



# UNIVERSITY OF JAMMU

## NOTIFICATION

(12/Feb/ADP/01)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the competent bodies, is pleased to authorize adoption of the Syllabi and Courses of Study for II Semester of B.Lib. & Inf. Sc. and M.Lib. & Inf. Sc. (given in annexure) for the examinations to be held in the years as under alongwith %age of change:-

<u>Class</u>	<u>Semester</u>	<u>For the Examinations to be held in the year</u>	<u>Course No.</u>	<u>%age of change</u>
B.Lib.I.Sc	II	May 2012, 2013 & 2014	450	No change
			451	12%
			452	20%
			453	10-15%
M.Lib.I.Sc	II	May 2012, 2013 & 2014	550 (A)	No change
			550 (B)	60-65%
			551	No change
			552 (A)	25%
			552 (B)	No change
			552 (C)	No change
			552 (D)	No change
			553 (A)	No change
			553 (B)	65%
			553 (C)	No change
			553 (D)	No change

The alternative question papers are required to be set as per the University regulation given as under:-

- If the change in the Syllabi and Courses of Study is less than 25%, no alternative Question paper will be set.
- if the change is 25% and above but below 50% alternative Question Paper be set for one year.
- If the change is 50% and above or whole scheme is changed, alternative Question Paper are set for two years.

No. F.Acd./XXI/27/12/ 854-78

Dated: 14-02-2012

Sd/-  
REGISTRAR

Copy for information and necessary action to:

1. Special Secretary to Vice-Chancellor
2. P.S. to Dean Academic Affairs
3. P.A. Registrar
4. Sr. P.A. to Controller of Examinations
5. Dean, Faculty of Social Sciences
6. Convener/all the members of the Board of Studies concerned
7. Registrar, University of Kashmir, Srinagar/Head, Department of Library & Information Science
8. C.A. to Controller of Examinations
9. I/C D.R. (Production)
10. Asst. Registrar (Exam. Prof./Eval. Prof./PR)
11. S.O. (Confidential)
12. Content Manager, University Website

ASSISTANT REGISTRAR (ACAD)

*[Signature]*  
09/02/12



**Course Outline for Second Semester  
Bachelor of Library and Information Science  
(B.Lib.I.Sc.)**

*For the Session 2012, 2013 & 2014*

**Post Graduate Department of  
Library and Information Science  
University of Jammu,  
Jammu**



## **B.Lib.I.Sc. Programme**

The following courses of study are prescribed in the first and second semesters of the B.Lib.I.Sc. Programme:-

### **First Semester Courses**

<b>S.No.</b>	<b>Course no.</b>	<b>Course Title</b>
1.	400	Organization of Documents
2.	401	Reference Service and Information Sources
3.	402	Library, Information and Society
4.	403	Library Management

### **Second Semester Courses**

<b>S.No.</b>	<b>Course no.</b>	<b>Course Title</b>
1.	450	Library Classification <i>Practical</i>
2.	451	Library Cataloguing <i>Practical</i>
3.	452	Documentation work and Information Services
4.	453	Computer Applications in Libraries

*8/12*

**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc.)**  
**2<sup>nd</sup> semester for the examination to be held in the Year 2012, 2013**  
**& 2014**

**COURSE NO. 450**  
**LIBRARY CLASSIFICATION**  
**(Practical)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exams:</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

<u><b>Unit I</b></u>	<b>DDC</b>	<u><b>Unit III</b></u>	<b>CC</b>
<b>1.1</b>	Introduction and Structure of Dewey Decimal Classification (DDC)	<b>3.1</b>	Introduction and Structure of Colon Classification (CC)
<b>1.2</b>	Ascertaining of subjects of documents and assigning numbers to it; Classification of simple subjects	<b>3.2</b>	Classification of simple subjects
<b>1.3</b>	Definitions, Notes and Instructions	<b>3.3</b>	Classification of documents; Use of Space Isolates
<b>1.4</b>	Use of Relative Index	<b>3.4</b>	Classification of documents; Use of Time Isolates
<u><b>Unit II</b></u>	<b>DDC</b>	<u><b>Unit IV</b></u>	<b>CC</b>
<b>2.1</b>	Classification of documents; Use of Table 1 & 2	<b>4.1</b>	Classification of documents; Use of Common Isolates
<b>2.2</b>	Classification of documents; Use of Table 3	<b>4.2</b>	Classification of documents; Use of Devices
<b>2.3</b>	Classification of documents; Use of Table 4&6	<b>4.3</b>	Classification of documents; Use of Phase Relations
<b>2.4</b>	Classification of documents; Use of Table 5&7	<b>4.4</b>	Classification of documents; Involving Complex Subjects

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**Recommended Readings**

<b><u>Author</u></b>		<b><u>Title</u></b>
▪	Melvil Dewey	Dewey Decimal Classification and Relative Index. 19 <sup>th</sup> Ed. 3V. Edited under the direction of Benjamin a Custer Albany Forest Press, 1979
▪	SR Ranganathan	Colon Classification, 6 <sup>th</sup> Ed. Bangalore, Sarada Ranganathan Endowment, 1960. Reprint 2000

**NOTE FOR PAPER SETTING:** The paper will have three sections including total twenty four titles (eight in each section). The candidate will be required to classify twelve titles, four each of Dewey Decimal Classification (19<sup>th</sup> Edition) and Colon Classification (6<sup>th</sup> Edition) and by both the schemes (the internal choice will be hundred percent).

