

SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE EXAMINATIONS

- Objectives of the course:-**
- (i) To produce leaders, managers and thinkers for planning and decision making for medium large and specialized library and information systems, services and networks and
 - (ii) To expose students to research and its methodology in the field of Library and Information Science

SCHEME OF PAPERS

Paper/Title	Internal Assessment Marks	Practical Examination	Written Examination (Duration)	Total Marks
FIRST SEMESTER				
I Research Methods and Statistical Techniques	30	---	70 (3 hours)	100
II. Information Communication & Society	30	---	70 (3 hours)	100
III. Information Storage and Retrieval	30	---	70 (3 hours)	100
IV.(i)Advanced Classification (Practice)	14	---	36* (2 hours)	50
IV(ii) Advanced Cataloguing (Practice)	14	---	36* (2 hours)	50
SECOND SEMESTER				
V.(a) Information Analysis, Consolidation and Repackaging OR (b) Dissertation/Project work	20 30	20 ---	60 (3 hours) 70**	100 100
VI. (a) Information and Literature Survey in Sciences: OR	20	20	60 (3 hours)	100
VI. (b) Information and Literature Survey in Social Sciences: OR	20	20	60 (3 hours)	100
VI (c) Information and Literature Survey in Humanities:	20	20	60 (3 hours)	100
VII(a) Public Library System OR	30	---	70 (3 hours)	100
VII(b) Academic Library System OR	30	---	70 (3 hours)	100
VII(c) Special Library System	30	---	70 (3 hours)	100
VIII Information and Communication Technology: Applications	20	20	60 (3 hours)	100

*There will be separate written examinations for paper IV (i) and IV (ii).

** Marks for evaluation of dissertation/project report

FIRST SEMESTER

PAPER-I: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Objective:- To expose students to various research methods and their application to Library and Information Science.

Lectures to be delivered: 60 Max. Marks: 100

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER:- The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. Research: Definition, need, purpose and types.
2. Basic concept of Research Methodology: Variable, hypothesis, induction, deduction, observation, objectivity, validity, reliability.
3. Research Design: Meaning, purpose, principles, components and criteria. Literature search: print, non-print and electronic sources.
4. Instruments of Research : Survey, questionnaire, interview and case study
5. Scientific Method: Definition; components, steps; limitations; applicability in the field of Library and Information Science.
6. Historical Method: Definition; steps; limitations; applicability in the field of Library and Information science.

SECTION-B

7. Experimental Method : Definition; experimental validity, internal external limitation; applicability in the field of Library and Information Science.
8. Comparative Method : Definition; steps; limitations; applicability in the field of Library & Information Science.
9. Statistical Method : Definition; steps; limitations; applicability in the field of Library & Information Science.
10. Elementary Statistics : Mean. Median. Mode, mean deviation, standard deviation, percentage, ratio, frequency.
11. Computerized Data Analysis : Description, analysis and interpretation. Use of SPSS.
12. Research Reporting : Structure, style, contends guidelines for research reporting. Style manuals in MLA-APA etc. e- citation and Methods of research evaluation.

RECOMMENDED READINGS

1. Bailey, Kenneth : Methods of social research . Ed. 2,1982.
2. Bajpai, SR : Methods of social survey and research , 1984
3. Busha, Charles H and Harter, S.P. : Research Methods in Librarianship, 1988.
4. Carpenter, R.L. : Statistical Methods for librarians,1978
5. Donner,M.D.: Editing scientific books and journals, 1978.
6. Ghosh, B.N. : Scientific methods and social research. Ed. 2,1984
7. Fastinger, Leon and Katz, Dehiel: Research methods in behavioral sciences, New York: Amerind,1976
8. Young, P.V.: Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall , 1966
9. Neelameghan, A.: Presentation of ideas in technical writings, 1975.
10. Sardana, J.L. and Sehgal,R.L. : Statistical methods for librarians, 1981
11. Simpson, I.S. : basic statistics for librarians, Ed 3,1983.
12. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research,1971.
13. Sharma, Ram Dutt: Research methods in social science, 1988.
14. Misra, K.P.: Research methodology: A handbook, 1989.
15. Kerlinger, F.N. : Foundations of behavioral research. Ed 2, 1973

PAPER-II : INFORMATION, COMMUNICATION AND SOCIETY

- Objectives:-**
1. To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centers in national development
 2. To acquaint the students with information policies and Infrastructures in India and abroad.

