# BISHOP HEBER COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI – 17.
## (Nationally Reaccredited at the A+ Level by NAAC)
## MASTER OF LIBRARY AND INFORMATION SCIENCE

## REVISED SUBJECT OF STUDY AND SCHEME OF EXAMINATIONS
### (For candidates to be admitted in the academic year 2017)

| SEM | COURSE | PAPER | CODE | ITH | CRE DITS | IM | EM | T |
|---|---|---|---|---|---|---|---|---|
| I | Core I | Foundations of Library and Information Centres | P15LS101 | 6 | 5 | 25 | 75 | 100 |
| | Core II | Management of Library and Information Centres | P16LS102 | 6 | 5 | 25 | 75 | 100 |
| | Core III | Information Sources | P15LS103 | 6 | 5 | 25 | 75 | 100 |
| | Core IV | Library Automation Theory | P15LS104 | 6 | 5 | 25 | 75 | 100 |
| | Elective I | Information System and Services | P15LS1:1 | 6 | 4 | 25 | 75 | 100 |
| II | Core V | Information Processing & Retrieval Theory | P15LS205 | 5 | 5 | 25 | 75 | 100 |
| | Core VI | Information Technology | P15LS206 | 5 | 5 | 25 | 75 | 100 |
| | Core Practical I | Information Processing & Retrieval Practice I (Classification CC & DDC) | P15LS2P1 | 5 | 3 | 40 | 60 | 100 |
| | Core Practical II | Information Processing & Retrieval Practice II (AACR – II/UDC) | P15LS2P2 | 5 | 3 | 40 | 60 | 100 |
| | Elective II | Knowledge Management | P15LS2:1 | 4 | 4 | 25 | 75 | 100 |
| | NMEC | E-Resources | P16LS2E1 | 4 | 2 | 25 | 75 | 100 |
| | VLO | RI / MI | P15VL2:1/ P15VL2:2 | 2 | 2 | 25 | 75 | 100 |
| III | Core VII | Research Methods and Techniques | P15LS307 | 6 | 5 | 25 | 75 | 100 |
| | Core VIII | Digital Libraries | P15LS308 | 6 | 5 | 25 | 75 | 100 |
| | Core Practical III | Open Source Software Practice | P15LS3P3 | 6 | 3 | 40 | 60 | 100 |
| | Core Practical IV | Library Automation Practice | P15LS3P4 | 6 | 3 | 40 | 60 | 100 |
| | Elective III | Information Marketing | P15LS3:1 | 6 | 4 | 25 | 75 | 100 |
| IV | Core IX | Informetrics | P15LS409 | 6 | 5 | 25 | 75 | 100 |
| | Core X | Database Management System for Library and Information Centres | P16LS410 | 6 | 5 | 25 | 75 | 100 |
| | Elective IV | Corporate Libraries and Information Systems | P16LS4:1 | 6 | 4 | 25 | 75 | 100 |
| | Field Work | Field Work and Internship Training | P15LS4F1 | 6 | 3 | -- | -- | 100 |
| | Core Project | Project | P15LS4PJ | 6 | 5 | -- | -- | 100 |

**Core Theory     :  10**      **Core Project  : 01**      **Value Education: 01**

**Core Practicals  :  04**      **Field Work   : 01**      **ED Course     : 01**

**Elective       :  04**

**ED Course Offered by the Department:       1.  E-Resource – P13LS2E1**

**PG & RESEARCH DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**

# BISHOP HEBER COLLEGE (AUTONOMOUS)

(Nationally Reaccredited at 'A' Grade by NAAC with a CGPA of 3.58 out of 4)
(Recognized by UGC as "College with Potential for Excellence")

## TIRUCHIRAPPALLI – 620 017.

**SEMESTER I**

Core – I                Code:  P15LS101          Teaching Hours : 90
                                                Credits        : 5

**FOUNDATIONS OF LIBRARY AND INFORMATION CENTRES**
**Objectives**

1.     To enable the students to understand the concept of information science as a discipline.

2.     To enable the students to understand the importance of information in the context of social, political, cultural, economical and industrial environments.

3.     To enable the students to understand the different levels of library in the society and their functions

**Unit –I  (20 Hrs.)**

Data, Nature of Information, Knowledge – Concepts, Definition, Characteristics,  – Information Patterns, – Factors influencing growth of Information, Information Transfer Cycle ; Impact of Social and Economic changes on Information

**Unit –II  (15 Hrs.)**

Communication: Concept, Definition, Types Theories, Models, Channels of Communication, Barriers to Communication

**Unit – III (20 Hrs.)**

Library: Concepts, Types, Five Laws of Library Science; Professional Ethics of Librarian; Role of Professional Associations: National and International – CILIP, ILA, IASLIC, IATLIS,IFLA,ALA

**Unit -IV (20 Hrs.)**

Library Movement: Legislation in India - Tamil Nadu Model Library Bill   for State and Centre, Delivery of Books and Newspaper Act – Intellectual Property Rights – Plagiarism : Softwares - Information Policy – Right to Information.

**Unit – V (15 Hrs.)**

Information Science as Discipline – Evolution, Growth and Development; Economics of LIS-LIS Schools in India.

## REFERENCES

1.      Anil Kumar Dhiman; A Handbook of Special Libraries, Ess Ess Publications, 2008.

2.      Benge, R.C. Libraries and Cultural Change, London: Clive Bingley, 1983.

3.      Crews Kenneth, D, Copyright Law for Libraries and Educators: Creative Strategies and Practical… : Indiana Publishing House, New Delhi, 2012.

