

**MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.)****(Program code: 141)****Program Structure**

<b>Course code</b>	<b>Course</b>	<b>Internal assessment</b>	<b>External exams</b>	<b>Max. Marks</b>	<b>credits</b>
<b>Semester - 1</b>					
101ML21	Information & Communication	30	70	100	4
102ML21	Information Management	30	70	100	4
103ML21	Information Processing Retrieval ( Theory)	30	70	100	4
104ML21	Information Technology : Theory	30	70	100	4
<b>Semester – 2</b>					
201ML21	Library Automation	30	70	100	4
202ML21	Digital libraries	30	70	100	4
203ML21	Research methodology	30	70	100	4
204ML21	Academic libraries	30	70	100	4
205ML21	Information technology (Practical) and comprehensive viva-voce	--	100	100	4

# **MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.)**

## **SEMESTER - I**

### **101ML21 - INFORMATION & COMMUNICATION**

#### **Objectives:**

1. To introduce the students to the role of information and knowledge in the society
2. To acquaint the students with various theories, channels of & barriers to communication and types of libraries and their functions
3. To provide an overview of the Information Acts
4. To make the students to understand the Information Policies.

#### **Unit: I**

Information - Characteristics, Nature, Value and Utility – Conceptual differences between Data, Information and Knowledge – Information Growth and Generation; Information Transfer Cycles.

#### **Unit: II**

Communication – Concept – Theories, Models – Channels of Communication - Barriers to Communication.

#### **Unit: III**

Information Society genesis - Characteristics and Implications of Information Society – Information Literacy- Concept, Models and Standards – Knowledge Society – Changing role of Library Information Centers in Society.

#### **Unit: IV**

Information Acts – Right to Information - Intellectual Property Rights - Copy Right Act, Information Technology Act.

#### **Unit: V**

National Information Policy -Objectives, Issues and Procedures – National Knowledge Communication (NKC), NAPLIS, Universal Availability Publications (UAP)

#### **Books for study and reference:**

1. Agarwal, S.N. Perspectives in Library and Information Science Vol.I and II. Lucknow, Print House, 1982.
2. Balakrishnan, Shyama & Paliwal, P.K.Eds. Libraries in Information Age. Delhi, Anmol, 2001
3. Chapman (E A) and Lynden (F C). Advances in Librarianship. 24V. San Diego Academic Press, 2000.
4. Devarajan, G. (Ed). 50 years of Indian Librarianship. Delhi, Ess Ess Pub., 1999
5. Feather, John. The Information Society. 2<sup>nd</sup> Ed. London, Lib. Assoc, 1998
6. Guha B (ED). In the Library and Information Science horizon. New Delhi, Allied pub, 1984.
7. Gupta, B.M. et al, Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.

8. Khan, M.A. Principles and perspectives of copyrights. New Delhi: Sarup & Sons, 1996.
9. Khanna, J.K.: Library and Society, Kurukshetra, Research Publications, 1987.
10. Kumar, P.S.G. Foundations of Library and Information Science. Delhi, B.R.Pub., 2003
11. Kumar, P.S.G. Fundamentals of Information Science. New Delhi, S.Chand, 1998
12. Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. National Knowledge Commission, India. Libraries- Gateways to Knowledge. Delhi, NKC, 2007
14. Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.
15. Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985
16. Ranganathan, S.R.: Five Laws of Library Science. Delhi, 1957.
17. Routh, R.K. : Indian Library Legislation. N.Delhi, Ess Ess Pub., 1991.
18. Satarkar, S.P. Intellectual Property Rights & Copyright. Delhi, Ess Ess Pub. 2003
19. Sengar, Shailendra. Library and Information Science. New Delhi, Anmol Pubs., 2007
20. Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications , 2009
21. Sharma, Pandey, S.K. : Development of Public Libraries in India. New Delhi, Ess Ess Pub., 1985
22. Smith, Kelvin. Freedom of information. London, Facet, 2004.
23. Vashishth, C.P & Satija, M.P. (Dr. P.S.G. Kumar Festschrift) Library and Information Profession in India. Vol. 1 Part I & Part II Reflections and Redemptions. (Vol.1, 2 parts).Delhi, B.R.Pub., 2004
24. Venkatappaiah, V.: Indian Library Legislation. 2 Vols. New Delhi, Daya Publishing House, 1990.
25. Vijaya Kumar, J. Public Library System. New Delhi, Anmol pub .2010. ISBN :978 81 261 4192 0 .
26. Maxine. Collaboration in Libraries and Learning Environments . Facet Pub., 2013

