

MASTER OF LIBRARY AND INFORMATION SCIENCES

PROGRAMME GUIDE

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INTRODUCTION

Information is a pervasive element in contemporary society, the development of which will depend upon the future shape of information services particularly with the usage of Information Communication Technologies. MLIS Programme puts emphasis on handling and access to information in all forms rather than the conventional library activities and earn a higher degree or an advanced certification for professional growth. MLIS impart critical thinking and reflexivity about professional practice as managers of libraries and information services and an understanding of research methods and activities of research organizations.

PROGRAMME OUTCOMES

- To provide students with in-depth understanding of concepts, theories, and practices central to library and information science.
- To enhance the ability to organize, retrieve, and disseminate information using modern classification, cataloguing, and metadata standards.
- To develop expertise in planning, managing, and evaluating library and information services in diverse institutional settings.
- To build competencies in the use of information and communication technologies for digital libraries, automation, and online information services.
- To acquire research skills, critical thinking abilities, and proficiency in literature search and information analysis.
- To demonstrate professional ethics, leadership qualities, and a commitment to lifelong learning in the evolving information society.

PROGRAMME SPECIFIC OUTCOMES

- To manage, organize, and classify complex information resources using advanced cataloguing, classification, and metadata standards.
- To develop expertise in planning, administering, and evaluating library and information centers effectively in diverse academic, public, and digital environments.
- To gain proficiency in using information and communication technologies for digital libraries, library automation, and online information services.
- To conduct advanced literature searches, critically evaluate information sources, and support research and academic activities.
- To demonstrate skills in designing and delivering user-centered information services for varied user groups.
- To uphold professional ethics, promote equitable access to information, and adapt to emerging trends in the field of library and information science.

PROGRAMME CODE: 4J2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 2 years

MEDIUM OF INSTRUCTION/EXAMINATION:

Study Material may be made available in English medium. However, a student has the option of writing the Exam in English/ Hindi/Punjabi language except for **DLIS413 “ADVANCED CLASSIFICATION PRACTICE”** and **DLIS415 “ADVANCED CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

PROGRAMME SCHEME
MASTER OF LIBRARY AND INFORMATION SCIENCES

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE (Theory)	ETP (Practical)
TERM 1					
DLIS411	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES	4	30	70	0
DLIS412	INFORMATION ANALYSIS AND REPACKAGING	4	30	70	0
DLIS413	ADVANCED CLASSIFICATION PRACTICE	4	30	0	70
DLIS414	INFORMATION STORAGE AND RETRIEVAL	4	30	70	0
DLIS416	ACADEMIC LIBRARY SYSTEM	4	30	70	0
TERM 2					
DLIS415	ADVANCED CATALOGUING PRACTICE	4	30	70	0
DLIS417	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES	4	30	70	0
DLIS418	INFORMATION TECHNOLOGY: APPLICATIONS	4	30	70	0
DLIS419	WEB TECHNOLOGIES AND WEB BASED INFORMATION MANAGEMENT	4	30	70	0
DLIS420	PUBLIC LIBRARY SYSTEM	4	30	70	0

Course Code	DLIS411	Course Title	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: get acquainted with research process.

CO2: identify appropriate research topics and define appropriate research problem and parameters.

CO3: introduce the students with various research methods.

CO4: collect data for hypothesis and study of various statistical techniques used for validation of data.

Unit No.	Content
Unit-1	Concept of Research: Research: Definition, meaning, need, process and types of research (Qualitative and Quantitative)
Unit-2	Research design: Definition, types, Principles, identification and formulation of problem, components and criteria
Unit-3	Research Methods, Techniques and Tools: Research Methods: Scientific, Historical, Descriptive, Survey & Case Study and Experimental Method: their application in Library & Information Science
Unit-4	Research Techniques and Tools: Questionnaire, Schedule, Interview, Observation, library records and reports. Scales and Check Lists, Library records and reports
Unit-5	Data Analysis and Interpretation: Role of Statistical Methods in Research; Descriptive Statistical –Measurement of Central Tendency; Correlation, Regression. Statistical Techniques: Measures of Mean, Mode, Median. Measures of Dispersion: Mean deviation
Unit-6	Standard deviation. Presentation of Data: Tabular, graphic, bar diagram, pie- line graphics; Testing of Hypothesis and Statistical Inference; Computerized Statistical Packages: Use of SPSS
Unit-7	Nominal and operational definition; Designing research proposal; Literature search: Print and Non-print and Electronic Sources
Unit-8	Guidelines of Research Reporting, Style Manuals –MLA, APA, E- Citation and methods of Research Evaluation. Research Reporting & evaluation, Structure, Style, Contents, Style Manuals - Chicago - MLA - APA etc.
Unit-9	E-Citation and Methods of Research Evaluation, Current Trends in Library and Information Science Research
Unit-10	Sampling techniques

