Master of
Library and Information Science

2014-2016

PROSPECTUS

SHPT School of Library Science

SNDT Women's University

Mumbai

SHPT School of Library Science

A pioneering tradition has characterised the School ever since its founding in 1961 as a constituent unit of the SNDT Women's University. The School began by offering a Post-Graduate Diploma programme in Librarianship. Over the years, the School has evolved programmes which reflect the changing context of the profession, the increasing application of modern technology to well established information handling techniques and the expanding opportunities of the job market.

Throughout its existence, the School has enjoyed a leadership role in the development of librarianship as a professional field. It has trained over 1,000 professionals. Today, SHPT graduates serve in principal libraries and information centres in the city and the rest of the country.

Goals of the School

The overall goal of the School is to make the maximum possible contribution towards extending and enhancing the quality of library and information services to society. The specific goals of the School are to:

a   Educate library and information specialists who can respond to the changing information needs of society;

b   Make available a progressive, dedicated, innovative faculty and staff who understand and respond to the immediate and long-range needs of their students, the profession, and the society;

c   Impart strong and flexible academic programmes through which students develop proficiencies and abilities essential for the present and future leadership in library and information science;

d   Contribute through research and publication by both faculty and students to the continuous critical assessment and expansion of the body of knowledge underlying library and information science;

e   Establish and maintain a suitable environment and appropriate resources to facilitate learning;

f   Provide leadership within the profession in defining the role of the profession, the interrelationships between the University and the practicing professional; and

g   Satisfy the needs of librarians to continue their education, by providing a wide variety of courses designed to refresh and update their knowledge and skills.

Programme Features

The School offers Post-Graduate Courses in Library and Information Science which are recognised under Section 22(c) of the UGC Act, 1956. The degrees offered are as follows:

1   Master of Library & Information Science: M.L.I.Sc.

2   Ph.D. in Library &Information Science

Master of Library & Information Science: M.L.I.Sc.

- **Course level   :   Post Graduate Degree (80 Credits)**

- **Duration   :   Two Years (Four Semesters)**

- **Eligibility   :   Graduation in any discipline**

- **Student intake** : **25 (only women candidates will be admitted)**

- **Medium of Instruction** : English

Teaching Methods

The programmes of study are demanding and intellectually stimulating. Classes are small and individual needs of students are well looked after. Methods of teaching go beyond formal lectures and include small group teaching, projects, seminars, and practical in all courses papers.

In recent years the School has designed its courses to give emphasis to management and automated information storage and retrieval. To explore topics brought up in management and other courses internship programmes at the University library, extended practical work at libraries in the city and observation visits to different types of libraries are arranged.

The School's computer laboratory allows all students to become familiar with computer applications in library and information science. Full time access to Internet provides additional facility to the students.

The School's small faculty is characterised by professional commitment and experience. In several subjects, visiting faculty and guest lecturers who are distinguished working professionals provide additional teaching support.

Library Resources and Services

The library of the SNDT Women's University has a strong collection of professional literature, with more than 5500 Library Science books, 40 journal titles, 3 databases viz. Emerald, LISA, LISTA in library and information science. In addition, it has a good collection in collateral fields such as communication and media, management and computer science, research methodology and statistics, educational theory and instructional design, publishing and printing.

The University Library's collection of general reference works, bibliographies, library catalogues, indexes, abstracts, audio-visual and microform materials provide a rich resource for library and bibliographic studies. A small but relevant collection of videotapes, films, slides, and computer aided instructional programmes reinforce and supplement the teaching programme.

Library services are available from 9.00 a.m. to 7.00 p.m. on weekdays and from 10.00 a.m. to 6.00 p.m. on Saturdays throughout the academic year. Limited services are also available from 10.00 a.m. to 5.00 p.m. on Sundays from August to April.

The University Library provides platform for the students to understand the practice of librarianship.

Continuing Education

The School recognises its responsibility to the profession and an active continuing education programme is offered at convenient times for alumni and other professionals who want to keep up with the fast changing information marketplace. Over the years, more than 100 such continuing education programmes have been conducted.

Placement

A placement service to assist its graduating students in finding employment is offered by the School. Advertisements of current openings are available for reference. Guidance is offered to students seeking internships and work experience immediately on completion of course programmes.

