SYLLABUS FOR UNDERGRADUATE COURSE IN

LIBRARY & INFORMATION SCIENCE

(Bachelor of Arts Examination)

UNDER

CHOICE BASED CREDIT SYSTEM
### COURSE STRUCTURE FOR B.A. LIBRARY & INFORMATION SCIENCE (HONORS)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Name</th>
<th>Course Offered</th>
<th>Title of Paper</th>
<th>Credits</th>
<th>Marks</th>
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<td>AECC</td>
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<td>Library Classification, Cataloguing (Practice)</td>
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**TOTAL**

148 2600
LIBRARY AND INFORMATION SCIENCE

HONOURS PAPERS:

Core course – 14 papers
Discipline Specific Elective – 4 papers
Generic Elective – 4 papers or two papers as per University’s prescription
Marks per paper - Midterm : 20 marks,  End term : 80 marks, Total – 100 marks
Credit per paper – 6
Teaching hours per paper – 50 hours + 10 hours tutorial

CORE-I

FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
(THEORY)

UNIT-I INTRODUCTION
(i) Libraries: Definition, Origin and History
(ii) Libraries: Types, Characteristics, Functions
(iii) Role of Libraries in the Society
(iv) Five Laws of Library Science and Their Implications
(v) National Information Policy: Objectives, Functions and Utility

UNIT- II INFORMATION & COMMUNICATION
(i) Data: Definition, Features, Qualities
(ii) Information: Definition, Properties, Role of Information
(iii) Knowledge: Definition, Scope, Types, Use and Characteristics
(iv) Communication: Definition, Types, Models; Information Transfer Cycle
(v) Barriers to Communication

UNIT –III LIBRARY LEGISLATION
(i) Salient features of Library Legislation
(ii) Brief study of Library Acts in different states of India
(iii) Library Acts of Odisha
(iv) Intellectual Property Rights, Copy Right Act; Delivery of Books and News Papers
   (Public libraries) Act 1954 amended in 1956
(v) Right to Information Act

UNIT –IV LIBRARY ASSOCIATION & INSTITUTIONS
(i) Library Association: Objectives & Functions
(ii) Role of National & International Association & Institutions
(iii) Role of UNESCO & RRRLF for development of Libraries
(iv) Library Education in India
(v) Modules and Levels of Library Information Science Education

Text Books
1. Jena, Puspanjali (2008), Foundation of Library & Information Science, Bhubaneswar, Reprint

Reference Books

CORE-II

INFORMATION SOURCES & SERVICES (THEORY)

UNIT-I -REFERENCE SERVICE
(i) Definition, need, purpose and function
(ii) Reference services: Nature in different types of Libraries
(iii) Ready Reference Service: Need and Purpose
(iv) Long Range reference service: Need and Purpose
(v) Role of Reference Librarian

UNIT-II INFORMATION SOURCES AND TOOLS
(i) Information Sources: Primary, Secondary, Tertiary
(ii) Kinds of Reference Books: Need and Objectives
(iii) Evaluation of Reference Books; Encyclopaedia, Biography
(iv) Sources of Reviews of Reference Books
(v) Importance of Biographical, Geographical, Statistical, Handbooks, Manuals

UNIT -III BIBLIOGRAPHY AND SERVICES
(i) Definition, Types, Objectives
(ii) Kinds of Bibliography: Systematic/Enumerative, Analytical/Critical and Historical
(iii) Subject Bibliographies: Scope, Usefulness  
(iv) Criteria of Evaluation of Bibliography  
(v) National Bibliography: Usages

**UNIT – IV TECHNIQUES AND METHODS OF REFERENCE QUESTIONS**

(i) Reference Questions: Types and Categories  
(ii) Steps of Answering Reference Questions  
(iii) Formulation of Search Strategy  
(iv) Organization of Reference Section  
(v) Evaluation of Reference Services: Methods

**Text Books**

1. Singh, Gurudev, Information Sources, Services and systems. Pretence Hall of India, 2013  
2. Kumar, Krishna. (1984), Reference service, New Delhi, Vikash publishing house.