Lectures to be delivered: 60

Max. Marks : 100

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER:- The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. Data, Information and knowledge : Conceptual difference
2. Information : definition, nature, use and value with special emphasis on multimedia information.
3. Information Society : Genesis , characteristics, and implications.
4. Knowledge : Impact and implications of knowledge for libraries and information centers.
5. Communication : Communication channels.
6. Information and Knowledge Management : Concepts and types. Role of networks, libraries, documentation centers, data banks, databases; referral centers; deposit centers, translation centers; and reprographic centers in information and knowledge management.

SECTION –B

7. Information Science : Definition, scope and status as a discipline.
8. Information Life-cycle : Generation, acquisition, processing , storage , dissemination and use.
9. Universe of Subjects : Formation, structures and development.
10. Information policy : Need, purpose and recent developments at national and international level.(NAPLIS, UAP)
11. Intellectual property rights : Copyright, Data security and fair use, Right to information and censorship.
12. Library & Information Infrastructure : At International, National and Local level (only conceptual frame work to be discussed.)

Recommended Reading

1. Bell, D. The coming of post industrial society: a venture in social forecasting. NY: Basic Books, 1973.
2. Best, DP, ed. The fourth resource: information and its management. Aldershot: Aslib, 1996
3. Buckland, M. Information and informatio systems. New York: Praeger, 1991.
4. Cornish, GP. Copyright: interpreting the law for library, archive and information service. London: LA, 1997.
5. Feather, JP. The information society. London: LA, 2000
6. Meadows, J.: Knowledeg and communication. Londonb, LA, 1997.
7. Prasher, RG. Information and its communication.
8. Rodden, R., ed. Information dynamics: Aldershot: Gower, 1998.
9. Vickery, BC and Vickery, A. Information science: theory and practice. London: Butterworth, 1997.

PAPER-III: INFORMATION STORAGE AND RETRIEVAL

Objective :- 1. To keep students abreast of current developments in various information processing techniques.
2. To develop capability in retrieving information by applying different search techniques.

Lectures to be delivered : 60

Max. Marks: 100

Time allowed : 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION-A

1. Classification : Development and trends in general classification schemes. Dewey Decimal classification, latest ed; Universal Decimal Classification (Medium) English edition; Library of Congress classification; Bibliographic classification (2nd ed); Colon classification (7th ed.) and B.S.O. Automatic classification. Activities of organizations in classification research; Documentation Research and Training Centre (Bangalore), CRG (London), and ISKO.
2. Cataloguing : Development and trends in cataloguing, Anglo- American Cataloguing Rules, 2nd ed. And revisions. International Standard Bibliographic Description (ISBD) **MARC 21**, UNIMARC, CCF, OPAC , **DUBLIN CORE**

SECTION-B

3. Indexing : Development and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing, Pre And post coordinate indexing systems, citation indexing. Features and Information Storage and Retrieval System – Precision, recall, relevance Online searching and search strategies.
4. Vocabulary control : Methodology current trends and development. Sears List of Subject Headings; Library of Congress Subject Headings, Medical Subject Headings (MeSH). Thesaurus of ERIC Descriptors, Thesauri-facet.

