DEPARTMENT OF LIBRARY SCIENCE
Assam University, Silchar, Assam

FINAL DRAFT SYLLABUS RELATING TO
MASTER'S DEGREE IN LIBRARY & INFORMATION SCIENCE (MLIS)
<u>WITH EFFECT FROM THE ACADEMIC SESSION 2010-2012</u>

1. The Department of Library Science, Assam University shall provide instructions leading to the award of 'Master of Library and Information Science (MLIS) '. This is a Post Graduate full time day course with two years consisting of four semesters.

2. A candidate who has passed the Bachelor degree with 45% marks in any discipline from Assam University or any other recognized university will be eligible to apply for admission in to Master Degree in Library and Information Science (MLIS) in the Assam University.

3. The Schedule of both theoretical and practical papers, distribution of credits and detailed syllabus for the said four semesters is given below in the course structure.

4. Each Theoretical and Practical papers & Project work will carry "**CREDIT.**"

5. Each theoretical and practical paper shall be of 100 marks, comprising 15 marks for Teacher's Assessment (TA), 10 marks for class Test based on best two out of three Class Tests (CT) and 75 marks in End Semester Examination (ESE). TA and CT put together will form the sessional component of the marks.

6. Teacher's assessment will be divided ordinarily in to three components – Attendance (5 marks), Group discussion (5 marks) and Tutorial (5 marks). Marks of each class test will be awarded by conduction of three Tests . Marks for attendance will be divided as :

75%	1
>75%<85%	2
>85%<90%	3
>90%<95%	4
>95%	5

7.   Instructions for the Paper-Setters / Examiners

The Paper carries 75 (ESE) marks. Duration of examination of each paper is 3 hours. The candidate will be asked to attempt 5 questions in all. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be only from the syllabus. The question paper should be according to the instructions mentioned above.

Course Content and Syllabus for Two Years (4-Semester) Master's Degree in Library and Information Science

Main Objectives

To orient the students in the basics of humanistic and professional skills and information knowledge management, so that they better serve the society through an institution of library and information centre.

To achieve the above objectives of the course programme, it needs to realize the following:

1. To familiarize the students with the basic concepts of information and its communication in society.

2. To learn the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques.

3. To acquaint the students with the activities and services of different Information systems and introduce the repackaging and consolidation techniques.

4. To introduce the different methods and techniques of research.

5. To identify and learn the major issues in the development of new technology in the libraries.

6. To develop skills in using computer and communication technology.

7. To introduce modern management techniques to students to manage effectively the libraries and information centres.

Course Structure

Semester – I (Credits = 25; Total Marks = 500)

Paper	Part	Subject	Evaluation				Credit
			TA	CT	ESE	Total	
Paper LIS101		**Library, Information, Communication and Society**	15	10	75	100	5
Paper LIS102		Knowledge Organization -I Library Classification (Theory)	15	10	75	100 50 50	5
Paper LIS103		Knowledge Organization (Theory- I) : Library Cataloguing	15	10	75	100	5
Paper LIS104		Knowledge Organization (Practice - I) Library Classification (DDC)	15	10	75	50	2.5
Paper LIS105		Information Technology	15	10	75	100	5
Paper LIS-106		Knowledge Organization (Practice - I) Library Classification (CC Practice)	7.5	5	37.5	50	2.5
LIS-107		Knowledge Organization (Practice - I) Library Cataloguing	7.5	5	37.5	50	2.5

Semester – II (Credits =25; Total Marks = 500)

Paper	Part	Subject	Evaluation				Credit
			TA	CT	ESE	Total	
Paper LIS201		Management of Library and Information Centres –I	15	10	75	100	5
Paper LIS202		Knowledge Organization (Practice - II) Library Classification CC	7.5	5	37.5	50	2.5
Paper LIS203		Information Sources and Services	15	10	75	100	5
Paper LIS204	204.	Information Technology Applications Theory	7.5	5	75	50	5
Paper LIS205		Practical Librarianship Job Diary	25+ 75			100	5

Paper						
		Library Visit Report			
Paper LIS206		Knowledge Organization (Practice - II) Library Cataloguing	12.5 + 37.5	50	2.5
Paper LIS207		Information Technology Applications Theory Practice	12.5 + 37.5	50	2.5