**Reference Books**


**CORE-III**  
**INFORMATION PROCESSING & RETRIEVAL (THEORY)**

**UNIT-I INFORMATION RETRIEVAL: BASIC CONCEPTS AND THEORIES**

(i) Information Retrieval: Concept, Objectives and Functions  
(ii) Document Description: Concept, Standards and Trends & Subject Indexing  
(iii) Information Services & Products: Approaches  
(iv) Designing of Information Services: CAS and SDI  
(v) Designing of Information Services: Translation services

**UNIT- II INDEXING TECHNIQUES**

(i) Definition and types of indexing systems  
(ii) Subject Analysis representation, Contributions of Cutter, Kaiser, Ranganathan, Farradane & Coats  
(iii) Pre coordinate and post coordinate index system  
(iv) PRECIS, POPSI, CHAIN, UNITERM  
(v) Thesaurus in Indexing: Structure and Construction

**UNIT-III ANALYSIS, CONTROLL AND SEARCH STRATEGY**

(i) Citation Analysis: Preparation of rank list of Periodicals  
(ii) Citation Index: Search strategy for SCI  
(iii) Search Techniques; Boolean Searches  
(iv) On-line Searching Techniques & Retrieval  
(v) Relevance of Judgments in Retrieval
UNIT –IV ABSTRACT & ABSTRACTING SERVICES
(i) Definition, needs and types of abstracts
(ii) Methodology of compilation of abstract
(iii) Abstracting and its services
(iv) Abstracting: Techniques, Parts and Types
(v) Role of Abstract in Information Retrieval

Text Books

Reference Books
6. Prashar, R.G. Index and indexing system, New Delhi, Medollian Press, 1990
8. Ramesh Babu, B. MLS 1-01 Information Processing and Retrieval (Theory), Shimogga: Kuvempu University, 2004

CORE-IV
MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (THEORY)

UNIT I: LIBRARY ADMINISTRATION
(i) Library Administration: Functions, PODSCORB
(ii) Principles of Library Administration: Unity of Command, Scalar Chain, Delegation of Authority, Departmentation, Span of Control, Coordination, Leadership, Facilitation
(iii) Library Authority & Library Committee: Types, Constitutions, Features and Functions
(iv) Scientific Management: Nature, Value, Application
(v) Personnel Management: Function, Staff Formula

UNIT-II: LIBRARY HOUSEKEEPING SERVICES
(i) Book Selection Acquisition: Objectives, Functions
UNIT III: LIBRARY ROUTINES & WORKFLOW
(i) Stock Verification: Need and Methods
(ii) Charging and Discharging Methods: Need and Methods
(iii) Library Records: Kinds, Annual Reports
(iv) Library Statistics: Purpose and Types
(v) Library Rules and Regulation: Need and Functions

UNIT IV: FINANCIAL MANAGEMENT
(i) Fundamental Units of Library Finance
(ii) Library Financial Resources: Public and Academic Library
(iii) Method of Financial Estimation: Per capita method, Proportional method, Method of details
(iv) Budgeting: Classification of Budget, Tips for Successful budget meeting
(v) Cost Benefit Analysis:

Text Books

Reference Books

CORE -V

KNOWLEDGE ORGANIZATION (CLASSIFICATION) THEORY

UNIT I: UNIVERSE OF KNOWLEDGE
(i) Organization of Universe of knowledge, Concept, Methods of Acquiring and Attributes of Knowledge
(ii) Need, Purpose and Functions of Information Organization.
(iii) Process of Knowledge growth and Intra Knowledge relationship
(iv) Knowledge Production and Knowledge Distribution
(v) Universe of Subject, Modes of formation of subjects

UNIT II: CLASSIFICATION
(i) Definition, Need and Purpose of Classification
UNIT III: CANONS AND PRINCIPLES
(i) Three Planes of work and Their Relationship
(ii) Five Fundamental Categories, Rounds and Levels
(iii) Postulation Approach of Classification Facets and Facet Analysis
(iv) Canons of Notational Plane
(v) Devices and Mnemonics in Library Classification

UNIT IV: HISTORICAL DEVELOPMENT OF CLASSIFICATION SCHEMES
(i) Library Classification Schemes: Enumerative, Faceted and Analytico-Synthetic
(ii) Features of DDC: Structure, Notation
(iii) Features of UDC: Structure, Notation
(iv) Features of CC: Structure, Notation
(v) Recent Trends in the field of Classification

Text Books

Reference Book

Recommended Books:
UNIT-I BASICS OF CATALOGUING
(i) Library catalogue-Definition, Purpose & Function
(ii) Types of catalogue- Dictionary & Classified
(iii) Physical forms of Library Catalogue
(iv) Kinds of entries- Main & Added Entries