4.      Gurdev, Singh, Academic Library System and Services: Ess Ess Publications, New Delhi, 2015.

5.      Kawatra, PS, Text book of Information Science: A.P.H. Publishing, New Delhi, 2000.

6.      Kumar, PSG, Students Manual of Library and Information Science" on the Line of the NET….: B.R. Delhi , 2002

7.      Laxman Rao, N, Quality Education in Library & Information Science: Seminar Paper & .. : Iatlis, Hyderabad, 2006

8.      Levine Clark Michael, ALA Glossary of Library and Information Science, DBS, New Delhi, 2014.

9.      Mohanraj, VM , School Library ; an Educational Tool, Ess Ess Publications, New Delhi, 2011.

10.     Renganathan, S.R, Five Laws of Library Science, London: Vikas Publications, 1957.

11.     Shiv Ram Varma Academic Library System, New Delhi, Shree Publications, 2005.

12.     Souza John, D, Laws of Library Science: Cyber Tech. Publications, New Delhi, 2011.

**SEMESTER I**

**Core – II**                    **Code: P16LS102**          **Teaching Hours : 90**
                                                              **Credits        : 5**

## MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

**Objectives**
1.    To know the concept definition and history of management.

2.    To understand the various operations of Library and Information Centres

3.    To apply the relevant Library Management techniques in modern Library and Information

       Centres

**Unit - I (15 Hrs.)**

   Management: Concept, Definitions, Scope – Schools of Management Thought – System
   Analysis and Design – Library as a System. Performance Measurement – Performance
   Evaluation standards – CPM / PERT – SWOT – DFD (Data Flow Diagram)

**Unit - II   (15 Hrs.)**

   Planning and Planning Strategies: Concept,  Definition, Need – Steps in Planning –
   MBO – Planning Technique – Decision Making – Accreditation Process (NAAC,
   NBA, NCTE, MCI, ISO)

**Unit - III (20 Hrs.)**

   Human Resource Management: Organization Models – Job Description and Job Analysis –
   Selection, Recruitment, Training and Development - Leadership – Team Building – Motivation
   – Time and Change Management – Communication Skills

**Unit –IV (20 Hrs.)**

   Financial Management: Planning and Control - Resource Generation, Budget, Budgeting -
   Budgetary Control Techniques – PPBS, ZBBS – Cost Benefit, Cost Effective Analysis and
   Accounting – Taxation related to Library.

**Unit – V (20 Hrs.)**

   Material Management: Collection Development and Evaluation – Polices and issues related to
   Selection, Acquisition, Maintenance and Preservation of Print – Non Print Materials - Planning
   of Library Building, Furniture, Equipments - Standards.

**References**

1. Berk Jonthan, FM etc. , Financial Management, Singapore, Pearson ed., 2010

2. Cowley, John Personnel Management in Libraries, London, Clive Bingley, 1982

3. Evans, G.E., Management Techniques for Libraries, New York, Academic Press, 1983.

4. Narayana, G.J. Library and Information Management, NewDelhi, Prentice Hall, 1991.

5. Ranganathan, S.R. Library Administration, 2nd ed., Bombay, Asia Publishing, 1959.

6. Rizzo, T.R. Management for Libraries: Fundamental Issues, 1980.

7. Vaughan, Antony, ed., Studies in Library Management London, Clive Bingley, 1982.

8. Micheal V.P. , Human Resources Mgt. Human Relation, Mumbai: Himalaya, 2001.

9. Mittal, R.L. Library Administration Cheory & Practice, New Delhi, Metro Politan, 2000.

10. Ramesh Kumar Verma, Library Administration & Mgt. Delhi: Swetantra Bharat, 2011.

11. Ashok Kumar Sahu, Information Management in New Millenium: Ess Ess Publications, New Delhi, 2008.

12. Balloffet Nelly, Preservation and Conservation for Libraries and Archives: Ess Ess Publications, New Delhi, 2011.

13. Bhagwatiben Govindbai Prajapati, Preservation of Library Collection: Discovery,New Delhi, 2012.

14. Dabas, KC, IT Applications doe TQM and Library Marketing: Ess Ess Publications, New Delhi, 2009.

15. Devendra Reddy, K, Job satisfaction Among Library Professionals: Common wealth, New Delhi, 2014.

16. Elguindi Anne, Electronic Resource Management: Chanakya, New Delhi, 2012.

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**SEMESTER  I**

**Core – III**                 **Code:  P15LS103**          **Teaching Hours : 90**
                                                            **Credits        :  5**

### INFORMATION SOURCES

**Objectives**

1.     To introduce the various information sources
2.     To enable the students to acquaint themselves with the various sources
3.     To enable the students to evaluate and use the resources

**Unit – 1(20 Hrs.)**

Information sources :Definition, Type, Characteristics - Primary, Secondary, Tertiary – Evaluation of print Reference Sources

**Unit –II (20 Hrs.)**

Study of Secondary Sources: Definition, Types- Dictionaries, Encyclopedia, Directories, Manuals and Handbooks, Bibliographic sources
(See Annexure)

**Unit – III (15 Hrs.)**

Non – Documentary Sources: Formal and Informal – Human Resources, Institutional Information Sources, Technological Gate Keepers and Invisible Colleges

**Unit –IV (15 Hrs.)**

Electronic Information Sources: Meaning, Characteristics, Types: E-books, E-journals Database, Bulletin boards

**Unit – V (15 Hrs.)**

 Online publishers: Detailed study of E-books (Amazon, Sage Publication), E-      journals (Springer Verlog), Database (INSPEC) – E-Directories-Evaluation of E-Resources

**ANNEXURE FOR PAPER III – INFORMATION SOURCES**
**Primary Sources**

Journals, Conference Papers, Patents, Standards, Technical Reports, Thesis / Dissertations

