

(Scheme of Examination)
Bachelor of Library and Information Science (B.Lib.I.Sc.)

(As per Choice Based Credit System w.e.f. the academic year 2016-17)

(M.Lib.I.Sc. Semester I & II)

In Semester I, there will be 5 core papers (3 theory papers and 2 practical) and in Semester II there will be 3 core paper (2 theory papers and 1 practical) and 1 discipline specific paper. Each Student will opt for at least one foundation course (minimum 2 credits) in II Semester from the pool of foundation courses. One open elective course (minimum 3 credits) in Semester II would be chosen by the student from the pool of papers (excluding the open elective prepared by the same department). Discipline specific courses will be floated according to the administrative and academic convenience of the department.

Sem	Course Code	Title of Course	Course Type	L-T-P	Marks			Duration	Credits	
					Internal Assessment	Exam. Marks	Total Marks			
I st	16LIS21C1	Foundations of Library and Information Science	C	4-0-0	20	80	100	3 Hrs	4	
	16LIS21C2	Knowledge Organization: Classification Theory	C	4-0-0	20	80	100	3 Hrs	4	
	16LIS21C3	Knowledge Organization: Classification Practice	C	0-0-8	00	100	100	3 Hrs	4	
	16LIS21C4	Information Communication Technologies (ICTs) Basics: Theory	C	4-0-0	20	80	100	3 Hrs	4	
	16LIS21C5	Information Communication Technologies (ICTs) Basics: Practice	C	0-0-8	00	100	100	3 Hrs	4	
Credits		C=20					Total Credit: 20			
II nd	16LIS22C1	Knowledge Organization: Cataloguing Theory	C	4-0-0	20	80	100	3 Hrs	4	
	16LIS22C2	Knowledge Organization: Cataloguing Practice	C	0-0-8	00	100	100	3 Hrs	4	
	16LIS22C3	Information Sources and Services	C	4-0-0	20	80	100	3 Hrs	4	
	16LIS22C4	Management of Libraries and Information Centres	C	4-0-0	20	80	100	3 Hrs	4	
	Choose any one from the following three papers									
	16LIS22DA1	Library Operations	D	3-1-0	20	80	100	3 Hrs	4	
	16LIS22DA2	Book Publishing			20	80	100	3 Hrs		
16LIS22DA3	Information Systems and Networks	20			80	100	3 Hrs			
Credits		C=16; D=4; O=3; F=2					Total Credit: 25			

Note:

- i. All candidates who have passed the 1st and 2nd semester examination of M.Lib.I.Sc. (2-year Integrated) course shall be awarded Bachelor of Library and Information Science (B.Lib.I.Sc.) Degree. In case the candidate exits the course after 2nd Semester, he/she shall be eligible for admission to M.Lib.I.Sc. 3rd Semester under lateral entry scheme subject to availability of seats as per university rules.
- ii. The practical examination will be conducted by external examiner and the question paper will be set by him/her in association with internal examiner.

FIRST SEMESTER

16LIS21C1: Foundations of Library and Information Science

Course outcomes (COs)

At the end students will be able to know:

- CO1: the foundational aspects of library and information science (LIS), in terms of history, significant developments, major themes, organizations and institutions;
- CO2: to examine major conceptual frameworks for LIS practice and theory, the user perspectives and the history of the modern libraries in India;
- CO3: knowledge about different types of libraries;
- CO4: awareness of different Indian library legislation acts; and
- CO5: to be familiar with the five laws of library science, profession and professional ethics.

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: Foundational Approach

- Foundational approach: socio-cultural, intellectual and historical foundations of library as an institution.
- Types of libraries : characteristics, collections, services, staff, objectives, structure and functions
- Growth and development of libraries with special reference to India
- Library and information science education in India: as a discipline and subject, history, level- degree and institution, accreditation
- Role of library in formal and informal education

Unit-2: Laws of Library and Information Science

- Five laws of library science of S R Ranganathan
- Implications of five laws: general and digital environment

Unit-3: Library Legislation, Acts and Professional Issues

- Library legislation: need and essential features
- Library legislations in India: history, chronology and features
- Intellectual Property Rights (IPRs): The Indian Copyright Act, 1957- original writings and creativity, history and infringement
- Delivery of Books (Public Libraries) Act 1954
- Profession : attributes; librarianship as a profession, ethics

Unit-4: Professional Associations and Organizations

- Library associations: National and international associations, need and role in promotional activities
- National associations: Indian Library Association (ILA) & Indian Association of Special Libraries and Information Centres (IASLIC) - history, structure, membership, activities

- International associations: American Library Association (ALA); Chartered Institute of Library and Information Professionals (CILIP); [International Federation of Library Associations and Institutions](#) (IFLA)- history, structure, membership, activities
- National level promoters: Raja Ram Mohan Roy Library Foundation, Kolkata (Role, objectives, types of grants)
- International level promoters: UNESCO – specialties, types of book promotion, International Book Day, International Book Fair

Suggested Readings

Bawden, David & Robinson, Lyn (2012). *Introduction to information science*. London: Facet.

