

# **Post – Graduate Programme in Library and Information Science**

**Courses of Study, Schemes of Examinations & Syllabi  
(Choice Based Credit System)**



**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE  
BISHOP HEBER COLLEGE (Autonomous)  
(Reaccredited with 'A' Grade (CGPA – 3.58/4.0) by the NAAC &  
Identified as College of Excellence by the UGC)  
DST – FIST Sponsored College & DBT Star College  
TIRUCHIRAPPALLI – 620 017  
TAMIL NADU, INDIA**

**2018 – 2019**

**Post – Graduate Programme in Library and Information Science**

**Structure of the Curriculum**

<b>Parts of the Curriculum</b>	<b>No. of Courses</b>	<b>Credits</b>
Core Course (Theory)	10	50
Core Course (Practical)	4	12
Elective	4	16
Project	1	5
NMEC	1	2
VLOC	1	2
Field work	1	3
<b>Total</b>	<b>22</b>	<b>90</b>

**Master of Library and Information Science (MLIS)**  
(For the candidates admitted from the academic year 2018 onwards)

Sem	Course	Code	Course Title	Pre requisites	Hrs./ Week	Credits	Marks		
							CIA	ESA	Total
I	Core I	P18LS101	Foundations of Library and Information Centres		6	5	25	75	100
	Core II	P18LS102	Management of Library and Information Centres		6	5	25	75	100
	Core III	P18LS103	Information Sources		6	5	25	75	100
	Core IV	P18LS104	Library Automation (Theory)		6	5	25	75	100
	Elective I	P18LS1:1	Information Systems and Services		6	4	25	75	100
II	Core V	P18LS205	Information Processing and Retrieval(Theory)		5	5	25	75	100
	Core VI	P18LS206	Information Technology		5	5	25	75	100
	Core Practical I	P18LS2P1	Information Processing and Retrieval Practice I (Classification CC & DDC)		5	3	40	60	100
	Core Practical II	P18LS2P2	Information Processing and Retrieval Practice II (AACR – II/UDC)		5	3	40	60	100
	Elective-II	P18LS2:1	Knowledge Management		4	4	25	75	100
	NMEC	P18LS2E1	E-Resources		4	2	25	75	100
	VLO	P17VL2:1/ P17VL2:2	RI / MI		2	2	25	75	100
III	Core VII	P18LS307	Research Methodology		6	5	25	75	100
	Core VIII	P18LS308	Digital Libraries	P15LS104, P15LS206	6	5	25	75	100
	Core Practical III	P18LS3P3	Open Source Software Practice	P15LS206	6	3	40	60	100
	Core Practical IV	P18LS3P4	Library Automation Practice	P15LS104	6	3	40	60	100
	Elective III	P18LS3:1	Information Marketing		6	4	25	75	100
IV	Core IX	P18LS409	Informetrics		6	5	25	75	100
	Core X	P18LS410	Database Management System for Library and Information Centres		6	5	25	75	100
	Elective IV	P18LS4:1	Corporate Libraries and Information Systems		6	4	25	75	100
	Field Work	P18LS4F1	Field Work and Internship Training		6	3	--	--	100
	Core Project	P18LS4PJ	Project		6	5	--	--	100
<b>Total</b>						<b>90</b>			<b>2200</b>

CIA- Continuous Internal Assessment  
ESA- End Semester Assessment

NMEC- Non Major Elective Course  
VLOC- Value added Life Oriented Course

NMEC Offered by the Department:

1. E-Resources – P18LS2E1

## **Core – I: FOUNDATIONS OF LIBRARY AND INFORMATION CENTRES**

**Semester I**  
**Credits : 5**

**Course Code : P18LS101**  
**Total Hrs. : 90**

### **Objectives**

1. To know the concept, nature and significance of information and communication.
2. To understand the types and functions of libraries and their impact on society.
3. To evaluate the structure and functions of selected National and International library associations

### **Unit –I**

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

### **Unit –II**

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

### **Unit – III**

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**

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**

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, New Delhi, 2008.
2. Benge, R C, Libraries and Cultural Change. Clive Bingley, London, 1983.
3. Gurdev Singh, Academic Library System and Services, Ess Ess Publications, New Delhi, 2012
4. Khanna, J K, Library and Society, Research Publication, Kurushektra, 1987
5. McGary, Kevin, Communication, Knowledge and Libraries. Clive Bingley, London, 1981.
6. Ranganathan, S R , Five Laws of Library Science. Vikas Publications, New Delhi, 1957.
7. Shiv Ram Varma, Academic Library System, Shree Publications, New Delhi, 2005.
8. Souza John D, Laws of Library Science, Cyber Tech Publications, New Delhi, 2011.