**Secondary Sources**

| | | | |
|---|---|---|---|
| 1. | Dictionaries | : | Oxford English Dictionary-Unabridged<br>L.M. Harrod's Glossary of Library Terms |
| 2. | Encyclopedia | : | Encyclopedia Brittanica<br>Encyclopedia of Library Information Science |
| 3. | Year Book | : | State men Year Book<br>Manorama Year Book |
| 4. | Almanac | : | Whitaker Almanac |
| 5. | Geographical Sources | : | Indian gazetteer<br>Foder's Guide |
| 6. | Abstracting Periodical | : | Library Information Science Abstract (LISA) |
| 13. | Indexing Periodical | : | Current Contents<br>Library Literature |
| 8. | News Summary | : | Keesings Record of World Events<br>Asian Recorder |
| 9. | Bibliography | : | Indian National Bibliography (INB)<br>British National Bibliography (BNB) |
| 10. | Directories | : | Common Wealth Directory<br>Universities – Hand Book |
| 11. | Union Catalogue | : | NUCCSI – National Union Catalogue of<br>Scientific Serials in India<br>Ulrich's International Periodical's Directory |

**References**

1. Chowdry G&Chowdry Sunitha, Electronic Information Sources, London: Fact, 2001.
2. Ashwini, Tiwari, Bibliometrics, Informetrics and Scientometrics: Opening New vistas RBSA, Jaipur, 2006.
3. Cheney Francis, Neel: Fundamentals of Reference Sources, 1980
4. Grogan, Denis, J.Science and Technology Introduction to Literature, 4th Ed. London; Chic Bingley, 1982.
5. Katz, W.A. Introduction to Reference Work,5th ed,1987
6. Gayatri Mahapatra, Bibliometric studies: in the Internet Era.: Indiana Publishing House, New Delhi, 2012.
7. Jadhav, US, Library and Information: Sources and Services: Regency, London, 2011.

8. Ranganathan SR, Reference Service : Sarada Ranganathan, Endowment for Lib. Sci., Bangalore, 2006.

## SEMESTER I

**Core – IV**                     **Code:   P15LS104**          **Teaching Hours:  90**
                                                                **Credits          :  5**

## LIBRARY AUTOMATION (THEORY)

**Objectives**

1.      To know the various configuration of the computer.

2.      To understand the various software available.

3.      To get familiarized with the various library software.

**Unit – I (15 Hrs.)**

Need for Computers – Characteristics, Types, Generation, Components, Input, and Output, devices Hardware, Software.

**Unit –II (20 Hrs.)**

Application / System Software Operating Systems, Types;   Disk Operating System –  , Windows , Unix, Linux.

**Unit – III (15 Hrs.)**

Computer Application Modules–Acquisition, Cataloguing, Circulation Serial Control.

**Unit – IV (20 Hrs.)**

Library / Bibliographic Application Software-CDS/ISIS, Open Source : Koha, New Gen Lib.;

Commercial : LIBSYS, SOUL

**Unit – V (20 Hrs.)**

Search Strategy and Techniques – Truncation – Keyword – Weighted Term –

Information / Library Security – Trends and Issues – Bar Coding, RFID, Smart Card,

Biometric, and Firewall – Internet Security.

**References**
1. Shyama Balakrishnan and P.K. Paliwal, ed. Library Automated Acquistion Ammol. ND Publications Pvt. Ltd., 2001.
2. Anita Rosen, E-Learning 2.0 : Proven Practices and Emerging Technologies: Reference Press, New Delhi, 2011.
3. Bilal, Dania, Automating Media Centres and Small Libraries : A Micro computer –Based Approach: Libraries Unlimited, Colorado, 2002
4. Dilli, KT, Library and Information Science in a Digital Era, Atlantic , New Delhi, 2011.
5. Herring, James E, Planning for Library Automation: Library Association, London, 2000.
6. Krishan,Gopal, Digital Libraries:in Electronic Information Era:Authors Press, Delhi,2000.
7. Rajasekaran, L, Digital Library Basics: A practical Manual, Ess Ess, New Delhi, 2010.
8. Rhyno, Art, Using Open Source Systems for Digital Libraries: Greenwood, Westfort, 2005.
9. Sampath Kumar. GK,  Digital Library Automation, Akam, Chennai, 2011.

10. Subramanian N. Introduction to Computers: Fundamentals of Computer Science, New Delhi, Tata McGraw Hill, 1990

**SEMESTER I**

**Elective – I**           Code:  **P15LS1:1**        **Teaching Hours:  90**
                                                    **Credits       :  4**

## INFORMATION SYSTEMS AND SERVICES

**Objectives:**

1.      To understand the need for information systems and services

2.      To understand the different information users and their needs

3.      To understand the various National and International Information Systems

**Unit – I (30 Hrs.)**

Reference service**:** Definition, Need and Types – Information Services: CAS, SDI, Indexing, Abstracting, Bibliography, Translation and Reprography – Information Products: Preparation and Compilation

**Unit – II (15 Hrs.)**

Information Users**:**  Definition, Types – User studies – User Education – User Psychology - User Evaluation– Guidance and Counseling

**Unit – III (15 Hrs.)**

Information System**:** Concepts, Characteristics, Types and Functions – International, National and Mission - Oriented Information Systems - National Knowledge Commission(NKC) – National Mission on Libraries (NML)

**Unit – IV (15 Hrs.)**

Case studies of Information Systems**:**  NISCAIR, DESIDOC, INIS, AGRIS, UNESCO, INSPEC, BLAISE, MEDLARS

**Unit – V (15 Hrs.)**

Role of Internet in information transfer – Internet - based information resources in India -NICNET – INFLIBNET, INFONET, DELNET