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**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc)  
2<sup>nd</sup> semester for the examination to be held in the year 2012, 2013  
& 2014**

**COURSE NO. 451  
LIBRARY CATALOGUING  
(Practical)**

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<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exams:</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

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**Unit I**

- 1.1** Introduction to AACR-2
- 1.2** Documents with Single Authorship
- 1.3** Documents with Multiple Authorship
- 1.4** Documents with Pseudonyms

**Unit III**

- 3.1** Introduction to CCC-5<sup>th</sup> Edition
- 3.2** Documents with single Authorship
- 3.3** Documents with Multiple Authorship
- 3.4** Documents with Pseudonyms

**Unit II**

- 2.1** Corporate Authorship
- 2.2** Series with Multiple Volume Works
- 2.3** Composite Books
- 2.4** Serial Publications

**Unit IV**

- 4.1** Corporate Authorship
- 4.2** Series with Multiple Volume Works
- 4.3** Composite Books
- 4.4** Serial Publications

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**Recommended Readings**

<b><u>Author</u></b>		<b><u>Title</u></b>
▪	American Library Association	Anglo- American Cataloguing Rules, 2 <sup>nd</sup> Ed., 1988
▪	SR Ranganathan	Classified Catalogue Code with additional rules for Dictionary Catalogue Code, 5 <sup>th</sup> Ed. 1964
▪	SR Ranganathan	Cataloguing Practice, 2 <sup>nd</sup> Ed, Reprint, 1989
▪	Joseph Miller and Susan Mccarthy	Sears List of Subject Headings, 20 <sup>th</sup> Ed., New York, H.W. Wilson
▪	Krishan Kumar	An Introduction to AACR-2 New Delhi, Vikas, 4 <sup>th</sup> rev. Ed., 2001
▪	Krishan Kumar	An Introduction to Cataloguing Practice, New Delhi, Vikas, 1985
▪	Anil K. Dhiman & Yashoda Rani	Learn Library Cataloguing, New Delhi, Vikas, 2005

**NOTE FOR PAPER SETTING:**

*Candidates shall be given eight titles out of which they will be required to catalogue fully four titles selecting at least one title from each unit (internal choice being hundred percent).*

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**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc)**  
**2<sup>nd</sup> semester for the examination to be held in the year 2012, 2013**  
**& 2014**

**COURSE NO. 452**

**DOCUMENTATION WORK AND INFORMATION SERVICES**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exams:</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>
<b><u>Unit I</u></b>		<b><u>Unit III</u></b>	
<b>1.1</b>	Objectives and Facets of Documentation	<b>3.1</b>	Abstract and Abstracting: Need, Importance; Types
<b>1.2</b>	Document List, Bibliography and Library Catalogue	<b>3.2</b>	Dissemination of Knowledge and Information: Types. Current Awareness Service (CAS): Methods and Techniques
<b>1.3</b>	Role of Documentaion Centres in India- DESIDOC, NISCAIR	<b>3.3</b>	Selective Dissemination of Information (SDI): Methods and Techniques
<b>1.4</b>	Role of Information Services in Planning, Management, Research and Development Activities, Socio-economic Development and Technology Transfer	<b>3.4</b>	Trends in CAS, SDI: Alert Services in a Networked Environment
<b><u>Unit II</u></b>		<b><u>Unit IV</u></b>	
<b>2.1</b>	Indexing System: Need and Importance	<b>4.1</b>	Reprography: Photographic Methods
<b>2.2</b>	Pre-Coordinate Indexing – Chain Indexing, POPSI, PRECIS: an overview	<b>4.2</b>	Reprography: Micrographic Methods
<b>2.3</b>	Post-Coordinate Indexing- Uniterm, Optical Coincidence System,	<b>4.3</b>	Documents Delivery Service-Recent Trends, Characteristics and Problems. Translation Services-Need, Types, Pools, Tools and Problems
<b>2.4</b>	Automatic Indexing	<b>4.4</b>	National and International Information Systems- INIS, AGRIS, MEDLARS, INSPEC:- Their Activities and Services