## Core – II : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Semester I  
Credits : 5  
Objectives

Course Code : P18LS102  
Total Hrs. : 90

1. To know the concept and importance of Library Management
2. To understand different routines of Library and Information Centres.

### Unit - I

Management: Concept, History, 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

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

### Unit - III

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

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

Material Management: Collection Development and Evaluation – Policies 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, F M et..al., Financial Management, Pearson, Singapore, 2010.
2. Cowley John, Personnel Management in Libraries, Clive Bingley, London, 1982.
3. Evans G E, Management Techniques for Libraries, Academic Press, New York, 1983.
4. Jones N and Jordan, P. Management in Library and Information work, Aldershol, Gomer, 1982.
5. Mittal R L. Library Administration: Theory & Practice, New Delhi, Metropolitan, 2000.
6. Narayana G J. Library and Information Management, Prentice Hall, New Delhi, 1991.
7. Ramesh Kumar Verma, Library Administration & Management. Swetantra Bharat, New Delhi, 2011.
8. Ranganathan, S.R. Library Administration, 2<sup>nd</sup> ed., Asia Publishing, Bombay, 1959.
9. Vaughan, Antony, Ed., Studies in Library Management, Clive Bingley, London, 1982.

## CORE – III : INFORMATION SOURCES

Semester I  
Credits : 5

Course Code : P18LS103  
Total Hrs. : 90

### Objectives

1. To become familiar with the use of different information sources
2. To evaluate the Print and Electronic information sources

### Unit – 1

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

### Unit –II

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

### Unit – III

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

### Unit –IV

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

### Unit – V

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

## **ANNEXURE FOR COURSE III – INFORMATION SOURCES**

### **Primary Sources**

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

### **Secondary Sources**

#### **1. Dictionaries**

- a) Oxford Advanced Learner's Dictionary(With Online Access) 9<sup>th</sup> Edition Oxford, 2015
- b) Harrod's L.M. Librarian's Glossary, Graften and co., London, 1977.

#### **2. Encyclopaedia**

- a) The new Encyclopedia Britannica, 15<sup>th</sup> ed., Encyclopedia Britannica Inc, Chicago, 1974, 30 Vols.
- b) Encyclopedia of Library Information Science, Marcel Dekker, New York, 1968, 40 Vols.

#### **3. Year Book**

- a) The Stateman's Year Book 2010. Edited by Bary Turner, Palgrave Macmillan, London, 864; Annual.
- b) Manorama Year Book 2016, Edited by Mammen Mathew, Malayalam Manorama Press, Kottayam, 2016.

#### **4. Almanac**

Whitaker's Almanac 2010, 142 ed., Joseph Whitaker, Whitaker, London

#### **5. Geographical Sources**

- a) Gazetteer of India, Publication Division, Ministry of Information and Broadcasting, Govt. of India, 1965-78. 4 Vols.
- b) Foder's Modern Guide, edited by Eugene Foder, Newman Neame Ltd., London, 1953, Annual.

#### **6. Abstracting Periodical**

Library Information Science Abstract (LISA), Library Association, London, 1950, Bi-monthly.

#### **7. Indexing Periodical**

- a) Current Contents, Institute for Scientific Information, Philadelphia, 1961, Weekly.
- b) Library Literature: An index to the Library and Information Science, H.W. Wilson, New York.

#### **8. News Summary**

- a) Keesings Record of World Events online , Longman, London, 1987, Monthly.
- b) Asian Recorder: A weekly Digest of Asian Events with Index, K.K. Thomas, New Delhi, 1955; weekly.

## 9. Bibliography

- a) Indian National Bibliography (INB), Central Reference Library, Kolkatta, 1959.
- b) British National Bibliography (BNB), British Library Bibliographic Series Division, London, 1950.