## **102ML21: INFORMATION MANAGEMENT**

### **Objectives:**

1. To acquaint the student with the knowledge society and knowledge manager
2. To make the student understand the role of technology in knowledge management
3. To familiarize the student with knowledge management tools.
4. To introduce the students to the concepts of marketing and their application in information work.
5. To provide an overview of information resource Management

### **Unit – I**

Fundamental concepts of Information Management – MIS – TQM – Change Management.

### **Unit – II**

Knowledge Management – concept, types, scope and application to LICs - knowledge Management Models ,Tools – Knowledge Based Systems.

### **Unit – III**

Information Resource Management (IRM) – Issues – Nature and Types of Information Resources Management (IRM) – Print and Non Book Materials including digital Electronic Information Resources.

### **Unit – IV**

Human Resource Management - Information Professionals Behavior – Motivational Factors - Soft skills – Performance Appraisal – Stress Management

### **Unit – V**

Marketing Management: Concepts, Definition – Relevance in LIS - Economics of Information – Marketing Research & Marketing Segmentation - Designing & Pricing of LIC Products.

### **Books for study and reference:**

1. Evans, G Edward. Developing Library and Information centre Collections. New York, Libraries Unlimited, 2005
2. Evans, G Edward: Management techniques for librarians, 2<sup>nd</sup> Ed., New York, Academic Press, 1983.
3. Gaur, C. Ramesh. Re-engineering Library and Information Services: process, people & technology. Mumbai, Allied, 2003
4. Gorman, G.E. International yearbook of Library and Information management 2003-2004 metadata applications and management. London, L.A., 2003
5. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.3: Managing electronic government information in libraries. Delhi, Pentagon, 2009.
6. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.2: Fundamentals of collection development and management. Delhi, Pentagon, 2009
7. Khan, M.A. The Principles and practice of Library science. Delhi, Academia Pub., 2004
8. Kishan Kumar. Management of libraries in Electronic environment. Delhi, Har-Anand Publications, 2007

9. Kishore, Jugal. Personal Management in Libraries. Delhi, Ess Ess, 1981
10. Krishan Kumar. Library Manual. Delhi, Vikas, 2003
11. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
12. Kumar, P.S.G. Management of Library and Information Centres (paper V of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. Lahiri, Ramansu. Management of Libraries concepts and practices. New Delhi, Ess Ess, 1996
14. Lancaster, F.W. Technology and Management in Library and Information Services. London, Lib. Assoc., 1997
15. Libraries as places: buildings for the 21st century: Proceedings of the Thirteenth Seminar of IFLA's Library Buildings and Equipment section together with IFLA's Public Libraries Section, Paris, France, 28 July-1 August 2003 / edited by Marie-Francoise Bisbrouck [et al.] IFLA Publication No. 109
16. Mahapatra, Piyush Kanti, Chakrabarti, Bhubaneswar. Preservation in Libraries perspectives principles and practice. Delhi, Ess Ess, 2002
17. Mahapatra, Piyush Kanti. Collection Management in Libraries. Delhi, Cyber Tech Pub., 2006
18. Mittal, R.L. Library Administration: Theory and Practice. Delhi, Metropolitan Pub., 1973.19. Mukhopadhyay K K and Guha PS. Library Conservation. Calcutta, Information Research Academy, 1990.
19. Narayan, G.J. Library and Information Management. New Delhi, Prentice Hall, 1991
21. Osborne, Larry N & Nakamura Margaret. Systems Analysis for Librarians and Information professionals. 2<sup>nd</sup> Ed. Greenwood Pub., 2000
22. Poll, Roswitha et al. - Measuring quality: international guidelines for performance measurement in academic libraries. - Munich: K.G. Saur, 1996. - 171 p. - ISBN 3598218001 - (IFLA publication no. 76)
23. Raina, Roshan Lal. TQM in Library and Information services. New Delhi, Infuse Inc., 1999
24. Ramesh Chandra and Shrivastava, A.P. Information preservation in Library Management. Delhi, Gyan Books, 2003
25. Ramesh Chandra and Shrivastava, A.P. Technological changes in Libraries. Delhi, Gyan Books, 2003
26. Saini, A.K. & Pradeep Kumar. Computer Applications in Management. Delhi, Anmol, 2003
27. Scammell, Alison. Handbook of Information management. Routledge, 2001
28. Sharma, Umesh Chandra. The Infometer. (Measuring library cost-Effectiveness). Delhi, Ess Ess, 1995
29. Singh, Ram Shobhit. Encyclopaedia of library manual: A practical approach to management. New Delhi, Anmol Pub, 2008
30. St. Clair, Guy. Total Quality Management in information services. New York, K.G.Saur, 1997
31. Stewart, Robert D and Moran, Barbara B. Library and Information Center Management. 6<sup>th</sup> ed. Libraries Unlimited, 2002
32. Balakrishna Surya S. Performance Evolution of University Libraries. Gyan books. ISBN : 7835-906-9 2012 .
33. Bavakutty, M & Majeed, Abdul. Methods for Measuring Quality of Libraries. ISBN : 81-7000-439-X, 2005

