



MIZORAM UNIVERSITY

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

MASTER OF LIBRARY AND INFORMATION SCIENCE (MLISc)

SYLLABUS

(Under Choice Based Credit System)

2012

B. O. S. Approved	:	10th October, 2012
School Board Approved	:	30th October, 2012
Academic Council Approved	:	15th November, 2012

**ON MASTER OF LIBRARY AND INFORMATION SCIENCE
Under Section 28(i)(b) of the Mizoram University Act, 2000**

- Objectives 1. (i) To give the students an understanding of the basic principles and fundamental laws of Library and Information Science and to enable him/her to understand and appreciate the functions and purposes of the Library in the changing social and academic environment.
- (ii) To train the students in the techniques of librarianship and management of libraries.
- (iii) To acquaint the students with the organizations and development of the universe of knowledge and research methods.
- (iv) To make the students proficient in the theory and methods involved in information storage and retrieval.

Programme Structure 2.

The Programme shall comprise four semesters leading to Maser of Library and Information Science (MLISc). The MLISc Programme carries 22 credits per semester.

1 Credit = 1 Lecture Hour
1 Credit = 2 Tutorial Hour
1 Credit = 2 Practical Hour

- Admission Requirement 3 Candidates seeking admission to the course shall satisfy the following conditions:
- (a) Any Graduate from Mizoram University or Recognized University with 45% of marks
- OR
- (b) He/she must have passed an Honours Degree Examinations (3 years) on any subject from Mizoram University or from any other recognized University.
- OR
- (c) For In-service and Deputed Candidates, the minimum qualification required for admission shall be a Bachelor's Degree with 3 years of Library experience.

- Note: (i) He/She must fulfill other conditions as may be laid down by the University/Admission Committee from time to time.
- (ii) 40% of the seats will be available for deputed/In-service candidates and working librarians. (In case of non-availability of eligible candidates in the in-service/deputed category, the seats will be filled up by fresh candidates).
- (iii) Reservation of seats belonging to Scheduled Castes and Scheduled Tribes shall be as per policy laid down by the University.

In all cases of admission, the decision of the Admission Committee shall be final.

Examination and Scheme of Papers:

- (i) The duration of the course shall be two academic years.
- (ii) The course shall be full time course.
- (iii) The course shall be divided into four semesters and there shall be an examination at the end of each semester.

Job Diary 4. A student admitted to the course shall have to work in the Mizoram University Library for the Fourth Semester to gain practical and clinical experience under the guidance of a teacher. A diary will be maintained by the students in the form as prescribed by the Department for the purpose, to be signed by the concerned teacher and counter signed by the Head of the Department.

5. No candidates shall be deemed to have pursued a regular course of study unless he/she attended the required percentage of the lectures, tutorials, practical assignment as per Mizoram University Rules.
6. The pass marks required for each paper will be 50% marks. Internal assessment marks will be included in the total marks of each paper.
7. The total marks obtained in all Semester Examinations will determine the classification of results for the degree of MLISc. (Master of Library & Information Science) which will be as follows:
- | | | |
|----------------------------|---|---------------|
| 1 st . Division | - | 60% and above |
| 2 nd . Division | - | 50% and above |
8. Failed candidates will be governed by the Ordinances as applicable to other Post-Graduate students of the University.
9. Fees payable by students will be in accordance with the Ordinance as applicable in case of M.A. students.

MLIS Scheme of Papers under CBCS Guidelines

SN	Course Code	Name of Course	Type of Course	Credit Distribution			Total Credits	Marks (Scaled)
				L	T	P		
First Semester: 22 Credits (Core Course = 22 Credits)								
1	LIS/1/CC/01	Foundation of Library & Information Science	CC	4	0	0	4	100
2	LIS/1/CC/02	Basics of Information and Communication Technology	CC	4	0	0	4	100
3	LIS/1/CC/03	Organization of Knowledge I – Classification Theory	CC	4	0	0	4	100
4	LIS/1/CC/04	Organization of Knowledge II – Cataloguing Theory	CC	4	0	0	4	100
5	LIS/1/CC/05	Library Classification Practice	CC	0	0	3	3	100
6	LIS/1/CC/06	Library Cataloguing Practice	CC	0	0	3	3	100
Second Semester: 22 Credits (Core Course = 10 Credits; Soft Course = 8 Credits; Open Electives = 4 Credits)								
7	LIS/2/CC/07	Management of Library & Information Centres	CC	5	0	0	5	100
8	LIS/2/CC/08	Information Source & Services – Theory & Practice	CC	3	0	2	5	100
9	LIS/2/SC/09A	Academic Library System	SC	4	0	0	4	100
	LIS/2/SC/09B	Public Library System						
10	LIS/2/SC/10A	Preservation & Conservation of Library Materials	SC	4	0	0	4	100
	LIS/2/SC/10B	Information Resource Development						
11	LIS/2/OE/11	Open Electives – Technical Writing	OE	2	0	0	2	100
12	LIS/2/OE/12	Open Electives – E-Resources	OE	2	0	0	2	100
Third Semester: 22 Credits (Core Course = 10 Credits; Soft Course = 8 Credits; Open Electives = 4 Credits)								
13	LIS/3/CC/13	ICT Application in Library Services	CC	5	0	0	5	100
14	LIS/3/CC/14	ICT Practice	CC	0	1	4	5	100
15	LIS/3/SC/15A	Information Products & Services	SC	4	0	0	4	100
	LIS/3/SC/15B	Knowledge Management						
16	LIS/3/SC/16A	Internet & Its Applications	SC	4	0	0	4	100
	LIS/3/SC/16B	Information Literacy						
17	LIS/3/OE/17	Open Electives – Community Information Service	OE	2	0	0	2	100
18	LIS/3/OE/18	Open Electives – Intellectual Property Rights & Copyright	OE	2	0	0	2	100
Fourth Semester: 22 Credits (Core Course = 22 Credits)								
19	LIS/4/CC/19	Information Systems & Networks	CC	4	0	0	4	100
20	LIS/4/CC/20	Information Retrieval	CC	5	0	0	5	100
21	LIS/4/CC/21	Research Methodology	CC	4	0	0	4	100
22	LIS/4/CC/22	Content Management & Digital Library – Theory & Practice	CC	3	0	2	5	100
23	LIS/4/CC/23	CSST – Tour Diary	CC	0	0	2	2	100
24	LIS/4/CC/24	Job Diary	CC	0	0	2	2	100
Total				69	01	18	88	2400

Note: Core Courses (Basic / Fundamental Courses) should be within 2 - 5 credits each. Soft Courses (Advanced Courses) should be within 3 - 5 credits each. Core/Soft Courses may be unitized to 4 – 6 units as per convenience of the Department. Project work/ Seminar/ Field work/ Internship/ Training will come under the category of Core Courses.

FIRST SEMESTER

Paper Code: LIS/1/CC/01

Paper Name: FOUNDATION OF LIBRARY & INFORMATION SCIENCE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Libraries- Modern Concepts, Role and Types

- Types of Libraries: Features and Functions
- Five Laws of Library Science and their Implications
- Library & Society: Its impact on Socio-economic and Educational development in the changing context
- Library Extension Services

Unit 2: Library Development

- Growth and Development of Libraries in India, UK and USA
- Library Legislation: Need and Features
- Library Legislation in India with special reference to Mizoram
- Press and Registration of Book Act, Delivery of Books and Newspapers Act

Unit 3: Professional Associations and Organizations

- Library and Information Profession: Ethics and standards
- Professional Associations: ILA, IASLIC, IATLIS, IFLA, ASLIB (AIM)
- Information and Documentation Organizations: UNESCO, NISCAIR, DESIDOC, NASSDOC

Unit 4: Information and Communication

- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Knowledge Society: Concept and Characteristics

RECOMMENDED BOOKS

American Library Association (2003). Information policies: A compilation of position statements, Principles Statutes and other pertinent statements. ALA: Chicago Press.

Amudhavalli, A. & Singh, Jasmer (2000). Challenges and Changes in Librarianship, New Delhi: B. R. Publishing Corporation.

Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford: Chandos Publishing.