## 10. Directory

- a) Commonwealth Universities Yearbook: Directory to the University of Commonwealth and the Handbook of their associations, Association of Commonwealth Universities, London, 2007, Annual, 4 Vols.
- b) Universities Hand Book, 32<sup>nd</sup> ed., Association of Indian Universities (AIU), New Delhi, Biennial, 2010. 2 Vols.

## 11. Union Catalogue

- a) National Union Catalogue of Scientific Serials in India (NUCCSI), NISCAIR, New Delhi, 1965.
- b) Ulrich's International Periodical's Directory, Ed.24, R.R.Bowker and Company, New York, 1985, 2 Vols.

## References

1. Chowdry G & Chowdry Sunitha, Electronic Information Sources, Fact, London, 2001.
2. Houghtons,B., Technical Information Sources,Chic Bingley, , London, 1967.
3. Grogan, Denis, J. Science and Technology Introduction to Literature, 4<sup>th</sup> Ed. Chic Bingley, London, 1982.
4. Jadhav, U S and Suresh Jange, Library and Information: Sources and Services, Regency, New Delhi, 2012.
5. Ranganathan S R, Reference Service, Sarada Ranganathan Endowment for Lib. Sc., Bangalore, 2006
6. Gurdev Singh, Information Sources, Services and Systems, Prentice Hall of India, New Delhi,2013.
7. Jagdish Saran Sarma and Grover, D R,Reference Service and Sources of Information, Ess Ess Publications, New Delhi, 1987.
8. Krishan kumar, Reference service, 4<sup>th</sup> edition, Vikas, New Delhi, 1982



## **CORE – IV: LIBRARY AUTOMATION (THEORY)**

**Semester I**

**Credits: 5**

**Course Code : P18LS104**

**Total Hrs.: 90**

### **Objectives**

1. To get introduced to the parts of a computer, Operating systems and application software.
2. To understand the application of computers in different library routines.
3. To be familiar with different search strategies and techniques.

### **Unit – I**

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

### **Unit –II**

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

### **Unit – III**

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

### **Unit – IV**

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

### **Unit – V**

Search Strategy and Techniques – Truncation – Keyword – Weighted Term – Information / Library Security – Trends and Issues – Smart Card, Biometric, and Firewall – Internet Security.

### **References**

1. Shyama Balakrishnan and P.K. Paliwal, Eds. Library Automated Acquisition, Anmol Publications Pvt. Ltd., New Delhi, 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, New Delhi, 2000.

7. Rajasekaran L, Digital Library Basics: A practical Manual, Ess Ess, New Delhi, 2010.
8. Bose Sanjay K. Hardware and Software of Personal Computers, Wiley Eastern, New Delhi, 1991.
9. Mahapatra, P.K. The Computer in Library Service, Word Press, Calcutta, 1985.
10. Subramanian N. Introduction to Computers: Fundamentals of Computer Science, Tata McGraw Hill, New Delhi, 1990.
11. Wills, Jerry and Miller, Meril, Computers for Everybody, BPB, New Delhi, 1987.

## ELECTIVE – I : INFORMATION SYSTEMS AND SERVICES

**Semester I**  
**Credits: 4**

**Course Code : P18LS1:1**  
**Total Hrs.: 90**

### Objectives

1. To know the need and importance of information systems and services
2. To understand the different information users and their needs
3. To get familiar with various National and International Information Systems

### Unit – I

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

### Unit – II

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

### Unit – III

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

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

### Unit – V

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

### References

1. Agarwal,S.P. Library and Information Services in India, Concept Publishing, New Delhi, 1987.
2. Atherton , P. Hand book of Information Systems and Service, UNESCO, Paris , 1977.
3. Bunch, Allan. Community Information Service this Origin, Scope and Development. London: Clive Bingley, 1980.
4. Davinson, Donald. Reference Service, Clive Bingley, London ,1980.
5. Fjallibrant,N and Mallay. Service in Libraries, Akashdeep Publishing House, New Delhi ,1990
6. Foskett, D.J. Information Service in Libraries, Akashdeep Publishing House, New Delhi ,1990.