Crowley, Bill (Ed). (2012). *Defending professionalism: a resource for librarians, information specialists, knowledge managers, and archivists*. Santa Barbara: Libraries Unlimited.

Khanna, J. K. (1987). *Library and society*. Kurukshetra: Research Publications

Krishan Kumar. (1993). *Library organization*. New Delhi: Vikas.

Liu, Yan Quan & Cheng, Xiaojun (Eds.) (2008). *International and comparative studies in information and library science*: Lanham; Maryland: Scarecrow Press.

Ranganathan, S. R. (1969). *Five laws of library science*. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006

Rubin, Richard E. (2010). *Foundations of library and information science*. 3rd ed. New York: Neal Schuman.

Green, Roger C., Grover, Robert J., Fowler, Susan J. (2013). *Introduction to library and information professions*. Santa Barbara: Libraries Unlimited.

Leckie, Gloria J., Given, Lisa M. & Buschman, John E. (Eds.). (2010). *Critical theory for library and information science: exploring the social from across the discipline*. Santa Barbara: Libraries Unlimited.

Venkatappaiah, Velage & Madhusudan, M. (2006). *Public library legislation in the new millennium: New model public library acts for the union, states and union territories*. Delhi: Bookwell.

16LIS21C2: Knowledge Organization: Classification Theory

Course outcomes (COs)

At the end students will be able to know

- CO1: why and how to develop knowledge organization systems;
- CO2: the implications of knowledge organization systems and approaches;
- CO3: the theory and practices involved in library classification;
- CO4: the library classification schemes and the trends in classification; and
- CO5: how to prepare students for work in libraries, information centres and other organizations that organize large bodies of recorded information.

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 Classification

- Library classification: definition, need and purpose
- Theories of classification: Static and dynamic
- Postulational approach: postulates, facet analysis, fundamental categories, phase analysis, principles of helpful sequence and facet sequence
- Notation and call number: number building process
- Devices in library classification

Unit-2: Universe of Knowledge and Subjects

- Universe of subjects: definitions and purpose
- Development of subjects: structure and attributes
- Modes of formation of subjects
- Mapping of subjects: Colon Classification (main classes); Dewey Decimal Classification (2nd level classes)

Unit-3: Schemes of Classification

- Species of library classification : enumerative & faceted
- Classification schemes: design, methodology
- Standard schemes of classification and their features: CC, DDC, UDC

Unit-4: Recent Trends

- Recent trends in classification
 - Thesaurus based: Thesaurofacet, classaurus
 - Automatic classification, Classification in online systems, Web Dewey
 - Role of major organizations: DRTC, CRG, OCLC
 - Ontology-based classification
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Suggested Readings

Broughton, Vanda (2015). *Essential classification* (2nd ed). London: Facet.

- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
- Dhyani, Pushpa. (2000). *Theory of library classification*. Delhi: Vishwa Prakashan.
- Foskett, A. C. (1990). *Subject approach to information* (5th ed.). London: Clive Bingley.
- Krishan Kumar. (2000). *Theory of classification* (4th rev ed.) New Delhi: Vikas Publications.
- Ranganathan, S. R. (1967). *Prolegomena to library classification* (3rd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
- Stuart, David (2016). *Practical ontologies for information professionals*. London: Facet.

16LIS21C3: Knowledge Organization: Classification Practice

Course outcomes (COs)

At the end students will be able to know

- CO1: principles of how-to-do methods on building up class numbers;
- CO2: knowledge of two classification schemes: Dewey Decimal Classification and Colon Classification;
- CO3: about the schedules, the rule books and also the number building process;
- CO4: to observe, correct, and to check the workouts of the students till arrive at the desired class number;

Maximum marks: 100

Pass marks: 40

Time: 3Hrs.