UNIT- II HISTORICAL DEVELOPMENT OF CATALOGUING CODES
(i) Historical Development of Cataloguing Codes, AACR- 2
(ii) Classified Catalogue Codes (CCC)
(iii) List of Subject Headings – SLSH
(iv) LCSH, Subject Cataloguing
(v) Procedures in Chain Indexing

UNIT –III NON-BOOK MATERIALS: NATURE & CHARACTERSTICS
(i) Non-Book Materials; Scope, Nature
(ii) Cartographic Materials
(iii) Manuscripts
(iv) Microforms, Sound Recordings, Motion Pictures, Video Recordings, Magnetic Media & Optical Media: their Nature & Scope

UNIT-IV NON-BOOK MATERIALS AS SOURCES OF INFORMATION
(i) Basic feature of MARC format
(ii) Basic feature of Dublin core
(iii) Common feature of CCCF
(iv) Trends of Cataloguing
(v) Computer Applications on Cataloguing

Text Books

Reference Books

CORE –VII

LIBRARY CLASSIFICATION & CATALOGUING PRACTICE

UNIT – I
Classify the title on the basis of “Add to” instructions from the DDC schedule by using PMEST of colon Classification.

UNIT- II
Classify the title on the basis of Standard Subdivision of DDC, Common Isolates of Colon Classification.

UNIT – III
Cataloguing of Single, Two, Three, Four Personal authors by using AACR-II Catalogue Code.

UNIT – IV

Text Books

Reference Books

**Practical Schedules**

**CORE -VIII**
**FUNDAMENTALS OF COMPUTER**

**UNIT 1: COMPUTER BASICS**
(i) Computer: Definition, Computer Generations
(ii) Classification of Computers Analog, Digital, Hybrid, Super, Mainframe, Mini, Micro, Macro
(iii) Basic Components of a Computer, Computer Peripherals
(iv) Computer Hardware & Input Devices
(v) Computer hardware: Output Devices

**UNIT 2: APPLICATION SOFTWARE**
(i) Application Software: Definition, Need, Function
(ii) Word Processing Software
(iii) Spreadsheet Software: Ms-Excel
(iv) Database Management Software-MS-Access
(v) Desktop Publishing

**UNIT 3: SYSTEM SOFTWARE**
(i) System Software: Meaning, Features and Functions
(ii) Operating System: Definition, Types and Functions
(iii) Basics of MS-DOS
(iv) Basics of Windows Operating System
(v) Basics of Linux Operating System

**UNIT 4: PROGRAMMING LANGUAGE (PL)**
(i) Programming Language: Definition and Need
(ii) Programming Language: Types and Functions
(iii) HTML (Hypertext Mark-up language)
(iv) CSS (Cascading Style Sheet)
(vi) Web page designing with HTML and CSS
Text Books
2. Rajaramanna, V (1990), Fundamentals of computer, New Delhi, wiley Eastern

Reference Books

CORE- IX
DATABASE MANAGEMENT

UNIT-II DATABASE: CONCEPT AND COMPONENTS
(i) Database Definition
(ii) Different Approaches to Database
(iii) Database Features
(iv) Databases in Library and Information Science
(vi) Types of databases

UNIT –II DATABASE MANAGEMENT SYSTEMS
(i) Definitions, Basic Concepts
(ii) Objectives of Database Management Systems (DBMS)
(iii) Architecture of a DBMS
(iv) Data Models
(v) Relational Database Management Systems (RDBMS)

UNIT-III DATA STRUCTURES, FILE ORGANISATION AND PHYSICAL DATABASE DESIGN
(i) Definitions and Basic Concepts
(ii) Database Structures
(iii) Files and their Organizations
(iv) Physical Database Design
UNIT – IV FILES AND THEIR ORGANIZATIONS
(i) File Storage Concepts
(ii) Sequential Access Method (SAM)
(iii) Direct Access Method (DAM)
(iv) Physical database design
(v) Databases in Library and Information Science

Text Books

Reference Books

CORE-X
LIBRARY & INFORMATION LITERACY

UNIT-I BASICS OF INFORMATION LITERACY
(i) Learning, Definition, Concepts and Styles of Learning
(ii) Learning: Theories
(iii) Information Literacy: Concepts, Definition
(iv) Information Literacy: Theories
(v) Information Literacy: Types

UNIT- II COMPONENTS OF INFORMATION LITERACY
(i) Components of Information Literacy
(ii) Assessment of Information Literacy
(iii) Conception of Information Literacy
(iv) Learning Strategies in Information Literacy
(v) Concept on Information Literate person
UNIT –III INFORMATION LITERACY: STANDARDS
(i) Standards of Information Literacy
(ii) Performance Indicator of Information Literacy
(iii) Outcomes of Information Literacy standards
(iv) Levels of Information Literacy
(v) Strategies of Information Literacy