7. Girija Kumar and Krishan Kumar. Philosophy of User Education, Vikas, New Delhi ,1981.
8. Girija Kumar and Krishan Kumar. Bibliography. Rev. ed. 3, Vikas, New Delhi ,1990.
9. Guha, B. Documentation and Information Services, Techniques and Systems, World Press, Calcutta, 1983.
10. Agadrsh Saram Sherma and Grover, DR. Reference Service and Sources of Information, ESS ESS, New Delhi ,1987.
11. McCluve, Charles P. Evaluated Networked Information Services: Techniques, Policy and Issues, ESS Pee Kay, Madras, 2009.
12. Bopp, Richard E. Reference and Information Services, Eagle Wood: Libraries, 2005
13. Kuntlhan, Carol Collier Seeking Meaning: a Process Approach to Library and Information Services 2<sup>nd</sup> ed, Green wood, West fort, 2004.
14. Kumar, P.S.G. Information Sources and Services, B.R, New Delhi , 2004.
15. Raman Nair. Infornet for Information Services, ESS ESS, New Delhi, 2002.
16. Murdick, Robert G. Information Systems for Modern Management, Prentice Hall, New Delhi, 2000.

## **CORE – V : INFORMATION PROCESSING AND RETRIEVAL (THEORY)**

**Semester II**  
**Credits: 5**

**Course Code : P18LS205**  
**Total Hrs.: 75 Hrs.**

### **Objectives**

1. To know the basic concepts and terminologies in Information Processing and Retrieval (IPR)
2. To understand the relevance of various IPR systems and techniques
3. To learn the different bibliographic formats

### **Unit 1**

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

### **Unit II**

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

### **Unit III**

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

### **Unit IV**

Bibliographic Description Standards and Format – ISBD, MARC 21, AACR II, CCF, RDA, ISO 2709, UNIMARC

### **Unit V**

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

### **References**

1. Girija Kumar and Krishna Kumar, Theory of cataloguing, 4<sup>th</sup>ed., Vikas Publishing House, New Delhi, 1986.
2. Krishan Kumar, Theory of Classification, 4<sup>th</sup> Rev. ed., Vikas Publishing House New Delhi, 1988.
3. Ranganathan, S.R. Prolegomena to Library Classification 3<sup>rd</sup>ed., Asia Publishing House, 1967.
4. Tripathy S.M. Modern Cataloguing Theory and Practice, Shivalal Agarwala and Company, Agra, 1978.
5. Chakrabarthy.A.R, Indexing principles, process and products, world press, Calcutta, 1984.
6. Lancaster, F.W, Information Retrieval systems, 2<sup>nd</sup> edition, Wiley&son, New York, 1974.

## **CORE VI - INFORMATION TECHNOLOGY**

**Semester II**  
**Credits: 5**

**Course Code : P18LS206**  
**Total Hours: 75**

### **Objectives**

1. To know the basic concepts of Information Technology
2. To learn the applications of Information Technology in Libraries and Information Centers
3. To get introduced to the concepts of Networking and Web Technology

### **Unit –I**

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**

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

### **Unit – III**

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

### **Unit – IV**

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

### **Unit –V**

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

### **References**

1. Chakravarthi RC, Information Technology and Library Science, Pacific, New Delhi, 2011.
2. Cheran Srivasta Fundamentals of Information Technology, Kalyani, New Delhi, 2000.
3. Jain, VK Information Technology for Digital Library Management, Atlantic, New Delhi, 2008.
4. Jesiwol, S Information Technology Today, Golgotia, New Delhi, 2004.
5. Kumar PSG. Information Technology Basis, B.R., New Delhi, 2000.
6. Leon, Alexis Fundamentals of Information Technology, Vikas, New Delhi, 1999.
7. Nadhoni Ashok, K, Information Technology, BPB, New Delhi, 2008.
8. Satya Narayana, B, Information Technology, Cosmo, New Delhi, 1998.
9. Utpal K Banarjee Information Technology for Common Man, D von Nostrond, New York, 1992.

