing, etc.

Unit 3:   Library Management Software

- Basics of WINISIS/SOUL/LIBSYS

Unit 4:   Online and Offline Searching
- Basic Internet Searching
- Advance Internet Search with Search Techniques
- E-mail

Suggested Readings:

Amba, Sanjeevi and Raghavan, K. S. *CDS/ISIS: A Primer*. New Delhi: Ess Ess, 1999.
Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.
Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.
Neelameghan, A. and Lalitha, S. K. *Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.
Simpson, Alan. *Windows XP Bible*. New York: John Wiley, 2004.
Walkenbach, John, et al. *Office 2007 Bible*. New York: John Wiley, 2007.
Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet*. London: Library Association, 2000.
UNESCO. *CDS/ISIS for Windows: Reference Manual Version 1.5*. Paris: UNESCO, 2004.

3rd Semester

MLIS – 09:   Information and Communication

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Information and Communication
- Information - Definition, Characteristics, Nature, Type, Value and Use of Information
- Conceptual Difference between Data, Information and Knowledge
- Communication of Information
- Communication Channels, Models and Barriers

Unit 2:   Information Science and Information Society
- **Information Science - Definition, Scope and Objectives**
- **Information Science as a Discipline and its Relationship with other Subjects**
- **Information Society - Definition, Genesis, Characteristics and Implications**
- Changing Role of Library and Information Centres in Society
- Information Industry - Generators, Providers and Intermediaries
- Knowledge Society

Unit 3:   Laws/Acts and Policies
- **Concept of Freedom**, Censorship, Cyber Law, Data Security and Fair Use Policies in Relation to Information, Right to Information
- Intellectual Property Act, **Right to Information Act**
- **International and National Programmes and Policies (NAPLIS)**
- **National Knowledge Commission (NKC)**

Unit 4:   Economics of Information and Its Management
- Information as an Economic Resource
- Information as a Commodity
- Information Economics
- Marketing of Information Product and Services
- Information/Knowledge Management: Concept and Tools

Suggested Readings:
Bell, Daniel. "The Information Society: Social Framework of the Information Society." *The Computer Age: A Twenty Years View*. Ed. M. L. Dertouzos and J. Moses. Cambridge, Mass: MIT Press, 1974. pp 16-211.
Feather, John. *The Information Society: A Study of Continuity and Change*. 5th ed. London: Facet Publishing, 2008.

Martin, William J. *The Information Society*. London: Aslib, 1988.

Raja Rammohan Roy Library Foundation and Indian Library Association. *Documents of National Policy on Library and Information System.* Calcutta: The Foundation, 1985.

Ranganathan, S. R. "Teaching Library Science." *Library Science with a Slant to Documentation* V3 (1966): 293-388.

Rao, Madan Mohan. *Leading with Knowledge: Knowledge Management Practices in Global Infotech Companies*. New Delhi: McGraw-Hill, 2003.

Rowley, Jennifer. *The Electronic Library: Fourth Edition of Computers for Libraries*. London: Association Publishing, 1998.

Sharma, Pandey S. K., ed. *Electronic Information Environment and Library Services*. New Delhi: Indian Library Association, 2003.

Unesco. *Intergovernmental Conference on Scientific and Technological Information for Development*. Paris: Unesco, 1979.

Vickery, Brian C. and Vickery, Alina. *Information Science in Theory and Practice*. London: Butterworths, 1987.

MLIS – 10: Information Analysis, Consolidation, Repackaging and Retrieval

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Maximum marks: 80
Pass marks: 32
Time: 3Hrs.
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Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1: Information Systems and Products
- Information Products - Concept, Nature, Types (News-letter, In-house Communication, Trade Bulletin, Technical Digest, Product Bulletin, etc.)
- Design and Development of Information Products
- National and International Information Systems/Centers - Background, Services and Products (INIS, AGRIS, NISCAIR, NASSDOC, DESIDOC)

Unit 2: Consolidation and Repackaging
- Content Analysis
- Consolidation , Repackaging
- Electronic Content Creation (HTML, XML, etc.)
- Standards and Guidelines for Content Creation