**References**

1. Atherton , P. Hand book of Information Systems and Service. Paris: UNESCO, 1977.
2. Mc Cluve, Charles P. Evaluated Networked Information Services: Techniques, Policy and Issues Madras. ESS Pee Kay, 2009.
3. Bopp, Richard E. Reference and Information Services, Eagle Wood: Libraries, 2005
4. Foskett, D.J. Information Service in Libraries. New Delhi: Akashdeep PublishingHouse,1990.
5. Guha,B. Documentation and Information Services, Techniques and Systems. Calcutta: World Press,1983.
6. Kunlthan, Carol Collier Seeking Meaning: a Process Approach to Library and Information Services 2$^{nd}$ ed. West fort: Green wood, 2004.
7. Kumar, P.S.G. Information Sources and Services, Delhi: B.R, 2004.
8. Raman Nair. Infornet for Information Services, New Delhi: Ess Ess, 2002.
9. Campbell, Mclcoln J. Business Information Services: Some Aspect of Structure
10. Organization and Problems London: Clive Bingley, 2000.
11. Murdick, Robert G. Information Systems for Modern Management, New Delhi: Prentice Hall, 2000.
12. Ratzon Lee understanding Information System, Mysore: Indian thought, 2009.
13. Amjad, Ali, Reference Services and the Digital Sources of Information: Ess Ess, New Delhi, 2004.
14. Cassell Kay Ann, Reference and Information Services: Neal-Schuman Publishers, Inc., New York , 2013.
15. Huvila Isfo, Information Services and Digital Literacy: Chanakya, New Delhi, 2012.

**Core – V**         **Code:  P15LS205**         **Teaching Hours: 75 Hrs.**
                                                 **Credits       : 5**

**INFORMATION PROCESSING AND RETRIEVAL (THEORY)**
**Objectives**

1.      To know the basic concepts and terminologies in IPR
2.      To understand the relevance of various IPR systems and techniques
3.      To critically evaluate the views of IPR in today's Library Information Centres

**Unit 1** (20 Hrs.)

Classification – General Theory – Knowledge – Document Classification– Basic Concepts – Structure and Development of subjects – Outlines of General Schemes of Classification – CC, DDC, UDC, LC, BSO.

**Unit II** (10 Hrs.)

Catalogue – Definition, Need, Purpose – Physical and Inner forms, Subject Headings – LCSH and Sears List.

**Unit III** (15 Hrs.)

Indexing – Concept, Types, Indexing, Language – Pre-coordinate, Post-coordinate Indexing – Vocabulary Control devices – Thesaurus

**Unit IV** (15 Hrs.)

Bibliographic Description Standards and Format – ISBD,  MARC 21, AACR II, CCF, ISO

2709, UNIMARC

**Unit V** (15 Hrs.)

Search Strategies – Tools and Techniques, Evaluation of Information Storage and Retrieval Systems – Parameters; IR Models

**References**

1.  Chan, Lois Mai, Cataloging and Classification : Mc Graw Hill, New York, 1981
2.  Chapman, Liz , How to Catalogue: A Practical Hand book using AACR2  and Library of Congress: Clive Bingley, London, 1984.
3.  Comaromi, John, Dewey Decimal Classification: History and Current Status: Sterling, New Delhi, 1989.
4.  Dhawan, KS, Principles of Information Retrieval: Common Wealth, New Delhi, 1997.
5.  Girija Kumar and Krishna Kumar Theory of cataloguing, 4[th]ed., Vikas Publishing House – Delhi, 1986.
6.  Krishan Kumar, Theory of Classification, 4th Rev. ed., Delhi, Vikas Publishing House, 1988.
7.  Needham, C.D. Organising Knowledge in Libraries, 2nd ed., London, 1971.

8. Ranganathan S.R. Classified Catalogue Code.  5<sup>th</sup>ed., 1965.
9. Ranganathan,S.R. Prolegomena to Library Classification 3<sup>rd</sup>ed., Asia Publishing House, 1967.

**SEMESTER II**

**Core – VI**                    **Code:  P15LS206**         **Teaching Hours: 75**
                                                            **Credits       : 5**

## INFORMATION TECHNOLOGY

**Objectives**

1. To know the basic concepts of Information Technology
2. To train the students in applying Information Technology in Libraries and Information Centers
3. To understand the concepts of networking and web technology

**Unit –I (20 Hrs.)**

Information Technology: Components – Impact of IT on Society – Application of IT in Libraries and Information Centers – Computer Technology: Input, Output and Storage Devices

**Unit –II (15 Hrs.)**

Communication Technology: Telecommunication – Transmission media: Switching, Bandwith, Multiplexing, Modulation Protocols – Wireless Communication

**Unit – III (10 Hrs.)**

Communication tools and techniques: Fax, Tele Conferencing, Video Conferencing, Teletext, Video Text and Bulletin Board Services

**Unit – IV (15 Hrs.)**

Networking Technology: Concept, Topologies – Types : LAN, WAN and MAN, Internet, Intranet

**Unit –V (15 Hrs.)**

Web Technology: Web Browser, Search Engine, Hypertext, Hyper Media and  Multimedia; Integrated Service Digital Network (ISDN) – Open System Inter Connections (OSI)

**References**

1. Chakravarthi RC, Information Technology and Library Science, New Delhi: Pacific, 2011.
2. Cheran Srivasta Fundamentals of Information Technology New Delhi: Kalyani, 2000.
   Ess Ess, 2008.
3. Jain, VK Information Technology for Digital Library Management, New Delhi, Atlantic, 2008.
4. Jesiwol, S   Information Technology Toady, New Delhi: Golgotia, 2004.
5. Kumar PSG. Information Technology Basis, Delhi: B.R., 2000.
6. Nadhoni Ashok, K Information Technology, New Delhi, BPB, 2008.
7. Alexander Tom, World Wide Web: Crescent Publishing Corporation, New Delhi, 2012.
8. Anand Ballabh, Library of the Information Era:  Sage, California, 2011.
9. Balasubramanian P, Library Information and Communication Technology: Deepak Services
   for Test Preparation, 2011.
10. Krishnan, Gopal, Impact of Information Technology Services in Libraries, Authors Press,
    Delhi, 2003.
11. Mahender, Pratap Singh, Use of Information Technology in Library and Information Science,
    Abhijeet, Delhi, 2004.
12. Leon, Alexis Fundamentals of Information Technology New Delhi, Vikas, 1999.
13. Satya Narayana, B, Information Technology, New Delhi, Cosmo, 1998.