Semester – III (Credits= 25; Total Marks = 500)

Paper	Part	Subject	Evaluation				Credit
			TA	CT	ESE	Total	
Paper LIS301		Management of Library and Information Centres –II	15	10	75	100	5
Paper LIS302		Information Retrieval Systems	15	10	75	100	5
Paper LIS303		Research Methodology and Statistical Techniques	15	10	75	100	5
Paper LIS304		Library Automation (Theory)	15	10	75	100	5
Paper LIS305		Library Automation (Practice)	15	10	75	100	5

Semester – IV (Credits = 25; Total Marks = 500)

Paper	Part	Subjects	Evaluation				Credit
			TA	CT	ESE	Total	
Paper LIS401		Digitization, and Digital Library (Theory)	15	10	75	100	5
Paper LIS402		Digitization and Digital Library (Practice)	15	10	75	100	5
Paper LIS403		Web Applications in Library and Information Management (Theory)	15	10	75	100	5
Paper LIS404		Dissertation	25	75	100	5	
Paper LIS405E	405E.1 405E.2 405E.3 405E.4	Elective: Any one of the following (Subject to feasibility) Academic Library System Public Library System Preservation and Conservation of Library and Archival Materials Management of E Resources	15	10	75	100	5
Paper – LIS 406		Web Applications in Library and Information Management (Practice)	7.5 + 5=12.5	37.5	50	2.5	

Semester I

Paper LIS101: Library, Information, Communication and Society

Unit – 1 Library as a Social Institution
- Library - Definition, Need and Scope
- Library as a Social Institution
- Types of Libraries: Public, Academic ,Special and National- objectives, functions, services
- Five laws of Library Science - their Relevance in Present Environment

Unit – 2 Library Movements, Legislation and Role of Library Associations
- UNESCO Public Library Manifesto.
- Library Movement in India with special reference to North East India
- Library Legislation: Need & Purpose
- Library Acts in India - Features
- Library Associations in India: their Role; ILA, IASLIC & IATLIS, Assam Library Association
- International Associations: ALA, CILIP & IFLA

Unit -3: Information, Communication and Society
- Data, Information and Knowledge: Types, Nature, Properties and Scope
- Information as economic resource / Commodity
- Information Communication: Channels, Process, Models and Barriers
- Information Society
- Knowledge Society: Definition, Need and Purpose
- Information Science: Definition, Scope and objectives

Unit – 4 Community Information Services
- User Communities: Characteristics, User Study, User Education
- Adult Education, Post Literacy and Library Services
- Library Extension Programmes
- Resource sharing: concept, need, purpose & areas; Impact of IT on Resource Sharing
- Consultancy & Outreach Activities

Unit -5: Information Acts & Policies
- Intellectual Property Right (IPR)
- Concept of Freedom, Censorship, Copy Right(Print and Electronic Resources) and Fair Use
- Delivery of Books Act ; Press & Registration Act
- Right to Information (RTI) Act
- Information Policies : National , International
- National Knowledge Commission : Recommendations and Implication in LIS

Paper LIS102 Knowledge Organization- I

Library Classification (Theory)

Unit – 1: Concept of Library Classification:
- Classification: Meaning, need and purpose
- Library classification: Need and purpose
- Knowledge Organisation. Classification as a base of organization of knowledge and information retrieval in libraries.
- General theory of library classification (Bliss, Sayers and Ranganathan
- Knowledge classification and Document classification
- Role of Major Organizations: DRTC, CRG, ISKO

Unit – 2: Methods of Knowledge Organisation
- Normative principles: Basic laws, Five Laws of Library Science and their implications.
- Species of Library Classification.
- Five Fundamental Categories: PMEST
- Isolates: Common Isolates and Special Isolates.
- Concept of Call Number: Class Number, Book Number and Collection Number.

Unit – 3: Modes of Formation of Subjects
- Development of Subjects: Structure and Attributes.
- Methodology of Designing Classification schemes.