**CORE PRACTICAL-I: INFORMATION PROCESSING AND RETRIEVAL PRACTICE – I  
( Classification CC & DDC )**

**Semester II**  
**Credits : 3**

**Course Code : P18LS2P1**  
**Total Hrs : 75**

**Objectives**

1. To learn the different classification schemes
2. To acquire hands on experience in the usage of Indian and International classification schemes

**Module Contents:**

Dewey Decimal Classification (23<sup>rd</sup> ed.) - 40 Hrs.

Colon Classification (6<sup>th</sup> ed.) - 35 Hrs.





**CORE PRACTICAL-II: INFORMATION PROCESSING AND RETRIEVAL PRACTICE – II  
(AACR – II / UDC)**

**SEMESTER II**  
**Credits : 3**

**Course Code : P18LS2P2**  
**Total Hrs: 75**

**Objective**

1. To know cataloguing of books and non book materials according to AACR II and UDC

**Module Contents**

AACR II	-	40 Hrs.
UDC	-	35 Hrs.

## **ELECTIVE – II : KNOWLEDGE MANAGEMENT**

**Semester II**  
**Credits: 4**

**Course Code : P18LS2:1**  
**Total Hrs.: 60**

### **Objectives**

1. To know the application of Knowledge Management in Library and Information centers
2. To learn knowledge creation, knowledge architecture and knowledge codifications
3. To apply Knowledge Management tools and techniques in Modern Library Information Centers

### **Unit –I**

Knowledge Society – Knowledge Economy, Understanding Knowledge Management – Concept – Definition – Types and Challenges in Building KM System.

### **Unit- II**

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

### **Unit –III**

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

### **Unit-IV**

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

### **Unit-V**

Knowledge Workers – Skills Requirement - Ethical – Legal Issues.

### **References**

1. Abell, Angello, Competing with Knowledge: The information Professional to Knowledge Era, London, LA publishing, 2001.
2. Jhothari Raman, Knowledge Management: A Resource Book, New Delhi, Excel,2008
3. Awad. E.M. Building Expert Systems, Minneapolis, West Publishing, 1996. Excel, 2005.
4. Gravallesse, Juha, Knowledge Management, WWW.mitra.org.
5. Harish Chandra, Knowledge Management for Competitive Advantages, New Delhi, Excel, 2005.
6. Horibe, Francer, Managing Knowledge Workers, New York, John Wiley Inc., 1999.
7. Kanti Srikantaiah T. Knowledge Management for Information Professional, New Delhi ,Ess Ess,2008.
8. Porter Michael Competitive Advantage Brooklin, M.A., the Free Press, 1985.
9. Tiwana, Amrit The Essential Guide to Knowledge Management, Pearson Education, Singapore, 2000.
10. Tiwana Amrit. The Knowledge Management Tool Kit, NJ, Prentice Hall, 2000.
11. Wenger, Etienne,A guide to Managing Knowledge Cultivating Communities of Practice, Harword Business School Press,2002.

## **CORE-VII: RESEARCH METHODOLOGY**

**Semester III**  
**Credits: 5**

**Course Code : P18LS307**  
**Total Hrs.: 60**

### **Objectives**

1. To know the nature, types of Research.
2. To identify a research problem, collect data and analysis.
3. To get trained in the preparation of a research report.

### **Unit – I**

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

### **Unit – II**

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**

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

### **Unit – IV**

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

### **Unit – V**

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. Santhosh Gupta. Research Methodology and Statistical Techniques. New Delhi: Deep and Deep Publication, 2000.
4. Sarvanavel,. Research Methodology. Allahabad: Tajmahal, 1994.
5. Segha, R.L.. Statistical Techniques for Librarians. New Delhi: Ess Ess Publication, 1998.
6. Panda, BD, Research Methodology for Library Science with Statistical Methods, New Delhi, Anmol,1997.
7. Vaughan Liwen ,Statistical Methods for the Information Professional, American Association Management, New Jersey, 2008.
8. Young, Pauline. Scientific Social Surveys and Research. New York: Prentice Hall, 1982.
9. Kothari,C.R. Research Methodology Methods and Techniques, New Delhi: New Age International Publisher, 2004

## CORE-VIII : DIGITAL LIBRARIES

**Semester III**  
**Credits: 5**

**Course Code :P18LS308**  
**Total Hrs.: 60**

### Objectives

1. To know the concept, functions of Digital Libraries and Digital Library Software
2. To know various applications of Digital Libraries
3. To know Library Consortia Initiatives and Digital Resource Management

### Unit - I

Digital Libraries Definition, Need and Purpose, Components, Types, Advantages and Disadvantages – Digital Library Initiatives; International / National

### Unit - II

Digitalization Process – Digital Storage Mechanism : Digital Library Architecture Management, standards – Naming of files.