**Core Practical – I**          Code:   **P15LS2P1**          **Teaching Hours: 75**
                                                                         **Credits        : 3**

## INFORMATION PROCESSING AND RETRIEVAL PRACTICE – I
**( Classification CC & DDC )**

**Objective**

- To enable the skills in classifying documents according to Dewey Decimal Classification 22$^{nd}$ edition and 6$^{th}$ Edition of Colon Classification.

**Module Contents:**

Dewey Decimal Classification (23$^{rd}$  ed.)    -    40 Hrs.
Colon Classification (6$^{th}$ ed.)                    -     35 Hrs.

**Core  Practical  – II**          Code:   **P15LS2P2**          **Teaching Hours: 75**
                                                                         **Credits        : 3**

## INFORMATION PROCESSING AND RETRIEVAL PRACTICE -  II
**AACR- II / UDC**

**Objective**

- To enable the skills in cataloguing of books and non book materials according to AACR II and UDC

**Module Contents**

AACR II    -                  40 Hrs.

UDC        -                  35 Hrs.

**Elective – II**        **Code: P15LS2:1**      **Teaching Hours: 60**

                                                     **Credits    : 4**

# KNOWLEDGE MANAGEMENT

## Objective

1. To understand the concept and role of Knowledge Management
2. To understand knowledge creation, knowledge architecture and knowledge codifications
3. To identify Knowledge Management tools and techniques

**Unit –I** (20 Hrs.)

Knowledge Society – Knowledge Economy

Understanding Knowledge Management – Concept – definition – types and Challenges in Building KM System.

**Unit- II** (20 Hrs.)

Knowledge Creation – Knowledge Capture – Knowledge Creation Models – Knowledge Capture Techniques - Knowledge Architecture – People Core – Technical Core

**Unit –III** (15 Hrs.)

Knowledge Codification – Definition, Need – Codification Tools, Procedures – Knowledge Maps – Decision Tables – Decision Trees.

**Unit-IV** (20 Hrs.)

Content Analysis – Quantitative and Qualitative Aspect applications – Content Management and Development – Norms and Guidelines - Web Based Content Development – HTML/XML – Ontologies.

**Unit-V** (15 Hrs.)

Knowledge Workers – Skills Requirement - Ethical – Legal Issues.

**References**

1. A bell, Angello, Competing with Knowledge: The information Professional to Knowledge Era, LA publishing, London, 2001.

2. Harish Chandra Knowledge Management for Competitive Advantages, New Delhi, Excel, 2005.

3. Jhothari Raman, Knowledge Management: A Resource Book, New Delhi, Excel,2008

4. Kanti Srikantaiah T. Knowledge Management for Information Professional, Ess Ess, New Delhi, 2008.

5. Tiwana, Amrit (2000), The Essential Guide to Knowledge Management, Singapore, Pearson Education, Asia.

6. Tiwana Amrit. The Knowledge Management Tool Kit, NJ Prentice Hall, 2000.

7. Wenger, Etienne (2002), A guide to Managing Knowledge Cultivating Communities of Practice, Harword Business School Press.

8. Barnes Stuart, Knowledge Management Systems: Theory and Practice, Eastern Press, Bangalore, 2002.

9. Erickson Thomas, Knowledge Management, Global Vision, Delhi, 2011.

10. Manoharan A, Decision Making and New investments in Knowledge Resource Centres, PG Department of Lib. Infn. Sci., Trichy, 2011.

11. Narayanan, GJ Knowledge and Information Perspectives and Prospects. Ess Ess, New Delhi, 2010.

12. Natarajan M, Knowledge Management Challenges and Applications, Ess Ess, New Delhi, 2015.

13. Horibe, Francer, Managing Knowledge Workers, New Work, John Wiley Inc., 1999.

14. Kanti Srikantaiah T. Knowledge Management for Information Professional, Ess Ess, New Delhi, 2008.

**NMEC**                          **Code:  P16LS2E1**          **Teaching Hours:  60**

                                                               **Credits        : 2**

## E-RESOURCES

**Objectives**

1.  To understand the value and importance of e-resources
2.  To evaluate the various e-resources

**Unit – I (10 Hrs.)**

Information Sources: Features and Types. Documentary and Non-Documentary.

**Unit – II (15 Hrs.)**

E-Resources and Services.  E-journals, E-zines, E-books, Bulletin Boards, Hyper Media and

Multimedia – Evaluation meaning, need and Criteria.

**Unit – III (15 Hrs.)**

Role of Internet in Information Transfer – Internet based Information Services in

India NICNET, INFLIBNET, DELNET, UGC -INFONET,  INDEST & NLIST

**Unit – IV (10 Hrs.)**

Database Support Service – Types with reference to INSPEC, Compendex, Scopus

Google Scholar, Web of knowledge / Web of Science

**Unit – V (10 Hrs.)**

Digital Libraries: meaning, need, functions, Advantages – Disadvantages – Digitization

Process – Institutional repositories.