Unit 3: Indexing Language and Vocabulary Control
- Indexing - Concept, Definition, Need, Types (Manual, Auto-Indexing)
- Indexing Language - Types and Characteristics
- Indexing Systems - Pre and Post Coordinate
- Vocabulary Control and Tools of Vocabulary Control
- Structure and Construction of IR Thesaurus

Unit 4: Information Processing and Retrieval
- Information Retrieval (IR) Systems - Concept, Definition, Need, Objectives, Types
- I R Models
- Evaluation of IR Systems
- Trends in IR Models
- Search Strategies, Process and Search Techniques

Suggested Readings:

Seetharama, S. *Information Consolidation and Repackaging*. New Delhi: Ess Ess, 1997.
Atherton, Pauline. *Handbook for Information Systems and Services*. Paris: Unesco, 1977.
Bhattacharya, G. and Gopinath, M. A. *Information Analysis and Consilidation: Principles, Procedures and Products; the Working Document for the DRTC Annual Seminar Bangalore, 23-27 Feb 1981*. Bangalore: DRTC, 1981.
Saracevic, T. and Wood, J. S. *Consolidation of Information: A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information*. Paris: Unesco, 1981.

Seetharama, S. "Modes of Presentation of Information in Information Consolidation products." *Library Science with a Slant to Documentation*, V.22 (1985).

Seetharama, S. *Information Consolidation and Repackaging*. New Delhi: EssEss Publications, 1997.

MLIS – 11: Information Communication Technologies: Advanced (Theory)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Library Automation
- Planning, Implementation and Evaluation of Library Automation
- Automation of In-house Operations (Acquisition System, Cataloguing, Circulation System, Serials Control System, OPAC and its Features, Library Management)
- Library Automation Softwares - Proprietary (LIBSYS, etc), Free (WINISIS, etc.), Open Source (KOHA,etc.)
- Library Security Technology - RFID, CCTV, Biometrics, etc.

Unit 2:   Database Management
- DBMS - Concept, Definition, Features and Need
- RDBMS - Concept, Definition, Features and Need
- Database Design, Development, Evaluation, Query Language
- Database Architecture and Models

Unit 3:   Data Communication and Internet Technology
- Data Communication - Concept, Definition
- Internet Connectivity - Dialup, Leased line, ISDN, Wireless
- Protocols and Standards - Concept, FTP, HTTP, OSI, etc.
- Web Tools - Web browsers (Internet Explorer/Google Chrome/Mozilla Firefox, etc.), Search Engines (Google, etc.)
- Web Servers and Internet Security
- Use of Social Networking tools for Library Services - RSS, Podcasting, Blogs, etc.

Unit 4:   Digital Libraries
- Digital Library - Concept, Definition, Need, Objectives and Characteristics
- Design and Development of Digital Library - Planning, Design, Implementation, Evaluation and Management
- Software and Hardware for Digital Libraries - Software - Greenstone Digital Library Software, Dspace, etc., Hardware- Input Capture Devices (Scanners, Digital Cameras, etc.)
- Data Warehousing, Data Mining
- Artificial Intelligence and Expert Systems - Concept, Definition and Features

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Chellis, James, Perkins, Charles and Strebe, Mathew. *MCSE: Networking Essential Study Guide.* New Delhi: BPB, 1997.

Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web.* London: Facet Publishing, 2007.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources.* London: Library Association, 2000.

Cooke, Alison. *A guide to Finding Quality Information on the Internet: Selection and Evaluation Strategies.* 2nd ed. London: Facet Publishing, 2008.

Cooper, Michael D. *Design of Library Automation Systems: File Structures, Data Structures and Tools.* New York: John Wiley, 1996.

Haravu, L. J. *Library Automation Design, Principles and Practice.* New Delhi: Allied Publishers, 2004.

Falk, Bennett. *The Internet Basic Reference from A to Z.* Singapore: Tech. Pub, 1995.