Barua, B. P. (1992). National Policy on Library and Information System. Mumbai: Popular Prakashan.

Feather, John. (2004). The Information Society: A study of continuity and changes. Landon: Facet Publishing.

Khan, Riyazuddi. (2006). Introduction to Library Science. New Delhi: S.B.S. Publication.

Khanna, J. K. (2003). Library and Society. New Delhi: Ess Ess Publications.

Kumar, P.S.G. (1999). Fundamental of Information Science. New Delhi: S. Chand and Co.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. Publishing.

Kumar, S. & Sah, Leena. (2000). Public Library Act in India, New Delhi: Ess Ess Publications.

M. Esperanza A. C. (2004). Perspective of Library Movement in India. New Delhi: B R Publishing Corporation.

McBride, P. K. (2001). Career Award Information and Communications Technology: Foundation Level. Cambridge University Press.

Ngurtinkhuma, R. K. (2011). Public Library in India. New Delhi: Today and Tomorrow.

Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions Press.

Rai, A. N. (2000). Communication in Digital Age. New Delhi: Author Press.

Ranganathan, S. R.(1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman Publishers.

Sharma, C. R. & Singh, U. N. (2003). Information Technology. New Delhi: Shree Publishers and Distributers.

Paper Code: LIS/1/CC/02
Paper Name: **BASICS OF INFORMATION AND COMMUNICATION TECHNOLOGY**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Basics of IT

- IT: Definition, Scope & Components (Hardware & Software)
- Generations of Computers
- Storage Devices, Input & Output Devices, Memory

Unit 2: Operating Systems & Programming Languages

- Operating Systems: Function, Types
- Study of MS-DOS, LINUX and Windows Operating Systems
- Introduction to Programming Languages

Unit 3: Communication Technology

- Tele-communication: Transmission Media, ISDN, Multiplexing, Switching Technique
- Networking: Topology and Types of Network, Standards & Protocols
- Network Models (OSI), Networking Devices

Unit 4: Database Management System

- Definition, Objectives & Function
- Types of DBMS, Elements of DBMS
- Database Structure and Architecture

RECOMMENDED BOOKS

- Arora, Ashok & Bansal, Shefali. (2000). Computer Fundamentals. New Delhi : Excel Books.
- Basandra, Suresh K. (1999). Computer Today. New Delhi : Galgotia Publications.
- Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi : New Age International.
- Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi : BPB Publications,
- Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi : BPB Publication.
- Kumar, P. S. G. (2004). Information and Communication. Delhi : B. R. Publication.
- Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai : Vijan Nicole.
- Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi : Wiley India.
- Prasher, R. G. (2003). Information and its Communication. Ludhiana : Medallion Press.
- Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi : B. R. Publishing.
- Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi : BPB Publication.
- Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi : Pearson Education.
- Sybex. (2007). Linux Complete. BPB Publications, 2007: New Delhi.

Paper Code: LIS/1/CC/03

Paper Name: ORGANISATION OF KNOWLEDGE I – CLASSIFICATION THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Knowledge Organization

- Universe of Knowledge/Subject: Nature and Attributes
- Modes of Formation of Subjects
- Knowledge Classification and Library Classification; Static & Dynamic Theories of Classification

Unit 2: Classification Schemes

- Species of Library Classification Schemes
- Salient Features of DDC, UDC, and CC
- Mapping of Subject in DDC, UDC and CC

Unit 3: Library Classification Theory

- Definition, Need and Purpose of Classification
- Planes, Canons, Principles, Fundamental Categories, Postulational Approach, Facet Analysis & Sequence
- Phase Relation, Common Isolates, Devices, Mnemonics

Unit 4: Notational Techniques and Recent Trends

- Notation: Definition, Types, Functions, Qualities and Techniques
- Design and Development of Classification Schedules
- Recent Trends in Library Classification

RECOMMENDED BOOKS

Broughton, Vanda. (2004). *Essential Classification*. London: Facet Publishing.

Dhiman, A. K. & Yashoda Rani. (2005). *Learn Library Classification*. New Delhi: Ess Ess.

Husain, Sabahat. (2004). *Library Classification: Facets and Analysis*. Delhi: B. R. Publishing.

Jennex, Murray E. (2008). *Knowledge Management: Concepts, Methodologies, Tools and Applications*. New York: Information Science Reference.

Kao, Mary L. (2003). *Cataloguing and Classification for Library Personnel*. Mumbai: Jaico.

Kumar, P. S. G. (2003). *Knowledge Organization, Information Processing and Retrieval Theory*. Delhi: B. R. Publishing.

Pathak, L. P. (2000). *Sociological Terminology and Classification Schemes*. New Delhi: Mittal Publications.

Ranganathan, S. R. (2006). *Philosophy of Library Classification*. Bangalore: Ess Ess.

Singh, Sonal. (1998). *Universe of Knowledge: Structure & Development*. Jaipur: Raj Publishing.

Sood, S. P. (1998). *Universe of Knowledge and Universe of Subjects*. Jaipur: G. Star Printers.

Taylor, A. G. (2007). *Introduction to Cataloguing and Classification (10th ed.)*. New Delhi: Atlantic.

Paper Code: LIS/1/CC/04

Paper Name: ORGANISATION OF KNOWLEDGE II – CATALOGUING THEORY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Cataloguing Principles

- Catalogue: Definition, Objectives, Functions
- Types of Catalogue and Physical Forms of Catalogue
- Principles of Cataloguing: Ranganathan’s Cannon, Paris Principles
- Introduction to Catalogue Codes: CCC, AACR-IIR

Unit 2: Entry Elements, Filing Rules & Subject Headings

- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)
- Rules for Choice and Rendering of Headings in AACR –IIR
- Subject Heading Lists: Sear’s List & LCSH

Unit 3: Standards of Bibliographic Description

- ISBD, FRAD (Functional Requirements for Authorized Description), GARR (Guidelines for Authority Records and References), RDA (Resource Description and Access)
- Standards for Bibliographic Information Interchange and Communication- ISO 2709, Z39.50, Z39.71
- ISBN & ISSN

Unit 4: Bibliographic Record Formats & Other Aspects

- Bibliographic Records Format - MARC 21, UNIMARC, CCF
- Cataloguing of E-Resources- Metadata Standards (Dublin Core)
- Derivatives of Cataloguing (Copy Cataloguing)

RECOMMENDED BOOKS

- Andrew, P. G. (2003). Cataloguing Sheet Maps. Landon: Haworth Press.
- Aswal, R. S. (2004). MARC 21: Cataloging Format for 21st Century. New Delhi: Ess Ess.
- Dhawan, K. S. (1997). Online Cataloguing Systems. New Delhi: Commonwealth Publication.
- Dhiman, Anil K. (2004). Cataloguing of Non-book Materials. New Delhi: Ess Ess.
- Girija Kumar & Krishan Kumar. (2004). Theory of Cataloguing. New Delhi: Vikas
- Gredley, Ellen & Hopkinson, Alan (1990). Exchanging Bibliographic Data: MARC and other International Formats. Ottawa: ALA.
- Hagler, Ronald & Simmons, Peter. (1991). The Bibliographic Record and Information.
- J. S. C. ed. (2002). Anglo-American Cataloguing Rules. London: Canadian Library Association.
- Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.
- Leigh, Gernert. (2003). A Text Book of Cataloguing. New Delhi: Dominant Publishers.
- Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London: Facet Publishing.
- Roe, Sandra K (2002). The Audio Visual Cataloguing. New York: Haworth Press.
- Sharma, Pandey S. K. (2001). Library Cataloguing Theory. New Delhi: Sahitya Prakashan
- Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. New Delhi: B. R. Publishers.
- Sood, S. P. (1999). Theory of Library Cataloguing. Jaipur: Raj Publishing House.
- Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10th ed.). New Delhi: Atlantic.
- Viswanathan, C. G. (2008). Cataloguing Theory and Practice. New Delhi: Ess Ess.

Paper Code: LIS/1/CC/05
Paper Name: LIBRARY CLASSIFICATION PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

- (A) Assigning Class Numbers representing Simple, Compound, Complex Subjects according to DDC (Latest edition) (50 marks)
- (B) Viva Voce (10 marks)

RECOMMENDED BOOKS

Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi : Ess Ess.

Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi : Shree Publishers

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US : Total Recall Publications

Paper Code: LIS/1/CC/06
Paper Name: LIBRARY CATALOGUING PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	3	03	20	20	60	100

- (A) Preparation of Main and Added Entries of Documents according to AACR – IIR (Latest edition) having the following items (50 marks)
- Single Author, Joint Author and Editors
 - Corporate Author, Continuing Resources (Serials), Pseudonyms Author and Anonymous Books
 - Non-Book Materials (Cartographic Materials & e-resources)
 - Assigning Subject Heading to Documents according to Sear’s List of Subject Heading (Latest edition)
- (B) Viva Voce (10 marks)

RECOMMENDED BOOKS

American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.

Khan, M. T. M. (2005). Anglo-American cataloguing rules. New Delhi: Shree Publishers.

Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev. Ed. New Delhi: Vikas Publishing.

Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for dictionary catalogue. Bangalore: Sarada Ranganathan Endowment for Library Science.

Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of Subject Headings.

Sears, M. E. (2010). Sears List of Subject Headings. 20th Ed. New York: H. W. Wilson.

Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.

SECOND SEMESTER

Paper Code: LIS/2/CC/07

Paper Name: MANAGEMENT OF LIBRARY & INFORMATION CENTRES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
5	0	0	05	20	20	60	100

Unit 1: Management: Concept and Principles

- Principles of Management: Scientific Management and their Applications to Libraries and Information Centers
- Elements of Management Process (POSDCORB)
- Total Quality Management, Six Sigma, MIS, DSS
- Change Management, Disaster Management, Conflict Management
- Project Management- PERT/CPM, SWOT Analysis

Unit 2: Physical Management and Library Operations

- Library Building: Site, Selection, Planning
- Furniture, Fittings and Equipments: Standards and Specifications
- Routines and Work Flow of Different Sections
- System Analysis and Design in Library Operations
- Collection Development and Management – Acquisition, Maintenance, Stock Verification, Weeding out and Write-off (Policy and Procedures)
- Library Committee- Types and Functions

Unit 3: Human Resource Development

- Organizational Structure
- Job Description and Analysis: Job – Evaluation
- Inter – Personal Relations
- Recruitment Procedures
- Motivation: Group Dynamics
- Training and Development
- Performance Appraisal

Unit 4: Financial Management

- Resource Mobilization and Outsourcing
- Budgeting, Accounting and Auditing
- Budgetary Control
- Marketing of Library & Information Products and Services

RECOMMENDED BOOKS

- Bryson Jo. (1996). *Effective Library and Information Management*. Bombay: Jaico Pub. House
- Beardwell, Ian and 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 and Layzell, Patricia. (2007). *Management Basics for Information Professionals, Second Edition*. Londn: Libraries Unlimited.
- Johnson, Peggy. (2009). *Fundamentals of Collection Development and Management, 2nd ed.* ALA
- Kotler, Philip (2003). *Marketing Management, 11th ed.* New Delhi: Pearson.
- Narayana, G J. (1991). *Library and Information management*. New Delhi: Prentice Hall of India.
- Paton, Robert A. (2000). *Change Management*. New York: Response Books.
- Rowley, Jennifer (2001). *Information Marketing*. Aldershot: Ashgate Publishing Limited.
- Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). *Records Management, 7th ed.* South-western, Division of Thomson Learning.
- Stueart, Robert D and Moran (Barbara B. Moran). (2007). *Library and Information Centre Management, 7th ed.* London: Libraries Unlimited.
- Stoner, James A F (et.al). (1996). *Management: Global Perspectives, 10th ed.* New York: MC Graw Hill Inc.

Paper Code: LIS/2/CC/08**Paper Name: INFORMATION SOURCES & SERVICES – THEORY & PRACTICE**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	2	05	20	20	60	100

Theory**(Credit Distribution)**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Unit 1: Information Sources

- Documentary and Non-Documentary Sources (Human & Institutional Resources)
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources

Unit 2: Electronic Sources of Information

- E-documents, OPAC, Web-OPAC
- Subject Gateways/Portals, Bibliographical Sources, Full text Databases, Bulletin Boards, Discussion Groups/Forums

Unit 3: Information Services

- Information Services: Definition, Need and Types
- Reference Services in Different Types of Libraries
- Information Services: Bibliographic Service, Translation Service, Indexing & Abstracting Services, Reprographic Service, CAS/Alerting Service, SDI, DDS
- Internet based Services

Practical**(Credit Distribution)**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	20	20	60	100

Unit 4: Practical (Records & Viva-Voce)**1) Records (50 marks)**

The Candidates are required to submit a report on:

- Evaluation of Reference Sources
- Current Awareness List
- Bibliography

2) Viva-Voce (10 marks)

RECOMMENDED BOOKS

Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet Publishing.

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet Publishing.

Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: Mc Graw Hill.

Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.

Higgins, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneswar: SIS Chapter.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneswar: Gangotri Devi.

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

Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

SOFT COURSES - OPTIONAL PAPERS

Paper Code: LIS/2/SC/09A
Paper Name: ACADEMIC LIBRARY SYSTEM

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Academic Library: Functions and Services

- Role of Academic Library in Higher Education
- Academic Library Services
- Academic Library Management
- Role of UGC for Academic Library Development

Unit 2: Resource Development

- Physical Resources including ICT Infrastructure
- Human Resource Development
- Financial Resource Development

Unit 3: Collection Development

- Collection Development, Write-off and Weeding out policy
- Problems in Collection Development
- Role of Library Committee in Collection Development

Unit 4: Staff Development and Continuing Education

- Staffing Norms and Standards
- Continuing Education Program for Academic Libraries
- Personnel Management

RECOMMENDED BOOKS

Box, Kausik. (1991). Information Networks in India: Problems and Prospects. New Delhi: Ess Ess.

Cowley, John. (1982). Personal Management in Libraries. London: Clive Bingley.

Evans, G E.(1983). Management Techniques for Librarians. New York: Academic Press.

Gelfand, M A. (1974). University Libraries for Developing Countries. Delhi: University Book and Stationery.

Girja Kumar. (1987). Library Development in India. New Delhi: Vikas.

Hingwe, K S. (1982). Management of University Libraries in India. Culcutta: The World Press.

IFLA. (1985). Continuing Education: Issues and Challenges. New York: KG Saur

Isaac Dorothy, Raju AAN, Ramaiah, LS. (1993). Eds. Academic Libraries: Role in the National Development. T R Publications.

Kent,A and Galvin, TJ. (1979). The Structure and Governance of Library Networks. New York: Marcel Dekker.

Ketz, William A. (1980). Collection Development: The Selection of Materials for Libraries. New York: Holt.

Krishan Kumar. (1987). Library Administration and Management. New Delhi: Vikas.

McDonald, Joseph, Micikon, Basney. (1994). Academic Libraries: The Dimensions of their Effectiveness. Greenwood: Greenwood Press.

McKee, Bob. (1989). Planning Library Service. London: Clive Bingley.

Mittal, R L. (1993). Library Administration: Theory and Practice. New Delhi: Metropolitan

Poole, Herbert. (Ed). (1977). Academic Library by the Year 2000. New York: Bowker.

Prashar, R G. (1991). Managing University Libraries. New Delhi: Today & Tomorrow.

Ranganathan, S R. (1989). Library Book Selection. Bangalore: Sarada Ranganathan Endowment for Library Science.

University Grants Commission. (1993). Report of the curriculum Development Committee in Library and Information Science. New Delhi: UGC.

Paper Code: LIS/2/SC/09B
Paper Name: PUBLIC LIBRARY SYSTEM

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Public Library Development

- Public Library: Societal and National Development
- UNESCO Contribution for Public Library Development
- Administration of Public Libraries
- National Agencies for Public Library Development
- Library Legislation

Unit 2: Public Library Services

- Library Services: Types
- Public Library as Knowledge Centers
- Changing Dimensions of Public Library Services
- Evaluation of Public Library Services

Unit 3: Public Library: Resource Development

- Resource Mobilization in Public Library
- Public Library Finance
- Information Resource Development for Public Libraries
- Human Resource Development in Public Libraries

Unit 4: Public Libraries: Trends and Development

- ICT Application in Public Libraries
- Resource Sharing and Networking
- Changing Scenario of Public Libraries in India, UK & USA
- Web based Public Library Services

RECOMMENDED BOOKS

American Library Association. (1967). *Minimum Standards for Public Library Systems*. Chicago: ALA.

