

**Post – Graduate Programme
inLibrary 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

2016 – 2017

Post – Graduate Programme in Library and Information Science

Structure of the Curriculum

Parts of the Curriculum	No. of courses	Credits
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
Total	22	90

Master of Library and Information Science (MLIS)
(For the candidates admitted from the academic year 2016 onwards)

Sem	Course	Code	Course Title	Pre requisites	Hrs./ Week	Cre dits	Marks		
							CIA	ESA	Total
I	Core I	P15LS101	Foundations of Library and Information Centres		6	5	25	75	100
	Core II	P16LS102	Management of Library and InformationCentres		6	5	25	75	100
	Core III	P15LS103	Information Sources		6	5	25	75	100
	Core IV	P15LS104	Library Automation (Theory)		6	5	25	75	100
	Elective I	P15LS1:1	Information Systems and Services		6	4	25	75	100
II	Core V	P15LS205	Information Processing and Retrieval(Theory)		5	5	25	75	100
	Core VI	P15LS206	Information Technology		5	5	25	75	100
	Core Practical I	P15LS2P1	Information Processing and Retrieval Practice I (Classification CC & DDC)		5	3	40	60	100
	Core Practical II	P15LS2P2	Information Processing and Retrieval Practice II (AACR – II/UDC)		5	3	40	60	100
	Elective II	P15LS2:1	Knowledge Management		4	4	25	75	100
	NMEC		<i>To be selected from courses offered by other departments</i>		4	2	25/40	75/60	100
	VLOC	P17VL2:1/ P17VL2:2	RI / MI		2	2	25	75	100
III	Core VII	P15LS307	Research Methodology		6	5	25	75	100
	Core VIII	P15LS308	Digital Libraries	P15LS104, P15LS206	6	5	25	75	100
	Core Practical III	P15LS3P3	Open Source Software Practice	P15LS206	6	3	40	60	100
	Core Practical IV	P15LS3P4	Library Automation Practice	P15LS104	6	3	40	60	100
	Elective III	P15LS3:1	Information Marketing		6	4	25	75	100
IV	Core IX	P15LS409	Informetrics		6	5	25	75	100
	Core X	P16LS410	Database Management System for Library and Information Centres		6	5	25	75	100
	Elective IV	P15LS4:1	Corporate Libraries and Information Systems		6	4	25	75	100
	Field Work	P16LS4F1	Field Work and Internship Training		6	3	--	--	100
	Project	P16LS4PJ	Project		6	5	--	--	100
Total						90			2200

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 – P15LS2E1

Core – I : FOUNDATIONS OF LIBRARY AND INFORMATION CENTRES

Semester I
Credits : 5

Course Code : P15LS101
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. Bengel, 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

Course Code : P16LS102
Total Hrs. : 90

Objectives

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, 2nd 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 : P15LS103
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 English Dictionary: A new English Dictionary on Historical Principles, Oxford, Clarendon press, Oxford, 1933, 12 Vols. and 4 supplements
- b) Harrod's L.M. Librarian's Glossary, Graften and co., London, 1977.

2. Encyclopaedia

- a) The new Encyclopaedia Britannica, 15th ed, Encyclopaedia Britannica Inc, Chicago, 1974, 30 Vols.
- b) Encyclopaedia 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., Whitaker, London, 1868.

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, 1934.

8. News Summary

- a) Keesings Record of World Events, Longman, London, 1931; weekly.
- 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 2007: Directory to the University of Commonwealth and the Handbook of their associations, Association of Commonwealth Universities, London, 1914, Annual, 4 Vols.
- b) Universities Hand Book, 32nd 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, 4th 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, 4th edition, Vikas, New Delhi, 1982

CORE – IV: LIBRARY AUTOMATION (THEORY)

Semester I
Credits : 5

Course Code : P15LS104
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 – Bar Coding, RFID, 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 : P15LS1:1
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. Kunlthan, Carol Collier Seeking Meaning: a Process Approach to Library and Information Services 2nd 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 : P15LS205
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, 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, 4thed., Vikas Publishing House, New Delhi, 1986.
2. Krishan Kumar, Theory of Classification, 4th Rev. ed., Vikas Publishing House New Delhi, 1988.
3. Ranganathan, S.R. Prolegomena to Library Classification 3rded., 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, 2nd edition, Wiley&son, New York, 1974.

INFORMATION TECHNOLOGY

Semester II
Credits : 5

Course Code : P15LS206
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)

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

Semester II
Credits : 3

Course Code : P15LS2P1
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 (23rd ed.) - 40 Hrs.

Colon Classification (6th ed.) - 35 Hrs.

CORE PRACTICAL-II: INFORMATION PROCESSING AND RETRIEVAL PRACTICE - II

SEMESTER II
Credits : 3

Course Code : P15LS2P2
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 : P15LS2:1
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,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 : P15LS307
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 :P15LS308
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

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 :P15LS3P3
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, 6th ed, Shroff Publishers and distributors Pvt. Ltd., Mumbai,2009.
2. Rich and Peterson, LINUX The complete Reference, 6th 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- Rajashekar,K. Raman Nair,R. Nafala,K.M. ESS ESS Publication, New Delhi, 2010.
7. Pro Drupal 7 for windows: Build Drupal Sites Using windows development tools- Brain Travis, Springer Private Limited, New delhi, 2011.
8. WWW.ubuntu.com
9. WWW.drupal.org

10. WWW.CDS/ISIS.org
11. WWW.koha.org
12. WWW.dspace.org

CORE PRACTICAL –IV : LIBRARY AUTOMATION PRACTICE

Semester III
Credits: 3

Course Code :P15LS3P4
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 :P15LS3:1
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.

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 :P15LS409
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.

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, 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 : P16LS410
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 : P15LS4:1
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, 2nd 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 : P16LS4F1
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:16th November to 15th December of the current year) in their libraries. The students will work for a month in the concerned libraries and earn a work certificate.

Evaluation Criteria:

a.	Observation Record (Field Work – 25, Internship -15)	40
b.	Field Work	20
c.	Internship	15
d.	Viva-Voce	25
	Total Marks	100

PROJECT

Semester – IV
Credits : 5

Course Code: P16LS4PJ
Total Hrs.: 90

PG - Non Major Elective Course (NMEC)
(For the candidates admitted from the year 2016 onwards)
(Offered to Students of other Disciplines)

Sem.	Course	Code	Title	Hrs. /week	Credits	Marks		
						CIA	ESA	TOTAL
II	NMEC	P15LS2E1	E-Resources	4	2	25	75	100

NMEC : E-RESOURCES

SEMESTER II
Credits : 2

Course Code : P15LS2E1
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, UGC -INFONET, INDEST & NLIST

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, 4th edition, Vikas, New Delhi, 1984