READINGS:

1. KOTHARI: RESEARCH METHODOLOGY AND STATISTICS TECHNIQUES,
2. BAILEY, KENNTTEH: METHODS OF SOCIAL RESEARCH. ED. 2,1982.
3. BAJPAI, S R: METHODS OF SOCIAL SURVEY AND RESEARCH, 1984.
4. BUSHA, CHARLES H AND HARTER, S.P.: RESEARCH METHODS IN LIBRARIANSHIP, 1988.

5. CARPENTER, R.L.: STATISTICAL METHODS FOR LIBRARIANS,1978.
6. DONNER, M.D.: EDITING SCIENTIFIC BOOKS AND JOURNALS,1978.
7. GHOSH, B.N.: SCIENTIFIC METHODS AND SOCIAL RESEARCH. ED. 2, 1984.
8. FASTINGER, LEON AND KATZ, DEHIEL: RESEARCH METHODS IN BEHAVIOURAL SCIENCES, NEW YORK: AMERIND,1976.
9. YOUNG, P.V.: SCIENTIFIC SOCIAL SURVEY AND RESEARCH, ED 4. ENGLEWOOD CLIFFS, N.J.: PRENTICE HALL, 1966.
10. NEELAMEGHAN, A: PRESENTATION OF IDEAS IN TECHNICAL WRITINGS, 1975.
11. SARDANA, J. L. AND SEHGAL, R.L: STATISTICAL METHODS FOR LIBRARIANS, 1981.
12. SIMPSON, I.S.: BASIC STATISTICS FOR LIBRARIANS, ED3,1983.
13. STEVENS, R.F.: RESEARCH METHODS IN LIBRARIANSHIP: HISTORICAL AND BIBLIOGRAPHICAL METHODS IN LIBRARY RESEARCH,1971.
14. SHARMA, RAM DUTT: RESEARCH METHODS IN SOCIAL SCIENCE, 1988.
15. MISRA, K.P: RESEARCH METHODOLOGY: A HANDBOOK, 1989.
16. KERLINGER, F.N: FOUNDATIONS OF BEHAVIORAL RESEARCH. ED 2, 1973

Course Code	DLIS412	Course Title	INFORMATION ANALYSIS AND REPACKAGING	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to
CO1: become familiar with the standard methods used to organize and store collections of terms.
CO2: become able to analyze and evaluate ISAR tools and systems.
CO3: know the different ways in which information can be repackaged.
CO4: know how marketing of information products and services.

Unit No.	Content
Unit-1	Information Analysis, Repackaging and Consolidation: Information Analysis, Repackaging and Consolidation: Concept, Process. Guiding Principles for arrangement and presentation of ideas in a helpful sequence.
Unit-2	Electronic Content Creation. Information Consolidation Products: Concepts, Types, Design, Development and Methodology.
Unit-3	Information Products: Information News-letter, Hand Book, House Bulletin, In-house Communication, Trade Bulletin, Product Bulletin, State-of-the-Art Report, Trend Report.
Unit-4	Technical Digest: Nature, concept, types, design and development
Unit-5	Information Retrieval: IR Models, Search Strategies; Manual / Machine, Feedback and Refining. Evaluation of Information Retrieval Systems; Project and Parameters
Unit-6	Marketing of Information: Concept, Need, Benefits, Ingredients. Information Marketing in India. Trends in Marketing of Information Services.
Unit-7	Cataloguing & Subject Indexing: Principles and Practices: Principles of Subject Cataloguing: Assigning Subject Headings Using Library of Congress Subject Headings and Sear's List of Subject Headings etc. Pre & Post Coordinate Indexing Systems and Citation Indexing. Development of Indexing Concept
Unit-8	Indexing Language: Types and Characteristics: Indexing Language: Types and Characteristics. Vocabulary Control. Tools of Vocabulary Control. Structure and Construction of an IR Thesaurus, Trends in automatic indexing.
Unit-9	Content Analysis, Abstract & Abstracting: Content Analysis: Concept, Types, and Processes. Abstract: Definition & Types. Abstracting: Types and Guidelines in preparing Abstracts. Abstracting Agencies and Services
Unit-10	Planning and management of information consolidation units, Knowledge and skills required for Information Analysis and Consolidation