## **103ML21: INFORMATION PROCESSING RETRIEVAL ( THEORY)**

### **Objectives :**

1. To make the students aware with the latest developments and trends in the field of advanced library classification.
2. To train the students in the practical application of Universal Decimal Classification.
3. To acquaint the students with recent developments in computerized bibliographic records and communication formats
4. To train the students in the cataloguing of non-book materials and complex serial publications according to AACR-2, 1988 revised edition

### **UNIT I**

Information Processing and Retrieval - Concept – An overview of UDC & BSO

### **UNIT II**

Indexing Languages: Characteristics, Types – Vocabulary Control: Thesaurus Construction

### **UNIT III**

Bibliographic Standards and formats - ISBD, AACR, CCF, MARC21, ISO 2709 Metadata-Dublin Core.

### **UNIT IV**

Indexing Systems- Types – Search Statement and Search Process - Search Strategies – Tools, Techniques and Methods

### **UNIT V**

Evaluation of Information Retrieval System– Parameters for Evaluation Information Retrieval System – Information Retrieval Models.

### **Books for study and reference:**

1. Fosket, A.C. Subject approach to Information. 5<sup>th</sup> Rev. Ed. London, Bingley, 1996
2. Lancaster, F.W. Indexing and Abstracting in Theory and Practice. 2<sup>nd</sup> Ed. London, Lib. Assoc., 1998
3. Satyanarayana, V.V.V. Universal Decimal Classification: A Practical Primer. New Delhi, Ess Ess Pub, 1998
4. UDC Consortium. Universal Decimal Classification, International MEDIUM Edition, 1993.
5. Raju, A.A.N. Universal Decimal Classification IME 1993: Theory and practice (A self instructional manual). Delhi, Ess Ess Publications, 2007
6. Soma Raju, P. Universal Decimal Classification IME 1993. Visakhapatnam, Author, 19971.
7. A course in Information consolidation: a handbook for education and training in analysis, synthesis and repackaging of Information. General Information Programme and UNISIST, UNESCO, PGI, Paris. 1986.
8. Alberico, R. and Micco M.(1990). Expert systems for reference and Information retrieval. West Port : Meckler.

9. Atchison, J. & Alan G. A.(1972). Thesaurus construction: a practical manual. London: Aslib.
10. Atchison, J. & Gilchrist, A.(1972). Thesaurus construction: a practical manual. London: Aslib.
11. Austin, D.(1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.
12. Chowdhry, G.G.(2003). Introduction to modern Information retrieval. 2nd Ed. London, Facet Publishing.
13. Ghosh, S.B. and Biswas, S.C. (1998). Subject Indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
14. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.
15. Pandey, S.K. Ed.(2000).Library Information retrieval. New Delhi: Anmol.
16. Vickery, B.C.(1970). Techniques of Information retrieval. London: Butterworths
17. Kumar, P.S.G.(2004). Information Analysis, repackaging, consolidation and Information retrieval. Delhi: B.R.Publishing.
18. Kumar, P.S.G. (2002) : A student manual of library and information science. Delhi: B.R. publishing.
19. Narayana,G.J.(1991).Library and Information Management.New Delhi:Prentice Hall.
20. Information today and tomorrow (Hyderabad) (1999). working papers. Delhi: NISSAT.