- Notation: Definition, Need, Purpose and Types
- Good Qualities of Notation and functions
- Notational System in DDC,UDC, and CC
- Phase relation, Mnemonics & Devices
- Facet Analysis: principles of facet analysis
- Standard schemes of classification and their features: CC, DDC and UDC

Library Classification (Practice)

Part - A: Classification of documents
By Colon Classification (6th revised edition)
Simple Subjects and Compound Subjects

Part - B: Classification of documents
By Colon Classification (6th revised edition)
Complex Subjects

Paper LIS103 Knowledge Organization (Theory- I): Library Cataloguing

Unit – 1 Basics of Cataloguing
- Library Catalogue: Definition, Objectives and Need
- Bibliographic Tools : Bibliographies, Publisher's catalogue, Accession list and Shelf list
- Physical forms of Catalogue- Sheaf, Card, Register and Book
- Inner Forms of Catalogue - Dictionary Catalogue, Classified Catalogue, Alphabetico-classed Catalogue and Alphabetico Subject Catalogue

Unit – 2 Types of Library Catalogues
- Simplified, Centralized, Cooperative Cataloguing, Union Catalogues and Cataloguing in Publication(CIP)
- Online Catalogue- OPAC and Web OPAC
- Internet Based Cataloguing – OCLC, LC, CORC (Cooperative Online Resource Cataloguing)

- ISBN and ISSN

Unit- 3 Catalogue Entries, Filing and Subject Cataloguing
- Catalogue Entries: Kinds of Entries and their functions
- Subject Cataloguing: Meaning , Purpose, Objectives, Approaches
- Chain Procedure and Sear's list of Subject Headings
- Salient features in AACR II, RDA and CCC

Unit – 4 Cataloguing Principles
- Normative Principles
- Laws of Library Cataloguing
- Canons and Principles of Cataloguing
- Filing and arrangement of Catalogue entries : Classified and Alphabetical

Unit – 5: Standardization in Cataloguing
- Standardization in Cataloguing – Need and Purpose
- Standards - ISBD, CCF, ISO-2709 and Z39.50
- Metadata- MARC and Dublin Core
- Trends in Library Cataloguing

Paper LIS104 Knowledge Organization (Practice - I)

Part A: Classification of documents
- by Dewey Decimal Classification (Latest Edition)

Part B: Cataloguing of Monographs
- by AACR - II (Revised) along with Sears List of Subject Headings
  (Single Personal Author, Joint Personal Author, Pseudonym, Corporate Author and Editorial   Publications)

Paper LIS105 Information Technology

Unit1: Overview of IT
- Meaning of Information Technology: Components, scope and objectives
- Computer technology: Evolution and generation of Computers
- Basic components of Computer: CPU, Input, Output and Storage devices
- Classification of computers: Laptop, desktop/micro, mini, mainframe and Supercomputer

Unit 2: Hardware and Software Components
- Storage Devices: Types – Primary; Secondary - Floppy Discs, Tape, Cartridge, Hard discs, CDs, DVDs and Pen drives
- Peripheral devices and their functions and operations – mouse, printers, scanners

- Software: Meaning, need, functions and types, Algorithm, Flow Chart;
- Systems software : Operating systems: DOS, WINDOWS, and LINUX - their basic features

Unit 3: Application Software
- Application Software: Concept and Types; Concept of Computer Programming:
- Concept of Data Base and Data Base Management Systems and its Types: Hierarchical and Relational; Standard DBMS Packages.
- Packages: Definition and functions; Word Processing, Spread Sheet, Power point,
- Library Management Software Packages.

Unit 4: Telecommunication and Networking
- Computer Networking: Concept and Types : Local Area Network (LAN), Wide Area Network (WAN)
- Network Topologies, Network Devices: Modem, Hub, Switch, Router, Gateway; Concept of Ethernet and Subnet;
- Communication Media: Twisted pair and Coaxial Cable, Optical Fibre Cable, Wireless and satellite Communication, Microwave and VSAT, Simplex, Half Duplex and Full Duplex mode of Communication, Concepts of bandwidth and multiplexing;
- Concepts of OSI Reference and TCP/IP Model.