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### Recommended Readings

<u>Author</u>	<u>Title</u>
▪ BC Vickery and A Vickery	Information Science in the Theory and Practice, 1987
▪ SR Ranganathan	Documentation and its facets, 1963
▪ B Guha	Documentation and Information, Services, Techniques and Systems, 1983
▪ PS Kawatra	Fundamentals of Documentation with Special Reference to India, 1980
▪ RG Prasher	Index and Indexing Systems, 1990
▪ Myees, J	Information and Library Services, Policies and Perspectives, 1990
▪ JK Khanna	Advances in Librarianship
▪ TN Rajan	Indexing Systems: Concepts Methods and Techniques. 1981, IASLIC, Calcutta
▪ Pauline Atherton	Handbook for Information Systems and Services, 1997, UNESCO, Paris
▪ Richard E Bopp and Linda G Smith	Reference and Information Services: An Introduction. Revised Ed. 1995, USA
▪ Arlene G Taylor	Introduction to Cataloguing and Classification, 10 <sup>th</sup> Ed. New Delhi, Atlantic Publishers, 2007
▪ R.S. Aswal	Information Networks in India, New Delhi, ESS Ess, 2003

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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**Syllabus for Bachelor of Library and Information Science (B.Lib.I.Sc)**  
**2<sup>nd</sup> semester for the examination to be held in the year 2012, 2013**  
**& 2014**

**COURSE NO. 453**  
**COMPUTER APPLICATIONS IN LIBRARIES**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Theory Exam:</b>	<b>2 Hours</b>	<b>Semester Exams:</b>	<b>60</b>
<b>Duration of Practical Exam:</b>	<b>1 Hour</b>	<b>Practical Exam:</b>	<b>20</b>
		<b>Internal Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** Fundamentals of Computer, Storage Device, Input/Output Devices, computer Memory
- 1.2** Computer Architecture, Computer Generations and Classification
- 1.3** Introduction to System Software and Application Software
- 1.4** Database Management System: Basic Functions and Potential Uses. Database: Concept and Components. Database Structures, File Organisation and Physical Design

**Unit II**

- 2.1** Introduction to Operating Systems: DOS, Windows, UNIX and LINUX
- 2.2** Basics of Internet, Search Engines and Meta Search Engines, Internet Search Techniques, E-resources and online databases
- 2.3** Introduction to MS Office Package: Word, Power point, Excel and Access
- 2.4** Library Automation: Definition, Need, Purpose, Housekeeping Operations, Planning and Implementation

**Unit III**

- 3.1** Selection and Evaluation of Library Automation Software Packages
- 3.2** Introduction and Features of WINISIS, LIBSYS, SOUL and KOHA
- 3.3** Basic of Computer and Communication Technology: Network Topologies, LAN, WAN, MAN, Intranet, Extranet, Internet, OSI Reference Model
- 3.4** Networks: General-ERNET, JANET, BLAISE, NICNET, INFONET. Library and Information Networks- INFLIBNET, DELNET

**Unit IV**

- 4.1** (Practical) Operating Systems: Windows, LINUX
- 4.2** MS Office Package
- 4.3** WINISIS, SOUL and Koha
- 4.4** Basics of Internet, Search engines and Meta Search Engines, Internet Search Techniques

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### Recommended Readings

▪	Information Networks In India/R.S Aswal. New Delhi: Ess Ess, 2003
▪	Fundamentals of Computers/ V Rajaraman. – 3 <sup>rd</sup> ed. – New Delhi: Prentice-Hall of India 1997.
▪	Computer Networks/ Andrew S. Tanenbaum. – 3 <sup>rd</sup> ed. – New Delhi: Prentice-Hall of India, 1997.
▪	Library Networks: An Indian Experience/ H.K. Kaul. – New Delhi: Virgo Publications, 1992.
▪	Relational Databases: Concepts, Selection and Implementation/ Page, A.J. – New Delhi: Galgotia, 1994.
▪	Internet and Web Design/ Rajiv Beri-New Delhi, Macmillan India, 2003
▪	Library Information Technology in Modern Era: Libraries and Librarians in new millennium / H.S Chopra. New Delhi, Commonwealth. 1999
▪	Information Technology and Libraries/ Amjad Ali, New Delhi, Ess Ess, 2004
▪	Fundamentals of Information Technology/ Deepak Bharihoke. New Delhi, Excel, 2000
▪	Library Automation/ IK. Ravichandra Roa New Delhi, Wiley Eastern Unlimited, 1992
▪	Fundamentals of Information Technology/ S.K Bansal New Delhi, APH Publishing 2002.
▪	Fundamentals of Computers/ V. Rajaraman. New Delhi, Prentice Hall, 2002
▪	The Internet No Experience Required/ Christen Crrumlish- New Delhi, BPB, 2002

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**Course Outline for Second Semester  
Master of Library and Information Science  
(M.Lib.I.Sc)**

*For the Session 2012, 2013 & 2014*

**Post Graduate Department of  
Library and Information Science  
University of Jammu,  
Jammu**





### M.LISc. Programme

The following courses of study are prescribed in the first and second semesters of the M.Lib.I.Sc. Programme:-