Barua, B P. (1992). *National Policy on Library and Information Systems and Services for India: Perspectives and Projections*. Bombay: Popular.

Batt, Chris. (1998). *Information Technology in Public Libraries*. London: Library Association.

Corbett, E V. (1978). *Fundamentals of Library organization and Administration*. New York: Oxford IBH.

Gardner, F M. (1971). *Public Library Legislation: A Comparative Study*. Paris: UNESCO.

Gates, J K. (1990). *Introduction to Librarianship*. New York: Neal-Svhuman.

IFLA. (2000). *IFLA Guidelines for Public Libraries*. The Hague: IFLA

IFLA. (2001). *The Public Library Service: IFLA/UNESCO Guidelines for development*. Munchen, KG Saur.

Iyenger, Sreenidhi. *ed* .(1996). *Library Standards*. New Delhi: Anmol

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

Kalia, D R. (1990). *Guidelines for Public Library Services and Systems*. Calcutta: RRRLF

Martin, Lowell A.(2003). *Enrichment: A history of the Public Library in the United States in the Twentieth Century*. Lanham, Scarecrow.

Murison, W J. (1988). *The Public Library: Its origin, purpose and significance*. London: Clive Bingley.

Patel, Jashu and Kumar, Krishan (2004). *Libraries and Librarianship in India*. Westport: Greenwood

Ranganathan, S R. (1959). *Library Administration*. Bangalore: SRELS.

Shera, Jesse H. (1965). *Foundations of the Public Library: The Origins of the Public Library Movements in New England (1629-1855)*. Metuchen, NJ: Shoestring Press.

Venkatappaiah, V. (1990). *Indian Library Legislation. Vol.I&II: Union Library Bills and Acts*. Delhi: Daya Publishing House.

White, Horbert S. (1985). *Library Personnel Management*. New York: Knowledge Industry Publications.

Paper Code: LIS/2/SC/10A

Paper Name: PRESERVATION & CONSERVATION OF LIBRARY MATERIALS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Preservation and Conservation: Overview

- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets

Unit 2: Preservation of Non-Print Materials

- Palm Leaves
- Manuscripts
- Films
- Floppies and Disks

Unit 3: Hazards to Library Materials and Control Measures

- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc)
- Chemical Factors

Unit 4: Binding

- Types of Binding of Library Materials
- Binding Material and their Varieties
- Binding Process
- Standards for Library Binding

RECOMMENDED BOOKS

Casey, J. P. (1982). Paper making. New York : Interscience Publishers

Corduroy, John. (1978). Book binding for beginners. London : Thomas and Hudson

Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library

Durean, J. M. & Clements, D. W. G. (1986). Principles of the preservation of library materials. Hague : IFLA

Gabriel, M. & Ladd, D. (1980). The microfilm revolution in libraries. Greenwich : JAI Press

Harvey, Poss. (1993). Preservation in libraries: a reader. London : R R Bowker

Hans, K. J. (1958). Sign, symbol and script. London : George Allen & Unwin

Sharma, R. G. (1979). Pandulipi sampadan kala. Delhi : Prabhat Prakashan

Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi

Paper Code: LIS/2/SC/10B

Paper Name: INFORMATION RESOURCE DEVELOPMENT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Types of Information Resources

- Documentary (Primary, Secondary & Tertiary)
- Non-Documentary
- E-Resources

Unit 2: Book Selection Principles

- Drury's Principle
- Dewey's Principle
- McColvin's Principle
- Ranganathan's Principle

Unit 3: Selection Tools

- Current List
- Bibliographies
- Library Catalogue
- Books in Print
- Publishers' Catalogue
- WebOPAC (WorldCat)
- Websites
- Directories

Unit 4: Categories of Documents

- By Physical Characteristics
- By Information Characteristics
- Books
- Periodicals
- Theses and Dissertations
- Govt. Publications

RECOMMENDED BOOKS

Keith R. McCloy. (1995). Resource management information systems: process and practice. Bristol, PA : Taylor & Francis. London.

Kenneth C. Laudon, Jane Price Laudon. (2002). Management information systems:managing the digital firm. Prentice-Hall. New Jersey, USA

Margaret C. Harrell ... [et al.]. (2011). Information systems technician rating stakeholders : implications for effective performance. Santa Monica, CA : RAND National Defense Research Institute

McNurlin. (2003). Information Systems Management In Practice. Pearson Education India. Delhi.

Okon.E. Ani & Blessing Ahiauzu. (2008). Towards effective development of electronic information resources in Nigerian university libraries. Emerald Group Publishing Ltd.

Pitschmann, Louis. (2001). A.. Building sustainable collections of free third-party Web resources. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources.

Smith, Allen N. & Donald B. Medley. (1987). Information resource management. South-Western Pub. Co. Cincinnati.

Smith, Abby. (2001). Strategies for building digitized collections. Washington, D.C. : Digital Library Federation, Council on Library and Information Resources

Tariq Ashraf and Puja Anand Gulati.(2012). Design, Development, and Management of Resources for Digital Library Services. Amazon.co.uk

Timothy D. Jewell et al. (2005). Electronic Resource management: report of the DLF resource management initiative. Digital Library Federation. Washington D C

Turban. (2008). Information Technology for Management: Transforming Organizations In The Digital Economy, 4th ed. Jon Wiley & Son. USA

William G. Smith & Associates. (1991). Information resource management policies. Database Research Group. Boston

OPEN ELECTIVES

Paper Code: LIS/2/OE/11
Paper Name: TECHNICAL WRITING

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Unit 1: Communication and Linguistics

- Communication Process
- Technical Writing: Characteristic Features
- Written Communication, Reader-Writer Relationship
- Language Communication, Readability and Text, Abbreviations in Technical Writing

Unit 2: Technical Communication and Editorial Tools

- Structure, Characteristics and Functions
- Collection, Organisation and Presentation of Data including Illustrations
- Editor, Editorial Process and Editorial Tools

RECOMMENDED BOOKS

Aitchison, J. (1988). *Teach Yourself Linguistics*. Hodder and Stoughton.

Booth, P. F. (1991). *Report Writing*. 2nd ed. Kings Ripton: Huntington.

Chandler, B. E. (1983). *Technical Writer's Handbook*. Ohio: American Society for Metals.

Chandra, A. and Saxena, T. P. (1979). *Style Manual*. New Delhi: Metropolitan Books.

Cooper, B. M. (1986). *Writing Technical Reports*. New York: Penguin.

Gerson, S. J. and Gerson, S. M. (1992). *Technical Writing, Process and Product*. Englewood Cliff's: Prentice Hall.

Harrison, C. (1980). *Readability in the Classroom*. Cambridge: Cambridge University Press.

Huckin, T. N. and Olsen, L. A. (1991). *Technical Writing and Professional Communication for Non-Native Speakers of English*. 2nd ed. New York: McGraw-Hill.

James, G. Gray. (1986). *Strategies and Skills of Technical Presentations*. Westfort: Greenwood Press.

Sherman, T. A. and Johnson, S. S. (1990). *Modern Technical Writing*. 5th ed. Englewood Cliff's: Prentice Hall.

Swain, D. V. and Swain, J. R. (1991). *The Issue of Audience*. *In Scripting for the New Audio-Visual Technologies*. 2nd ed. Chapter 4. Boston: Focal Press.

Van Alstyne J. S. (1986). *Professional and Technical Writing Strategies*. Englewood Cliffs, New Jersey: Prentice-Hall Inc.

Weisman, H. M. (1980). *Basic Technical Writing*. Columbus: Charles Orenill Publishing.