Unit-5 Library Networks
- Library Network - Meaning and Scope
- Library Networking in Indian perspectives: INFLIBNET, DELNET
- Library consortia in Indian context UGC-INFONET, INDEST, CSIR & Others E-Resources Consortia
- Bibliographic Utility Networks

SEMESTER - II

LIS201: Management of Library and Information Centres –I

Unit – 1 Principles of Library Management
- Management: Concept, definition, need and scope
- Management schools of thought
- Scientific management: functions and principles; POSDCORB
- Principles of management and their applications in Library and Information Centres

Unit – 2 Collection Developments
- Book selection: concept, need, methods, principles and tools
- Acquisition: Policies and Programmes, Good Offices Committees (GOC)
- Acquisition of Books, Periodicals and Non-book materials
- Recent trends in Acquisition: Web based / online acquisition of reading materials

Unit – 3 Library House Keeping Operations
- Technical Processing, Serial Control, Circulation Methods
- Shelving, Maintenance, Stock Verification & Shelf Rectification Methods
- Preservation, Conservation and Restoration of reading materials
- Archiving - Concept

Unit – 4: Library Reports and Statistics
- Reporting: Types of reports, Annual report
- Library Statistics: Concept, need and purpose
- Fittings and furniture, Space Management
- Library Committee: Concept, Importance, Function, Types of committees, rules and regulations

Unit – 5 Human Resource Management
- HRM: concept, need and purpose, Planning, Policies & Issues
- Staffing: Recruitment methods, Staff training and Development, Staff formula and Manual
- Supervision, Motivation and control, Leadership, Interpersonal relations
- Job Analysis, Job Description, Job Evaluation & Performance appraisal

Paper LIS202   Reference, Information Sources and Services

Unit – 1 Sources of Information
- Reference & Information Sources- Definition, and characteristics
- Types of Information Sources: Documentary-Primary, Secondary and Tertiary, Non-Documentary
- Utilization and guidelines for evaluation of different types of sources
- Reference sources in Social Sciences, Humanities and Science & Technology

Unit – 2 Reference and Information Service
- References and Information Service - Definition, and characteristics
- Types of Reference Services-Long Range and Ready Reference Service
- Documentation Services- CAS and SDI
- Bibliographic, referral, document delivery and translation service

Unit – 3 Indexing and Abstracting Services
- I/A Services: Meaning and Use
- Literature search (Off Line/ On Line), Search Techniques
- Newspaper Clipping Service
- Content Analysis
- Recent trends and impact of ICT on information services

Unit – 4 Evaluations of Reference Sources

Definition, Scope, Types, Description of Select Items and Evaluation Criteria - Dictionary, Encyclopedia, Directories, Yearbooks and Almanacs

Unit – 5 Evaluations of Reference Sources

Definition, Scope, Types, Description of Select Items and Evaluation Criteria – Biographical Sources, Geographical Sources, News summaries, Handbooks, Manuals,

Paper LIS203 Knowledge Organization (Practice - II)

Library Classification

Part-A: Classification of Documents by Universal Decimal Classification – Int. Medium Ed. 1985
- Compound, Complex subjects and Electronic Resources

Part-B: Classification of Documents by DDC – Latest Edition
- Compound, Complex subjects and Electronic Resources

Library Cataloguing

Part-A: Cataloguing of Print Materials by AACR-II (Revised Ed, 2005)
(Serials, proceedings and multi-volumes)

Part-B: Cataloguing of Non Print Materials by AACR-II (Revised Ed, 2005)
Cartographic material
Microforms
Sound recordings, motion pictures & video
Electronic & Web-resources

Paper LIS204: Information Communication Technology Applications

Theory:

Unit – 1 Components of ICT

- Communication Technology – Fundamentals and applications
- Networks and Networking: Tools and Architecture
- Data Transmission Techniques, Transmission Modes, Bandwidths
- Internet and Intranet application

Unit 2: ICT in Storage and Publishing

- Storage technology
- Print and Non-print Media
- E-Publishing, E- Achieving and Desktop Publishing
- Multimedia and Hypermedia

Unit 3: Database Management System

- Database Concepts and Types; Database Management Systems (DBMS):Models and Architecture;
- Concepts of Data Definition Language, Data Manipulation Language;
- Concepts of Entities, attributes and Relations; Entity Relationship Model; E – R Diagram
- Structured Query Language (SQL)