#### First Semester Courses

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>
1.	500	Knowledge Organization, Information Processing and Retrieval
2.	501	Research Methodology and Statistical Techniques
3.	502	Information Analysis, repackaging and Consolidation
4.	503	Information Technology Applications in Libraries

#### Second Semester Courses

<u>S.No.</u>	<u>Course no.</u>	<u>Course Title</u>
1.	550	550 (A) Advanced Classification (Practice) 550 (B) Advanced Cataloguing (Practice)
2.	551	Information Technology Applications to Libraries (Practice)
3.	552	552 (A) Social Science Information System OR 552 (B) Business Information Systems OR 552 (C) Agriculture Information Systems OR 552 (D) Health Science Information System
4.	553	553 (A) Academic Library System OR 553 (B) Research and Technical Library System OR 553 (C) Public Library System OR 553 (D) Dissertation

Bfta

Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)  
IInd Semester for the examination to be held in the year 2012,  
2013 & 2014

**COURSE NO. 550 (A)**  
**ADVANCED CLASSIFICATION AND CATALOGUING PRACTICE**  
**Advanced Classification (Practice)**

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<b>Credits:</b>	<b>2</b>	<b>Maximum Marks:</b>	<b>50</b>
<b>Duration of Exam:</b>	<b>2 Hours</b>	<b>Semester Exams:</b>	<b>40</b>
		<b>Session Assessment:</b>	<b>10</b>

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<u><b>Unit I</b></u>		<u><b>Unit II</b></u>	
<b>1.1</b>	UDC: Introduction, Structure and Notation	<b>2.1</b>	Classification of Documents: Use of tables of auxiliaries a, b, c, d, e
<b>1.2</b>	Notes and Instruction in UDC	<b>2.2</b>	Classification of Documents : Use of tables of auxiliaries f, g, h, i
<b>1.3</b>	Classification of simple subjects	<b>2.3</b>	Use of special auxiliary subdivisions
<b>1.4</b>	Use of auxiliaries and compound numbers	<b>2.4</b>	Classification of documents involving complex subjects

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**Recommended Readings**

Universal Decimal Classification (abridged 3 <sup>rd</sup> Rev. English Ed.) London, BSI, 1961
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**NOTE FOR PAPER SETTING:** Classification by UDC (abridged 3<sup>rd</sup> Rev. English Ed., 1961) adequate number of titles from all disciplines is required to be set. The paper will contain twenty titles. The candidates will be required to classify ten titles (Internal choice being hundred percent)

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Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)  
 II<sup>nd</sup> Semester for the examination to be held in the year 2012, 2013  
 & 2014

**COURSE NO. 550 (B)**  
**ADVANCED CLASSIFICATION AND CATALOGUING PRACTICE**  
**Advanced Cataloguing (Practice)**

<b>Credits:</b>	<b>2</b>	<b>Maximum Marks:</b>	<b>50</b>
<b>Duration of Exam:</b>	<b>2 Hours</b>	<b>Semester Exams:</b>	<b>40</b>
		<b>Session Assessment:</b>	<b>10</b>

Catalogue According to Anglo American Cataloguing Rules 2 (AACR 2)

<u><b>Unit I</b></u>	<b>Non-Book Material</b>	<u><b>Unit II</b></u>	<b>Electronic Resources</b>
1.1	Complexities of Periodicals	2.1	Sound Recordings
1.2	Microforms	2.2	Motion Pictures
1.3	Graphic Material	2.3	Video Recordings
1.4	Cartographic Material	2.4	Computer files

**Recommended Readings**

<b>Author</b>	<b>Title</b>
Michael Girwan and Paul W Winkler	Anglo-American Cataloguing Rules 2 <sup>nd</sup> ed., London, L.A., 1978
Joseph Miller and Susan McCarthy	Sear's List of Subject Headings, 20 <sup>th</sup> ed., New York, Wilson
Krishan Kumar	An Introduction to AACR-2 New Delhi, Vikas, 4 <sup>th</sup> rev. Ed., 2001
Krishan Kumar	An Introduction to Cataloguing Practice, New Delhi, Vikas, 1985
Anil Kumar Dhiman	Cataloguing of Non-Book Materials, New Delhi, Ess Ess, 2004

**NOTE FOR PAPER SETTING:** Paper will contain six titles, Candidates will be required to catalogue fully three titles in all. Out of which at least one title is from each unit (Internal choice being hundred percent). There will be separate paper for both courses- Course No 550(A) and Course No 550(B) of two hours duration each.