Note

The paper is divided into 2 parts. Each part carries 50 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.

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.
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Suggested Readings

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

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

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

Satija, M. P. (1995). *Manual for practical Colon Classification* (3rd rev ed.). New Delhi: Sterling.

Satija, M. P. (2007). *The theory and practice of the Dewey Decimal Classification system*. Oxford: Chandos Publishing.

16LIS21C4: Information and Communication Technologies (ICTs) Basics: Theory

Course outcomes (COs)

At the end students will be able to know

- CO1: The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems;
- CO2: the possibilities of ICTs in designing library services;
- CO3: the use of communication and networking technologies in developing library systems and services;
- CO4: the current trends in library networks operational in India.

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

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application softwares
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit 2: Computer Applications to Library and Information Services

- Role of computers in libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need, purpose & objectives
- Library management software: features, modules, selection, recency
- Basic features of SOUL and Libsys

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, social networking

Unit 4: Internet and Library Networks

- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
 - Library networks : need, purpose, objectives & resource sharing
 - National library networks : DELNET, INFLIBNET, NKN
 - Internet : concept, definition, origin, need, purpose & services
 - Search Strategies – Boolean operator, Wild card, Truncation, etc.
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Suggested Readings

- Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences*. New Delhi: BPB.
- Bharihoke, Deepak. (2002). *Fundamentals of IT* (2nd ed). New Delhi: Excel Books.
- Chowdhury, G. G. and Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.
- Chowdhury, G. G. and Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet .
- Cox, Joyce, Lambert, Joan and Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
- Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
- Pandian, M. Paul and Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw-Hill.
- Rajaraman. (2001). *Fundamentals of computers* (3rded). New Delhi: Prentice Hall of India.
- Rowley, Jennifer. (1993). *Computers for Libraries*. (3rd ed). London: Library Association.

16LIS21C5: Information and Communication Technologies (ICTs) Basics: Practice

Course outcomes (COs)

At the end students will able to know

- CO1: to explore the basic ICTs tools in a practical manner;
- CO2: to learn the usages of system and application software;
- CO3: to learn hands-on practice about library management software;
- CO4: to acquaint the students in using effective Internet search by learning various search strategies.

Maximum marks: 100

Pass marks: 40

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

- System software: different drives, directories
- 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, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit 3: Library Management Software

- Basics of WINSIS/SOUL/LIBSYS
- Installation by the students
- Modules handling , inserting, and updating

Unit 4: Online and Offline Searching

- Offline search: files and folders
- Online search: Basic and advance
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Suggested Readings

Amba, Sanjeevi & Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: Ess Ess.

Chowdhury, G. G. & Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.

Chowdhury, G. G. & Chowdhury, Sudatta (2000). *Searching CD-ROM and online information sources*. London: Library Association.

Neelameghan, A. & Lalitha, S. K. (2001). *Tutor+ : A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.

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

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

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

Winship, Ian and McNab, Alison. (2000). *Student's guide to the Internet*. London: Library Association.

UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5*. Paris: UNESCO.

SECOND SEMESTER

16LIS22C1: Knowledge Organization: Cataloguing Theory

Course outcomes (COs)

At the end students will be able to know

- CO1: how to develop knowledge organization systems;
- CO2: the implications of knowledge organization systems and approaches;
- CO3: the principles and theories of library cataloguing;
- CO4: the cataloguing rules of CCC and AACR;
- CO5: to study the various standards available and used in cataloguing.

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 Catalogue

- Catalogue: definition, need, purpose & objectives
- Types of library catalogue – alphabetical (author, name, title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing

- Entries: concept, types – main and added
- Data elements in different types of entries according to CCC and AACR-2
- Filing of entries: concept and need
- ALA filing rules

Unit-3: Subject Cataloguing

- Subject cataloguing: definition, need, purpose & principles
- Vocabulary control and controlled vocabularies
- List of subject headings: Sears List
- Chain procedure of S R Ranganathan

Unit-4: Cataloguing Standards and Current Trends

- Standardization, description and exchange of information: MARC-21, ISBD, ISO 2709, CCF, Z39.50
- Metadata: Concept, need, purpose and standards (Dublin Core)
- Recent trends: basic concept of FRBR, RDA

Suggested Readings

Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.

- Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.
- Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet .
- Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.
- Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.
- Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
- Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5th ed with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science.
- Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer.
- Zeng, Marcia & Qin, Jian (2016). *Metadata*. 2nd ed. London: Facet.