Practice

Part -A   **Operating System**
Use of Operating System
Word Processors and Presentation tools (using any one software)

Part- B   **DBMS (Database Management System)**
Creation of Database using any DBMS Package
Internet Search
Searching of Internet Resource using different search engines

Paper LIS205 Practical Librarianship

Part-A: Job Diary

Students will be required to submit "Job diary" based on the works done in a select library located in the city

Part- B : Library Visit Report

    Students will prepare a report by visiting libraries (preferably of a metropolitan city) using modern technology and submit a report immediately after visiting the libraries

SEMESTER - III

Paper LIS301 Management of Library and Information Centres –II

Unit 1: Financial management
- Resource mobilization
- Budgeting methods – PPBS and ZBB,
- Cost effectiveness and cost benefit analysis
- Outsourcing

Unit 2: Systems Study
- Systems Study: Concept, Components analysis, evaluation and design. Library as a System, Subsystems of a Library
- Performance evaluation of Library and Information Centres
- Management Information System (MIS): Concept, Use
- Project management: Definition, objectives, scope, Organizational planning, Stages

Unit3: Management Consultancy
- Consultancy, professional consultancy: concept and evolution
- Need , pre-requisites and provisions
- Impact on librarianship and libraries
- Maturity of profession, impediments and way out, futuristic view

Unit- 4: Quality Management
- Quality management: Quality concept, element and application to libraries and information centres, Standard- ISO-9001
- Total Quality Management: Definition, scope and purpose and application to Libraries and information centres
- Project Management: Definition, objectives, scope, organizational planning and stages
- System Analysis , PERT/CPM, Work studies, Flow chart and Gantt charts, SWOT Analysis: Concept and use

Unit 5 -   Knowledge Management
- Knowledge Management - definition, concept, need, value, process and basic tools
- Knowledge mapping and information auditing, KM development roles
- Tools and Techniques of KM – Data mining, Text mining, Knowledge sharing concepts.
- Role of Information professionals in KM - Impact of professional information skills, powering information.

Paper LIS302 Information Retrieval Systems

Unit – 1:   Information Retrieval System
- IR Systems: Concept, definition, characteristics, components and functions
- Principles of subject cataloguing: Assigning subject headings using chain Procedure, Library

  of Congress Heading and Seas List of Subject Heading
- Indexing: Concepts and methods and systems
- Pre Co-ordinate and Post Co-ordinate Indexing systems (Uniterm)

Unit –2: Indexing Languages
- Indexing Languages – Concepts, Types and characteristics
- Indexing Systems
- Indexing Techniques
- Trends in automatic indexing

Unit – 3 Vocabulary Control
- Vocabulary Control: definition & tools
- Standard Vocabulary Control Devices
- Subject Headings Lists
- Thesaurus: Importance, Structure and Steps for Construction

Unit – 4: Information Retrieval Models
- IR Models: concept and purpose
- Information Retrieval – Processes and techniques
- Search Strategies: Boolean search, proximity search and truncated search
- Evaluation of IR Systems

Unit –5: Content Development
- Guidelines and Norms for Content Development
- Introduction to Markup languages for content development
- Content Development Systems: Web Based, Multilingual
- Physical media of Information : Print media, Multimedia, Hypertext, Non-print media: Microform, Electronic and Optical Media

Paper LIS303 Research Methodology & Statistical Techniques

Unit – 1: Concept of Research
- Research: Concept, Meaning and Significance
- Types of Research: Qualitative and Quantitative Research
- Inter-disciplinary and Multi-disciplinary research
- Problem identification; Research design: formulation of hypothesis, Literature Search

Unit – 2: Research Methods, Techniques and Tools
- Methods: Historical Research, Survey Research and Experimental Research
- Case Study, Observation Method, Scientific Method, Delphi Method
- Sampling Techniques
- Data Collection tools :Questionnaire, Interview, Schedule, Observation, Scales and Check Lists , Historical / recorded,

Unit – 3: Data Analysis and Interpretations
- Graphical presentation of data,
- Measurement of Central Tendency, Mean, Mode, Median, Measurement of Variables
- Measures of Dispersion, Correlation Studies and Regression Analysis
- Chi Square test and Sociometry