Forouzan, Behrouz A, Coombs, Catherine and Fegan, Sophia Chung. *Data Communication and Networking.* 2nd ed. New Delhi: Tata McGraw-Hill, 2000.

Kashyap, M. M. *Database system: Design and Development.* New Delhi: Sterling, 1993.

Leon, Alexis and Leon, Mathews. *Fundamentals of IT.* Chennai: Leon TechWorld, 1999.

Panda, K. C. and Gautam, J. N. *Information Technology on the Cross Road : From Abacus to Internet.* Agra: Y. K. Publishers, 1999.

Pandian, M. Paul and Jambhekar, Ashok. *Internet for Libraries and Information Centres.* New Delhi: Tat-McGraw–Hill, 2001.

Patterson, Dan W. *Introduction to Artificial Intelligence and Expert Systems.* New Delhi: Prentice-Hall of India, 2000.

Stallings, William. *Data and Computer Communications.* 6th ed. New Delhi: Pearson Education Asia, 2001.

Tanenbaun, Andrew S. *Computer Networks.* New Delhi: Prentice Hall of India, 1999.

Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet.* London: Library Association, 2000.

MLIS - 12:   e-Resources Management

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Electronic Resources
- Electronic Resource: Concept and Need
- Characteristics of Electronic Resources
- Benefits and Drawbacks of Electronic Resources
- Types of e-Resources - Concepts and Features
- Electronic Publishing

Unit 2:   Developing Collection of e-Resources
- Guidelines for Collection Building
- Collection Building Process - Formulating Policy, Budgeting, Evaluation of e-Resources, Pricing, Licensing, Ordering and Receiving
- Model Licenses and Guidelines
- Negotiation - Concept and Need
- Consortia - Concept, Need and Purpose
- Collection Building of e-Resorces through Consortia
- National Consortia in India: UGC-Infonet, INDEST, etc.

Unit 3:   Developing e-Resource Access Channels
- Delivery of e-Resources
- Development of Access Channels - User Centred, Web Access, Alphabetical, Database Approach
- Access Management and Authentication
- Preventing Misuse
- e-Resource Publicity
- Preservation of e-Resources
- Copyright in the Digital Environment
- User Training

Unit 4:   e-Resource Usage Analysis
- Management Information Needs
- Usage Statistics
- Standards and Guidelines (COUNTER)
- Processing, Analysis and Presentation of Data

22

Suggested Readings:

Conger, Joan E. *Collaborative Electronic Resource Management: From Acquisitions to Assessment.* Westport: Libraries Unlimited, 2004.

Cole, Jim et. al. *E-serials Collection Management: Transition, Trends and Technicalities*. London: CRC Press, 2003.

Curtis, Donnelyn. *E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection*. London: Facet Publishing, 2005.

Fecko, Mary Beth. *Electronic Resources: Access and Issues*. London: Bowker-Saur, 1997.

Hanson, Ardis and Levin, B. L. *Building a Virtual Library*. Hershey, P.A.: Information Science Publishing, 2002.

Jones, Wayne, ed. *E-Journal Access and Management*. New York: Routledge, 2009.

Katz, Linda S. *Collection Development Policies: New Dimension for Changing Collections*. London: Roultedge Kegan Paul, 2003.

…. *Managing Digital Resources in Libraries*. London: Routledge Kegan Paul, 2005.

Kemp, Rebecca. *E-resource Evaluation and Usage Statistics: Selector's Choices*. Saarbrücken: VDM Verlag. 2008.

Lee, Stuart D. and Boyle, Frances. *Building an Electronic Resource Collection: A Practical Guide*. 2nd ed. London: Facet Publishing, 2004.

Lee, Sul H. *Electronic Resources and Collection Development*. London: Routlege Kegan Paul, 2003.

Mitchell, Anne M and Surrat, Brain E. *Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians.* London: Facet Publishing, 2005.

Yu, Holly and Breivold, Scott. *Electronic Resource Management in Libraries: Research and Practice*. Information Science Reference, 2008.