16LIS22C2: Knowledge Organization: Cataloguing Practice

Course outcomes (COs)

At the end students will be able to know

- CO1: to acquaint in cataloguing of documents according to AACR-2 and CCC-5th ed. ;
- CO2: different rules of catalogue entries;
- CO3: about rules of cataloguing of books and non-books materials;
- CO4: to educate the learners about the rules for personal and corporate authors.

Maximum marks: 100

Pass marks: 40

Time: 3Hrs

Note

The paper is divided into 2 Parts. There will be 5 questions (titles) from each part. The candidates have to prepare total 5 entries selecting at least 2 entries from each part. All questions carry equal marks

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

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed ,merged and split title

(Note: Students will assign subject headings from the *Sear's List of Subject Headings* themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Part-II: Cataloguing of Documents by Classified Catalogue Code (CCC 5th Ed.)

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed , merged and split title

(Note: Students will assign subject headings by S R Ranganathan's *chain procedure* method themselves and mention in the catalogue entry, the tool will be made available at the time examination)

Suggested Readings

Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed). London: Bowker-Saur.

ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed). London: Library Association.

Library of Congress. (2011). *Library of Congress Subject Headings* (33rd ed). Washington, D.C.: Library of Congress, Cataloging Distribution Service.

Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, videorecordings, and serials*. 2nd ed., Chicago: American Library Association.

Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association.

- Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21* (5th ed). Westport, Conn.: Libraries Unlimited.
- Ranganathan, S. R. (1988). *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)* (5th ed). Bangalore: SaradaRanganathan Endowment for Library Science.
- Saye, Jerry D., & Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association.
- Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010). *Sears List of Subject Headings* (20th ed.). New York: H.W. Wilson.
- Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

16LIS22C3: Information Sources and Services

Course outcomes (COs)

At the end students will be able to know:

- CO1: the basics of information sources and services and how to critically analyse and evaluate the information sources;
- CO2: requirements and step-by-step process for handling their information queries;
- CO3: the knowledge about various Internet resources in the areas of Science and Technology, Social Sciences and Humanities.
- CO4: the process of retrieving databases and on-line /web information resources in network environment.

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

- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility and evaluation

Unit 2: Information Services

- Information Services: concept, definition, need and trends
- Information services: anticipatory and on-demand
- Types of information Services: Reference Service- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3: Information Users

- Types of users: age, profession and experience
- Information need and seeking behavior: concept, methods and models
- User education: concept, need, methods
- Information literacy: meaning, need and concept

Unit 4: Internet as a source of information

- Internet as a source of information
- Sources: Open and Subscribed
- Open access: virtual library, subject gateways, open courseware
- Subscribed: databases- bibliographic (Medline), citational (Web of Science, Scopus), and full-text (Science Direct, Emerald)

Suggested Readings

Foskett, D. J. (1967). *Information service in libraries*. 2nd ed. Connecticut: Archon Book Hamden.

Gates, Jean Key (1988). *Guide to the use of libraries and information sources*, 6th ed. New York: McGraw-Hill.

Katz, William A. (2002). *Introduction to reference work: Basic information services*. Introduction to

reference work: V1. 8thed. New York: McGraw-Hill, 2002.

Krishan Kumar. (2001). *Reference service*. 5th rev. ed. New Delhi: Vikas Publications.

Library Association. (1999). *Guidelines for reference and information service in public libraries*.
London: Library Association.

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

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

16LIS22C4: Management of Libraries and Information Centres

Course outcomes (COs)

At the end students will able to:

- CO1: describe the terminology of management with its related terminology as applied to libraries and information centres;
- CO2: orient the students with different schools of thought;
- CO3: identify the fundamental components of management, planning, organizing, staffing, directing and control;
- CO4: identify the main approaches to the study of the management of an organization;
- CO5: equip with the skills of managing resources, money, people and time, change and demonstrate management skill in libraries and information centers.