*Gptc*

Syllabus for Master of Library and Information Science (M.Lib.I.Sc)  
IInd Semester for the examination to be held in the year 2012, 2013  
& 2014

**COURSE NO. 551**  
**Information Technology Application to Libraries (Practical)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Practical Exam:</b>	<b>2½ Hours</b>	<b>Practical Exam.</b>	<b>80</b>
		<b>Internal Assessment:</b>	<b>20</b>

**Unit I**

**1.1** Advanced Feature in DBMS with Special Reference to ISIS Family

**1.2** Installation and Use of New-GenLib Software Package

**1.3** Designing of Digital Library using Greenstone (GSDL)

**1.4** Introduction to Institutional Repositories with special reference to GNU E-Prints

**Unit II**

**2.1** Web designing using HTML Code

**2.2** Web designing using HTML Editors

**2.3** Hyperlinks and Multimedia Features in Web Designing

**2.4** Creation of Website and Publishing on Free Web Hosting Servers

**Unit III**

**3.1** Use of Search Engines: General, Special, Meta and Deep Web

**3.2** Online Reference Source and Services

**3.3** Online Database searching through different Browsers

**3.4** Data Mining through Subject Directories, Gateways and Portals

**Unit IV**

**4.1** Evaluation of Internet Resources

**4.2** Use of Email, Chat Engines, Discussion forums

**4.3** Introduction to emerging Web Services: Blogs, RSS, Wiki etc.

**4.4** Creation of Blogs

*Bpta*

**Recommended Readings**

	Author	Title
•	Bharihoke, Deepak	Fundamentals of Information Technology, New Delhi, Excel, 2000
•	Rajiv Beri	Internet and Web Design, New Delhi, Macmillan India, 2003
•	Pradeep K. Sinha & Priti Sinha	Computer Fundamentals: concepts, Systems & Applications, New Delhi, BPB, 2003
•	Greg Robertson	Hands on HTML Example Book. BPB, New Delhi
•	Esward Farra Q Norman E. Smith	The HTML Example Book. BPB, New Delhi
•	V. Rajaraman	Fundamental of Computers, Prentice Hall, New Delhi, 2002

**NOTE FOR PAPER SETTING:**     *The practical examination will be conducted jointly by the external examiner invited for the purpose and the internal examiner.*

*Bpda*

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)**  
**IInd Semester for the examination to be held in the year 2012, 2013**  
**& 2014**

**COURSE NO. 552(A)**  
**SOCIAL SCIENCE INFORMATION SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** Definition scope and research trends in Economics
- 1.2** Definition, Scope and trends in History
- 1.3** Definition, Scope and research trends in Political Science
- 1.4** Definition, Scope and Research trends in sociology

**Unit II**

- 2.1** Social Science Information Systems: Basics and Components
- 2.2** Information Needs of Users, Information Seeking Behavior
- 2.3** User Studies: Importance, Objectives and types; Planning User Survey, Methods of User Survey
- 2.4** Design and Development of Information System

**Unit III**

- 3.1** Primary Sources of information in Social Sciences and their Evaluation
- 3.2** Secondary Sources of Information in Social Sciences and their evaluation
- 3.3** Electronic Information Resources and services in Social Sciences
- 3.4** Web resources: Networked and Distributed Databases, Consortia, Subject Gateways, Portals etc.

**Unit IV**

- 4.1** Activities and Services of NASSDOC
- 4.2** Activities and Services of APINESS
- 4.3** Activities and Services of DEVINSA
- 4.4** Contributions made by the Prominent Social Scientist in the field of History, Political science, Economics and Sociology

*CPA*

**Recommended Readings**

<u>Author</u>	<u>Title</u>
Webb, William H, Ed.	Source of Information in Social Sciences
Phil Bradley	Going on-line, CD-ROM and the Internet, London, ASLIB, 10 <sup>th</sup> Ed., 1997, 182 p
GG Choudhury and Sudatta Choudhury	Searching CD-ROM and on-line Information sources, 2001
B.M. Gupta and V.K. Jain	Handbook of Libraries, Archives and Information Centres in India.
Alan Day and Michael Walsh	Walford's guide to Reference Material: social and Historical Sciences, Philosophy and Religion, V2. London, Library Association 8 <sup>th</sup> Ed., 2000, 808p
Herron, Nancy, Ed.	Social Sciences: a Cross disciplinary guide to selected sources, 1996, Libraries Unlimited
Hunt, Elgini F and Colander, David L	Social Sciences: A introduction to the study of society. 9 <sup>th</sup> Ed Allyn, 1995
Li Tze Chung	Social Science Reference Sources: A practical Guide, Revised and Enlarged Edition 2, 1990, Greenwood
Vyas, S D	Social Science Information In India: Efforts toward bibliographic control. Concept. New Delhi., 1992

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)**  
**IInd Semester for the examination to be held in the year 2012, 2013**  
**& 2014**

**COURSE NO. 552(B)**  
**BUSINESS INFORMATION SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** Business Information :  
Characteristics, need and  
importance
- 1.2** Components of Business  
Information systems: Resources  
Centres, Consultants, Suppliers,  
Financial organizations,  
Industrial promoters
- 1.3** Users of Business Information
- 1.4** Role and competencies of  
Business Information  
Professional