READINGS:

1. SEETHARAMA, S. INFORMATION CONSOLIDATION AND REPACKAGING, NEW DELHI. ESS ESS 1997.
2. SARACEVIC, T AND WOOD JS: CONSOLIDATION OF INFORMATION: A HANDBOOK OF

EVALUATION, RESTRUCTURING AND REPACKAGING OF SCIENTIFIC AND TECHNICAL INFORMATION, PARIS: UNESCO, 1981.

3. ATHERTON, P. HANDBOOK OF INFORMATION SYSTEMS AND SERVICES. PARIS: UNESCO, 1977.
4. SEETHARAMA, S. INFORMATION CONSOLIDATION AND REPACKAGING, NEW DELHI. ESS ESS 1997. SARACEVIC, T AND WOOD JS: CONSOLIDATION OF INFORMATION: A HANDBOOK OF EVALUATION,
5. RESTRUCTURING AND REPACKAGING OF SCIENTIFIC AND TECHNICAL INFORMATION, PARIS: UNESCO,1981.
6. P S G KUMAR. INFORMATION ANALYSIS, REPACKAGING, CONSOLIDATION AND INFORMATION RETRIEVAL. PUBLISHER: BR PUBLISHING CORPORATION 2004.

Course Code	DLIS413	Course Title	ADVANCED CLASSIFICATION PRACTICE
			Weightages
			CA
			ETP (Pr.)
			30
			70

Course Outcomes: At the end of the course, students should be able to

CO1: understand the development of library Classification

CO2: classify libraries on the basis of their purpose and functions.

CO3: understand laws related to libraries Classification.

CO4: students learn Classification of information in helpful sequence.

S. No.	Topics
1	Classification of Documents According to DDC (21st Ed.) Classification of documents representing simple subjects, Classification of Documents using Tables Classification of documents representing compound subject Classification of documents representing complex subject
2	Classification of Documents according to UDC (3rd Abridged Ed.): Classification of Documents representing simple subjects. Classification of Documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject

READINGS:

1. DEWEY DECIMAL CLASSIFICATION AND RELATIVE INDEX, 21ST ED., NEW YORK: FOREST PRESS, 1996, 4V.
2. UNIVERSAL DECIMAL CLASSIFICATION, BS 1000 A: ABRIDGED 3RD REV. ENGLISH ED., 1961, LONDON
3. BRITISH STANDARDS INSTITUTION: FOREST PRESS, 1963, 254P.
4. SEHGAL, R.L., NUMBER BUILDING IN DDC, UDC AND CC, NEW DELHI: ESS ESS PUB., 1993.
5. SATIJA, M.P. AND COMAROMI, JOHN P., INTRODUCTION TO THE PRACTICE OF DDC, NEW DELHI: STERLING PUB., 1988

Course Code	DLIS414	Course Title	INFORMATION STORAGE AND RETRIEVAL				
			Weightages				
			<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">CA</td> <td style="text-align: center;">ETE (TH)</td> </tr> <tr> <td style="text-align: center;">30</td> <td style="text-align: center;">70</td> </tr> </table>	CA	ETE (TH)	30	70
CA	ETE (TH)						
30	70						

Course Outcomes: At the end of the course, students should be able to

C01: explain information cycle.

C02: describe various ways of identifying, capturing and organizing information.

C03: discuss how information can be managed, utilized and archived.

C04: gain knowledge about Vocabulary control and different subject heading lists.