Unit – 4: Research Reporting
- Research Report: Structure, Style, Characteristics, and Contents
- Guidelines for Citation / References: Standards, rules, manuals
- E-Citation and methods of Research Evaluation
- Modern trends of Research – LIS and other disciplines

Unit – 5: Scientometrics
- Bibliometrics Studies: Concept, Definition
- Bibliometric Laws, Citation Analysis
- Scientometrics, Informetrics and Webometrics
- Computerized data analysis: SPSS

Paper LIS304 Library Automation (Theory)

Unit – 1: Basics of Library Automation
- Library Automation: Meaning, importance and purposes
- Advantages and Disadvantages in library Automation
- Manual Vs Automated Systems
- Library automation scenario in India with special reference to NE India

Unit 2: Library Automation
- Planning and Implementation
- Automatic Identification Methods: Barcode,
- Artificial Intelligence
- Library Management Software: SOUL and Open Source Software
-

Unit 3: House keeping operations
- Automated Acquisition Control
- Circulation Control
- Serials Control
- Library Administration and Report Generation

Unit 4: RFID Technology
- RFID technology- Meaning, needs and features
- RFID Components
- Planning and Policies
- Report Generation

Unit 5: Retrospect Conversion
- Concept, Need and Purpose
- Techniques
- Outsourcing: Planning and Prospects
- Retrospective Conversion in Academic Libraries of India: INFLIBNET Initiative

Paper LIS305 Library Automation (Practice)

Part-A

Database Creation using CDS/ISIS or WINISIS
Database Creation using SOUL

Part- B

Installation and use: KOHA
Barcode Generation

Paper LIS401 Digitization and Digital Library (Theory)

Unit- 1 Digitization
- Digitization – Concept, Purpose,
- Methods and Tools
- Digitization processes- planning and steps
- Input capture devices, image editing and OCR

Unit- 2 Formats
- Character sets – UNICODE
- File formats: Image format, audio & video formats
- Conversion from one formats to another
- Usage of XML

Unit 3:   Digital Library
- Genesis, definition, objectives & scope
- File formats: Image format, audio & video formats
- Metadata Creation
- Digital Rights Management

Unit 4 Developing Digital Library
- Planning and Implementation
- Selection of the softwares
- Features of the Softwares- Greenstone, D-space, E-prints
- Digital Library Initiatives in India and abroad- DLI, World Digital Library, LDL (DRTC), IGNCA, European Digital Library, World Digital Library

Unit 5 Institutional Repository
- Definition, objectives, Purpose & scope
- Coverage and Utilization
- Institutional Repositories Vs Digital Library
- Digital Preservation – Migration, replication, Computer archeology, standards, universal virtual computers

Paper LIS402 Digitization and Digital Library (Practice)

Part-A - Creation of Digital Documents with Metadata

Part-B - Creation of Digital Library using any one Digital Library Software

LIS 403: Web Applications in Library and Information Management

Unit-I Overview of Web Technology
- Introduction to web technology, meaning and applications;
- HTML: Basics, Hypertext and Hypermedia; HTML programming;
- WEB browsers, search Engines, Directory, Portals, ISPs,
- Internet Security

Unit 2: Internet and its Connectivity
- Internet Connectivity, Dial up, Leased line, ISDN,, Wi-Fi
- Internet Protocols: HTTP, HTTPS, FTP,
- Remote Login, OAI – PMH;
- Web 2.0; Library 2.0

Unit 3: Web Design
- Websites, URL; Web blogs
- Social Networks AND Wikipaedia
- Web page design, Hyper linking, Design and
- Evaluation of Websites

Paper LIS 404 Dissertation

Each student has to prepare a dissertation on a given topic under the guidance of a faculty member of the department. This work should be in standard format in computer print out with a minimum of eighty pages. Dissertation should be submitted at the time of issuing admit card of the fourth semester examination. Dissertations will be evaluated by Supervisor and One External Examiners and Marks will be allotted average of Two Examiners. There will be open viva and all internal examiners and one external examiner will evaluate jointly.