## **104ML21: INFORMATION TECHNOLOGY : THEORY**

### **Objectives:**

1. To introduce the students to the basics of information technology
2. To acquaint the students with computer technology and its development
3. To acquaint the student with the aspects of computer applications
4. To create awareness on computer software

### **UNIT 1**

Overview of Information technology: Basics – Components – Application of Information Communication Technology

### **UNIT 2**

Network Technology - Concepts – Resource Sharing – Topology – Library Networks – Types of Networks : LAN, MAN, WAN – Network Transmission

### **UNIT 3**

Web Technology - World Wide Web (www) - Internet and Intranet

### **UNIT 4**

Information Communication Technology - Telecom Technology; Satellite Technology, Reprographic Technology, e-Publishing

### **UNIT 5**

Application Software : MS office

### **Books for study and reference:**

1. Agarwal, Vibhuti. Library Networking: Challenges & Opportunities. Delhi, Rajat Pub., 2000
2. Arunima Baruah ed. Library Database Management. Delhi, Gyan Books, 2002
3. Bradley, Phil. World Wide Web: How to Design and construct Web pages. 2nd edition. London, Europa Publications Ltd., 2000
4. Chellis, James, Charles Perkins, Matthew Strebe. Networking Essentials: MCSE Study Guide. BPB Pub., 1998
5. Chopra, Y.L. & Chopra, Mamta (ed). Challenges before Library and Information science new Millennium. Delhi, Ess Ess, 2001
6. Elemenri and S. Navathe. Fundamentals of Database System. Delhi, Dorling Kindersley, 2008
7. Faruqi, KK and Alam, M. Library Information systems and E- Journal Archiving. New Delhi, Authors Press, 2005.
8. Garkoti, G.K. Concise Encyclopaedia of Library and Information Technology. Delhi, Ess Ess, 2001
9. Gopal, Krishan. Library Online Cataloguing in Digital Way. Delhi, Authors Press Pub, 2000
10. Gopal, Krishan. Technological future of Library and Information Science. Delhi, Authors Press, 2001.
11. Haravu, L.J. Library Automation – design, principles and practice. New Delhi, Allied, 2004.



12. Kashyap, Madan Mohan. Computer based library systems designing techniques. New Delhi, Sterling, 1999
13. Kochtanek and Matthews. Library Information Systems. Connecticut, Libraries Unlimited, 2004
14. Kochtanek, Thomas R & Matthews, Joseph R. Library Information systems: from Library Automation to Distributed Information Access solutions. Connecticut, Libraries Unlimited, 2002
15. Kumar, P.S.G. Information Technology: Applications (Theory & Practice (paper XI and XIV of UGC Model Curriculum). Delhi, B.R.Pub., 2004
16. Mahender Pratap Singh. Use of Information Technology in Library and Information Science. Delhi, Abhijeet Pub, 2004
17. Malavya V.C. Library Information Technology for the next Millennium. Delhi, Ess Ess, 1999
18. Milan Milen Kovic. Operating System Concepts and Design. New York, Tata McGraw Hill, 2008
19. Mishra, R.C. Information Warfare & Cyber Security. Author Press, 2003
20. Palmer, Martin. Making the RFID most useful in libraries. London, Facet, 2009
21. Pandey, S.K. Electronic Media and Library Information Technology. Delhi, Anmol, 2000
22. Pedley, Paul. Free Business and Industry Information on the Web. London, Taylor & Francis Ltd, 2001.
23. Prasanna Kumar H.E. Multimedia: Its application in Library and Information Science. Delhi, Ess Ess, 2002
24. Rai, A.N. Communication in the Digital Age. Delhi, Authors Press, 2000
25. Ramamurthy, C.R. Globalisation & Library Information Networking. Delhi, Authors Press, 2003
26. Rowley, Jennifer. The Electronic Library. 4<sup>th</sup> Ed. London, Lib. Assoc., 1996
27. S.K. Basandra & S. Jaiswal, Local Area Networks. Delhi, Galgotia Pub., 2001
28. Sashikala Subbarao V. Library Management through Automation and Networking. Bombay, Allied pub, 1999.
29. Satyanarayana B and Others. Multimedia: Its Applications in Library and Information Science. Chennai, TR Pub, 1998
30. Satyapriya Bhattacharjee. Data Communication and Networks. Delhi, Dominant Pub, 2002
31. Silberschatz and Galvin. Operating System Concepts. 8<sup>th</sup> Ed. International Student Edition. Delhi, Wiley India, 2009
32. Singh, Shanker., Ed. World Wide Web Handbook for Librarians. Delhi, Ess Ess, 2000
33. Somasekhara Rao and others. Eds. Advances in Library and Information Science (Festschrift in honour of Dr Sai Ramesh). Visakhapatnam, Sai Pub., 2008
34. Sooryanarayana, P.S. & Mudhol, M.V. Communication Technology its Impact on Library and Information science. Delhi, Ess Ess. 1999
35. William Stallings. Operating Systems. Delhi, Dorling Kindersley (India), 2009
36. Balasubramanium, P. E-Learning for library professionals. New Delhi: Regal pub., 2013.