**Unit II**

- 2.1** Primary sources of Business  
Information; Research Report,  
Patents, Standards, Trade  
Literature
- 2.2** Secondary and Tertiary sources  
of Business Information;  
Directories, Digests
- 2.3** Information Repackaging  
Service
- 2.4** CAS, SDI and Technical Inquiry  
Service

**Unit III**

- 3.1** Overview of Business  
Information Networks
- 3.2** Overview of Business  
Information Databases
- 3.3** Management of Decision  
Support System
- 3.4** Decision Support System

**Unit IV**

- 4.1** Business Information and  
Documentation Centers;  
SENDOC
- 4.2** Information activities of EIFT,  
UNIDO, UNCTAD, FICCI
- 4.3** Internet and Business  
Communication
- 4.4** Intranets

*8/12/14*



### Recommended Readings

<u>Author</u>	<u>Title</u>
P K Mahapatra and B Chakrabarti	Knowledge Management in Libraries
S Seetharama	Libraries and Information Centres as Profit Making Institutions
B Warboys and Others	Business Information Systems: a process approach. Maidenhead: McGraw – Hill , 1999, 404p
A Scammel	Handbook of special librarianship and information work. 7 <sup>th</sup> Ed., Aslib, London, 1997
S Norman	Copyright in industrial and commercial libraries. 4 <sup>th</sup> Ed., Library Association publication publishing, London, 1999
R Pagell and M Halperin	International Business Information: how to find it, how to use it 2 <sup>nd</sup> Ed., Phoenix, Oryx Press, Arizona, 1998
B Detlor	Leveraging the corporate library through Web user training. Library Management 20(7 & 8) 1999, p393-400. tpls. Refs
S Allcock and Others	Business information and the Internet: use of the internet as an information resource for small and medium-sized enterprises: final report. British Library. Research and Innovation Report, (136) 1999, 184p
M E Bates	Super Searches Do Business: the online secrets of top business researchers. Nedford, cyber age books, New Jersey, 1999
P Pedley	Free Business Industry Information on the Web. London. Aslib, 2001
M Lowe	Business Information at Work, London, Aslib 1999, 327p
P Bradly	The Business and Economy Internet Resource handbook. London, Library Association Publishing, 2000
B Gates	Business @ the speed of thought;; using a digital nervous system. Warner Books, 2000, 496p
P Foster	Business Information basics, guide to key International sources 2001. Bowker – Saur, 2000, 230p

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

8/12/20

**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)  
IInd Semester for the examination to be held in the year 2012, 2013  
& 2014**

**COURSE NO. 552(C)  
AGRICULTURE INFORMATION SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** Role of information in Agricultural Research and Development activities.
- 1.2** Organization of Agricultural Research activities in India
- 1.3** Lab to Land; role of libraries and information centres in disseminating Agricultural Information to farmers
- 1.4** Role of Agricultural Information professional in information communication

**Unit III**

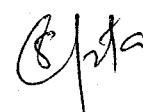
- 3.1** Components of Agricultural Information System
- 3.2** Overview of Agricultural Information networks
- 3.3** Overview of Agricultural Information databases
- 3.4** The Internet and the Agricultural Information communication

**Unit II**

- 2.1** Primary sources of Agricultural Information
- 2.2** Secondary and Tertiary sources of Agricultural Information
- 2.3** Information Repackaging Service
- 2.4** CAS, SDI and Technical Inquiry Service

**Unit IV**

- 4.1** Information activities of FAO
- 4.2** Resources sharing activities in Agriculture information communication
- 4.3** Agricultural Research Information Centre (ARIC)
- 4.4** Barriers to Agricultural Information communication in India



**Recommended Readings**

<b><u>Author</u></b>	<b><u>Title</u></b>
S Seetharama	Information Consolidation and Repackaging
Chottey Lal and Shoaib Ahsan	Reference Services and Sources of Information
R Raman Nair	Staffing Agricultural Information System
Keith W Russell and Maria G Pisa	Library Trends, 38(3) 327-638, Winter 1990, University of Illinois
R Subbariah	Agricultural Library users. Prevesh Colour Offset Press Delhi 1989
A Scammel	Handbook of special librarianship and information work. 7 <sup>th</sup> Ed, Aslib, London, 1997

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

8/25

Syllabus for Master of Library and Information Science (M.Lib.I.Sc)  
IInd Semester for the examination to be held in the year 2012, 2013  
& 2014

**COURSE NO. 552(D)**  
**HEALTH SCIENCE INFORMATION SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1 Growth and Development of Health Science
- 1.2 Types of Health Science Libraries
- 1.3 Users of Health Science Information
- 1.4 Health Science Information System: Components

**Unit II**

- 2.1 National Medical Library (NML)
- 2.2 World Health Organization (WHO); Information Services
- 2.3 Indian Council of Medical Research (ICMR); Information Services
- 2.4 Central Drug Research Institute (CDRI), Central Food Technology Research Institute (CFTRI); Information Activities