**References**

1.  Jeevan V.K.J, E-Resources and Digital Services, New Delhi. Ess Ess publication, 2011.
2.  Krishan, Gopal, Digital Libraries in Electronic Information Era, Delhi, Authors Press, 2000.
3.  Management of Digital Library Omesh Aadhavan, Jaipur: Oxford Book Company,2011.
4.  Shiva Sukeela Electronic Resources Management What, Why and How, Ess Publication, New Delhi,2010.
5.  Thomas E Nisonger, Evaluation of Library Collections, Access and Electronic resources : A Literature Guide and  Annoteted    Bibliography, London: Libraries, 2005.
6.  Bishop Ann Peterson, Digital Library Use: Social Practice in Design and Evaluation, Ane, New Delhi, 2005.
7.  Dhawan , SM Library and Information Studies in Cyber Age, Authors Press, Delhi, 2004.
8.  Elliot Donald, Measuring Your Library's value : How to do a cost- benefit analysis for your..Ess Ess, New Delhi, 2011.
9.  B. Satyanarayanan, etc. Multimedia its Applications in Library and Information Science T.R. Publications, Chennai, 1998.
10. Fecko, Mary Peth, Electronic Resources, Access and Issues, London, Bowker and Co., 1997.

**SEMESTER III**

| Core – VII | Code:  P15LS307 | Teaching Hours: 90 |
| --- | --- | --- |
| | | Credits        : 5 |

**RESEARCH METHODS AND TECHNIQUES**

**Objectives**
1.      To understand to concept research and its type
2.      To analyse different methods of research
3.      To plan research design, interpret and present research report.

**Unit – I (20 Hrs.)**

Research: Concept, Characteristics and Types; Pure, Applied, Action and Inter Disciplinary Research – Logic and Scientific investigation.

**Unit – II (20 Hrs.)**

Research Problem: Identification, Selection and Formulation of a Research Problem - Research design- Literature Search and  Review of Literature – Hypothesis : Definition, Types and Characteristics .

**Unit – III (15 Hrs.)**

Research Methods- Survey – Historical – Case study – Experimental etc; Sampling – Definition, Types and Relevance.

**Unit – IV(15 Hrs.)**

Data Collection: Data Sources – Primary Sources and Secondary Sources; Data Collection Methods - Questionnaire, Interview, Observation etc.

**Unit – V (20 Hrs.)**

Data Analysis : Analysis and Interpretation – Statistical Tools and Techniques- SPSS; Measures of Central Tendency, Frequency Distribution, Regression and Correlation; Report Writing - Style and Structure,  presentation of data.

**References**

1.      Goode, W.J. &  Hatt, P.K. Methods in Social Science, New York: McGraw Hill, 1985.
2.      Goswami. Research Methodology in Library and Information Science. New Delhi: Commonwealth, 1995
3.      Kerlinger, Fred, ed. Foundation of Behavioural Research: Education and Psychology. New York, 1964
4.      Kothari. Research Methodology. New Delhi: Eastern Wiley. 1995.
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10. Young, Pauline. Scientific Social Surveys and Research. New York: Prentice Hall, 1982.

**SEMESTER III**

**Core – VIII**           **Code:  P15LS308**        **Teaching Hours: 90**
                                                  **Credits    : 5**

**DIGITAL LIBRARIES**
**Objectives**

1. To know the concepts, component and functions of Digital Libraries.
2. To understand the various applications of Digital Libraries
3. To apply the relevant Digital Library operations in Library and Information Centres

**Unit - I (15 Hrs.)**

Digital Libraries definition, need and purpose  components, types , advantages and   limitations – Digital Library Initiatives; International / National

**Unit - II (25 Hrs.)**

Digitalization process – Digital Storage Mechanism :  Digital Library Architecture Management

**Unit - III (15 Hrs.)**

Collection Management : Collection building, Access, Management and preservation – Institutional Repositories – Overview of Digital Library Software – GSDL – Dspace – Eprints – Digital Archives

**Unit - IV(20 Hrs.)**

Library Consortia: Definition, need, structure, functions, planning and implementation – Models and theories – Library Consortia Initiatives : FORSA, INDEST, UGC-INFONET.

**Unit - V(15 Hrs.)**

Digital Resource Management – Scope, need, functions – Digital Resource Management Standards.

**References**
1. Sreekumar  MG, Digital Libraries in Knowledge Management, Ess Ess, New Delhi, 2006.
2. Lazinger, Susan S, Digital Preservation and Metadata: History, Theory Practice, Libraries, Eaglewood, 2005.
3. Nigam, BS, Digital Libraries (A Festschrift Volume of Professor R.K. Rout), Mahamaya Publishing House, New Delhi, 2008.
4. Shuman, Bruce A, Issues for Libraries and Information Science in the Internet Age, Libraries, Eaglewood, 2005.
5. Sunil Kumar Satpathy, Modernisation of Libraries: A Challenge in Digital Era, Mahamaya Publishing House, New Delhi, 2008.

6. Kumar, PSG, Computerization in Indian Libraries, BR., Publishing Corporation, New Delhi, 1987.
7. Satyanarayana, N.R., A. Manual of Computerization in Libraries, Wishwa Prakashan, New Delhi, 1987.

## SEMESTER III

**Core Practical – III**          **Code:   P15LS3P3**          **Teaching Hours : 90**
                                                              **Credits         : 3**

## OPEN SOURCE SOFTWARE PRACTICE

**Objective**

1. To provide the means to explore and implement the ways performing Librarianship without the reliance on a commercial software vendor.

2. To illustrate how LPS professional can facilitate library and information sources using OSS.

3. To enable the students to meet quickly changing information needs desires and expectations of users.

**Unit – I (6+12 Hrs.)**

Operating System: LINUX- Installation – basic commands – Generation of letters Bibliographic database and Power point presentation.

**Unit –II (6+12 Hrs.)**

Bibliographic Software:  CDS / ISIS (WINISIS) – installation – Generation of Bibliographic database for Books, Periodicals and Dissertations.

**Unit – III (6+12 Hrs.)**

Library Automation Software:  KOHA – Installation:  Automation of acquisition Catalogue and Circulation.

**Unit – IV(6+12 Hrs.)**

Digital Library Software: DSpace – Installation; Collection Building – Browsing and Searching.

**Unit – V (6+12 Hrs.)**

Content Management Software:  Drupal   Installation – News publishing – Web sites – Multimedia presentations – communicating portals – Social Networking sites.