UNIT –IV ROLE OF LIBRARY IN INFORMATION LITERACY
(i) Basic Models of Information Literacy
(ii) Research Models of Information Literacy
(iii) Curriculum in Information Literacy
(iv) Dimensions of Information Literacy Programme in Institutional Level
(vi) Evaluation techniques of Information Literacy Competency

Text Books

Reference Books
1. Lau, Jesus (2006) GUIDELINES ON INFORMATION LITERACY FOR LIFELONG LEARNING, IFLA (guidelines on information literacy for lifelong learning - IFLA.ORG)

CORE- XI
ACADEMIC LIBRARY SYSTEM (THEORY)

UNIT-I DEVELOPMENT OF ACADEMIC LIBRARIES
(i) Higher Education and Libraries: Historical study
(ii) Academic Libraries: Definition, Objective & functions,
(iii) Types of Academic Libraries: Definition, Objective & functions,
(iv) Infrastructural Design of Academic Library
(v) Role of Academic Librarian

UNIT II COLLECTION DEVELOPMENT
(i). Collection Development: Concept, Facets- Both Print and Non-print
(ii) Collection development policy: objectives – Weeding out
(iii) Collection organization and preservation: Collection evaluation
(iv) Collection Development in different types of Academic libraries
(v) Collection development problems with the print and electronic sources

UNIT III LIBRARY GOVERNANCE
(i) Library Governance: Meaning and Purpose
(ii) Library Authorities: Legislative Authorities, Executive Authorities
(iii) Library Governing Body: Need, Powers and Functions, Types, Constitution
(iv) Role of Library Governing Bodies in Collection Development, Committees for Collection Development
(v) Library promotional Roles: Paternal Role, Participatory Role, Philanthropic Role, Friendly Role, Incremental Role

UNIT IV RESOURCE SHARING PROGRAMME

(i) Resource sharing: Concept and its manifestations
(ii) Library networks and Consortia: Types and functions
(iii) INFLIBNET : Its role, objectives, programmes and present status
(iv) Major library consortia initiatives in India
(vi) Problems and Prospects of resource sharing, networks and consortia in India

Text Books

Reference Books
1. Despandey, K.S.(1985), University library system in India, New Delhi, Sterling.
2. Ranganathan, S.R. (1973), New educational school library, New Delhi, Vikash publishing house.

CORE- XII
PUBLIC LIBRARY SYSTEM (THEORY)

UNIT – I PUBLIC LIBRARY: ORIGIN AND GROWTH

(i) Introduction to Public libraries – concept, nature and characteristics
(ii) Role of public libraries in contemporary knowledge society;
(iii) Recommendations of National Knowledge Commission on Libraries
(iv) Library movement in India with special reference to Odisha state
(v) Public library Management: Human Resources Management and Financial management
UNIT II- AGENCIES IN THE PROMOTION AND DEVELOPMENT OF PUBLIC LIBRARY SYSTEM
(i) State Government as an Agency Role
(ii) Central Government as an Agency Role
(iii) Raja Rammohun Roy Library Foundation
(iv) Local Bodies-Municipalities and Panchayats
(v) UNESCO Public Library Manifesto

UNIT III- POLICY AND LEGISLATION
(i) National Policy on Library and Information System
(ii) Need for a State Library Policy
(iii) Library Legislation in India
(iv) Model Public Library Bills/Acts in India
(v) Comparative Study of the Public Libraries Acts

UNIT IV: ORGANIZATION OF PUBLIC LIBRARIES
(i) Standards and norms for public libraries
(ii) Physical facilities - library building, furniture and equipment
(iii) Collection development – book selection and collection development policies Technical processing
(iv) Public library services and products
(v) Resource sharing and network activities of public libraries

Text book

Reference Books
UNIT I- SYSTEM STUDY
(i) System definition, Objectives
(ii) System Analysis: Definition, Approaches
(iii) Need of System Analysis in Library Management
(iv) Components of System Study
(v) Area of application of System Study

UNIT II- SYSTEM DESIGN
(i) System design Scope, objectives
(ii) Outline of System Design
(iii) Procedure of System Study
(iv) Guidelines for System Design
(v) Merits of System Design