## **SEMESTER- II**

### **201ML21 : LIBRARY AUTOMATION**

#### **Objectives:**

1. To acquaint the students with the planning and management of automated library systems
2. To impart practical training in the use of DBMS
3. To give practical training in the use of Data Base Mangement
4. To impart practical training in the use of Internet and Library software.

#### **UNIT 1**

Planning and implementation of Library Automation  
Library Automation \_ need and purpose

#### **UNIT 2**

House keeping Operations : Acquisition – Cataloguing – circulation - Serial control

#### **UNIT 3**

Library Software : types : Inhouse, commercial and open source –  
Overview of LIBSYS, NewGenlib, Koha, SOUL

#### **UNIT 4**

Database Management Systems  
Detailed study of CDS?ISIS

#### **UNIT 5**

Selection of Software packages - criteria

#### **Books for study and reference:**

1. Agarwal, Vibhuti. Library Networking: Challenges & Opportunities. Delhi, Rajat Pub., 2000
2. Arunima Baruah ed. Library Database Management. Delhi, Gyan Books, 2002
3. Bradley, Phil. World Wide Web: How to Design and construct Web pages. 2nd edition London, Europa Publications Ltd., 2000
4. Elemenri and S. Navathe. Fundamentals of Database System. Delhi, Dorling Kindersley, 2008
5. Faruqi, KK and Alam, M. Library Information systems and E- Journal Archiving. New Delhi, Authors Press, 2005.
6. Garkoti, G.K. Concise Encyclopaedia of Library and Information Technology. Delhi, Ess Ess, 2001
7. Haravu, L.J. Library Automation – design, principles and practice. New Delhi, Allied, 2004.

8. Kashyap, Madan Mohan. Computer based library systems designing techniques. New Delhi, Sterling, 1999
9. Kumar, P.S.G. Information Technology: Applications (Theory & Practice (paper XI and XIV of UGC Model Curriculum). Delhi, B.R.Pub., 2004
10. Mahender Pratap Singh. Use of Information Technology in Library and Information Science. Delhi, Abhijeet Pub, 2004
11. Mishra, R.C. Information Warfare & Cyber Security. Author Press, 2003
12. Palmer, Martin. Making the RFID most useful in libraries. London, Facet, 2009
13. Sashikala Subbarao V. Library Management through Automation and Networking. Bombay, Allied pub, 1999.
14. Singh, Shanker.,Ed. World Wide Web Handbook for Librarians. Delhi, Ess Ess, 2000
15. Somasekhara Rao and others. Eds. Advances in Library and Information Science (Festschrift in honour of Dr Sai Ramesh). Visakhapatnam, Sai Pub., 2008
16. William Stallings. Operating Systems. Delhi, Dorling Kindersley (India), 2009
17. Balasubramaniam, P. E-Learning for library professionals. New Delhi: Regal pub., 2013.