### Unit - III

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

### Unit - IV

Library Consortia: Definition, Need, Structure, Functions, Planning and Implementation – Models and Theories – Library Consortia Initiatives : FORSA, INDEST, UGC-INFONET.

### Unit - V

Digital Resource Management – Scope, Need, Functions – Digital Resource Management Standards.

### References

1. Fertuck Len, System Analysis and Design with Modern Methods, Iwrin McGraw Hill, Boston, 1995.
2. Kumar, PSG, Computerization in Indian Libraries, BR., Publishing Corporation, New Delhi, 1987.
3. Ravichandra Rao, I.K., Library Automation, Ed.2, Wiley Eastern, New Delhi, 1990.
4. Satyanarayana, N.R., A. Manual of Computerization in Libraries, Wishwa Prakashan, New Delhi, 1987.
5. Whitten, Jeffery L.et al., System Analysis and Design Methods, Ed.2, Galgotia Publications, Pvt. Ltd., New Delhi, 1999.
6. Gurdev singh , Digital Libraries and Digitization, Ess Ess Publication, New Delhi, 2011.

## **CORE PRACTICAL -III : OPEN SOURCE SOFTWARE PRACTICE**

**Semester III**  
**Credits: 3**

**Course Code :P18LS3P3**  
**Total Hrs.: 60**

### **Objectives**

1. To know library software available for Library Automation, Digital Library and Content Management.
2. To acquire hands on experience in the application of different Open Source Software

### **Unit – I**

Operating System: LINUX- Basic Commands – Generation of letters Bibliographic database and Power point presentation.

### **Unit –II**

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

### **Unit – III**

Library Automation Software: KOHA: Automation of Acquisition, Catalogue and Circulation.

### **Unit – IV**

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

### **Unit – V**

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

### **References**

1. Ellen Siever,et..al, LINUX in a Nutshell:A Desktop Quick reference, 6<sup>th</sup> ed, Shroff Publishers and distributors Pvt. Ltd., Mumbai,2009.
2. Rich and Peterson, LINUX The complete Reference, 6<sup>th</sup> Ed, TATA MC Graw Hill Education Pvt. Ltd., New Delhi,2008
3. Sanjevi Anbu and Raghavan,K.S, CDS/ISIS: A premier, ESS ESS Publication, NewDelhi, 1999.
4. Aswal, R.S. CDS/ISIS for Windows, ESS ESS Publication, New Delhi, 2003.
5. Vinoth Kumar Mishra, A Basics of Library Automation KOHA: Library Management software and Migration, Challenges with Case Studies, ESS ESS Publication, New Delhi, 2016.
6. Digital Library Basics: a Practice Manual- Rajashekarana,K. Raman Nair,R. Nafala,K.M. ESS ESS Publication, New Delhi, 2010.
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8. WWW.ubuntu.com
9. WWW.drupal.org
10. WWW.CDS/ISIS.org
11. WWW.koha.org
- 12 WWW.dspace.or



## **CORE PRACTICAL –IV : LIBRARY AUTOMATION PRACTICE**

**Semester III**  
**Credits: 3**

**Course Code :P18LS3P4**  
**Total Hrs.: 60**

### **Objectives**

1. To learn various in house operation of Libraries.
2. To acquire practical experience in the computerization of different Library operations.

### **Unit - I**

Over View of Visual Fox Pro,

### **Unit –II**

Application of visual fox pro for Acquisition

### **Unit – III**

Application of visual fox pro for Circulation

### **Unit –IV**

Application of visual fox pro for Catalogue

### **Unit – V**

Application of visual fox pro for Serial Control

## **ELECTIVE-III : INFORMATION MARKETING**

**Semester III**  
**Credits: 4**

**Course Code :P18LS3:1**  
**Total Hrs.: 60**

### **Objectives:**

1. To know the value of information as a Marketable commodity.
2. To learn various marketing techniques.
3. To apply marketing concepts on information products and services

### **Unit – 1**

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

### **Unit-II**

Marketing – Concept, Need, Scope, Types – Approaches- Corporate Strategy

### **Unit –III**

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

### **Unit –IV**

Marketing Mix: Designing – Branding – Strategies – Kotlers Four C's McCarthy's Four P's - Competition Analysis – Pricing Methods.