Paper Code: LIS/2/OE/12

Paper Name: E-RESOURCES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Unit 1: Types of e- Resources

- E-books
- E-Journals
- Consortia based e-resources
- E-reports
- ETD
- Internet resources
- Open source

Unit 2: Internet Resources

- Science & Technology
- Humanities
- Social Science
- Evaluation of Internet Resources

RECOMMENDED BOOKS

Andrew C. White and Eric Djiva Kamal. (2003). *E-metrics for Library and Information Professionals: How to Use Data for Managing and Evaluating Electronic Resource Collections*. Amazon.com.

Cathy De Rosa [et al.]. (2005). *Perceptions of libraries and information resources : a report to the OCLC membership*. Dublin, Ohio : OCLC Online Computer Library Center,

Frank Rennie & Robin Mason. (2011). *e-Learning and Social Networking Handbook: Resources for Higher Education*. Amazon.com

James E. Bobick and G. L. Berard (2011). *Science and Technology Resources: A Guide for Information Professionals and Researchers (Library and Information Science Text Series)*. Amazon.com

Karin Wikoff. (2011). *Electronic Resources Management in the Academic Library: A Professional Guide*. Amazon.com

Michael W. Allen. (2011). *Michael Allen's Online Learning Library: Successful e-Learning Interface: Making Learning Technology Polite, Effective, and Fun (Michael Allen's E-Learning Library)*. Amazon.com

Patricia Senn Breivik and Gordon E. Gee. (2006). *Higher Education in the Internet Age: Libraries Creating a Strategic Edge (ACE/Praeger Series on Higher Education)*. Amazon.com

Peter Clayton and G. E. Gorman. (2001). *Managing Information Resources in Libraries: Collection Management in Theory and Practice*. Amazon.com

Ruth C. Clark & Richard E. Mayer. (2011). *e-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning (Essential Knowledge Resource)*. Amazon.com

Siemens, Raymond George, & Schreibman, Susan. (2007). *A companion to digital literary studies*. Malden, MA: Blackwell Pub.

Troll Covey, Denise. (2002). *Usage and usability assessment: library practices and concerns*. Washington, D.C.: Digital Library Federation, Council on Library and Information Resources

THIRD SEMESTER

Paper Code: LIS/3/CC/13

Paper Name: ICT APPLICATION IN LIBRARY SERVICES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
5	0	0	05	20	20	60	100

Unit 1: Library Automation

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Open Source Library Software: Koha, Greenstone & DSpace
- Automation of Housekeeping Operations: Acquisition, Circulation, Cataloguing, Serial Control

Unit 2: Automated Services

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Library 2.0

Unit 3: Library Networks and Consortia

- Objectives, scope and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: UGC Infonet, INDEST, CSIR E-journal Consortia

Unit 4: Library Security Technology

- Barcode
- RFID
- CCTV, Biometrics, Smartcard

RECOMMENDED BOOKS

Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands on Guide. Kolkata : Meteor.

Forney, Mathew. (2003). Digital Reference Services. New Delhi : Dominant Publishing.

Gopal, Krishan. (2005). Modern Library Automation. New Delhi : Authors Press.

Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi : Dominant.

Laxman Rao, N.; Vishwa Mohan, V.; Sudarshan Rao, S. & Yadagiri Reddy, J. (2004). Library Consortia: Papers - National Seminar on Library Consortia, 22-23 March, 2004, Hyderabad. Indian Association of Teachers of Library & Information Science.

Pandey, S. K. (2000). Organisation of Library Automation. New Delhi : Anmol Publications.

Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi : Ess Ess.

Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi : Sanjay.

Sujatha, G. (1999). Resource Sharing and Networking of University Libraries. New Delhi : Ess Ess.

Tripathi, Aditya et al. (eds.). (2010). Open Source Library Solutions. New Delhi : Ess Ess.

Paper Code: LIS/3/CC/14

Paper Name: ICT PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	1	4	05	20	20	60	100

Unit 1: Hands on experience of Windows Operating System (10 marks)

Unit 2: Hands on experience of Application Software: (20 marks)

- Drafting Letters & Issuing Reminders (with MS-Word)
- Preparation of Accession Register (with MS-Excel)
- Preparation of Presentation (with MS-Power Point)

Unit 3: Hands-on experience on Library Software (20 marks)

- Integrated Library Software: Koha / SOUL
- Digital Library Software: DSpace / Greenstone

Unit 4: Viva Voce (10 marks)

RECOMMENDED BOOKS

Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB Publishers.

Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.

Haag, Stephen. (2002). Microsoft Office XP. Boston: McGraw-Hill.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Levine, John R. and Young, Margaret Levine. (2007). Windows Vista: the complete reference. New Delhi: Tata McGraw-Hill.

Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB Publishers.

Norton, Peter et al. (1999). Peter Norton's complete guide to Microsoft Office 2000. New Delhi: Techmedia.

Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB Publishers.

Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley Publishers.

Winston, Wayne L. (2007). Microsoft Office Excel 2007: data analysis and business modeling. New Delhi: Prentice-Hall

SOFT COURSES - OPTIONAL PAPERS

Paper Code: LIS/3/SC/15A
Paper Name: INFORMATION PRODUCTS & SERVICES

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Information Institutions

- Information Institution: Types and Functioning
- Information Centers: Types and their Organisation
- Data Centers and Referral Centers
- Information Analysis and Consolidation Centers

Unit 2: Information Products

- Newsletters, House Journals, Trade & Product Bulletins
- State-of-the-Art Report
- Trend Report
- Technical Digests

Unit 3: Information Services

- Literature Search & Bibliography Services
- Document Delivery Services
- CAS and SDI Services
- Translation Services

Unit 4: Information Intermediaries

- Library & Information Professionals
- Information Intermediaries
- Database Designers, Managers and Intermediaries
- Media Personnel and Intelligent Agents

RECOMMENDED BOOKS

Albert, Walker. (1974). House Journals. *In* Kent, A. et al. (eds.). *Encyclopaedia of Library and Information Science*. New York: Marcel Dekker. Vol. 11, pp. 61-64.

Borowick, J. N. (1996). *Technical Communication and its Applications*. 2nd ed. New Jersey, Ohio: Prentice Hall.

Chowdhury, G. G. and Chowdhury, Sudatta. (2001). *Searching CD-ROM and Online Information Sources*. London: Library Association Publishing.

Eleanor, Mitchell and Walters, Sheila A. (1995). *Document Delivery Services: Issues and Answers*. Medford, N.J.: Learned Information Inc.

Guha, B. (1983). *Documentation and Information – Services, Techniques and Systems*. 2nd ed. Calcutta: World Press.

Hutchins, John. (1998). Translation Technology and Translator. *Machine Translation Review*. Vol. 7, pp. 7-14.

McGarth, Mike. (2004). Interlending and Document Supply: A Review of Recent Literature. XLVII. *Interlending and Document Supply*. Vol. 32(1), pp. 50-54.

Penland, Patric R. (1971). Content Analysis. *In* Kent, Allen and Lancour, Harold (eds.). *Encyclopaedia of Library and Information Science*. New York: Marcel Dekker Inc. Vol. 5, pp. 632-665.

Prior, Albert. (1997). Intermediaries and Electronic Information – What Role for the Subscription Agent? *In* 63rd IFLA General Conference. Amsterdam, August 31 – September 5, 1997.

Rowley, J. (1999). *The Electronic Library*. 4th ed. London: Library Association Publishing.

Saracevic, T. et al. (1990). Nature of Interaction between Users and Intermediaries in Online Searching: A Qualitative Analysis. *In* Proceedings of the 53rd Annual Meeting of the American Society for Information Science. Vol. 27, pp. 47-54.

Sastri, K. Chandrasekhara. (1970). Preparation of Trend Report with Particular Reference to DRTC Training. *Library Science with Slant to Documentation*. Vol. 7(4), pp. 365-372.

Seetharama, S. (1997). *Information Consolidation and Repackaging*. New Delhi: Ess Ess Publication.

Subramanyam, K. (1980). Trade Catalogues: Technical Literature. *In* Kent, A. et al. (eds.). *Encyclopaedia of Library and Information Science*. New York: Marcel Dekker. Vol. 30, pp. 190-198.