## 202ML21 : DIGITAL LIBRARIES

### Objectives:

1. To make the student understand the concept of digital libraries and major digital library initiatives
2. To create an awareness on management of digital resources
3. To make them familiar with digitization techniques and their application

### UNIT 1

Concept of Digital Libraries - Transition of Libraries from Traditional to Digital – Definitions, Characteristics, Components, Theoretical Fundamentals, Merits and Demerits and Challenges

### UNIT 2

Digital Library Management – Design and Organization of Digital Libraries – Architecture – Protocols – Metadata – Standards – SGML, Z39.50

### UNIT 3

Digital Resources : Nature and Management – Digital Library Evaluation – Digital preservation – Digital Archiving - Need and Strategies

### UNIT 4

Overview of Major Digital Library Initiatives – Digital Library Initiatives in India – Open Source Initiatives, Open Archive Initiative (OAI)

### UNIT 5

Building the Digital Library – Digitization – Process and Methods – Planning for Digitization - Institutional Repositories – open source Software for digital libraries : GSDL; DSpace; EPrint—Future of Digital Libraries.

### Books for study and reference:

1. Balakrishnan, Shyama & Paliwal, P.K. Library Digital Technology. Delhi, Anmol, 2001
2. Brogan, Martha L. A survey of Digital Library Aggregation service. Washington, Digital Library Federation, 2003
3. Brogan, Martha L. Contexts and Contributions: Building the distributed library. Washington, Digital Library Federation, 2003
4. Deegan and Tanner. Digital Futures. London, L.A., 2002
5. Ganguly, R.C. Digital libraries: Challenges and prospects. Delhi, Isha books, 2007
6. Hughes, Lorna M. Digitizing Collections: strategic issues for the information manager. Newyork, Neal Schuman Pub., 2004
7. Iorna and Hughes. Digitizing Collections. London, Facet, 2004
8. Pedley, Paul. Digital Copyright. 2<sup>nd</sup> ed. London, Facet, 2009
9. Singh, Ram Shobhit. Encyclopaedia of digital libraries. 2 Vols, Vol.1&2. New Delhi, Anmol Pub, 2008
10. Chowdhury, G.G. and Foo, Schubert, Eds. Digital Libraries and Information Access: Research perspectives. Facet pub, 2012.

## 203ML21: RESEARCH METHODOLOGY

### Objectives :

1. To understand about the concept of research and types of research.
2. To understand the research techniques and tools applicable to library and information science .
3. To understand the process and tools of data analysis and interpretation.
4. They also understand the research design, hypothesis , research proposal.
5. The student can understand the research methods and case study methods, data collection techniques & tools.
6. The student shall study about the LIS Research in India.

### Unit : I

**Research:** concept, meaning, Need and purpose Types of research - Pure, Applied, Inter disciplinary Research

### Unit : II Research Design

- Identification of problem
- Formulation and testing of Hypothesis
- Steps in Research Design
- Sampling techniques and types.

### Unit : III Research Methods .

- Historical, descriptive, Survey,
- Experimental, case study, scientific,
- Data collection : tools and techniques
- Data Representation – Tables, Charts, graphs.

### Unit : IV Statistical Techniques and tools. -

- Data Analysis and Interpretation.
- Use of SPSS
- Statistical Measures – Parametric and Non-parametric Methods

### Unit : V

- Research Reports and Trends in LIS Research.
- Research Report Writing : Structure and Content , Style Manuals,
- Trends in Library and Information Science Research

### Books for study and reference:

1. Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, Latest Ed.
2. Busha, Charles H. and Houter, S.P: Research Methods in Librarianship. New York, AcademicPress, 1980.
3. Devarajan, G. Research in Library and Information Science. Delhi, Ess Ess Pub., 2002