UNIT III -SYSTEM ANALYSIS
(i) System Analysis: Definition, Objectives
(ii) Steps of System Analysis
(iii) Phases of System Analysis
(iv) Application of General Techniques in System Analysis
(v) System Modelling: Types of Models

UNIT IV -WORK STUDY IN SYSTEM ANALYSIS
(i) Work Study: Concept, Definition
(ii) Time study in work Measurement
(iii) Motion Study in work Measurement
(iv) Charting and Graphical methods in System Analysis
(v) Application of System Analysis in different Libraries

Text Books
1. Jena, Puspanjali, System Analysis in Library Management, Reproprint, Bhubaneswar

Reference Books
5. Alan Dennis, Barbara Haley Wixom; Systems Analysis and Design; John Wiley & Sons; 2002

CORE-XIV

MARKETING OF INFORMATION & KNOWLEDGE MANAGEMENT

UNIT-I INFORMATION MARKETING: BASICS
(i) Marketing: Concept, Need
(ii) Marketing Segmentation
(iii) Marketing Mix
(iv) Information as a commodity
(v) Information Entrepreneurship

UNIT-II MARKETING OF LIS PRODUCTS AND SERVICES
(i) LIS Products and services as a Marketable Commodity: Pricing, Distribution Channels
(ii) Information Analysis, Consolidation and Repackaging: Concept, Need
(iii) Types of Consolidation Products
(iv) Advertising
(v) E-Marketing

UNIT-III VALUING LIS RESOURCES AND SERVICES
(i) Value: Concept, Types
(ii) Value of LIS Services: History, Importance
(iii) Methods in determining value in Library Services: Const-benefit
(iv) Return on Investment
(v) TQM

UNIT-IV KNOWLEDGE MANAGEMENT
(i) Knowledge Management: Concept, Scope
(ii) Types of Knowledge
(iii) Information Management Vs Knowledge Management
(iv) Tools of Knowledge Management in Libraries
(v) Role of Librarian in Knowledge Management

Text Books:

Reference Books

DSE- I
INTERNET NETWORKING

UNIT-I NETWORKING
(i) Networking: Components
(ii) Types of Network
(iii) Networking Technology
(iv) Data Networks
(v) Network Software

UNIT-II LIBRARY & INFORMATION NETWORK
i) Resource Sharing
ii) Resource Sharing Technology
iii) Overview of Library & Information Networks
iv) Management of Library & Information Networks
v) Network Based Information Services

UNIT-III INTERNET TECHNOLOGY
(i) Components of Internet
(ii) Basic Requirement of Internet
(iii) Internet Technology
(iv) Internet Services
(v) Intranet, Extranet, Internet

UNIT-IV INTERNET RESOURCES
(i) Types of Resources
(ii) Meta Resources
(iii) Internet Information Resources
(iv) Evaluation of Internet Information Resources
(v) Usefulness of Internet for Assessment of Resources

Text Books
2. Rajaramanna, V (1990), Fundamentals of computer, New Delhi, wiley Eastern
Reference Books

DSE-II

WEB BASED INFORMATION RESOURCES & SERVICES

UNIT-I WEB BASED INFORMATION RESOURCES IN GENERAL
(i) E-Resources on the Web: E-Books, E-Journals
(ii) E-Databases: Bibliographic, Full Text, Numeric, Citation Searching
(iii) Information Gateways on Web
(iv) Open Access Databases: DOAJ, DOAR
(v) Reference Tools on the Web: Encyclopaedias, Dictionaries, Directories etc.

UNIT-II SUBJECT BASED INFORMATION SOURCES
(i) Web Based Social Science Information
(ii) Web Based Information Sources in Health and Medicine
(iii) Web Based Information Sources in Engineering
(iv) Web Based Information Sources in Management and Law
(v) Web Based Information Sources in Science

UNIT-III WEB INFORMATION SOURCES IN LIS
(i) Online Repository-RCLIS
(ii) Abstracts: LISA, LISTA
(iii) Infolibrarian
(iv) LIS Gateways
(v) Full Text Sources
UNIT-IV WEB BASED INFORMATION SERVICES

(i) Web Search Engine: Primary Search Engine, Meta Search Engine
(ii) Document Supply Services
(iii) Federated and Centralised Search Services
(iv) Online Social Media Services: Wiki, Blog, Social Networking
(v) Personalised Information Services