4th Semester

MLIS - 13 : Information Communication Technologies: Advanced (Practice)

<div align="right">

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

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Note: The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1:   Database Design and Development

- MS ACCESS - Databases, Tables, Queries, Forms and Reports

Unit 2:   Website Designing and Navigational Tools

- Designing Library Websites (HTML/Dreamweaver, etc.)
- Developing Web Directories, Subject Gateway and Library Portals
- Image Creation/Editing using Paint/Photoshop/Office Picture Management Tools, etc.

Unit 3:   Use of Internet for better Library Services /Library Management Software (Advanced)

- Importing and Exporting Data in WINISIS/SOUL/LIBSYS
- Designing and Developing Library Blogs, RSS Feeds, etc.

Unit 4:   Design and Development of Digital Library

- Scanning, Editing Image (Paint/ Photoshop, etc.), OCR, Processing, Metadata Creation, Creating PDF Files (Acrobat Professional)
- Design and Development of Digital Library Using Greenstone/Dspace

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Aswal, R. S., ed. *CDS/ISIS for Windows: A Handbook for Librarians*. London: Ess Ess, 2003.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

Falk, Bennett. *The Internet Basic Reference from A to Z*. Singapore: Tech. Pub, 1995.

McCoy, John. *Mastering Web Design*. New Delhi: BPB, 1996.

Neelameghan, A. and Lalitha, S. K. *Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.

Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.

Phil Bradley. Advanced Internet Searcher's Handbook**.** Facet Publishing, 2004.

Simpson, Alan. *Windows XP Bible*. New York: John Wiley, 2004.

Walkenbach, John, et al. *Office 2007 Bible*. New York: John Wiley, 2007.

Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet*. London: Library Association, 2000.

UNESCO. *CDS/ISIS for Windows: Reference Manual Version 1.5.* Paris: UNESCO, 2004.

MLIS – 14:   Research Methods and Statistical Techniques

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Research
- Research - Concept, Need, and Purpose
- Types of Research - Fundamental, Applied and Inter-disciplinary
- Research Proposal - How to Write an Effective Research Proposal
- Current Trends in LIS Research

Unit 2:   Research Design
- Research Design - Concept, Need and Purpose
- Types of Research Design
- Identification and Formulation of Problem
- Designing Research Proposal
- Hypothesis
- Literature Search - Print, Non-print and Electronic Sources

Unit 3:   Research Methods Techniques and Tools
- Methods - Scientific, Historical, and Descriptive
- Sampling Techniques
- Data Collection Methods - Questionnaire, Schedule, Interview, Observation
- Library Records and Reports

Unit 4:   Data Analysis and Interpretation
- Data Processing, Analysis, Interpretation, Presentation – Concept, Need and Purpose
- Descriptive Statistics: Measures of Central Tendency, Mean, Median, Mode and Dispersion, Correlations, Linear Regression, Standard Deviation, Chi-Square Test, t-Test
- SPSS and Web-based Statistical Analysis Tools
- Bibliometrics, Scientometrics, Webometrics, Infometrics

Suggested Readings:

Charles, Busha H. and Harter, Stephen P. *Research Methods in Librarianship: Techniques and Interpretations*. USA: Academic Press, 1980.

Kothari, C. R. *Research Methodology: Methods and Techniques*. 2nd rev ed. New Delhi: New Age International Publishers, 2004.

Krishan Kumar. *Research Methods in Library and Information Science.* New Delhi: Vikas Publishing House, 1992.

Powell, Ronald R. and Connaway, Lynn Silipigni. *Basic Research Methods for Librarians*. 5th ed. USA: Libraries Unlimited, 2010.

Rao, I. K. Ravichandra. *Quantitative Methods in Library and Information Science*. New Delhi: Wiley Eastern, 1983.

Singh, S. P. *Research Methods in Social Sciences: A Manual for Designing Questionnaires*. New Delhi: Kanishka, 2002.