Unit No.	Content
Unit-1	Classification: Development and trends in general classification Schemes, CC, DDC, UDC, LC, BC
Unit-2	Activities of organization in Classification research. DRTC, ISKO, CRG
Unit-3	Cataloguing: Development and trends in Cataloguing, ISBD, MARC, CCF, OPAC
Unit-4	Subject Cataloguing and concept indexing for online research
Unit-5	Indexing: Developments and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing. Pre and post coordinate indexing systems, citation indexing
Unit-6	Features of Information storage and retrieval system – precision, recall relevance
Unit-7	Online searching and search strategies
Unit-8	Vocabulary control: Methodology current trends and development
Unit-9	Sears list of subject Headings, Library of congress subject Headings. Medical Subject Headings (MeSH).
Unit-10	Thesaurus of ERIC descriptors, Thesauri – facet.

READINGS:

1. MALTBY, A., ED. SAYER'S MANUAL OF CLASSIFICATION FOR LIBRARIES. 5TH. ED. LONDON: ANDRE DEUTSCH, 1975
2. ODDY, P. FUTURE LIBRARIES, FUTURE CATALOGS. LONDON: LA, 1996
3. AITCHINSON, J AND GILCHRIST, A: THESAURUS CONSTRUCTION. 2ND ED. LONDON: ASLIB, 1987.
4. BEST, DP, ED. THE FOURTH RESOURCE: INFORMATION AND ITS MANAGEMENT. ALDERSHOT: ASLIB, 1996
5. COOKE, A: A GUIDE TO FINDING QUALITY INFORMATION ON THE INTERNET. 2ND EDN. LONDON: FACET PUBLISHING, 2001
6. CHOWDHARY, GG: INTRODUCTION TO MODERN INFORMATION RETRIEVAL. LONDON: LA, 1999.
7. DEEGAN, M. AND SIMON TANNER. DIGITAL FUTURES. LONDON. LA, 2002

8. FOSKETT, AC. THE SUBJECT APPROACH TO INFORMATION. 5TH ED. LONDON: LA, 1996
9. GHOSH, SB AND SATPATHI, JN, ED. SUBJECT INDEXING SYSTEMS. KOLKATA: IASLIC, 1998.
10. GUHA, B. DOCUMENTATION KEMP, DA. THE NATURE OF KNOWLEDGE. LONDON: CLIVE BINGLEY, 1976.
11. KEMP, DA. COMPUTER-BASED KNOWLEDGE RETRIEVAL. LONDON: ASLIB, 1988.
12. MARTIN, WJ. THE GLOBAL INFORMATION SOCIETY. ALDERSHOT: ASLIB, 1995
13. MASON, RO AND OTHERS, EDS. ETHICS OF INFORMARION MANAGEMENT. NEW DELHI: SAGE, 1995
14. MEADOWS, J. UNDERSTANDING INFORMATION. MUNCHEN: KG SAUR, 2001.
15. PRASHER, RG. INDEX AND INDEXING SYSTEMS. NEW DELHI: MEDALLION PRESS, 1989
16. RAJAN, TN, ED. INDEXING SYSTEMS. KOLKATA: IASLIC
17. ROWLEY, J. THE ELECTRONIC LIBRARY. 4TH ED. LONDON: LA, 1998

Course Code	DLIS415	Course Title	ADVANCED CATALOGUING PRACTICE	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

C01: Anglo-American Cataloguing Rules – A content standard for bibliographic description and access – Bibliographic – not just books – Built on other, earlier sets of rules.

C02: know the Key principles – One principle entry per resource – Catalogue from item in hand – Chief source of information

C03: know the Key principles of cataloguing for Cartographic material, Motion Pictures, Video recordings.

C04: know the Key principles of cataloguing for Sound recordings, Computer files, Microforms.

S. No.	Topics
1	Cataloguing Practice of non-books materials: Cartographic Materials.
2	Cataloguing Practice of non-books materials: Video Recording.
3	Cataloguing Practice of non-books materials: Motion Pictures.
4	Cataloguing Practice of non-books materials: Sound recordings.
5	Cataloguing Practice of non-books materials: Computer files.
6	Cataloguing Practice of non-books materials: Microforms.