Text Book

Reference Books

DSE-III

INFORMATION SYSTEM & PROGRAMMES

UNIT-I CONCEPTUAL FOUNDATIONS OF INFORMATION SYSTEMS

(i) Information Systems: Types, Objectives, Functions and Components
(ii) Organisational Activity of Information System
(iii) Operating Elements of Information Systems
(iv) Information Needs for Decision-Making: Information for the Intelligence Phase,
     Information for the Design Phase, Information for the Choice Phase ,Information for the Implementation Phase.
(v) General Information System Theory

UNIT II MANAGEMENT INFORMATION SYSTEM (MIS)

(i) Definition and Meaning: Scope. Objectives and Purposes of Management Information System
(ii) Characteristics of Management Information System
(iii) Benefits of Management Information System
(iv) Problems and Pitfalls in Developing MIS
(v) Management Information System for Library and Information Managers

UNIT III ORGANISATION OF INFORMATION SERVICES
(i) Documentation and Information Centres and Databases: Definitions, Relationship to Libraries
(ii) Types of Documentation and Information Centres: Ownership, Specialised Interest, By Different Levels
(iii) Organisation of Documentation and Information Centres in India: Functional Organisation, Planning Process
(iv) Growth and Development of Documentation and Information Centres in India
(v) Growth and Development of Documentation and Information Centres in other Developed countries

UNIT IV GROWTH OF INFORMATION SYSTEMS & PROGRAMMES
(i) Historical Perspective, Need and Purpose
(ii) Global Information Systems
(iii) United Nation Information System in Science & Technology (UNISIST) and General Information Programme (PGI)
(iv) International Nuclear Information System (INIS)
(v) Agricultural Sciences and Technology (AGRIS)

Text Book
1. Parida Baman (1993), Studies in Information systems services & Programs, New Delhi, Ajanta.

Reference Books
2. Lazar, Peter (1985), Information systems design & management, Bangalore, Sarada Ranganathan Endowment.

DSE-IV

DSE-IV- PROJECT (PRACTICE)

(College can give this choice only for students with above 60% aggregate marks as per Regulation)

A student is required to carry out a project on an issue of interest to him / her under the guidance and supervision of a teacher. In order to do so s/he must have the knowledge in
research methodology and of steps in planning and conducting a research. The supervisors may help the students to go on field study / study tour relevant to their work. Class may be arranged in the routine to help students understand research methodology, planning, conduction and reporting on the research. An external examiner with the supervisor as the internal examiner will evaluate the research project on the basis of scientific methodology in writing the report and presentation skill and performance in the viva.

OR

TECHNICAL WRITING

UNIT –I CHARACTERISTICS FEATURES OF TECHNICAL WRITING
(i) General Characteristics of Technical Writing
(ii) Classification of Technical Communications
(iii) Characteristics of Types, Relevant to Library and Information Field
(iv) Professional Writings: Types
(v) Instructional Materials

UNIT –II TARGET GROUPS AND WRITTEN COMMUNICATION
(i) Target Group: concept, Definition, Types
(ii) Characteristics and Types of Readers
(iii) Reader Analysis
(iv) Guidelines for Reader Analysis
(v) Checklist for Reader Analysis

UNIT –III WRITING SITUATIONS AND TARGET GROUPS
(i) Professional Writing
(ii) Instructional Writing
(iii) Official Memos
(iv) State of the Art

UNIT-IV EDITOR AND EDITORIAL PROCESS
(i) Editor: Concept, functions
(ii) The Editor’s Skills
(iii) Editorial Process: Editorial Process, Creative and Substantive Editing, Copy Editing: Styling and Format
(iv) Editorial Tools: Need and Objectives
(v) Style Manuals

Text Book
1. IGNOU. General Principles of Writing. New Delhi: School of Humanities, CREW-1.

Reference Books
Row Publishers.

**Paper-GE-I**

**USER’S STUDY & USER’S EVALUATION**

**UNIT 1: INFORMATION USERS**
(i) Identification of Users; Definition, Scope
(ii) Concept of Need, Want, Demand & Requirement
(iii) Users Categories: Planners, Policy Makers, Managers, R&D Personnel, People at Grass Root
(iv) Information Seeking Behaviour of Different User Groups

**UNIT 2: USER STUDIES & USER EDUCATION**
(i) Scope and Content of User Studies
(ii) Studies of users by Types of Libraries: Different User Groups
(iii) Studies of users by Different Disciplines: Critical Review of Some Large Scale User Studies
(iv) Concept & Importance of User Education
(v) Methods of User Education