Recommended Reading

1. Aitchinson, J and Gilchrist, A. Thesaurus construction. 2nd ed. London: Aslib, 1987.
2. Best, DP, ed. The fourth resource: information and its management. Aldershot: Aslib, 1996
3. Cooke, A. A guide to finding quality information on the Internet. 2nd edition. London: Facet Publishing, 2001
4. Chowdhary, GG. Introduction to modern information retrieval. London: LA, 1999.
5. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002
6. Foskett, AC. The subject approach to information. 5th ed. London: LA, 1996
7. Ghosh, SB and Satpathi, JN, ed. Subject indexing systems. Kolkata: IASLIC, 1998.
8. Guha, B. Documentation
9. Kemp, DA. The nature of knowledge. London: Clive Bingley, 1976.
10. Kemp, DA. Computer-based knowledge retrieval. London: Aslib, 1988.
11. Maltby, A., ed. Sayer's manual of classification for libraries. 5th. Ed. London: Andre Deutsch, 1975
12. Martin, WJ. The global information society. Aldershot: Aslib, 1995
13. Mason, RO and others, eds. Ethics of information management. New Delhi: Sage, 1995
14. Meadows, J. Understanding information. Munchen: KG Saur, 2001.
15. Oddy, P. Future libraries, future catalogs. London: LA, 1996
16. Prasher, RG. Index and indexing systems. New Delhi: Medallion Press, 1989.
17. Rajan, TN, ed. Indexing Systems. Kolkata: IASLIC
18. Rowley, J. The electronic library. 4th ed. London: LA, 1998
19. Vickery, BC and Alina Vickery. Information science in theory and practice. London: Butterworths, 1987

PAPER-IV (i): ADVANCED CLASSIFICATION (PRACTICE)

Objectives:- The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3rd revised English edition 1961)
Classification of adequate number of titles from all disciplines by the UDC (abridged 3rd revised English edition, 1961)

Lectures to be delivered 35-40

Maximum Marks: 36

Time Allowed: 2 hours

INSTRUCTION TO THE PAPER SETTER: The question paper will consist of two parts: Part-I and Part II. Part I should include 8 simple titles and the Part II should include 8 complex titles. Candidates should be asked to classify any 4 titles from Part I and Part II respectively. The question paper should be set strictly according to the instructions given above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 2 Hours

Maximum Marks: 36

NOTE:

1. Classify eight titles in all selecting any four from each part.
2. Copies of the UDC (Abridged 3rd revised English edition 1961) and a dictionary are available for use.

PART-I: 3x4=12 Marks. Classify any four of the following:

PART-II: 6x4=24 Marks. Classify any four of the following:

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

1. U.D.C(12 Copies)
2. Dictionaries : (2 Copies)

The above books are to be collected by the Superintendent, Examination Centre from the Department of Library and Information Science, Vinoba Bhave University, Hazaribag.

TEXT BOOK

1. U.D.C. (Abridged 3rd revised English Edition 1961).

PAPER –IV (ii): ADVANCED CATALOGUING (PRACTICE)

Objective:- The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non book material by AACR II, 2nd ed. 1988 Revision, supplemented by Sears List of Subject Headings, Ed 12, 1982.

Lectures to be delivered: 35-40

Maximum Marks: 36

Time allowed: 2 Hours

INSTRUCTIONS FOR THE PAPER SETTER: The question paper will consist two Parts: I and II. Part-I should include three titles covering (i) Cartographic material (ii) Motion Pictures, (iii) Video recordings.

Part-II should also include three titles covering (i) Sound recordings, (ii) Computer files, (iii) Microforms.

Candidates should be asked to catalogue fully any three titles in all selecting at least one title from each Part. In no case, the questions should be asked from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 2 Hours

Maximum Marks: 36

NOTE:

1. All questions carry equal marks. (12x3=36)
2. Catalogue fully three titles in all, selecting at least one from each part.
3. All Catalogue entries for each title should be completed before attempting the next title.
4. Follow unit card system for added entries.
5. For subject headings, use Sears List of Subject, Headings, Ed 12.

LIST OF REQUIRMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates:

1. Sears List of Subject Headings. Ed 12. - 6 copies.
2. Language dictionary -2 copies.

TEXT BOOKS

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

SECOND SEMESTER

PAPER-V(a) : INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING

PART-I (THEORY)

Lectures to be delivered: 60

Max. Marks: 60

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs.