READINGS:

1. ANGLO – AMERICAN CATALOGING RULES. ED.2.1988, REVISION.
2. SEARS LIST OF SUBJECT HEADING. ED. 12. 1982.

Course Code	DLIS416	Course Title	ACADEMIC LIBRARY SYSTEM	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: study of various committees' recommendations for developments the Academic Libraries with special references to India.

CO2: study the various aspects related to better library planning i.e. short term & long-term plans, SWOT analysis, MBO, organizational structure & Human Resources Management etc. of Library System.

CO3: To provide cutting-edge facilities and services to support research, teaching, learning, and scholarly communication across all academic disciplines.

CO4: To manage library resources efficiently and understands the collections and services development policies, evaluation and effectiveness & marketing of Library sources & services.

Unit No.	Content
Unit-1	Role of library in academic institutions: Schools, Colleges and Universities, Development of university
Unit-2	College libraries with special reference to role of UGC, Role of academic libraries in open and distance education/ learning
Unit-3	Planning: Need & Importance of planning; types of plans – short term, long term, strategic; steps
Unit-4	Components of planning —time involved, money involved, area of planning, SWOT analysis, systems approach, planning tool—MBO, Planning of library building and its interior
Unit-5	Organizing: Purpose & Need for organizing. Organizational structure (line and staff functions, departmentalization, organizational charts); authority & its decentralization; (quality circles, matrix structures); functional organization of libraries
Unit-6	Human Resource Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff
Unit-7	Leadership & Communication: Activities and qualities of libraries managers; creativity and innovation; entrepreneurship. Interpersonal communication
Unit-8	Financial Management: Source of funds, different types of budgets; accounting and auditing, costing and cost analysis of libraries services
Unit-9	Academic library, collections and services development, Evaluation and Effectiveness
Unit-10	Control: Control Techniques – Budgetary and non-budgetary devices, management information system. Change & quality management with special reference to library automation and networking

READINGS:

1. JORDAN, P. STAFF MANAGEMENT IN LIBRARY & INFORMATION WORK. BOMBAY: JAICO, 1996
2. NARAYANA, GJ. LIBRARY AND INFORMATION MANAGEMENT. DELHI: PRENTICE HALL, 1991.

3. BROPHY, P. THE ACADEMIC LIBRARY. LONDON: 2000.
4. BROPHY, P. QUALITY MANAGEMENT FOR INFORMATION AND LIBRARY MANAGERS. LONDON: ASLIB, 1996
5. CORRAL, S. STRATEGIC MANAGEMENT OF INFORMATION SERVICES: A PLANNING HANDBOOK. LONDON: ASLIB, 2000.
6. CLAYTON, P. MANAGING INFORMATION RESOURCES IN LIBRARY AND INFORMATION SERVICES: PRINCIPLES AND PROCEDURES, 1997.
7. CLAYTON, P AND GORMAN, GE. MANAGING INFORMATION RESOURCES IN LIBRARIES: COLLECTION MANAGEMENT IN THEORY AND PRACTICE LONDON: LA, 2001. CRAWFORD, J. EVALUATION OF LIBRARY AND INFORMATION SERVICES. 2ND ED. 2000
8. GALLACHER. MANAGING CHANGE IN LIBRARY & INFORMATION SERVICES. LONDON: ASLIB, 2000.
9. GORMAN, GE. EVALUATING LIBRARY COLLECTIONS. 2001
10. LANCASTER, FW. IF YOU WANT TO EVALUATE YOUR LIBRARY.
11. ACADEMIC LIBRARY, COLLECTIONS AND SERVICES DEVELOPMENT, EVALUATION AND EFFECTIVENESS
12. CONTROL: CONTROL TECHNIQUES – BUDGETARY AND NON-BUDGETARY DEVICES, MANAGEMENT INFORMATION SYSTEM. CHANGE & QUALITY MANAGEMENT WITH SPECIAL REFERENCE TO LIBRARY AUTOMATION AND NETWORKING.
13. PUGH, CHANGE MANAGEMENT IN INFORMATION SERVICES. LONDON: GOWER, 2000.

Course Code	DLIS417	Course Title	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

CO1: understands how conducted Information and Literature Survey in Social Sciences

CO2: search, use, and critically evaluate social science literature and secondary social science information resources and services.

CO3: understand the current theories, methods, issues, and topics in the social sciences which affect the creation, dissemination, and uses of social science literature and resources?