**UNIT 3: METHODOLOGY OF USER STUDIES**
(i) Qualitative & Quantitative Paradigm
(ii) Data Collection Methods
(iii) Other Specific Technique – Scenario Analysis, Interaction Analysis, Delphi Method and Repertory Grids
(iv) Evaluation of User Survey
(v) Impact of Users Studies on collection Development

**UNIT 4: MODELS OF USERS STUDIES**
(i) Concept, Need of Information Seeking Behaviour of users
(ii) Case studies of users in India
(iii) User Studies in the Electronic Environment
(iv) Models Information Seeking Behaviour
(v) Theories of Information Needs & Seeking
Text Books


Reference Books


Paper-GE- II

LIBRARY & MASS COMMUNICATION

UNIT I INTRODUCTION TO COMMUNICATION
(i) Introduction to Communications
(ii) Elements in Mass Media
(iii) Origin and Development of Mass Media in India
(iv) Ownership Patterns, Organisational Structures and Management of Mass Media in India
(v) Ethics on Professionalism

UNIT-II MASS MEDIA AND SOCIETY
(i) Relation between Mass Media and Society
(ii) Mass Media and Development
(iii) Mass Media and Contemporary Social Issues
(iv) International Communication
(v) Media Ethics and Laws

UNIT-III REPORTING, WRITING AND EDITING
(i) News Reporting
(ii) Specialised Reporting
(iii) Writing for the Press
(iv) Writing for Radio and Television
(v) Editing
UNIT-IV PUBLIC RELATION STRATEGIES

(i) Definition, Nature, Ethics and Scope of Public Relations
(ii) Principles and Functions of Public Relations
(iii) Growth and Development of Public Relations in India
(iv) Public Relations in Government and Industry
(v) Public Relations Strategies

Text Book

Reference Books

Paper-GE-III

PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

UNIT-I -CONCEPT OF PRESERVATION

(i) Preservation & Conservation: Concept, Need
(ii) Preservation & Conservation: History of Preservation
(iii) Preservation & Conservation: Preservation Principles
(iv) Preservation & Conservation: Evaluation of Writing Materials
(v) Preservation & Conservation: Periodicals & News Papers

UNIT-II-HAZARDS TO LIBRARY MATERIALS

(i) Environmental factors: Temperature, Humidity, Light and Dust
(ii) Biological Factors: Fungi, Insects and other pests
(iii) Chemical Factors: Chemical used in production and preservation of Documents
(iv) Disaster Factors: Disaster Response & Contingency Planning
(v) Technology
UNIT –III -PREVENTIVE METHODS OF PRESERVATION OF LIBRARY RESOURCES
(i) Preventive measures for environmental factors
(ii) Preventive measures for Biological factors
(iii) Preventive measures for Chemical Factors
(iv) Reformatting
(v) Care & Handling of Library Resources

UNIT –IV -CURRENT TRENDS IN PRESERVING THE LIBRARY MATERIALS
(i) Digital Preservation: Concept
(ii) Digital Preservation: Need & Uses
(iii) Digital Preservation: Challenges & Strategies for Preserving Digital Contents
(iv) Role of International/ National Organizations
(v) Indian Initiatives towards Digital Preservation

Text Books

Reference Books

Paper-GE-IV

RESEARCH METHODOLOGY

UNIT-I FUNDAMENTAL CONCEPT OF RESEARCH
(i) Research: Definition & Scope
(ii) Research: Types of Research & its merits
(iii) Research: Need & Usefulness
(iv) Research: Types of Data & its use
(v) Research: Problem identification & formulation

UNIT- II RESEARCH METHODS & DATA COLLECTION
(i) Research Methods: Types
(ii) Scientific method & its utility in research
(iii) Data Collection: Methods
(iv) Sampling method
(v) Data Analysis

UNIT –III RESEARCH DESIGN & HYPOTHESIS
(i) Research Design: Concepts & Importance
(ii) Features of a good research design, Types of research design
(iii) Research Design: Need of Research
(iv) Hypothesis: Scope & Need
(v) Qualities of a good Hypothesis

UNIT –IV RESEARCH PRESENTATIONS
(i) Research: Report Writing, Scope
(ii) Research: Layout of a Research report
(iii) Research: Qualities of Good Research Report Writing
(iv) Technical Writing
(v) Synopsis

Text Books

Reference Books
5. Hawkins, Clifford and Sorgi, Marco. How to Plan, Speak and Write about it?