Max Marks: 60

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

SECTION A

1. Concept of information analysis and consolidation
2. Need of information analysis and consolidation
3. Information requirement of users
4. Guiding principles for presentation of ideas in a helpful sequence
5. Packaging and repackaging : Concept, need and purpose
6. Criteria for determining appropriate repackaging activities
7. Information consolidation products: concepts, types, design and development
8. Marketing of information products and services

SECTION B

9. Information consolidation methodology : Pre-requisites and stages /steps in preparation of information consolidated products
10. Knowledge and skills required for information analysis and consolidation
11. Planning and management of information consolidation units.
12. Content creation and management
13. Methodology for preparation of a handbooks, newsletters and State-of-the-Art reports
14. Abstracting: Types and guidelines for preparing abstracts.
15. Evaluation of information products : Criteria and steps

PART II: PRACTICAL (20 marks)

Abstracting - 10 marks

Reviewing - 10 marks

Recommended Reading

1. Atherton, P. Handbook of information systems and services. Paris: UNESCO, 1977.
2. Saracevic, T and Wood, JS: Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: UNESCO, 1981.
3. Seetharama, S. Information consolidation and repackaging. New Delhi Esst., 1997

PAPER V (b) : DISSERTATION/ PROJECT WORK

The evaluation of dissertation /project work report carries 80 marks.

PAPER-VI (a) : INFORMATION AND LITERATURE SURVEY IN SCIENCES

Objective :- To acquaint students with the contributions, research activities, and information sources in science disciplines.

PART-I (THEORY)

Lectures to be delivered: 60

Max. Marks: 60

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs.

Max Marks: 60

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

SECTION -A

1. Science disciplines : Scope of the major subject's : Mathematics, Physics, Chemistry, Botany, Zoology, Brief survey of the contributions made by prominent authors in these fields.
2. Science disciplines : Developments, problems and research trends.
3. Information Sources : Role of different types of primary, secondary and tertiary documents in the growth and development of Sciences.

SECTION-B

4. Information Sources : Evaluations of important secondary and tertiary sources of information in Sciences including distributed and networked sources.
5. Databases : Networked and distributed databases in Sciences.
6. Internet-based resources and services: A brief introduction in the context of Sciences.
7. Research activities : Brief survey of the activities of the research institutions and professional organizations in the growth and development of science disciplines with particular reference to India, U.K. and U.S.A

PART - II (PRACTICAL) (20 marks)

1. Evaluation of important secondary and tertiary sources in Sciences - 5 marks
2. Preparation of documentation list/bibliography/current awareness list – 10 marks
3. Searching networked information in sciences – 5 marks

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

PAPER –VI (b): INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Objective : To acquaint students with the contributions research activities and information sources in Social science disciplines.

Lectures to be delivered : 60

Maximum Marks : 100

Time allowed : 3 hours

PART-I (THEORY)

Lectures to be delivered: 60

Max. Marks: 60

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs.

Max Marks: 60

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

- 1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.**

Note: 1. Answer five questions in all , selecting at least one question from each section. The question in section E is compulsory

2. Questions in sections A,B,C and D carry 9 marks each. The question in section E carries 24 marks in all.

SECTION-A

1. social science disciplines : Scope of the major subjects: Economics, Political Science , Sociology, History, Brief survey of the contributions made by prominent authors in these fields.
2. Social science disciplines : Developments, problems and research trends.
3. Information sources : Role of primary, secondary and tertiary documents in the growth and development of Social Sciences.

SECTION-B

4. Information sources : Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and net-worked sources.
5. Databases : Networked and distributed databases in Social Sciences.
6. Internet-based resources and services : A brief introduction in the context of Social Sciences.
7. Research activities : Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science disciplines with particular reference to India , U.K. and U.S.A.