CO4: understand the information needs, uses, and communication patterns of social scientists and other users of the social science literature.

Unit No.	Content
Unit-1	Social Science disciplines: Scopes of the major subjects: Economics, Political Science, Brief survey of the contribution made by prominent authors in these fields
Unit-2	Social Science disciplines: Scopes of the major subjects: Sociology, History
Unit-3	Social Science disciplines: Developments, Problems
Unit-4	Information Sources: Role of primary, secondary and tertiary documents in the growth and development of social sciences
Unit-5	Information sources: Evaluation of important secondary and tertiary sources of information in social sciences. Information sources: Evaluation of important distributed and networked sources
Unit-6	Database: Networked and distributed databases in social sciences.
Unit-7	Web-based resources and services: A brief introduction in the context of social sciences.
Unit-8	Research activities: Brief survey of the activities of the research institutions and professional organization in the growth and development of social sciences disciplines with particular reference to India U. K., U. S. A
Unit-9	Social Science research trends
Unit-10	Social Science disciplines: Sociology, History, Brief survey of the contribution made by prominent authors in these fields

READINGS:

1. TZA CHUNG (LI): SOCIAL SCIENCE REFERENCE SOURCES: A PRACTICAL GUIDE 1980.
2. HOSELITZ (BERT F): READER'S GUIDE TO THE SOCIAL SCIENCES REVISED ED. 1972.
3. BROCK, C: THE LITERATURE OF POLITICAL SCIENCE: A GUIDE FOR STUDENTS, LIBRARIES AND TEACHERS, 1969.
4. HELLER (FL): THE INFORMATION SOURCES OF POLITICAL SCIENCES. ED 3.1981.
5. LEWIS (PR): THE LITERATURE OF THE SOCIAL SCIENCES: AN INTRODUCTORY SURVEY AND GUIDE.1960.
6. MACKANZIE (WOM): STUDY OF POLITICAL SCIENCE TODAY.1970.
7. UNESCO: MAIN TRENDS OF RESEARCH IN THE SOCIAL AND HUMAN SCIENCE.1970.

8. MALNYK (P): ECONOMICS: BIBLIOGRAPHIC GUIDE TO REFERENCE BOOKS AND INFORMATION SOURCES, 1971.
9. MALTBY(A): ECONOMICS AND COMMERCE: THE SOURCES OF INFORMATION AND THEIR ORGANISATION. 1978.
10. SHEEHY (EP): GUIDE TO REFERENCE BOOKS, LATEST ED.
11. MC INNIS (RAYMOND G) AND JAMES (WS): SOCIAL SCIENCE RESEARCH HANDBOOK. 1975.
12. WALFORD (A): GUIDE TO REFERENCE MATERIAL. 1980.
13. WEBB (WH): SOURCES OF INFORMATION IN THE SOCIAL SCIENCE. ED3. 1980.

Course Code	DLIS418	Course Title	INFORMATION TECHNOLOGY: APPLICATIONS
			Weightages
			CA
			ETE (TH)
			30
			70

Course Outcomes: At the end of the course, students should be able to

CO1: understand the different applications of ICT in the field of Library & Information Science.

CO2: provide knowledge Library and Information Networks with special reference to India.

CO3: develop acquaintance for effective implementation of ICT in libraries.

CO4: introduce students to about Digital, Virtual and Hybrid Libraries and recent developments in the field of these libraries.

Unit No.	Content
Unit-1	Library automation: Planning and implementation, Automation of housekeeping operations – Acquisition, Cataloguing, Circulation, Serials control OPAC Library management
Unit-2	Library software packages: RFID, LIBSYS
Unit-3	Library software packages: SOUL, WINISIS
Unit-4	Databases: Types and generations, salient features of select bibliographic databases
Unit-5	Communication technology: Fundamentals communication media and components.
Unit-6	Network media and types: LAN, MAN, WAN
Unit-7	Network media and types: Intranet
Unit-8	Digital, Virtual and Hybrid libraries: Definition and scope. Recent development
Unit-9	Library and Information Networks with special reference to India: DELNET, INFLIBNET, ERNET, NICNET
Unit-10	Internet-based resources and services Browsers, search engines, portals, gateways, electronic journals, mailing list and scholarly discussion lists, bulletin board, computer conferences and virtual seminars