Paper Code: LIS/3/SC/15B
Paper Name: KNOWLEDGE MANAGEMENT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Knowledge Management

- Concept of Knowledge Management
- Scope of Knowledge Management
- Types of Knowledge Management (Explicit Knowledge & Implicit Knowledge)

Unit 2: Knowledge Management: Creation & Tools

- Knowledge Creation, Access, Transfer and Sharing
- Knowledge Tools
- Knowledge Networks
- Decision Making

Unit 3: Pre-requisites of Knowledge Management

- Sharing of Expertise
- Knowledge Mapping
- Knowledge Worker
- Value Added Knowledge

Unit 4: Benefits and Challenges of Knowledge Management

- Benefits of Knowledge Management
- Pioneers in Knowledge Management
- KM Initiatives in Indian Organization
- Software for Knowledge Management
- Trends and Challenges in Knowledge Management

RECOMMENDED BOOKS

Anderson, Paul. (2012). Web 2.0 and beyond : principles and technologies. Boca Raton : CRC Press

Cappelli, Peter. (2010). The performance effects of it-enabled knowledge management practices. Cambridge, MA; National Bureau of Economic Research

Carl Frappaolo. (2006). Knowledge Management. Amazon.com

Christee Gabour Atwood.(2009). Knowledge Management Basics (ASTD Training Basics Series. Amazon.com

Donald Hislop. (2009). Knowledge Management in organization. Amazon.com

Elias M. Awad. (2010). Knowledge Management: Updated 2nd Edition (2010 Second Edition). Amazon.com.

Easterby-Smith, Mark & Lyles, Marjorie A. (2011). Handbook of organizational learning and knowledge managemen. Chichester, West Sussex : Wiley,

Guilin, Guangxi Zhuangzu Zizhiqu. (2006). Advances in knowledge acquisition and management; Pacific Rim Knowledge Acquisition Workshop, PKAW . New York : Springer,

Irma Becerra-Fernandez and Rajiv Sabherwal. (2010). Knowledge Management System and Processes. Amazon.com

J. Paul Peter and James H. Donnelly. (2010). Marketing Management: Knowledge and Skills, 10th Edition. Amazon.com

Jay Liebowitz. (2012). Knowledge Management Handbook: Collaboration and Social Networking, Second Edition . Amazon.com

Kimiz Dalkir and Jay Liebowitz. (2011). Knowledge Management Theory & Practice. Amazon.com

Paper Code: LIS/3/SC/16A
Paper Name: INTERNET AND ITS APPLICATIONS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Internet: An Overview

- Internet: Introduction, Historical Development and Scope of Internet
- Internet Architecture: H/W & S/W Component, Client/Server Principle, Routers, Internet Connection Types, ISP, Protocols, Uniform Resource Locator, IP Address
- Domain Name System

Unit 2: Web Languages & Web Browsers

- Web: Introduction, History and Function
- Web Languages: HTML, XML, CSS, ASP, JavaScript, PHP
- Web Browsers: Internet Explorer, Mozilla Firefox, Google Chrome

Unit 3: Intranet & Internet Security

- Intranet: Components, Prerequisites and Services
- Extranet: Components, Prerequisites and Services
- Internet Security: Types of Security, Firewalls, Anti-Virus, Anti-Spyware

Unit 4: Internet Tools & Services

- Communication Tools: Email, Telnet, Discussion Groups
- Search Tools: Gopher, Veronica, Jughead, Archie, Search Engines
- Content Enriching Services: Blogs, Wikis, Social Community Websites

RECOMMENDED BOOKS

Bates, Chris. (2006). *Web Programming: Building Internet Applications*. 3rd ed. New Delhi: Wiley-India.

Crumlish, Christian. (2007). *The ABCs of the Internet*. New Delhi : BPB Publications.

Hartl, Michael and Prochazka, Aurelius. (2007). *RailsSpace: Building a Social Networking Website with Ruby on Rails*. Addison-Wesley Professional.

Kalbach, James. (2007). *Designing Web Navigation: Optimizing the User Experience*. Sebastopol: O'Reilly Media.

Miller, Joseph B. (2008). *Internet Technologies and Information Services (Library and Information Science Text Series)*. Libraries Unlimited.

Morville, Peter and Rosenfeld, Louis. (2006). *Information Architecture for the World Wide Web: Designing Large-Scale Web Sites*. 3rd ed. Sebastopol: O'Reilly Media.

Nair, R. Raman. (2002). *Internet for Information Services*. New Delhi : Ess Ess Publications.

Robbins, Jennifer Niederst. (2012). *Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics*. 4th ed. Sebastopol: O'Reilly Media.

Sehgal, R. L. (2000). *Internet and Internet for Librarians*. New Delhi : Ess Ess Publications.

Russell, Jesse and Cohn, Ronald (eds.). (2012). *Web Browser*. Book on Demand Ltd.

Stallings, William. (2007). *Computer Networking with Internet Protocols and Technology*. Delhi : Pearson Education.

Weinberg, Tamar. (2009). *The New Community Rules: Marketing on the Social Web*. Sebastopol: O'Reilly Media.

Paper Code: LIS/3/SC/16B
Paper Name: INFORMATION LITERACY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Growth and Development of Information Literacy

- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

Unit 2: ICT and Media Literacy

- Computer Literacy and E-Literacy
- Digital Literacy
- Information Literacy and Bridging the Digital Divide
- Information Literacy and Media Literacy

Unit 3: Information Literacy and Libraries

- School, College and University Libraries
- Public Libraries
- Special Libraries
- Information Literacy and LIS Education

Unit 4: Policy and Advocacy

- Information Literacy: Initiatives and Forms in USA, UK and Australia
- Policies and Guidelines: UNESCO, IFLA and ALA
- Information Literacy: Skills and Competencies
- Information Literacy: Best Practices

RECOMMENDED BOOKS

Association of College and Research Libraries (ACRL). (2000). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association.
<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

Australian Library and Information Association, Information Literacy Forum. (2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association. <http://www.alia.org.au/policies/information.literacy.html>

Bawden, David. (2001). Information and Digital Literacies: a review of concepts. *Journal of Documentation*, V57(2), pp. 218-259.

Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide: Auslib Press.

Council of Australian University Librarians. (2001). *Information Literacy Standards*. Canberra: Council of Australian University Librarians.

Presidential Committee on Information Literacy, American Library Association. (1989). *Final Report*. Chicago: American Library Association.
<http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>

Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. London: SCONUL.
http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html

Torras, M. C. & Saetre, T. P. (2009). *Information Literacy Education*. Oxford: Chandos Publishing.

OPEN ELECTIVES

Paper Code: LIS/3/OE/17
Paper Name: COMMUNITY INFORMATION SERVICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Unit 1: Community Information: Overview

- Community Information: Definition, Scope and Origin
- Need and sources for Community Information in Society
- Role of Libraries in Community Information
- Community Information in UK, USA and India

Unit 2: Community Information Services

- Community Information Services : Meaning, Types and Target Users
- Community Information Centres: Planning and Role of Information Services
- Community Information Services to Specific Communities
 - a) Rural, Urban and Metropolitan Communities
 - b) Industrial, Business Communities
 - c) Academic, Research, Institutional and R & D Communities
 - d) Physically, Mentally Disadvantaged Communities
 - e) Children, Old People and Illiterate

RECOMMENDED BOOKS

Babu, B. Ramesh and Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development/edited by Delhi, B.R. Publishing.

Bunch, A. (1982) Community Information Services : Their Origin, Scope and Development. London, Clive Bingley.

Chandrasekhara Rao. (1996) V. Library Services for Tribal Community. Delhi : Delta Publishing House.

Childers, Thomas and Post, Jyoce A (1975). The Information Poor in America. Metuchen N.J : Scarecrow Press.

Durnance, J.C. (1984). Armed for action : Library Response to Citizen Information needs. New York : Neal- Schuman.

Kahn, A.J et al. (1996). Neighborhood Information Centers: A study and Some Proposals. New York : Columbia University School of Social Works.

Sarada, K. (1986). Rural Library Services in India. New Delhi: ESS ESS Publications.