### **Unit – V**

Market Segmentation – Geographic – Demographic – Behavioral –Psychographical Segmentation – User Behaviour – Marketing Advertisement, Role of SNS.

### **References**

1. Irving J. Rein, Philip Kotler, and Martin Stoller, High Visibility, Chicago, NTC Publishers, 1998
2. Philip Kotler, "Dream Vacations: The Booming Market for Designed Experiences", New York: Free Press, 1999.
3. Pillai RSN, Modern Marketing, New Delhi, S.Chand & Co., 2002.
4. Barclay Donald A, Teaching and Marketing Electronic Information Programs, Chennai, NFSBO,2011.
5. Fisher Karen, Theories of Information Behavior ,New Delhi, Ess Ess, 2008.
6. Fisher Patricia.H, Blue print for your Library Marketing Plan,New Delhi, Ess Ess,2009.
7. Mathews Brian, Marketing Today's Academic Library, Ess Ess, New Delhi,2009
8. Theodore Levitt, "Marketing Myopia", "Harvard Business Review", July – August 1960, 45 – 56.



## CORE - IX: INFORMETRICS

**Semester IV**  
**Credits: 5**

**Course Code :P18LS409**  
**Total Hrs.: 60**

### Objectives

1. To know the concept, theories, laws and parameters of Informetrics.
2. To know the quantitative and qualitative techniques of Information.
3. To be familiar with citation analysis and Impact Factor.

### Unit – 1

Evolution of the concept of Infometrics – Librametry, Bibliometrics, Scientometrics, Webometrics, Cybermetrics, Altmetrics

### Unit –II

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

### Unit – III

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

### Unit –IV

Citation Analysis; Definition, Theory of Citing, Forms, Age of Citations, Types, Ranking; h-index, g-index, i – 10 google index, Citation Indices.

### Unit –V

Impact factor – Journal Impact Factor collaborative coefficient

### References

1. Akhandanand Shukla, Webometric Studies and Libraries, Ess Ess, New Delhi, 2015.
2. Ashwini, Tiwari, Bibliometrics, Informetrics and Scientometrics, RBSA, Jaipur, 2006.
3. Gayathri Mahapatra, Bibliometric studies: in the Internet Era, Indiana Publishing House, New Delhi, 2012.
4. Peter Ingwerson, Scientometric Indicators and Webometric and Poly Representatio, New Delhi, Ess Ess, 2011.
5. Ravichandra Rao: Quantitative Methods in Library and Information Science, Wiley Eastern, New Delhi, 1983.

## **CORE-X: DATABASE MANAGEMENT SYSTEM FOR LIBRARY AND INFORMATION CENTRES**

**Semester IV**  
**Credits : 5**

**Course Code : P18LS410**  
**Total Hrs: 90 Hrs.**

### **Objectives**

1. To know the basic concepts, structure and components of DBMS,
2. To learn file organization and Data Manipulation.
3. To know different database support services.

### **Unit –I**

Basic concepts of DBMS - Definition, Need and Entities – Records, FILES –Components – Advantages and Disadvantages – Application of Database Management Systems in Libraries and Information Centers.

### **Unit –II**

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

### **Unit – III**

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

### **Unit – IV**

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**

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, Morgan Kaufmann, San Francisco 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: Addison-Wesley, 1998
3. Date, C.J. An Introduction to Database System, ed.7, Pearson Education (Singapore), 2002
4. Desai, Bipin C. An Introduction to Database System, Galgotia, New Delhi, 2000.
5. Karts Henry F, DBS Computer, McGraw Hill, New Delhi, 2000.
6. Raghu Ramakrishnan, DBMS, McGraw Hill, New Delhi, 2000.