MLIS – 15:   Technical Writing and Communication Skills

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.
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Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Forms and Parts of Technical Writing
- Various forms of Technical Writings (Theses, Technical Papers, Reviews, Manuals, etc.)
- Parts of Theses and Technical Communications (Title Page, Authorship, Contents Page, Preface, Introduction, Review of Literature, Material And Methods, Experimental Results and Discussion)
- Guidelines for Incorporating Tables, Illustrations, Photographs and Drawings with Suitable Captions
- Summary/Writing of Abstract, Précis
- Commonly Used Abbreviations in the Theses and Research Communications

Unit 2:   Citation Styles

- Manuals of Styles - Types of Manual, Writing Styles, Attributes of Technical Writing, Online Citation Tools
- Documentation - Preparing Citations of different types of Works according to MLA Handbook
- Documentation - Citing Sources in the Text according to MLA Handbook

Unit 3:   Grammar
- Grammar (Tenses, Parts of Speech, Auxiliaries and Modals, Clauses, Synonyms, Antonyms, Punctuation Marks, etc.)
- Official Correspondence
- Common Errors

Unit 4:   Essentials of Writing
- Mechanics of Writing
- Report Writing
- Editing and Proof Reading

Note: Group Discussion, Facing an Interview and Paper Presentation to be covered as Assignments

Suggested Readings:

Chicago Manual of Styles. 16th ed. New Delhi: Prentice Hall of India, 2010.

Gilbadi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New Delhi: Affiliated East- West Press, 2010.

Gordon, H. M. and Walter J. A. *Technical Writing.* 5th ed. London: Holt, 1986.

Hornby, A. S. *Oxford Advanced Learners Dictionary of Current English*. 8th ed. New Delhi: Oxford University Press, 2009.

James, H. S. *Handbook of Technical Writing*. NTC Business Books, 2010.

Mohan, K. *Speaking English Effectively.* New Delhi: Macmillan, 2005.

Richard, W. S. *Technical Writing*. New York: Barnes and Noble, 2008.

Robert, C., ed. *Spoken English: Flourish Your Language.* New Delhi: Abhishek, 2005.

Sethi, J. and Dhamija, P. V. *Course in Phonetics and Spoken English*. 2nd ed. New Delhi: Prentice Hall of India, 2009.

Wren, P. C. and Martin, H. *High School English Grammar and Composition*. New Delhi: S. Chand, 2006.

MLIS – 16:   **Elective Paper (Select any one)**
MLIS – 16 (A):   **Academic Library and Information System**

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

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Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   **Growth and Role of Academic Libraries**
- Landmarks in Education since 19th Century in India
- Types and Functions of Academic Libraries
- Role of Academic Library in Formal and Informal System of Education
- UGC and its Role in the Development of Academic Libraries

Unit 2:   **Library Organization, Administration and Management**
- Library Authority: Concept and Role
- Staffing Norms and Patterns
- Personnel Management
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Academic Library Buildings
- Furniture and Library Equipment
- Lighting and Fittings

Unit 3:   **Collection Development**
- Collection Development Policy of Print and Non-print Material
- Selection Principles, Tools and Problems of Collection Development
- Library Committee and their Role in Collection Development
- Weeding Policy

Unit 4:   **Resource Sharing and Information Services**
- Resorce Sharing: Concept, Need and Purpose
- Role of INFLIBNET in Academic Libraries Development
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:

American Association of School Librarians. *Standards for School Library Programmes.* Chicago: ALA, 1969.

American Library Association. *Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries*. 2nd ed. Chicago: ALA, 1978.

Baker, David, ed. *Resource Management in Academic Libraries*. London: Library Associations,

2006.

Brophy, Peter. *The Academic Library*. London: Library Association, 2008.

Chapman, Liz. *Managing Acquisitions in Library and Information Services.* London: Library Association, 2001.

Gelfand, M. A. *University Libraries for Developing Countries*. Paris: UNESCO, 2001.

Jordan, Peter. *The Academic Library and its Users.* London: Gower, 1998.

Line, Maurice B., ed. *Academic Library Management.* London: Library Association, 1990.

Ranganathan, S. R. *School and College libraries*. Chennai: Madras Library Association. 2008.