Paper LIS405E.1: Academic Library and Information System

Unit -1: Development of Academic Libraries
- Academic Libraries: Objectives and Functions
- Academic Library Services
- Role of UGC and other Bodies in Promoting Academic Libraries
- Monitoring/ Accreditation Agencies in Academic library (UGC, NAAC),

Unit -2: Collection Development
- Selection of Books
- Collection Development: - Nature, Types and Policies
- Problems in Collection Organization
- Collection Types

Unit -3: Staffing Pattern and Staff Development
- Human Resource Management in Academic Libraries

- Continuing Education Programmes Academic Libraries
- Staffing pattern in Academic Libraries
- Role and Status of the Library Staff

Unit -4: Resource Sharing Programme
- Resource Sharing: Need and Objectives
- Information and Library Network(INFLIBNET)
- Academic Library Networks
- E- Resource Consortia: Indian Initiatives

Unit – 5 Future of Academic Library
- Academic Library Administration
- Financial Management of Academic Libraries
- Recent Development in Academic Libraries in India
- Quality Indicators (Best Practices in Academic libraries)

Paper LIS405E.2: Public Library System

Unit – 1 Public Libraries:
- Meaning, importance, functions.
- Role of Public Library in literacy and mass education.
- Public Library Movement in India
- Role of Raja Rammohun Roy Library Foundation (RRRLF) and National Library and Ministry of Culture, Govt. of India

Unit – 2 Public Library Legislation in India:
- Study of salient features Southern States of India
- Study of salient features Northern States of India
- Study of salient features Eastern and Western States of India
- Study of salient features North-Eastern States of India

Unit – 3 Organization of a Public Library:
- Manpower Development: Qualifications, recruitment, job description. Job analysis, staff manual.
- Public Library Finance: Sources, budgeting, accounting and auditing.
- Library Building: Planning, Concept of Modular Building. Library Furniture
- Collection Development : Print, Non Print (including Electronic documents

Unit – 4 Automation & Resource Sharing

- Networking, Integrated public library system.
- Library Automation: Automating the house-keeping services in various sections in the public libraries.
- Library services to special groups of people including Physically handicapped, mentally challenged, Visually impaired, Prisoners and Children.
- Role of National Mission for Manuscripts (NMM) on Digitization of manuscripts and rare documents.

Unit – 5 Managing Public Library
- Public Library Administration
- Financial Management of Public Libraries
- Recent Development in Public Libraries in India
- Library & Information Policy : national and International

LIS404 E.3 – Preservation and Conservation of Library and Archival Materials

Unit – 1: Preservation and Conservation
- Definition, Need, Policy and planning
- History of preservation of documentary repositories. Evolution of writing materials
- Types of library materials- paper documents, physical elements of book, Non-book materials, digital object
- Enemies of Library materials: physical agents, chemical agents and biological agents.

Unit – 2: Management of Preservation programme
- Organization and Planning of preservation Programmes
- Materials, structure, manufacturing technology and development of written media
- Technology and structure of records
- Main components of library records.

Unit – 3: Restoration of Documents
- Cleaning, Removal of stains, fumigation, de-acidification, Lamination, encapsulation of documents including those of manuscripts, rare documents, paintings and maps
- Bindings of documents: Purpose, Kinds of bindings-Publishers casing, paperbacks, reinforced binding
- Binding Materials- Covering materials, sewing and pasting materials, ornamentation materials; Management of binding work.

Unit – 4: Special Preservation Processing
- Machine Readable form – microfilming, databases, CD-ROM
- Environmental control
- Binding design, planning
- Furniture and fittings

Unit – 5: Preservation of Digital Resources
- Concept, Purpose of Digital preservation
- Planning, Steps for Digital preservation
- Process of Digital preservation
- National and International Initiatives

LIS405 E.4 Management of E Resources*

Unit -1
- Concept of E resource management

Unit-2
- Acquisition of E- Resources

Unit – 3
- Role of E-Resources Consortia for Resource Sharing

Unit- 4
- Issues and Challenges of E- Resource Management

Unit-5
- Future of E- Resource Management

*Note: Elective Paper for Forth Semester. Detailed will be worked out in between

LIS 406: Web Applications in Library and Information Management

Practice

Part- A Open Source Library Application Software: Installation, Database Creation and Use

Part-B Web page design by using HTML and hyper linking. Application development for libraries