READINGS:

1. ROWLEY, J. THE ELECTRONIC LIBRARY, 4TH ED. LONDON: LA, 1998.
2. SMITH, JWT: NETWORKING AND THE FUTURE OF LIBRARIES. 1993.
3. BRADLEY, P. WORLD WIDE WEB: HOW TO DESIGN AND CONSTRUCT WEB PAGES. 2ND ED. LONDON: ASLIB IMI, 2000.
4. DEEGAN, M. AND SIMON TANNER: DIGITAL FUTURES. LONDON. LA, 2002
5. KAUL, HK: LIBRARY NETWORKS: AN INDIAN EXPERIENCE. NEW DELHI: VIRGO, 1992.
6. KROL, E: THE WHOLE INTERNET: USER'S GUIDE AND CATALOGUE, 1993.
7. POULTER, A. AND OTHERS: THE LIBRARY AND INFORMATION PROFESSIONALS GUIDE TO THE INTERNET. LONDON: LA, 2000.
8. WINSHIP I: THE STUDENT'S GUIDE TO THE INTERNET. LONDON: LA, 2001.

Course Code	DLIS419	Course Title	WEB TECHNOLOGIES AND WEB BASED INFORMATION MANAGEMENT	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: Through this course, students should be able to

CO1: explain how the web works, including the difference between the internet and the web, and the roles of browsers, servers, and basic protocols like HTTP

CO2: create a simple web page using HTML and understand the elements required to create a library web page

CO3: describe the basics of databases and web security, including how websites connect to databases to store information and why security measures are important to safeguard libraries

CO4: identify key tools and standards for libraries, such as OPAC and CMS, and suggest how modern web tools (like blogs and RSS feeds) can be used in promoting the library services

Unit No.	Content
Unit 1	Introduction to the World Wide Web and Web Architecture Definition and history of the Internet; Evolution of WWW; Difference between Internet and WWW, Components of Web Architecture, Key milestones in web development (from Web 1.0 to Web 3.0).
Unit 2	Client-side Web Technologies: Concepts and Principles Definition and Role of web clients (browsers) and web servers; Usages of Markup Languages: HTML, XML; Define Web Protocols: HTTP/HTTPS, FTP, TCP/IP basics; Purpose of URL (Uniform Resource Locator), Difference between URI vs URL, Role of Domain Name System (DNS) in retrieval of Information resources.
Unit 3	Server-side web technologies: Concepts and Principles Role of server-side web technologies; Difference between client-side and server-side web technologies; Creating Library Web Page, Role and Purpose of KOHA and DSpace in Libraries.
Unit 4	Database connectivity and web-based information management Definition and types of databases; Relational vs non-relational databases; Purpose of Database Management Systems (DBMS); Define Database Connectivity Concepts: CRUD operations (Create, Read, Update, Delete); Purpose of Institutional repositories and digital archives; Open-source tools for library automation.
Unit 5	Web security and emerging trends in Web Applications Measures of Web Security; Emerging trends: Mobile commerce, cloud computing, big data, the Internet of Things (IoT), and Artificial Intelligence (AI)
Unit 6	Web-based Information Retrieval and Services Role and Features of Online Public Access Catalogue (OPAC); Difference between Web-OPAC and OPAC, Define and Role of Metadata standards: Dublin Core, MARC, METS, MODS; Use of OAI-PMH in Metadata Harvesting.
Unit 7	Web Standards and Protocols Definition and importance of web standards; Role of organisations like W3C (World Wide Web Consortium) in libraries; Define Resource Description and Access (RDA)
Unit 8	Data Communication Technology Use of social networking tools for library services: RSS feeds, Blogs, Podcasting, and Open URL. Types of Internet connectivity: dial-up, leased line, ISDN, wireless.

Unit 9	CMS (Content Management Systems): Concept, Types and Principles Define CMS Architecture, Use of CMS Software in managing library resources; Elements to create the library web page.
Unit 10	Open URL and Federated Search Engines Define the role and purpose of Discovery Services, use of remote access in libraries; Define Proxy servers (EZproxy); VPNs for secure access; Single sign-on (SSO) systems; Understanding the role of Shibboleth, OpenID, and OAuth.