PART - II (PRACTICAL) (20 marks)

1. Evaluation of important secondary and tertiary sources in Social Sciences -5 marks
2. Preparation of documentation list/bibliography/current awareness list – 10 marks
3. Searching networked information in social sciences – 5 marks

RECOMMENDED READINGS

1. Brock, C. : The Literature of Political science : a guide for students, libraries and teachers,1969.
2. Heller(FL) : The information sources of political sciences. Ed 3.1981.
3. Hoselitz (Bert F) : Reader's guide to the social sciences Rev.ed 1972.
4. Lewis (PR) : The literature of the social sciences : an introductory survey and guide.1960.
5. Mackenzie (Wom) : Study of political science today.1970.
6. UNESCO : Main trends of research in the social and human science.1970.
7. Malnyk (P) : Economics: bibliographic guide to reference books and information sources,1971.
8. Maltby(A) : Economics and commerce: the sources of information and their organization. 1978.
9. Sheehy (EP) : Guide to reference books, Latest ed.
10. Tza Chung(Li) : Social science reference sources : a practical guide 1980.
11. Mc Innis (Raymond G) and James (WS) : Social science research handbook.1975.
12. Walford (AJ).Ed. : Guide to reference material. 1980.
13. Webb (WH),Ed. : Sources of information in the social science .Ed3. 1980.
14. Knowledge divides (2010) World Social Science Report. Paris : UNESCO

NOTE:- A list of important information sources is given in Appendix

PAPER –VI (c): INFORMATION AND LITERATURE SURVEY IN HUMANITIES

Objective :- To acquaint students with the contributions research activities and information sources in humanities disciplines.

Lectures to be delivered : 60

Maximum Marks : 100

Time allowed : 3 hours

PART-I (THEORY)

Lectures to be delivered: 60

Max. Marks: 60

Time allowed: 3 hrs.

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs.

Max Marks: 60

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

- 1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.**

SECTION-A

1. Humanities disciplines : Scope of the major subjects: Religion, Philosophy, Fine Arts, Literature. Brief survey of the contributions made by prominent authors in these fields.
2. Humanities disciplines : Developments, problems and research trends.
3. Information sources : Role of primary, secondary and tertiary documents in the growth and development of Humanities

SECTION-B

4. Information sources : Evaluation of important secondary and tertiary sources of information in Humanities including distributed and networked sources.

5. Databases : Networked and distributed data-bases in Social Sciences.
6. Internal-based resources and services : A brief introduction in the context of Humanities
7. Research activities :Brief survey of the activities of the research institutions and professional organizations in the growth and development of Humanities disciplines with particular reference to India , U.K. and U.S.A.

PART - II (PRACTICAL) (20 marks)

1. Evaluation of important secondary and tertiary sources in humanities -5 marks
2. Preparation of documentation list/bibliography/current awareness list – 10 marks
3. Searching networked information in humanities – 5 marks

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

PAPER-VII (a): PUBLIC LIBRARY SYSTEM

Objective : To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India, U.K. and U.S.A

Lectures to be delivered : 60

Maximum Marks : 100

Time allowed : 3 hours

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. Role of Public Library in information society.
2. Development of Public libraries with special reference to India Role of RRRLF, National Library (Kolkata) in development of public libraries.
- 3.. Role of public libraries in literacy, open and distance education/learning
4. Library as a system: environmental influences and responses.
5. Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.
6. Organizing : Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization;(quality circles, matrix structures); functional organization of libraries.

SECTION-B

7. Human Resources Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff
- 8 .Leadership & Communication : effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication
9. Financial Management ;; source of funds ; different type of budgets by ; accounting & auditing, costing and cost analysis of library services.
10. Public Library, collections and services development, evaluation and effectiveness
- 11 .Marketing : Identification of market for libraries; Market segmentation ,Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.
12. Control : Control techniques-Budgetary and non-budgetary devices, Management Information System.

Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

PAPER-VII (b) : ACADEMIC LIBRARY SYSTEM

Objective : To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India,U.K. and U.S.A

Lectures to be delivered : 60

Maximum Marks : 100

Time allowed : 3 hours

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION –A

- 1.Role of Library in academic institutions, i.e., Schools, Colleges and Universities.
- 2.Development of University and College libraries with special reference to India Role of UGC.
- 3.Study of the recommendations of various committees with regard to academic libraries in India.
4. Role of academic libraries in open and distance education/learning
- 5.Library as a system: environmental influences and responses.
6. Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.
7. Organizing : Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization;(quality circles, matrix structures); functional organization of libraries.

SECTION-B

8. Human Resources Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal. of library staff
9. Leadership & Communication : effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication
10. Financial Management :; source of funds ; different type of budgets by ; accounting & auditing, costing and cost analysis of library services.
11. and services development, evaluation and effectiveness
12. Marketing : Identification of market for libraries; Market segmentation ,Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.
13. Control : Control techniques-Budgetary and non-budgetary devices, Management Information System. Change & quality management with special reference to library automation and networking

Recommended Reading

1. Brophy, P. The academic library. London: , 2000.
2. Brophy, P. Quality management for information and library managers. London:Aslib, 1996
3. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
4. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
5. Clayton, P and Gorman, GE. Managing information resources in libraries. London: LA, 2001.
6. Crawford, J. Evaluation of library and information services. 2nd. Ed. 2000
7. Gallacher. Managing change in library & information services. London: Aslib, 2000.
8. Gorman, GE. Evaluating library collections. 2001
9. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996
10. Lancaster, FW. If you want to evaluate your library.
11. Narayana, GJ. Library and information management. Delhi: Prentice Hall, 1991.
12. Pugh, Change management in information services. London: Gower, 2000.

PAPER-VII (c) : SPECIAL LIBRARY SYSTEM

Objective : To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India,U.K. and U.S.A

Lectures to be delivered : 60

Maximum Marks : 100

Time allowed : 3 hours

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs

Max Marks: 70

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

SECTION –A

1. Role of Special Libraries in R & D in information society.
2. Development of Special libraries with special reference to India Role of CSIR, ICAR and ICSSR in development of special libraries in India.
3. Library as a system: environmental influences and responses.
4. .Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.
5. Organizing : Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, organizational charts); authority & its decentralization;(quality circles, matrix structures); functional organization of libraries.

SECTION-B

6. .Human Resources Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal. of library staff
7. .Leadership & Communication : effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication

8. .Financial Management ;; source of funds ; different type of budgets by ; accounting & auditing, costing and cost analysis of library services.

9. .Special Library: collections and services development, evaluation and effectiveness

10. Marketing : Identification of market for libraries; Market segmentation ,Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.

11. Control : Control techniques-Budgetary and non-budgetary devices, Management Information System.

Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

PAPER VIII: INFORMATION AND COMMUNICATION TECHNOLOGY : APPLICATIONS

Lectures to be delivered : 60

Max. Marks: 100

Time allowed : 3 hrs.

PART I (THEORY)

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hrs.

Max Marks: 60

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

- 1. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.**

SECTION A

1. Library automation : Planning and implementation
2. Automation of Housekeeping operations : Acquisition. Cataloguing. Circulation Serials control OPAC Library management
3. **Digital Library Software Features : e- Granthalyas, DSpace and Greenstone.**
- 4 Internet based resources and services : e books, e journals, Computer Conferences, Virtual Seminars.
5. Web Browsers :Concept and Features of select web browsers : Internet Explorer, Opera, Mozilla Firebox, and Chrome.
6. Databases : Concept and types, Bibliographic databases : world Cat and Ind Cat.

SECTION – B

7. Subject Repositories : Open MED@NIC and DLIST : Their importance and Services.
8. Institutional Repositories : NISCAIR Online Periodicals Repository, Shodhganga, e Gyankosh- Their importance and Services.
9. Gate ways and portals for Libraries : Info mine and UNESCO Library Portal : Their importance and Services.
- 10 Discussion Lists for Libraries : IFLA-Land LIS FORUM.
11. Blog and Social Media : Concept and Application in Libraries, Cloud Computing : Basic Introduction.
- 12 Scholarly Web Searching : Google Scholar

PART – II (PRACTICAL) – 20 Marks.