**References**

1. WWW.ubuntu.com
2. WWW.CDS/ISIS.org

3.  WWW.koha.org
4.  WWW.dspace.org
5.  WWW.drupal.org
6.  http://source forge.net

**SEMESTER III**

**Core Practical – IV**          **Code:  P15LS3P4**          **Teaching Hours : 90**
                                                                   **Credits        :  3**

**LIBRARY AUTOMATION PRACTICE**
**Objective**

1.      To know the various in house operations of LIS
2.      To understand the application of a specific LIS software
3.      To apply and learn the computerized in house operations.

**Unit -  I        (6+12 Hrs.)**

   Over View of Visual Fox Pro,

**Unit –II        (6+12 Hrs.)**

   Application for Acquisition

**Unit – III      (6+12 Hrs.)**

   Application for Circulation

**Unit –IV       (6+12 Hrs.)**

   Application for Catalogue

**Unit – V        (6+12 Hrs.)**

   Application for Serial Control

Elective– III                    Code:   P15LS3:1        Teaching Hours: 90
                                                        Credits        : 4

**INFORMATION MARKETING**

**Objectives:**
1.     To understand the value of information as a commodity
2.     To understand various marketing techniques.
3.     To apply marketing concepts on information products and services

**Unit – 1 (20 Hrs.)**

Information as a Commodity and Resource – Information Products – Nature and Types – Marketing of Information – Need – Methods

**Unit-II (15 Hrs.)**

Marketing – Concept need  Scope types  – Approaches- Corporate Strategy

**Unit –III (20 Hrs.)**

Marketing Research; Definition, Functions, Types and Scope – Application – Techniques – Marketing Information System – Components – Functions.

**Unit –IV (20 Hrs.)**

Marketing Mix: Designing – Branding – Strategies – Kotlers Four C's  McCarthy's  Four P's – competition analysis – pricing  methods.

**Unit – V (15 Hrs.)**

Market Segmentation – Geographic – Demographic – Behavioral –Psychographical Segmentation – User Behaviour – Marketing Advertisement.

**References**
1.  Based on Marian Burk Wood, The Marketing Plan: A Handbook, Upper Saddle River, NJ: Prentice Hall, 2003, Appendix.2.
2.  Irving J. Rein, Philip Kotler, and Martin Stoller, High Visibility, Chicago, NTC Publishers, 1998.
3.  Philip Kotler, "Dream Vacations: The Booming Market for Designed Experiences", New York: Free Press, 1999.
4.  Pillai RSN, Modern Marketing, S.Chand & Co., New Delhi, 2002.
5.  Barclay Donald A, Teaching and Marketing Electronic Information Programs, NFSBO, Madras, 2011.
6.  Fisher Karen, E, Theories of Information Behaviour, Ess Ess, New Delhi, 2008.
7.  Fisher Patricia. H, Blue print for your Library Marketing Plan, Ess Ess, New Delhi, 2009.
8.  Mathews Brian, Marketing Today's Academic Library: A Bold New Approach to Communicating with .., Ess Ess, New Delhi, 2009.
9.  Robert Lauterborn, "New Marketing Litany: 4P's Passe; C- Words Take Over, "Advertising Age", October 1, 1990, p.26.

10. Theodore Levitt, "Marketing Myopia","Harvard Business Review", July–Aug.1960,45 – 56.


**SEMESTER IV**

**Core – IX**                    **Code:  P15LS409**           **Teaching Hours: 90**
                                                              **Credits       : 5**

**INFORMETRICS**
**Objectives**

1.      To learn the concept, use, theories, laws and parameters of bibliometrics.

2.      To understand citation analysis  and operation research

3.      To teach the students the application of bibliometrics to study the literature in different
        subjects.

**Unit – 1 (15 Hrs.)**

        Evolution of the concept of Infometrics – Librametry, Bibliometrics, Scientometrics -
        Webometrics.

**Unit –II  (20 Hrs.)**

        Theory and Laws - Zipf's law, Lotka's Law, Bradford's Law. Price Theory and Circulation
        Theory; Garfield theory

**Unit – III (20 Hrs.)**

        Quantitative and Qualitative Techniques: Types, Multidimensional Scaling, Cluster Analysis,
        Correspondence Analysis and Media and Audience Analysis.

**Unit –IV(20 Hrs.)**

        Citation Analysis; Definition, Theory of Citing, Forms, Age of Citations, Citation Counts, Self
        – Citation, Ranking, h-index, g- index

**Unit –V   (15 Hrs.)**

         Impact factor – Journal IF collaborative coefficient

**References**
   1. Akhandanand Shukla, Webometric Studies and Libraries, Ess Ess, New Delhi, 2015.
   2. Ashwini, Tiwari, Bibliometrics, Informetrics and Scientometrics : Opening New Vistas of..,
      RBSA, Jaipur, 2006.
   3. Gayatri Mahapatra, Bibliometric studies: in the Internet Era.: Indiana Publishing House, New
      Delhi, 2012.
   4. Peter Ingwerson, Scientometric  Indicators and Webometrics and Poly Represntation.., Ess Ess,
      New Delhi, 2011.
   5. Ravichandra, Rao, Quantitative Methods in Library and  Information Science, Delhi : Wiley
      Eastern, 1983.
   6. Garfield(E):  Citation Indexing, its theory and application in Science, Technology and

7. Gupta (S.P) Statistical Methods, 1978.
8. Humanities, Institute of Scientific information Index to cypermetrics,2009, Scare crow Press
9. Nicola De Beths Bibliometrics and Citation Analysis : From the Science Citation
10. Ravichandra Rao (IU): Informatics, 1992.