**************************************************************************
### COURSE STRUCTURE OF B.A. LIBRARY & INFORMATION SCIENCE (PASS)

<table>
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<tr>
<th>Semester</th>
<th>Course Name</th>
<th>Course Offered</th>
<th>Title Of Paper</th>
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<td>Web based resources &amp; Services</td>
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<td>20+80=100</td>
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Discipline Specific Core – 4 papers  
Discipline Specific Elective – 2 papers

Marks per paper - Midterm : 20 marks, End term : 80 marks, Total – 100 marks  
Credit per paper – 6  
Teaching hours per paper – 50 hours + 10 hours tutorial

**DSC PASS-I**

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(i) Identification of Users; Definition, Scope  
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Text Books

Reference Books

DSC PASS- II
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(v) Public Relations Strategies

Text Book

Reference Books

DSC PASS- III

PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

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UNIT- II HAZARDS TO LIBRARY MATERIALS
(i) Environmental factors: Temperature, Humidity, Light and Dust
(ii) Biological Factors: Fungi, Insects and other pests
(iii) Chemical Factors: Chemical used in production and preservation of Documents
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(iv) Role of International/National Organizations
(v) Indian Initiatives towards Digital Preservation

Text Books

Reference Books
DSC PASS- IV

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UNIT-I FUNDAMENTAL CONCEPT OF RESEARCH
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(ii) Research: Types of Research & its merits
(iii) Research: Need & Usefulness
(iv) Research: Types of Data & its use
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(ii) Research: Layout of a Research report
(iii) Research: Qualities of Good Research Report Writing
(iv) Technical Writing
(v) Synopsis

Text Books

Reference Books
UNIT-I NETWORKING
(i) Networking: Components
(ii) Types of Network
(iii) Networking Technology
(iv) Data Networks
(v) Network Software

UNIT-II LIBRARY & INFORMATION NETWORK
(i) Resource Sharing
(ii) Resource Sharing Technology
(iii) Overview of Library & Information Networks
(iv) Management of Library & Information Networks
(v) Network Based Information Services

UNIT-III INTERNET TECHNOLOGY
(i) Components of Internet
(ii) Basic Requirement of Internet
(iii) Internet Technology
(iv) Internet Services
(v) Intranet, Extranet, Internet

UNIT-IV INTERNET RESOURCES
(i) Types of Resources
(ii) Meta Resources
(iii) Internet Information Resources
(iv) Evaluation of Internet Information Resources
(v) Usefulness of Internet for Assessment of Resources

Text Books
2. Rajaramamanna, V (1990), Fundamentals of computer, New Delhi, wiley Eastern
**Reference Books**


**DSE-PASS-II**

**WEB BASED INFORMATION RESOURCES & SERVICES**

**UNIT-I WEB BASED INFORMATION RESOURCES IN GENERAL**
(i) E-Resources on the Web: E-Books, E-Journals  
(ii) E-Databases: Bibliographic, Full Text, Numeric, Citation Searching  
(iii) Information Gateways on Web  
(iv) Open Access Databases: DOAJ, DOAR  
(v) Reference Tools on the Web: Encyclopaedias, Dictionaries, Directories etc.

**UNIT-II SUBJECT BASED INFORMATION SOURCES**
(i) Web Based Social Science Information  
(ii) Web Based Information Sources in Health and Medicine  
(iii) Web Based Information Sources in Engineering  
(iv) Web Based Information Sources in Management and Law  
(v) Web Based Information Sources in Science

**UNIT-III WEB INFORMATION SOURCES IN LIS**
(i) Online Repository-RCLIS  
(ii) Abstracts: LISA, LISTA  
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(i) Web Search Engine: Primary Search Engine, Meta Search Engine
(ii) Document Supply Services
(iii) Federated and Centralised Search Services
(iv) Online Social Media Services: Wiki, Blog, Social Networking
(v) Personalised Information Services

Text Book
S.K.Agency.5A/12, Ansari road, Daryaganja, New Delhi

Reference Books

***************************************************************************

TOPIC FOR TRAINING FOR TEACHERS
1. Web based resources & Services
2. Technical Writing
3. System Analysis & Design
4. Marketing of Information
5. Internet Networking

LAB EQUIPMENT
1. Dewey Decimal Classification and Relative Index
By Melvil Dewey (Author), Joan S. Mitchell (Editor), Julianne Beall (Editor), Rebecca Green (Editor), Giles Martin (Editor)

Publisher-OCLC

2. **Colon Classification (Sixth Edition)** by Dr. S. R. Rangangthan

Publisher - Sarada Ranganathan Endowment for Library Science.