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Notes

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 Basics

- Management: concept, definition, function and scope
- Principles of management
- Schools of thought: classical- scientific and process manage; neo-classical- human relation, behavioural; modern management era- empirical, social system, decision theory and contingency.
- Change Management : concept, problems of inducing change and techniques
- Tool and techniques: total quality management-definition, concepts and elements; project management- PERT, CPM

Unit-2: Man and Materials Management

- Human Resource (HR): Human Resource Management (HRM): Human Resource Development (HRD)
- Human Resource Planning (HRP): concept and components
- Jobs: Analysis, description and requirement
- Recruitment : advertisement, screening, selection-methods , induction, orientation, performance & evaluation
- Motivation: concept , theories- Maslow's and Hertzberg's
- Library committees: purpose and types
- Materials management: Library infrastructure, Library building-construction, provision, lighting floor management and future considerations

Unit-3: Library Financial Management

- Financial management: concept, scope and objectives
- Library budget and budgetary methods: line item or incremental budget, formula budget, control programme budget, performance budget, planning programming budgeting system (PPBS), zero- based budgeting (ZBB)
- Cost analysis: concept and methods-cost benefit, cost effectiveness
- Outsourcing: concept, definition, need and purpose

Unit-4: Library Collection and Service Management

- Functions: resources development section- selection principles, collection development & selection tools; policies - print and e-resources; processing; serial control & management; maintenance- conservation, preservation, stock verification & weeding; circulation- charging, discharging, reservation, renewal, overdue and fines; administrative- grant, funding, gift & audit
- Library services: nature, significance and characteristics, factors influencing the growth of services
- Library rules: membership, timing, circulation and user behaviour
- Reports: contents, style & annual reports
- Library statistics: records, data

Suggested Readings

Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik (2000). *Management basics for information professionals*. New York, Neal-Schuman

Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har- Anand Publications.

Mittal, R. L. (2007). *Library administration: Theory and practice*. 5th ed. New Delhi: Ess Ess.

Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing.

Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: Ess Ess.

Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT.

Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications.

Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

Bryson, J. (1998). *Effective library and information centre management*, Ashgate, London. pp 1-3.

16LIS22DA1: Library Operations

Course outcomes (COs)

At the end students will able to:

- CO1: Understand various units and their functioning in the library system;
- CO2: introduce standards, procedures, principles related to various functions of libraries;
- CO3: explore the practical applications of library automation software and standards.

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 operations basics

- Library operations: meaning & types – acquisition, technical processing, circulations, maintenance & serial control
- Acquisition: meaning types, functions – book selection, procurement, collection development, problems
- Automated acquisition system

Unit-2: Technical Processing and Maintenance

- Technical processing: need, role and procedure
- Dealing with books: accessioning, classification and cataloguing: manual and automated – subject description
- Labeling, shelving and display
- Maintenance: weeding and stock verification
- Conservation and preservation

Unit-3: Circulation

- Circulation: concept need and functions.
- Membership: new and old, updating, deletion
- Circulation system: charging and discharging systems, overdue & reservation
- Automated circulation system: OPAC & Web-OPAC- Features

Unit-4: Serial Control

- Serials: concept, types & importance
 - Serial control: traditional and automated
 - Periodical: selection and procurement- planning, ordering, problems and issues
 - Vendor and price management
-

Suggested Readings

Bryson Jo. (1996). *Effective library and information management*. Bombay: Jaico.

Beardwell, Ian & Holden, Len (1996). *Human resource management: A contemporary perspectives*. London: Longman.

Chabhra, T N et. al. (2000). *Management and organisation*. New Delhi: Vikas.

Drucker Peter F. (2002). *Management challenges for the 21st century*. Oxford: Butterworth Heineman.

Evans, G. Edward & Layzell, Patricia. (2007). *Management basics for information professionals*, 2nd ed. London: Libraries Unlimited.

Johnson, Peggy. (2009). *Fundamentals of collection development and management*, 2nd ed. ALA

Smith, Judith Read, Mary Lea Ginn & Kallaus Norman, F. (2010). *Records management*. 7th ed. South-western, Division of Thomson Learning.

Stueart, Robert D & Moran ,Barbara B. (2007). *Library and information centre management*. 7th ed. London: Libraries Unlimited.

[Bailey, Dorothy C. & Citron.](#) Helen R. (1984). Automated serial control. *The Serials Librarian: From the Printed Page to the Digital Age* 8(3), pp. 43-53, DOI: 10.1300/J123v08n03_06

16LIS22DA2: Book Publishing

Course outcomes (COs)

At the end students will able to know:

- CO1: overall knowledge about book publishing and to explore publishing as a business and art;
- CO2: about acquisition and commissioning of manuscripts;
- CO3: the process of book publishing and to contact with authors;
- CO4: the skill of choosing a title, chapters and the publishers;
- CO5: about book marketing.