The placement service also provides assistance to graduates of the School who wish to change their employment. Employers frequently ask the School to recommend candidates and panels of those seeking employment are maintained. Campus interviews also are conducted after examinations for students.

Most of the successful graduates immediately get employment in various types of libraries. Trainee positions available at various institutes in Mumbai also recruit our freshers.

Scholarships and Awards

Limited free-ships are available to students on a need-cum-merit basis at the School. In addition, several scholarships are available from the University and government. A special award provides financial help with work experience in the University Library. Prizes are offered to those performing well at the examinations.

Student Services

The University has a full time professionally trained Director of Students Welfare to organise several services which help students in their physical, social, emotional as well as intellectual development. Medical check-ups, leadership camps, youth festivals, personality development programmes, and competitions are regularly organised.

Alumni activities

SHPT School of Library Science Past Students Association has been actively organising four programmes for its alumni in a year.

Hostel Accommodation

A limited number of seats are reserved for students of the School in the University Hostel at the Churchgate Campus. Those who wish to use the hostel facility are requested to fill in the hostel application forms available with the Hostel Superintendent, SNDT Women's University, 1 Nathibai Thackersey Road, Mumbai 400 020.

Ragging

Ragging is a punishable offense and strict action will be taken against the students involved in ragging.

Admissions

Admission schedule is announced on the University website. On submission of completed application form along with the necessary certificates, the department scrutinizes the application. Students who fulfill the admission criteria and list of candidates selected is placed on the department notice board.

Admission Process

1. Entrance exam- Based on general knowledge and comprehension. It consists of Objective Questions + Comprehension + Essay

2. Interview- Followed by entrance exam, each student is interviewed by the Admission Committee

3. Result of the previous qualifying examination.

4. Additional weightage is given if student is from the SNDT Women's University, if the student has work experience of more than one year in any field.

Eligibility criteria for admission

• Women Graduates from any recognized University may apply.

• Provisional admissions are given to students whose results are awaited. Their admission is confirmed after the student submits graduation or equivalent examination mark-sheet/ certificates.

• The admission of applicants who are not SNDTWU graduates will be confirmed after the University Office checks the eligibility and the student submits migration certificate.

FEE (for the academic year 2014-16)

First Year: Fee: Rs. 12045

                Deposit: Rs. 2100

                Total: Rs. 14145

Second Year: Fee: Rs. 12015

                Deposit: Rs. 000

                Total: Rs. 12015

Examination fees of Rs. 1600/- will be charged annually separately.
Note- The University refund rules will apply for any cancelation or rejection of admissions. The University may revise fee annually)

Course Structure

Semester	No	Title	Hours	Credits	Marks	Internal	External
I	C1	Fundamentals of LIS	60	4	100	50	50
	C2	Cataloguing & Classification Part I	60	4	100	50	50
	C3	Library Management – I	60	4	100	50	50
	C4	Reference and Information Sources & Services -I	60	4	100	50	50
	P1	Information Organization and Retrieval–I	120	4	100	50	50
			360	20	500	250	250
II	C5	Information & Communication Technologies	60	4	100	50	50
	C6	Cataloguing & Classification Part II	60	4	100	50	50
	C7	Introduction to Research & Statistics	60	4	100	50	50
	C8	Reference and Information Sources & Services –II	60	4	100	50	50
	P2	Information Organization and Retrieval–II	120	4	100	50	50
			360	20	500	250	250
III	C9	Information, Knowledge & Society	60	4	100	50	50
	C10	Library Management – II	60	4	100	50	50
	C11	Digital Librarianship	60	4	100	50	50
	P3	Library Management II	120	4	100	50	50
	P4	ICTs and Digital Librarianship	120	4	100	50	50
			420	20	500	250	250
IV	C12	School and Children's Librarianship /Health Librarianship/ Archives Management	60	4	100	50	50
	R 1	Dissertation	240	8	200	100 *	100**
	R2	Internship	240	8	200	100	100
			540	20	500	250	250
			1680	80	2000		

Faculty Members

Dr. Durga Murari: Head & University Librarian (Addl. Charge)

Dr. Parul Zaveri: Assistant Professor (Selection Grade)

Dr. Jyoti Bhabal: Senior Assistant Professor

Dr. Sarika Sawant: Senior Assistant Professor

Feedback mechanism
- Regular feedback collected on quality of teaching, students services and institutional infrastructure
- Complaint / suggestion box installed in the department
- Teachers' assessment by students done at the end of every semester.