**Unit III**

- 3.1 Primary Sources of Information in Health Science
- 3.2 Secondary Sources of Information in Health Science
- 3.3 Internet based resources in Health Science
- 3.4 CD-ROM based resources in Health Science

**Unit IV**

- 4.1 HELLIS
- 4.2 Medical Literature Analysis Retrieval System (MEDLARS)
- 4.3 Biological abstracts (BIOSIS), Excerpta Medica
- 4.4 Trends in Health Information Systems

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### Recommended Readings

<u>Author</u>	<u>Title</u>
R S R Varalakshmi	Information Services in Medical College Libraries
Y L Chopra and Mamta Chopra	Challenges Before Library and Information Science in New Millennium
National Library of Medicine (NLM)	PubMed (Medical Databases which is available in the official website of NLM)
D Anthony	Health on the INTERNET. Journal of Librarianship and Information Science, 331 (3) Sept 1999, 181-2p
S D James and R E Thomas	Problems in Community Healthcare Information Systems: a case study. Health Information Journal, 5(3). Sep 1999, p146-53
B Strickland – Hodge	How to Use Index Medicus, Psychological Abstracts & Excerpta Medica, 2 <sup>nd</sup> Ed., Aldershot: Gower, 1994
G Marchionini	Information seeking in Electronic Environment Cambridge University Press, New York, 1995
D Anthony	Health on the Internet Blackwell Science, Oxford, 1996
A Booth and G Walton (Eds.)	Managing Knowledge in Health Services. London, Library Association Publishing, 2000
K Kovacs and A L Carlson	How to Find Medical Information on the Internet Library Solutions Press, 2000, 128p
M S Wood	Healthcare Resources on the Internet: a guide for Librarians and healthcare consumers. New York, The Haworth press, 2000, 209p

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

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**Syllabus for Master of Library and Information Science (M.Lib.I.Sc)  
IInd Semester for the examination to be held in the year 2012, 2013  
& 2014**

**COURSE NO. 553(A)  
ACADEMIC LIBRARY SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** History of Academic Libraries in India
- 1.2** Place of the Library in the Academic Institutions
- 1.3** Functions of University, College and School Libraries
- 1.4** Present Set-up of Academic Library System in India

**Unit II**

- 2.1** Library governance: authority, committee and role of librarian
- 2.2** Library Management: Administrative Organization and Management
- 2.3** Detailed study of the recommendation of various committees and commissions with regard to academic libraries in India
- 2.4** Role of the UGC in the Development of University and College Libraries in India

**Unit III**

- 3.1** Resources sharing and networking
- 3.2** Academic library networks OCLC, RLIN
- 3.3** Library Finance
- 3.4** Library Budget

**Unit IV**

- 4.1** Library building and equipment in University Libraries
- 4.2** Library building and equipment in College and School Libraries
- 4.3** Organization of various sections in University Libraries
- 4.4** Organization of various sections in College and School Libraries

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### Recommended Readings

<u>Author</u>	<u>Title</u>
Charles A Schwartz	Restructuring academic Libraries: Organization development in the wake of technological change, Chicago, ACRL, 1997
Mike Heery and Steve Morgan	Practical Strategies for the modern academic library, London, ASLI, 1997
Brophy	The Academic Library, London, Library Association, 2000
M A Gelfand	University Libraries for Developing Countries, Paris, UNESCO, 1968
UGC (India)	Report of the Libray Committee (1957); university and college libraries. New Delhi, UGC, 1965
University Grant Commission ( UK)	The Report of the Committee on Libraries, London, HMSO, 1967
Carl M White	Survey of University of Delhi Library, Delhi, University of Delhi, Delhi, 1966
L R Wilson and M F Tauber	The University Library, 1956
K S Deshpande	University Library System in India. New Delhi, Sterling, 1985
S N Srivastava and S C Verma	University Libraries in India New Delhi, Sterling 1980

**NOTE FOR PAPER SETTING:** The paper will contain eight questions in all (two from each unit). Candidates are required to attempt four questions i.e. one question from each unit (Internal choice being hundred percent).

OR

**DISSERTATION/PROJECT (Optional)**

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Maximum Marks: 100

Candidates will work on Dissertation or Project on a given topic to be completed under the supervision of a teacher.

*8/12*

Syllabus for Master of Library and Information Science (M.Lib.I.Sc)  
IInd Semester for the examination to be held in the year 2012, 2013  
& 2014