READINGS:

1. BRADLEY (PHIL). HOW TO USE WEB 2.0 IN YOUR LIBRARY. 2007. FACET PUBLISHING, LONDON
2. CLYDE (LAUREL). WEBLOGS AND LIBRARIES. 2004. CHANDOS PUBLISHING, OXFORD
3. KROSKI (ELLYSSA). WEB 2.0 FOR LIBRARIANS AND INFORMATION PROFESSIONALS. 2008. NEAL SCHUMAN PUBLISHERS, NEW YORK
4. ADLER, S. AND OTHERS. EXTENSIBLE STYLESHEET LANGUAGE (XSL) VERSION 1.0, (W3C RECOMMENDATION ACCESSED AT <http://www.w3.org/tr/xsl>)
5. BRAY, T. 2000. EXTENSIBLE MARKUP LANGUAGE (XML) 1.0, 2ND ED. W3C RECOMMENDATION, <http://www.w3.org/tr/rec-xml>
6. DARNELL, R. AND OTHERS. 1999. HTML 4 UNLEASHED: THE COMPREHENSIVE SOLUTION. NEW DELHI: TECHMEDIA
7. GOODMAN, D. 1998. DYNAMIC HTML: DEFINITIVE REFERENCE. CAMBRIDGE: O'REILLY
8. HJELM, J. AND STARK, P. 2002. XSLT: THE ULTIMATE GUIDE TO TRANSFORMING WEB DATA. NEW YORK: JOHN WILEY
9. MERCER, D. 2001. XML: A BEGINNER'S GUIDE. NEW YORK: MCGRAW HILL (OSBORNE)

Course Code	DLIS420	Course Title	PUBLIC LIBRARY SYSTEM	
			Weightages	
			CA	ETE (TH)
			30	70

Course Outcomes: At the end of the course, students should be able to

- CO1:** know the enabling students to understand public library functions, management, funding, and community roles, along with acquiring skills in collection development, user services, technology integration, and professional ethics within the context of public service.
- CO2:** learn to manage libraries effectively, develop policies, understand community needs, and provide essential information and educational resources to the public.
- CO3:** learn modern library management techniques, planning, and the implementation of policies and procedures relevant to public libraries.
- CO4:** understand the vital role of public libraries in supporting community needs, local economies, and preserving local history and culture.

Unit No.	Content
Unit 1	Role of Public Library in information society
Unit 2	Development of Public libraries with special reference to India Role of RRRLF, National Library (Kolkata) in development of public libraries
Unit 3	Role of public libraries in literacy, open and distance education/learning
Unit 4	Library as a system: environmental influences and responses
Unit 5	Planning: Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brainstorming etc; planning of library building and its interior
Unit 6	Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, and organizational charts); authority & its decentralization ;(quality circles, matrix structures); functional organization of libraries
Unit 7	Human Resources Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal. of library staff
Unit 8	Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication Financial Management: source of funds; different type of budgets by; accounting & auditing, costing and cost analysis of library services
Unit 9	Public Library, collections and services development, evaluation and effectiveness. Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques
Unit 10	Control: Control techniques -Budgetary and non-budgetary devices, Management Information System. Change & quality management with special reference to library automation and networking

ADDITIONAL READINGS:

1. THE FIVE LAWS OF LIBRARY SCIENCE by S.R. RANGANATHAN
2. PUBLIC LIBRARY SYSTEMS IN INDIA by P. K. PALIWAL AND S. BALAKRISHNAN

3. PUBLIC LIBRARY SYSTEM IN INDIA by C.A. AUGUSTINE AND G. DEVARAJAN
4. INTEGRATED INDIAN PUBLIC LIBRARY SYSTEM" by DR. KAPIL SINGH HADA ET AL.
5. PUBLIC LIBRARIES – A SIMPLE BOOK PUBLISHING" by C. P. VASHISHTH,
6. HANDBOOK OF PUBLIC LIBRARY SYSTEM by B.D. PANDA
7. (E-BOOK) PUBLIC LIBRARY LEGISLATION IN INDIA: A COMPARATIVE STUDY by DR. VIJAYAKUMAR K.P., DR. SUDHI S. VIJAYAN, ET A