Master in Library and Information Science

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Semester I

Paper C 1: Fundamentals of Library and Information Science

Objectives: Upon successful completion of this course, the students will be able

1) To explain nature and scope of information and Information Science
2) To describe five laws of Library Science
3) To distinguish between different types of libraries
4) To describe role and functions of libraries and Information Centres
5) To describe the contribution of different professional associations and international agencies
6) To explain historical contribution of Indian information centres and Knowledge commission
7) To describe implications of library legislation in India

Class Contact: 60 Hours **Credits**: 4

	Topic
Unit 1	**Introduction to Library and information Science** Definition, Characteristics and importance of information Nature & Scope of Library & Information Science, Definition, role & functions of libraries and information centres Five Laws of Library Science.
Unit 2	**Types of Libraries and Documents** a)Types of Libraries: Academic, School, Special, Public, Research Libraries Role, functions and services of different types of libraries and information centres. (with examples of important libraries of the world) b) Types of Documents : Books, periodicals, theses, patents etc
Unit 3	**Professional Associations and International Agencies** ILA, IASLIC, IATLIS, LA, ALA, IFLA, UNESCO, ASLIB, etc.: their contributions to growth of libraries & library activities.
Unit 4	**Library Scene in India** Historical development of libraries in India with special reference to the post –independence period- Historical contribution of RRRLF, NISSAT, INSDOC, NISCAIR; National Knowledge Commission, Digital library of India, Library legislation -IPR-Right to information,

Paper C2: Cataloguing & Classification Part I

Objectives: Upon successful completion of this course, the students will be able

1) To describe the objectives, purpose and functions of cataloguing
2) To describe the objectives, purpose and functions of classification
3) To catalogue books applying AACR II
4) To enumerate the elements of bibliographic description of books
5) To catalogue non-book material applying AACR II
6) To classify books using Dewey Decimal Classification

Class Contact: 60 Hours **Credits** : 4

	Topic
Unit 1	**Principles of Bibliographic access** a) Cataloguing- objectives, Purposes, Functions, and concept of access points. b) Classification Definition principles, General features of classification schemes, hierarchical / enumerative and faceted schemes advantages and limitations of the approach.
Unit 2	**Bibliographic description & author title access** Codes for descriptive cataloguing with special reference to ISBD, AACR-II; descriptive cataloguing of selected non-book materials, electronic materials, websites.
Unit 3	**Dewey Decimal Classification (23rd Edition) I** Dewey Decimal Classification- Principles, structure and use of DDC History and revision; phoenix schedules.
Unit 4	**Dewey Decimal Classification (23rd Edition) II** Use of standard divisions and other tables Synthesis

Paper C3: Library Management – I

Objectives: Upon successful completion of this course, the students will be able

1) To explain the principles and functions of management
2) To describe the contribution of schools of management thought
3) To apply planning techniques
4) To describe basic organizational structure
5) To explain library as a system
6) To discuss organization structure of libraries
7) To carry out the acquisition process for all types of Library resources
8) To explain management issues related to technical functions of the library

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Introduction to Management** Definition, Scope, Principles, Functions, and Schools of Management Thought. Strategic Planning : SWOT Analysis, PERT/CPM
Unit 2	**Organizational structure** Organizational structure, control and behaviour; organizational culture & climate, influence of institutional activities on the library; influence of institutional activities on the library; communication within organization. The library within an organizational structure, management of libraries (including library committees, authorities, etc.) Organizational structure of the library. **Systems Approach** Systems Approach, systems analysis and design (need, utility, tools and techniques); sub-systems of the library
Unit 3	**Collection Management** a) Book Acquisition – Objectives, policies, procedures, workflow and records for book selection and acquisition. b) Periodical Acquisition - Objectives, policies, procedures, workflow and records for selection, acquisition and control of periodicals. c) E-resource Acquisition-Objectives, policies, procedures, Issues relating to IPR of proprietary documents and open access documents, creative commons license d) Collection Maintenance: Preservation and conservation of library resources, binding, weeding ,withdrawal and stock verification, Collection evaluation
Unit 4	**Management of Technical Functions** Objectives, policies, procedures, work flow, records, etc. For accessioning, cataloguing, classification & processing