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: Publishing Overview

- History of Publishing: international & Indian publishing scenario
- Various kinds of publishing
- Structure of a publishing house
- Openings in book publishing

Unit 2: Creating the Book

- Acquisition and evaluation
- Publisher's contract or memorandum of agreement
- Kinds of editors and kinds of editing, editor-author-publisher relationship
- House style and style manuals
- Acquisition and commissioning
- Evaluation and refereeing

Unit 3: Internal and External Design

- Front and back Matter
- Kinds of copy Editing
- Checklist of copy editing
- Proof reading and copy marking
- Cover design

Unit 4: Production, Promotion, Marketing, Sales

- Publisher's agreement
- Materials for mailing, book reviews
- Author's participation, miscellaneous strategies
- Trade fairs, mass distribution, book clubs and subscription books
- Distribution systems

Suggested Readings

Davies, Gill (2004). *Book commissioning and acquisition*. London: Routledge

Davies, Gill & Balkwill, Richard (2011). *The professionals guide to publishing*. New York: Kogan Page.

Baverstock, Alison (2008). *How to market books*. New York: Kogan Books.

Guthrie, Richard (2011). *Publishing: Principles and practice*. New Delhi: Sage.

16LIS22DA3: Information Systems and Networks

Course Outcomes (COs)

At the end students will be able to know

- CO1: what are the components of information systems and networks,
- CO2: how information system helps in furthering both information need, facility and user satisfaction,
- CO3: how different information systems functioning in India,
- CO4: the aspects of Indian information systems through institutional set ups for science, social science and humanities information.

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 I: Information Systems

- Information institutions: evolution, growth, function and types
- Information centres: types and their organization
- Information systems: definition, evolution, growth & functions
- Data centres: definition, evolution, growth, types & functions

Unit II: Information Systems in Sciences

- National Information System for Science and Technology (NISSAT)
- National Informatics Centre (NIC)
- Environmental Information System (ENVIS)
- National Institute of Science Communication and Information Resources (NISCAIR)
- International Nuclear Information System (INIS)
- International Information System on Agricultural Sciences and Technology (AGRIS)

Unit III: Information Systems in Social Sciences and Humanities

- Indian Council of Social Science Research (ICSSR)
- UGC-Inter University Centre for International Studies
- UGC-Inter University Centre for Humanities and Social Sciences (IUCHSS)
- Indira Gandhi National Centre for Arts (IGNCA)
- National Mission for Manuscripts (NMM)
- Indian Council for Cultural Relations (ICCR)
- National Archives of India (NAI)

Unit IV: Information Networks

- Network - Concept, Components, Topologies and Types: LAN, MAN, WAN, VPN
- Resource Sharing : Concept, Need, Purpose and Objectives
- Library Networks : Need, Purpose and Objectives
- National Library Networks : DELNET, INFLIBNET, NKN
- International Library Networks: OCLC, RLIN

(Note: Unit II and III will be taught in terms of their history, growth and development, functions, structure, objectives, fellowships and recent development)

Suggested Readings

- Rajagopalan, T.S. & Rajan, T.N. (1986). Information institutions: Patterns of growth and development with a perspective of future. In Rajagopalan, T.S. (ed.) *Ranganathan's philosophy: Assessment, impact and relevance*. New Delhi: Vikas. pp. 64-75.
- Agarwal, S. P. (1986). National Information Systems in social sciences: A study in perspectives. In: Gupta, B.M.(et al.) (eds.). *Handbook of libraries, archives and information centres in India*. pp. 179-95. New Delhi: Information Industry Publications. 3(1),.
- Lahiri, Abhijit (1986). National Information System for Science and Technology. In. Gupta, B.M. (et al.) (eds). *Handbook of libraries, archives and information centres in India*. pp. 58-74. New Delhi: Information Industry Publications. 3, pp. 58-74.
- Atherton, Pauline (1977). *Handbook for information systems and services*. Paris: UNESCO.
- Kent, Allen (ed). (1980). *Encyclopaedia of library and information science*. London: Macmillian.
- Khanna, J.K. (2000). *Documentation and information services, systems and techniques*. Agra: Y.K. Publishers.
- Khanna, J.K. (1996). *Handbook of information systems and services*. New Delhi: Beacon Books.
- Harries, Steve (1993). *Networking and telecommunications for information systems: An introduction to information networking*. London: Library Association Publishing.
- Smith. John W.T. (1993), *Networking and the future of libraries*. Westport: Meckler.
- [P Balasubramanian](#) (2012). *Library automation and networking*. Deep & Deep.