1. Use of library software packages – 5 marks
2. Internet searching – 10 marks
3. Web page design and creation – 5 marks

Recommended Reading

1. Bradley, P. World Wide web: how to design and construct web pages. 2nd ed. London: Aslib IMI, 2000.
2. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002

3. Kaul, HK: Library networks: an Indian experience. New Delhi: Virgo, 1992.
4. Krol, E. The whole Internet: User's guide and catalogue, 1993.
5. Poulter, A. and others. The library and information professionals guide to the Internet. London: LA, 2000.
6. Rowley, J. The electronic library. 4th ed. London: LA, 1998.
7. Smith, JWT, ed. Networking and the future of libraries. 1993.
8. Winship, I. The student's guide to the Internet. London: LA, 2001.

APPENDIX

Social Sciences :

1. Bibliography of Doctoral dissertation : Social Sciences : AIU.
2. Social Science Citation Index.
3. London Bibliography of the Social Sciences.
4. World List of Social Sciences Periodicals.
5. International Bibliography of Social Sciences : Economics, Political Science, Social & Cultural Anthropology, Sociology.
6. World Bibliography of Bibliographies.
7. Bibliographic Index.
8. Public Affairs International Service.
9. Current Contents : Social & Behavioral Sciences.
10. Index India.
11. Index Translational.
12. Social Science Abstracts.
13. Yearbook of International Organizations.
14. India : A Reference Annual.
15. Encyclopedia of the Social Sciences.
16. International Encyclopedia of the Social Sciences.
17. Dissertation Abstracts International
18. ICSSR Research Abstracts.

Political Science

19. Brock (Clifton) The Literature of political science.
20. Wiener (LR) Guide to Reference Materials in Political science
21. Holler(FL) Information sources of Political Science
22. Bibliography of Asian Studies
23. International Political Science Abstracts
24. Vose(CE) A Guide to Library sources in Political Science
25. Dunner(Joseph),Ed: Dictionary of Political science
26. Yearbook of the United Nations.

History

27. Guide to Historical Literature.
28. International Bibliography of Historical Sciences

29. Historical Abstracts.
30. India: A current Bibliography
31. American Historical Review
32. English Historical Review
33. Adams (James Truslow) ,Ed: Dictionary of American History
34. Economic History Review
35. South Asia Bibliography and Documentation.

Economics.

36. Maltby (Arthur) : Economic and Commerce : the sources of information and their organization
37. Fletcher(J): The use of Economic literature
38. Key to Economic Science.(Formerly Economic Abstracts)
39. Economic Titles Abstracts.
40. Journal of Economic Literature (Formerly Journal of Economic Abstracts)
41. Business Periodical Index
42. American Economic Review.
43. World Economic Survey
44. The Economist : The world in figures

Sociology

45. Lovtmore (B) Sociology : A guide to problems and literature
46. Clarke (Jack Alden) Research Material in the social science
47. Eldridge (Hope T) : The Materials of demography: A selected and annotated bibliography
48. Population Index
49. Sociological Abstracts
50. Current Sociology
51. Demographic yearbook
52. American Journal of Sociology
53. Duncan(Mitchell C) Dictionary of sociology
54. D'Corness (Peter J): Encyclopedia of sociology

Organizations

National:

1. Indian Council of Social Science Research, New Delhi
2. National Social science Documentation Centre. New Delhi
3. Indian Institute of Public Administration, New Delhi
4. Indian Council of Economic Affairs, Calcutta
5. Indian Council of Historical Research, New Delhi
6. Tata Institute of Social Sciences, Mumbai
7. Institute of Economic Growth, New Delhi
8. The Institute of social and Economic Change
9. National Council of Applied Economic Research
10. Centre for Research in Rural and Industrial Development, Chandigarh.

International and Foreign

11. International Committee for Social Science Information and Documentation

12. UNESCO

13. International Social Science Council.

14 Social Science Research Council.

15 Economic and Social Research Council.