4. Kothari, C.R.: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985.
5. Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
6. Kumar, P.S.G. Research methods and Statistical Techniques (Paper XII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
7. Line, M.B.: Library Surveys, 2<sup>nd</sup> Ed., London, Clive Bingley, 1982.
8. Ravichandra Rao, I.K. Quantitative methods for Library and Information Science: New Age International, 2009
9. Ravichandra Rao, I.K.: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
10. Sehgal, R.L. Applied Statistics for Library science Research. Vol. I and II. New Delhi, Ess Ess Pub., 1998
11. Sehgal, R.L. Designing and Evaluation of Research in Library Science Vol.1. New Delhi, Ess Ess Pub., 1998
12. Sehgal, R.L. Statistical Techniques for Librarians. New Delhi, Ess Ess Pub., 1998
13. Sharma Pandey S.K. Universe of Knowledge and Research Methodology. Delhi, Ken Pub., 1990.
14. Simpson, I.S.: Basic Statistics for librarians, 2<sup>nd</sup> ed., London, Clive Bingley, 1983.
15. Singh, Ram Shobit. Encyclopaedia of research techniques in library and information science. New Delhi, Anmol pub, 2008
16. Vaughan, Lawmen . Statistical Technology for the Information Professional :A Practical Painless

## 204ML21: ACADEMIC LIBRARIES

### Objectives:

1. To create an awareness on the evolution and development trends of academic library system in India
2. To make the student understand workflow in different sections of academic libraries
3. To abreast them with the technology based services and practices

### Unit : 1      **Libraries and Academic Institutions**

- Concept, Definition and Need and purpose.
- Role of Library in Academic Institutions
- Types of Academic Libraries
- Growth and Development of College and university libraries

### Unit : II      **Academic Library Resource Sharing, Networks, consortia**

Resource Sharing, INFLIBNET, UGC-INFONET

### Unit : III      **Academic Library Management**

Organizational Charts – Centralization and Decentralization – Collection Development and Evaluation - Preservation

### Unit : IV      **Academic Library Services**

CAS, SDI, Database Search Services – Information Literacy

### Unit : V      **User Education and Use Studies**

User Information needs and Information Seeking Behavior studies

User Education and Information Literacy

Information Services and Evaluation

### Books for study and reference:

1. American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. American Library Association. Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
3. Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
4. Balakrishanan, Shyama & Paliwal, P.K. Academic Library automation
5. Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
6. Bhaskara Rao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
7. Biddiscombe, Richard, Ed. The end – user revolution. 1996. Library Associations, London.
8. Brophy, Peter. The academic library. 2000. Library Association, London.
9. Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
10. Deshpande, Neela J, & Patil, S.K. University and college Librarianship in India in the 21<sup>st</sup> century: Prof. S.G. Mahajan Festschrift.

11. Gelfand, M.A. ELFAND (M A).University libraries for developing countries. 1968. UNESCO, Paris.
12. Jordon, Peter. The academic library and its users.1998. Gower, London.
13. Line, Maurice B. Ed. Academic Library Management. 1990. Library Association, London.
14. Lyle, G R. Administration of the college library. Ed. 4. 1974. Wilson, New York.
15. Metcalf, K D. Planning academic and research library building. 1965. McGraw Hill, New York.
16. Mitchel, Eleanor and Walters, Sheila A. Document delivery services: Issues and answers. 1995. Learned Information Inc., Medford, NJ.
17. Pawar, Sarbjit Singh. University Grants Commission (UGC) and Development of Library. New Delhi, Deep & Deep Pub., 1998
18. Ranganathan, S.R. School and College libraries. 1942. Madras Library Association, Madras.
19. University Grants Commission (India), Library (Committee) (1957). Report: University and College libraries. 1967. UGC, New Delhi.
20. University Grants Committee (Great Britain) Libraries (Committee) (1963). Report. 1967. HMSO, London.
21. Webb, Sylvia P. Personal development in information work. Ed 2. 1991. Aslib, London.
22. White, Carl M. Survey of University of Delhi. 1965. Planning Unit, University of Delhi.
23. Wilson and Tauber. University Library. Ed. 2. New York, Columbia University Press



**205ML21: INFORMATION TECHNOLOGY (PRACTICALS) AND  
COMPREHENSIVE VIVA-VOCE**

**PART A**

(50 MARKS)

Internet Search

CDS /ISIS

MS office : MS word, MS Excel, MS Power Point

**PART - B**

(50 MARKS)

Comprehensive Viva-Voce