Vashishth, C.P. (ed.) (1995). Libraries as Rural Community Resource Centers. New Delhi, B.R. Publishing Corporation.

Vos, H. (1969). Information Needs in Urban Areas : A summary of Research in Methodology. New Bruswisck, N.J: Rutgers University Press.

Warner, E. S., Murray, A. D. and Palmor, V. E. (1973). Information Needs of Urban Residents. Baltimore: MD, Regional Planing Council, 1973.

Paper Code: LIS/3/OE/18

Paper Name: INTELLECTUAL PROPERTY RIGHTS & COPYRIGHT

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Unit 1: Intellectual Property Rights

- Concept of IPR
- Different Categories of IPR
- Enforcement of IPR
- IPR Acts and its Application in Electronic Environment

Unit 2: Copyright

- Meaning and Scope
- Copyright Law and Related Issue
- Rights to copyright owner
- Copyrights and Patent right
- Licensing of copyright
- Copyright Act and its Application in Electronic Environment

RECOMMENDED BOOKS

Andrew Murra. (2010). Information Technology Law: The law and society. Amazon.com

Carlos M. Correa and Abdulqawi A. Yusuf. (2008). Intellectual Property and International Trade: The TRIPS Agreement (Second Edition. Amazon.com

Deborah E. Bouchoux. (2012). Intellectual Property: The Law of Trademarks, Copyrights, Patents, and Trade Secrets . Amazon.com.

Federico Munari and Raffaele Oriani. (2011). The Economic Valuation of Patents: Methods and Applications (New Horizons in Intellectual Property Series) . Amazon.com

Fishman, Stephen. (2008). The copyright handbook: what every writer needs to know. Berkeley, CA: Nolo.

Freeman, Lee & Peace, A. Graham. (2005). Information ethics : privacy and intellectual property. Hershey, PA : Information Science Pub.

Jessica Litman. (2001). Digital Copyright: Protecting Intellectual Property on the Internet. Amazon.com

John Grant, Charlie Ashworth and Henri J. A. Charmasson. (2008). Patents, Registered Designs, Trade Marks and Copyright For Dummies. Amazon.com

Jude C. Umeh. (2008). The World beyond Digital Rights Management . Amazon.com

Yijun Tian and Jane Winn. (2008). Re-thinking Intellectual Property: The Political Economy of Copyright Protection in the Digital Era (Routledge Research in Intellectual Property). Amazon.com

FOURTH SEMESTER

Paper Code: LIS/4/CC/19
Paper Name: INFORMATION SYSTEMS & NETWORKS

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Information Systems

- Definition, Types and Characteristics
- Information Organizations and Systems
- Planning and Designing of Information System
- Evaluation of Information System

Unit 2: National Information Systems

- ENVIS
- BIS
- PIS

Unit 3: Global Information Systems

- AGRIS
- INIS
- INSPEC
- MEDLARS

Unit 4: Networks

- Resource Sharing and Networking – Objectives and Scope
- Features and Characteristics of Library Networks
- Data Networks – NICNET, ERNET, NKN

RECOMMENDED BOOKS

Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi : Virgo Publications.

Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.

Lucy A. Tedd and Andrew Large. (2004). Digital Libraries : Principles and Practice in a Global Environment. Munchen : G.G. Saur.

Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.

Rowley, J. E. (1996). The Basics of Information Systems. London : Facet Publishing.

Shuman, Bruce A. (2004). Issues for Libraries and Information Science in the Internet Age. Englewood. Libraries Unlimited Inc.

Paper Code: LIS/4/CC/20
Paper Name: INFORMATION RETRIEVAL

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
5	0	0	05	20	20	60	100

Unit 1: Information Retrieval Systems

- Definition, Types, Components of ISAR Systems
- Elements of File Organisation
- Artificial Intelligence and Expert System
- IR Models

Unit 2: Subject Representation and Indexing Languages

- Alphabetical Subject Representation
- Contributions of Cutter, Kaiser, Ranganathan, Farradane and Coates
- Characteristics of Indexing Languages
- Vocabulary Control-List of Subject Headings, Thesaurus and Thesaurofacet, Classaurus

Unit 3: Indexing Systems and Techniques

- Pre-Coordinate Indexing System: Chain Indexing, PRECIS, POPSI
- Post-Coordinate Indexing System: Uniterm Index System
- Title Derived Indexing System: KWIC, KWOC and KWAC
- Citation Indexing: Science Citation Index, Social Science Citation Index
- Automatic Indexing: COMPass

Unit 4: Information Searching and Evaluation

- Search Methods and Search Strategy, Boolean Search
- Online Search Techniques
- Information searching in different media: Print Media and Internet
- Need and Parameters of Evaluation
- Retrieval Performances: Recall and Precision Ratio

RECOMMENDED BOOKS

Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). *Thesaurus Construction and Use: A practical manual*. 4th Ed. ASLIB.

Becker, Joseph and Robert M Hayes. (1967). *Information Storage and Retrieval tools Elements & Theories*. New York: John Wiley.

Choudhury, G.G. (1993). *Introduction to Modern Retrieval System*. Calcutta: IASLIC, 1993

Convey, John. (1992). *Online Information Retrieval: An Introductory Manual to Principles and Practice*. 4th ed. London.

Elis, David(1996). *Progress and Problems in Information Retrieval*. London: Library Association.

Fosket, A.C.(1992) *Subject Approach to Information*. London: Clive Bingley.

Fugman, Robert(1993). *Subject Indexing and Analysis Theoretical Foundations & Practical Advice*. Frankfurt: Index Verlag.

Grolier, Eric de. (1962). *A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO*.

Lancaster, F.W. (1977). *The Measurement and Evaluation of Library Science*. Information Sources Press.

Losee, Robert M. (1998). *Text retrieval and Filtering: Analytical Models of Performance*. London: Kluwer.

Meadow, Charles T. (2000). *Text Information retrieval system*. Academic Press.

Sharp, Harold S. (1964). *Readings in Information Retrieval*. London: The Scarecrow Press.

Soergel, Dagobert. (1974). *Indexing Languages & Thesaurus Construction & Maintenance*. Los Angeles: Melville Pub. House.

Soergel, Dagobert. (1985). *Organizing Information. Principles of Database & Retrieval Systems*, Academic Press.

Paper Code: LIS/4/CC/21
Paper Name: RESEARCH METHODOLOGY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
4	0	0	04	20	20	60	100

Unit 1: Research and Research Design

- Concept, Meaning, Need and Process of Research
- Types of Research: Fundamental and Applied
- Research Design, Types of Research Design
- Designing Research Proposal
- Literature Search – Print, Non-Print and Electronic Sources

Unit 2: Research Methods

- Scientific Method
- Historical Method
- Descriptive Method
- Survey and Case Study Method
- Experimental Method and Delphi Method

Unit 3: Data Analysis and Interpretation

- Collection of Data by Questionnaire, Interview, Observation and Sampling
- Presentation of Data-Tables, Charts and Graphs
- Interpretation of Data: Frequency Distribution, Measures of Central Tendency, Analysis of Time Series, Co-relation Studies and Analysis of Variance
- Use of Statistical Packages

Unit 4: Bibliometric Methods and Report Writing

- Bibliometric Studies: Meaning, Scope and Parameters
- Bibliometric Laws and their Applications
- Informetrics, Scientometrics and Webometrics
- Preparation of Writing of Research and Report (Theses and Dissertation)
- Guidelines for Research Reporting

RECOMMENDED BOOKS

Booth, W. C., Williams, J. M. and Colomb, G. G. (2003). *The Craft of Research*. University of Chicago Press.

Brady, John. (1997). *The Craft of Interviewing*. New York: Vintage.

Gillham, Bill. (2000). *The Research Interview*. London: Continuum Press.

Kish, Leslie. (1995). *Survey Sampling*. New York: Wiley.

Marshall, Catherine and Rossman, Gretchen B (2006). *Designing Qualitative Research*. Sage USA.

Nielsen, Jakob. (2000). *Designing Web Usability*. New Riders, USA.

Payne, Stanley. (1951). *The Art of Asking Questions*. Princeton University Press.