MLIS – 16 (B):   **Special Library and Information system**

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.
</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   **Growth and Role of Special Libraries**

- History and Development of Special Libraries with Special Reference to India
- Type and Functions of Special Libraries
- Role of Special Libraries

Unit 2:   **Library Organization, Administration and Management**
- Library Organization and Administration
- Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.
- Personnel Management in Special Libraries
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Special Library Buildings
- Furniture and Library Equipment
- Lighting and Fittings

Unit 3:   **Collection Development**
- Principles of Collection Development
- Selection Principles, Tools and Problems of Collection Development
- Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)
- Electronic Documents
- Weeding Policy

Unit 4:   **Resource Sharing and Information Services**

- Resoruce Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Resource Sharing Networks – RLIN, OCLC, etc.
- Planning and Development of Information Services

Suggested Readings:

Auger, C. P. *Information Sources in Grey Literature*. 4th ed. London: Bowker, 1998.
Buckettt, J. and Morgan, T.S., ed. *Special Materials in the Libraries*. London: Aslib, 1963.
Chapman, Liz. *Managing Acquisitions in Library and Information Services*. London: Library Association, 2001.
Clapp, V. W. *Features of the Research Library*. Urbana: University of Illinois, 2010.
Grenfell, D. *Periodicals and Serials: Their Treatment in Special Libraries*. 2nd ed. London: Aslib, 1965.
Grogan, N. *Science and Technology: An Introduction to the Literature*. 4th ed. London: Clive Bingley, 1982.
Hernon, Peter and Whitman John R. *Delivering Satisfaction and Service Quality: A Customer-Based Approach for Libraries*. Chicago: American Library Association, 2001.
Lewis, C. M., ed. *Special Libraries*. New York: Special Libraries Association, 1963.
Raitt, David, ed. *Libraries for the New Millennium*. London: Library Association, 1997.
Scammell, A.W., ed. *Handbook of Special Librarianship and Information Work*. 7th ed. London: Aslib, 1997.
Singh S. P. *Special Libraries in the Electronic Environment*. New Delhi: Bookwell, 2005.
Wilkie, Chris. *Managing Film and Video Collections*. London: Aslib, 2009.

MLIS – 16 (C):   Public Library and Information System

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Growth and Role of Public Libraries
- History and Development of Public Libraries with Special Reference to India
- Type and Functions of Public Libraries
- Role of Public Libraries in Formal and Informal Education and Society
- Public Libraries and National Development
- Agencies and their Role in Promotion and Development of Public Libraries in India

Unit 3:   Library Organization and Administration
- Library Organization and Administration
- Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.

- Personnel Management in Public Libraries
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Public Library Buildings
- Furniture and Library Equipment
- Lighting and Fittings

Unit 3:   Collection Development
- Principles of Collection Development
- Selection Principles, Tools and Problems of Collection Development
- Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)
- Electronic Documents
- Weeding Policy

Unit 4:   Resource Sharing and Information Services
- Resoruce Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:

Bhatt, R. K. *History and Development of Libraries in India*. New Delhi: Mittal Publications, 1995.

Ekbote, Gopala Rao. *Public Libraries System*. Hyderabad: Ekbote Brothers,1987.

Hage, Christine Lind. *The Public Library Start-Up Guide.* Chicago: American Library Association, 2004.

Iyengar, Sreenidhi, ed. *Library Public Relations*. New Delhi: Anmol Publications, 1996.

Jain, M. K. *50 Years of Library and Information Services in India (1947-98)*. Delhi: Shipra, 2000.

Kalia, D. R. *Guidelines for Public Library Services and Systems*. Calcutta: Raja Rammohan Roy Library Foundation,1990.

Liu, Lewis-Guodo, ed. *The Role and Impact of the Internet on Library and Information Services*. Westport: Greenwood Press, 2001.

Rath, Pravakar. *Public Library Finance*. New Delhi: Ess Ess, 1996.

Thomas, V. K. *Public Libraries in India: Development and Finance.* New Delhi: Vikas Publications, 2005.

Totterdell, Anne. *An Introduction to Library and Information Work*. London: Facet Publishing, 2005.