## **ELECTIVE – IV : CORPORATE LIBRARIES AND INFORMATION SYSTEMS**

**Semester IV**

**Credits: 4**

**Course Code : P18LS4:1**

**Total Hrs: 90**

### **Objectives**

1. To know the nature and functions of Corporate Libraries
2. To know the different services and Information Products of Corporate Libraries.
3. To learn the skill sets needed for Corporate Libraries

### **Unit- I**

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

### **Unit -II**

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

### **Unit –III**

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

### **Unit –IV**

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**

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

### **References**

1. Bakewell, K.G. Industrial Libraries Throughout the World. Pergamon Press, Oxford 1969.
2. Bhattacharya, G.Industrial Information System.Bangalore, DRTC, Annual Seminar,17, 1979.
3. Evans,G.E. Management Techniques for Libraries, Academic Press, New York, 1976.
4. Houghton ,Bernard: Technical Information Sources, 2<sup>nd</sup> ed., Clive Bingley, London, 1972.
5. Baby MD, Changing Trends in Library and Information science, Ess Ess, New Delhi, 2000.
6. Bailey Russell, D, Transforming Library service Through Information Commons, Indiana Publishing House, New Delhi, 2012.
7. Gangadharaiah G, Management of Information Products and services in University Libraries, Common Wealth, New Delhi, 2012.
8. Anil Kumar Dhiman; A Handbook Of Special Libraries, Ess Ess Publication, New Delhi, 2008.

## FIELD WORK AND INTERNSHIP TRAINING

**Semester IV**  
**Credits : 3**

**Course Code : P18LS4F1**  
**Total Hrs: 90**

### Objectives

1. To know the work culture of different Libraries
2. To get work experience in various Libraries and Information Centers.
3. To develop adequate competence and leadership qualities.

### 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 a period one month Internship (i.e:16<sup>th</sup> November to 15<sup>th</sup> 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 report – 25, Internship report -15)	40
b.	Field Work	20
c.	Internship	15
d.	Viva-Voce	25
	Total Marks	100

## **CORE PROJECT**

**Semester – IV**  
**Credits : 5**

**Course Code: P18LS4PJ**  
**Total Hrs.: 90**

The PG students of Library and Information Science have to do a research work in a area relevant to their curriculum and submit the same in the form of a project report. The project report will be evaluated internally and externally for a total of 100 marks.

**PG - Non Major Elective Course (NMEC)**  
**(For the candidates admitted from the year 2018 onwards)**  
**(Offered to Students of other Disciplines)**

Sem.	Course	Code	Title	Hrs. /week	Credits	Marks		
						CIA	ESA	TOTAL
II	NMEC	P18LS2E1	E-Resources	4	2	25	75	100

## **NMEC : E-RESOURCES**

**SEMESTER II**

**Credits : 2**

**Course Code : P18LS2E1**

**Total Hrs: 60**

### **Objectives**

1. To know various Information sources
2. To know the value and importance of e-resources
3. To evaluate various e-resources

### **Unit – I**

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

### **Unit – II**

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

– Evaluation meaning, need and Criteria.

### **Unit – III**

Role of Internet in Information Transfer – Internet based Information Services in India  
NICNET, INFLIBNET, DELNET, E- Sodh Sindu.

### **Unit – IV**

Database Support Service – Types with reference to INSPEC, Compendex, Scopus, Google Scholar, Web of knowledge / Web of Science

### **Unit – V**

Digital Libraries: meaning, need, functions, Advantages – Disadvantages –  
Digitization Process – Institutional repositories.

### **References**

1. B. Satyanarayanan, etc. Multimedia and its Applications in Library and Information Science, T.R. Publications, Chennai, 1998.
2. Fecko, Mary Peth, Electronic Resources, Access and Issues, Bowker and Co., London, 1997.
3. Jeevan V.K.J, E-Resources and Digital Services, Ess Ess publication, New Delhi, 2011.
4. Krishan, Gopal, Digital Libraries in Electronic Information Era, Authors Press, Delhi, 2000.
5. Shiva Sukeela Electronic Resources Management What, Why and How, Ess Ess Publication, New Delhi, 2010.
6. Krishan kumar, Reference service, 4<sup>th</sup> edition, Vikas, New Delhi, 1984