Paper C 4: Reference and Information Sources & Services –I

Objectives: Upon successful completion of this course, the students will be able

1. To explain the importance of Reference and Information Sources
2. To distinguish between different types of reference and information sources
3. To evaluate different types of print and digital reference and information sources
4. To describe reference process
5. To distinguish between different types of reference services
6. To develop a virtual reference service

Class Contact 60 Hours **Credits :** 4

	Topic
Unit 1	**Information Sources** (A) Definition & importance of Reference & Information Sources (B) Types of Reference and Information sources- Primary, Secondary, Tertiary; Documentary (Print & Digital) and Non- Documentary (Institutional and Human), Commercial and open access (C) Evaluation of Reference and Information Sources -Print and digital.
Unit 2	**Reference Sources –I** Encyclopedias, dictionaries, biographical sources - utility, types, evaluation and familiarity with standard sources in each category
Unit 3	**Bibliographic sources-I** Bibliographies, catalogues, union catalogues, periodical directories - utility, types, evaluation and familiarity with standard sources in each category
Unit 4	**Reference & Information Services** (A) Reference process- Reference queries, interview, search process, (B) Scope, purpose & types of information services (CAS, SDI / current contents, photocopying, translation, information consolidation and repackaging) referral service. (c) Reference and Information services in digital environment – Types of digital/virtual reference services and issues in implementation

SEMESTER I Practical

P1 Information Organization and Retrieval I

Hours:120 **Credits:**4

(A)

Objectives:

1) To catalogue books applying AACR II standard
2) To classify books using DDC 23rd edition.

	Topic
Unit 1	Cataloguing Books applying AACRII standards
Unit 2	Classification using DDC 23rd Edition

(B)

Objectives:

1) To develop familiarity with standard print and electronic sources
2) To evaluate the reference and information sources (Print and online)

	Topic
Unit 1	**Reference Sources –I** Encyclopedias, dictionaries, biographical sources (Print and electronic)
Unit 2	**Bibliographic sources-I** Bibliographies, catalogues, union catalogues, periodical directories (Print and Electronic)

SEMESTER II

Paper C 5: Information & Communication Technologies

Objectives: Upon successful completion of this course, the students will be able

1) To explain and apply Information& Communication Technologies
2) To describe the benefits of Information & Communication Technologies
3) To explain the features of computer hardware and software
4) To distinguish between different types of networks and topologies
5) To describe the structure and features of databases
6) To describe and evaluate library automation packages
7) To use the internet for scholarly information search
8) To apply web 2.0 tools in libraries
9) To describe ways of ensuring library and internet security

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Basic ICT Applications** Definition, Scope Components and benefits of ICT Binary system (8 bits/ 16bits/ Unicode), character codes, records and files, directories Computer Hardware Components and functions of computer systems, motherboard, memory, storage devices, Input and Output devices. Introduction to Software Concepts Systems software–Operating systems, interpreters, Compilers, application software, Word processing, Spreadsheets, presentation tools, database management systems, antivirus Software, Open Source Software.
Unit 2	**Introduction to Computer Networks & Database Applications** Hardware and Software Components: cables, switches, bridges, repeaters & routers, hubs Network protocols : TCP/IP, Topologies, types of Networks (LAN,WAN) Intranet, WiFi network Database Management System Concept and types, Structure and File Organization, Basic function, Database development

WINISIS and ISIS/MARC

Unit 3   **IT Applications in Library & Information Work**

Library automation: Overview and evaluation, planning
and implementation

Cataloguing: OPAC.
Acquisition, Serial control, Circulation, Indexing.

Library security: CCTV, RFID, Biometric System etc. Electromagnetic
surveillance System (ESS)

Unit 4   **Internet and its Applications in Library and Information Services**

Internet- Basic features-browsers Internet based service-directories,
Search engines: general & subject specific, meta-search engines, e-mail,
e-groups, and e-conferencing.

Internet-Searching, Basic and Advanced

Internet security: Anti-virus and Firewalls.