## SEMESTER IV

**Core – X**                     **Code: P16LS410**          **Teaching Hours: 90 Hrs.**
                                                            **Credits       : 5**

## DATABASE MANAGEMENT SYSTEM FOR LIBRARY AND INFORMATION CENTRES

### Objectives
1.       To understand the structure and components of database management systems
2.       To identify the various file structures used in a database environment and their relative merits for retrieval and update operations
3.       To know and use query languages and the theory of relational data base systems.

### Unit –I (30 Hrs.)

Basic concepts of DBMS - Definition, Need and Entities – Records and file – components – advantages and disadvantages – Application of Database Management Systems in Libraries and Information Centers.

### Unit –II (15 Hrs.)

File organization  - Data Models - Classification: Relational Model, network model and hierarchal  model – Types of files - Indexing and retrieval.

### Unit – III (15 Hrs.)

Data Manipulation – Query Formulation - Structure Query Language (SQL)  - Query by Example (QBE) Relational Data Base Management System (RDBMS)

### Unit – IV(15 Hrs.)

Databases – Types of Databases (Bibliographic, Abstracting, Citation, Numerical, Full Text and Factual). Education Resources Information Centre (ERIC), Excerpta Medica Database (EMBASE),Math Sci net, Library and Information Science Technology Abstract(LISTA).

### Unit – V (15 Hrs.)

Database Support Services – IEEE, COMPENDEX, PUBMED, EBSCO-SCOPUS – GOOGLE SCHOLAR – WEB OF SCIENCES – PROQUEST, Subject Gateways

### References
1.       CELDKO, JOE. SQL for Smarties: Advanced SQL Programming. San Francisco: Morgan Karfmann, 1995
2.       DARWEN, HUGH. What a Database Really is: Predicates and Propositions. In S. J. Date, Hugh Darwen and David McGoveron, Relational Database writings 1994-1997 Mass: Addism-Wesley, 1998

3. Date, C.J. An Introduction to Database System, ed.7, Delhi: Pearson Education (Singapore), 2002
4. Desai, Bipin C. An Introduction to Database System, New Delhi, Galgetia, 200
5. Karts Henry F, DBS Computer, New Delhi, McGraw Hill, 2000.
6. Raghu Ramakrishnan, DBMSS, New Delhi, McGraw Hill, 2000.

**SEMESTER IV**

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|---|---|---|
| **Elective – IV** | **Code:  P16LS4:1** | **Teaching Hours: 90** |
| | | **Credits        :  4** |

## CORPORATE LIBRARIES AND INFORMATION SYSTEMS

**Objective**

1. To create an understanding on the nature and functions of Corporate Libraries

2. To learn the different products , services and operations handled by Corporate Librarians

3. To know and apply the skill sets needed for Corporate Librarians

**Unit- I   (15 Hrs.)**

Corporate Libraries: Concept – Nature – Objectives –Structure - Functions

**Unit -II (15 Hrs.)**

Nature and Types of Information Sources in Corporate Libraries – Collection Development.

**Unit –III (15 Hrs.)**

Skills Set: Communication, Presentation, Interpersonal, Negotiation and Marketing Skills

**Unit –IV (30 Hrs.)**

Services and Products:  Abstracting and Indexing: SDI, CAS, Mail Alerting, Bulletin Board

Service – Information Condensation and Consolidation – Computerised Information Services

Mail Alerting  : Using Lotus Notes and Outlook Express and Web Archives

**Unit –V (15 Hrs.)**

E-Governance – Digital Rights Management(DRM) – Licensing – E- Learning Concept – Tools- E-metrics

**Reference**

1. Bakewell, K.G.  Industrial Libraries throughout the World.  Oxford; Pergamon Press, 1969.

2. Bhattacharya, G.  Industrial Information System.  Bangalore, DRTC, Annual Seminar, 17, 1979.
3. Evans (G.E).  Management Techniques for Libraries. New York, Academic Press, 1976.
4. Houghton (Bernard): Technical Information Sources, 2nd ed. London, Clive Bingley, 1972.
5. Jackson(EB) and Jackson(RL):Industrial Information Systems:A Manual for higher Management

and their information Officers / Librarian Associates, Strousberg, Dowen Huchenson and Ross.

6. Baby MD, Changing Trends in Library and Information Science, Ess Ess, New Delhi, 2000.
7. Bailey Russell, D, Transforming Library Service Through Information Commons : Case studies for…. , Indiana Publishing House, New Delhi, 2012.
8. Gangadharaiah G, Management of Information Products and Services in University Libraries, Common Wealth, New Delhi, 2012.

**SEMESTER IV**

**Field Work**            **Code:  P15LS4F1**      **Teaching Hours: 90**
                                                  **Credits      : 3**

**FIELD WORK & INTERNSHIP TRAINING**
**Objectives**

1.      To get firsthand experience by working in various Libraries and Information Centers.
2.      To develop enough competence and leadership qualities.
3.      To learn the work culture in different types of libraries.

**Mode – Field Work:**

After identifying leading Academic , Special and Public Libraries and Information Centres in Trichy City, the students are grouped in to batches to work for three days in a week in all the above libraries in the final semester.

**Mode-Internship:**

Students are asked to identify reputed Libraries and Information Centres in Tamil Nadu and other States and get prior permission from the librarians for one month Internship (16th November to 15th December of the current year) in their libraries The students will work for a month in the concerned libraries and earn a work certificate.

**Evaluation Criteria:**

     a. Observation Record

        ( Field Work – 25, Internship -15) -       40

     b. Field Work –                   20

     c. Internship-                     15

     d. Viva-Voce -                   25

        Total Marks                 100

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**SEMESTER – IV**

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**Core Project**        **Code: P15LS4PJ**        **Teaching Hours: 90**

                                                    **Credits     : 5**

<p align="center"><b>PROJECT</b></p>

The student will submit dissertation on any one subject areas in Library and Information Science. The dissertation will be evaluated for 100 marks.