**COURSE NO. 553(B)**  
**RESEARCH AND TECHNICAL LIBRARY SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

<u><b>Unit I</b></u>		<u><b>Unit III</b></u>	
1.1	Types, Characteristics and Functions of Special Libraries	3.1	Research and Technical Libraries Finance & Budget- Sources & Methods
1.2	Role of Special Libraries & its relationship with Parent Organizations	3.2	Planning Research and Technical Library Buildings- Its Basic Prerequisites and Space Allocation for different Sections
1.3	History and Development of Research and Technical Libraries with special reference to India	3.3	Planning and Acquisition of Furniture and Equipment
1.4	Agencies and their Role in the development of research and technical libraries	3.4	Staff Manual, Library Survey, Statistics and Standard
<u><b>Unit II</b></u>		<u><b>Unit IV</b></u>	
2.1	Resources sharing in Research & Technical Libraries-Need, Pre-requisites, Methods, Merits and Demerits	4.1	Organizational Structure of R&T Libraries
2.2	Library Consortia:- INDEST, FORSA, CSIR, IIM'S UGC- INFONET- an overview	4.2	Human Resource Management: Size, selection and recruitment
2.3	Role of CAS, SDI, News paper Clipping Services, Indexing and Abstracting Services in Electronic Environment in R&T Libraries	4.3	Responsibility and duties of staff in various sections in R&T libraries.
2.4	Collection Development - Document Selection & Ordering Procedure, Selection Tools	4.4	Competency Development in R&T Libraries

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### Recommended Readings

<u>Author</u>	<u>Title</u>
R M Young and S S Harmony	A how-to-do-it manual for librarian, Neal Schuman, 1999, 123p
K A Megill and H Shantz	Document Management: new technologies for information services manager
D J Brown	Electronic Publishing and libraries: Planning for the impact and growth to 2003, East Grinstead, Bowker-saur, 1997, 148p
J Bryson	Effective Library and Information Centre management Gower, 1999, 421p
T E Nisonger	Management of Serials in Libraries, Englewood, NJ, Libraries unlimited, Inc. 1998, 452p
P Belcastro	Evaluating Library Staff: a performance appraisal system, Chicago, ALA, 1998, 253p
R S Saxena	Academic and Special Libraries
H D Sharma	Library building and Furniture
Suresh C. Sinha and Anil K Dhiman	Special Libraries in Electronic Environment, New Delhi, Book Well, 2005
S S Pal	Special Library System and Information Services, New Delhi, icon, 2004
S.P Singh and Krishan Kumar	Special Libraries. Research and Technical Libraries Ess Ess, New Delhi, 2002
Manil Silva	Special Libraries, London, Grafton, 1970
Lucile J Strauss and Others	Scientific and Technical Libraries, their organization and administration, USA John Wiley, 1964
R.G. Prasher	Developing Library Collection. Medallion, New Delhi, 1993

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**OR**  
**DISSERTATION/PROJECT (Optional)**

Candidates will work on Dissertation or Project on a given topic to be completed under the supervision of a teacher.

Maximum Marks: 100

Bpla

Syllabus for Master of Library and Information Science (M.Lib.I.Sc.)  
 IInd Semester for the examination to be held in the year 2012,  
 2013 & 2014

**COURSE NO. 553(C)**  
**PUBLIC LIBRARY SYSTEM (Optional)**

<b>Credits:</b>	<b>4</b>	<b>Maximum Marks:</b>	<b>100</b>
<b>Duration of Exam:</b>	<b>2½ Hours</b>	<b>Semester Exam.</b>	<b>80</b>
		<b>Session Assessment:</b>	<b>20</b>

**Unit I**

- 1.1** Concept, Nature and Characteristics of Public Libraries
- 1.2** Meaning, importance, social and educational functions of Public Libraries
- 1.3** Function of National and State Central Libraries
- 1.4** Detailed study of the pattern recommended by S R Ranganathan and advisory committee for libraries

**Unit II**

- 2.1** History of Public Library movement in India
- 2.2** Patterns of public library movement in the USA and the UK
- 2.3** Library legislation: History of Library legislation in India and the Great Britain
- 2.4** Critical study of Union Government. Public library Bill and the Model Act suggested by S R Ranganathan

**Unit III**

- 3.1** Public Library Finance: Sources and requirements
- 3.2** Library Budget
- 3.3** Library Personal
- 3.4** Staff Formula

**Unit IV**

- 4.1** Resource sharing and Networking
- 4.2** Library extension services
- 4.3** Planning library buildings and equipment
- 4.4** Organization of various sections in the Public Library

*8/11/12*

**Recommended Readings**

<b><u>Author</u></b>	<b><u>Title</u></b>
A.K. Stephen	Public Library collection development in the information age. New York, Haworth Press, 1998, 211p
V.K. Thomas	Public Libraries in India: development and finance. New Delhi, Vikas, 1977, 200p
V. Thillainayagam	S.R. Ranganathan and Madras Public Library Act, Delhi, B.R. Publishing, 1997, 182p
C.Batt	Information technology in Public Libraries, London: Library Association Publishing, 1998
V. Venkatappaiah	Indian Library Legislation, 2 V, 1990
V. Venkatappaiah	Modern Library Legislation, 1994
L.S. Ramiah	Public Library system: Services and networking, 2V, 2000
Pandey	Public Libraries in India. New Delhi, ESS, ESS, Pub. 1985

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OR

**DISSERTATION/ PROJECT (Optional)**

Maximum Marks: 100

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*B/sta*