Raju, Nemani Govinda. (2009). *Bibliometric Applications: Study Of Literature Use Patterns*

Rea , Louis M and Parker , Richard A. (2005). *Designing and Conducting Survey Research*, San Francisco: Jossey-Bass.

Reinard , John C. (2006). *Communication Research Statistics*. Sage, USA.

Rowntree , Derek. (2003). *Statistics without Tears: A Primer for Non-Mathematicians*. London: Penguin.

Rubin, Herbert and Irene (2004). *Qualitative Interviewing: The Art of Hearing Data*. Sage, USA.

Sudman, Seymour (1976). *Applied Sampling*. New York: Academic Press.

Wadsworth, Yoland . (1998). *Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project*. Australia: Allen and Unwin.

Williams, Frederick and Monge, Peter. (2001). *Reasoning with Statistics*. Harcourt, USA.

Willis, Gordon B. (2004). *Cognitive Interviewing: A Tool for Improving Questionnaire Design*. Sage USA.

Paper Code: LIS/4/CC/22
Paper Name: CONTENT MANAGEMENT & DIGITAL LIBRARY – THEORY & PRACTICE

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	2	05	20	20	60	100

Theory
(Credit Distribution)

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Unit 1: Content Management & Digitization

- Content Development: Concept; Content Creation & Organization
- Content Development & Maintenance using Dreamweaver
- Digitization Tools, Digitization Process, Digitization File Formats

Unit 2: Digital Library Creation

- Digital Library & Institutional Repository: Concepts; Digital Library Initiatives (National & International)
- Digital Library Software(s)
- Digital Library Creation using DSpace

Practical
(Credit Distribution)

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	20	20	60	100

Unit 3: Content Management & Digitization Practice

- Hands on practice of Library Website Designing using Dreamweaver
- Hands on practice of Scanner, Digital Camera & OCR
- Viva-Voce

Unit 4: Digital Library Practice

- Hands on practice of Digital Library creation using DSpace
- Creation of Communities & Collection, Submission Process
- Viva-voce

Note: In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva - voce (10 marks)] = 60 marks.

RECOMMENDED BOOKS

Amjad, Ali. (2004). Reference Service and the Digital Sources of Information. New Delhi : Ess Ess.

Bishop, A. P. et al. (eds.). (2005). Digital Library Use: Social Practice in Design and Evaluation. Delhi : Ane Books.

Chowdhury, G. G. & Chowdhury, Sudatta. (2003). Introduction to Digital Libraries. London : Facet.

Deegan, Marilyn & Tanner, S. (2006). Digital Preservation. London : Facet Publishing.

Jones, Richard et al. (2006). The Institutional Repository. Oxford : Chandos Publishing.

Judith, Andrews & Derek, Law. (2004). Digital Libraries. Hants : Ashgate.

Krishan Gopal. (2005). Intellectual Freedom in Digital Libraries. Delhi : Authors Press.

Lakshmi, Vijay & Jindal, S. C. (eds.). (2004). Digital Libraries. Delhi : Isha Books.

Mitchell, Anne M. & Surratt, Brian E. (2005). Cataloguing and Organizing Digital Sources. London : Facet.

Pandey, V. C. (2004). Digital Technologies and Teaching Strategies. Delhi : Isha Books.

Rajagopalan, A. (2006). Library of the Digital Age: Issues and Challenges. Delhi : SBS Publishers.

Paper Code: LIS/4/CC/23
Paper Name: CSST – TOUR DIARY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	NA	NA	100	100

(1) **Tour Report** (70 marks)

(2) **Viva Voce** (30 marks)

Note: Students are required to prepare a report on working systems and management of selected libraries and information centers of a place outside the state preferably of a metropolitan city. The objectives of this CSST are to:

- acquaint the organization and management of established libraries and information centers at national level;
- expose themselves to automated and networked libraries on-site;
- understand the services provided by these libraries and information centers;
- make a comparative and critical study among these libraries visited; and
- get an overview of latest trends and development on library and information services provided.

Paper Code: LIS/4/CC/24

Paper Name: JOB DIARY

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	2	02	NA	NA	100	100

(1) Job Diary (70 marks)

Candidates are required to prepare Job Diary by working in the University Library or any other library specified by the Department to have hands on experiences in every possible unit/section of a library at a regular basis. The Job Diary is to be submitted by each candidate at the end of the semester. The diary is to be evaluated jointly by both the external and internal examiners

(2) Viva Voce (30 marks)

ABBREVIATIONS AND ACRONYMS

AACR-IIR	Anglo-American Cataloguing Rules – IInd revised
AGRIS	International Information System for Agricultural Sciences and Technology
ASLIB/ AIM	Association for Special Libraries and Information Bureaux (Old)/ The Association for Information Management (New)
BIS	Biodiversity Information System
CAS	Current Awareness Service
CC	Colon Classification
CCC	Classified Catalogue Code
CCF	Common Communication Format
CCTV	Closed-circuit Television
COMPASS	Computer-Assisted Surveillance System/ Computer-Assisted Scheduling System
CPM	Critical Path Method
CSIR	Council of Scientific and Industrial Research
CSST	Curriculum Stipulated Study Tour
DDC	Dewey Decimal Classification
DDS	Document Delivery Service
DELNET	Developing Library Network (New), Delhi Library Network (Old)
DESIDOC	Defence Scientific Information and Documentation Centre
DOAJ	Directory of Open Access Journals
DOAR	Directory of Open Access Repositories
DSS	Decision Support System
ENVIS	Environmental Information System
ERNET	Education and Research Network
FRAD	Functional Requirements for Authorized Description
GARR	Guidelines for Authority Records and References
HTML	Hypertext Markup Language
IACR	Information Analysis Consolidation and Repackaging
IASLIC	Indian Association of Special Library and Information Centres
IATLIS	Indian Association of Teachers in Library and Information Science
ICT	Information and Communication Technology
IFLA	International Federation of Library Associations and Institutions
ILA	Indian Library Association
IME-ICC	IFLA Meeting of Experts on International Cataloguing Code
INDEST	Indian National Digital Library in Engineering Science and Technology
INFLIBNET	Information and Library Network
INIS	International Nuclear Information System
IPR	Intellectual Property Rights
IR	Information Retrieval
IR	Institutional Repository
ISAR	Information Storage And Retrieval
ISBD	International Standard Bibliographic Description
ISBN	International Standard Book Number
ISDN	Integrated Services Digital Network
ISO	International Organization for Standard

ISSN	International Standard Serial Number
KWAC	Key Word Augmented with Context
KWIC	Key Word In Context
KWOC	Key Word Out of Context
MARC	Machine Readable Catalogue
MEDLARS	Medical Literature Analysis and Retrieval System
MIS	Management Information System
MS-DOS	Microsoft Disk Operating System
NASSDOC	National Social Science Documentation Centre
NICNET	National Information Centre Network
NISCAIR	National Institute of Science Communication and Information Resources
NKN	National Knowledge Network
N-LIST	National Library and Information Services Infrastructure for Scholarly Content
OAI	Open Access Initiatives
OAI-PMH	Open Archives Initiative-Protocol for Metadata Harvesting
OCLC	Online Computer Library Centre
OCR	Optical Character Recognition
OJS	Open Journal System
OPAC	Online Public Access Catalogue
OSI	Open Systems Interconnection
PDF	Portable Document Format
PERT	Program Evaluation and Review Technique
PIS	Patent Information System
PKP	Public Knowledge Project
POPSI	Postulate Based Permuted Subject Indexing
POSDCORB	Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting
PRECIS	Preserved Context Index System
RDA	Resource Description and Access
RFID	Radio Frequency Identification
ROAR	Registry of Open Access Repositories
RRRLF	Raja Rammohun Roy Library Foundation
RTI	Right to Information Act
SCI	Science Citation Index
SDI	Selective Dissemination of Information
SSCI	Social Science Citation Index
SWOT	Strength, Weaknesses, Opportunities and Threat
UDC	Universal Decimal Classification
UGC	University Grants Commission
UK	United Kingdom
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNIMARC	Universal Machine Readable Catalogue
USA	United States of America
XML	eXtensible Markup Language

*** **