Google Scholar, Web 2:0 tools- Blogs, Wordpress, RSS feeds, ListGarden,
Thunderbird, Mashups, Ppodcasts, Wikis, Social networking for libraries.

Cloud Computing, Mobile technologies for libraries

Prominent Library Websites and Portals

Paper C6: - Cataloguing & Classification II

Objectives: Upon successful completion of this course, the students will be able

1) To catalogue in IT environment
2) To explain principles of subject cataloguing
3) To use and construct thesaurus
4) To classify resources using DDC advanced tables
5) To explain canons of classification
6) To get acquainted with principles of Colon Classification Scheme
7) To get acquainted with principles of Universal Decimal Classification and Library of Congress Classification

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Cataloguing in IT environment** Introduction and utility of bibliographic exchange formats: MARC 21 and CCF Advances in Cataloguing: AACR II: FRBR , RDA. Metadata: Structure and types, Dublin core, Copy cataloguing, Bibliographic utilities.
Unit 2	**Indexing and thesaurus construction** Keyword indexing, citation indexes Indexing languages: function and Structure, vocabulary control: semantic and syntactic Issues. Thesaurus structure : thesaurus construction-manual and automatic, Use of thesaurus
Unit 3	**Subject Cataloguing** Principles of Subject cataloguing ; subject authority files, cross reference structure, advantages and limitations of the approach. Introduction to Library of Congress Subject Headings. Familiarity with Sears List of Subject Headings
Unit 4	**Other Classification schemes** Canons of classification**,** Colon Classification, UDC, LC

Paper C 7: Research Methodology and Statistics

Objectives: Upon successful completion of this course, the students will be able

1) To identify steps in research process
2) To formulate research problem
3) To formulate hypotheses
4) To conduct literature search and review for research
5) To identify benefits and drawbacks of different research methods
6) To select suitable research method for a given problem
7) To define and choose sample
8) To develop instruments of data collection
9) To statistically analyse collected data
10) To prepare research report

Class Contact: 60 Hours **Credits:** 4

	Topic
	Topic
Unit 1	**The Research Process and Sampling** a) Meaning and nature of research; types of research: pure, applied, action, qualitative, quantitative, etc. Research Design Steps in Research Design Formulation of problem and hypotheses Selection of method, plan for data collection and analysis Literature Review & search. b)Sampling and types of samples- Probability and Non-probability sampling
Unit 2	**Research Methods** Historical, descriptive including survey, case study, content analysis, bibliometrics and webometrics, experimental methods- Evidence based Librarianship.
Unit 3	**Data Collection** Data collection tools: features, merits & limitations, development and validation Tools: observation, questionnaires, interviews

Unit 4	**Data Analysis and Reporting** a) Collation (including frequency distribution), tabulation, and graphic presentation of different types of data Statistical Methods b) Central tendency- mean, median, mode : application, calculation and interpretation c) Dispersion: Mean Deviation, standard deviation d) Skewness and Kurtosis, Karl Pearson's coefficient e)Correlation- Spearman's rank correlation, Pearson's test Z test, T test and chi-square test, f) Online tools for data collection and analysis Research Reports Formats, content style and documentation, Referencing software: Zotero, Endnote

Paper C8: Reference and Information Sources and Services- II

Objectives: Upon successful completion of this course, the students will be able

1) To identify the structure of Reference and Information Sources
2) To distinguish between different types of reference and information sources
3) To evaluate different types of print and digital reference and information sources
4) To develop current awareness service
5) To design SDI service
6) To describe various information systems and networks
7) To design and organize user education/information literacy programmes

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Reference Sources II** Almanacs, yearbooks, handbooks, directories, geographical sources, statistical sources, government publications : utility, types, evaluation and familiarity with standard source
Unit 2	**Provision of Information Services** Proactive Information Services (CAS, SDI) Other Information Services (retrospective search services Translation and document delivery)
Unit 3	**Information Literacy** User education and Information Literacy: need and purpose, types of programmes and their organization
Unit 4	**Bibliographic Sources, Information Systems and Networks** a)Bibliographic Sources and databases Indexing and abstracting sources including on-line databases: LISA, Chemical Abstracts, Citation Indexes MEDLINE, INSPEC, Science direct, Management and Social Science related resources b) Information systems and networks INIS, AGRIS, NISSAT, OCLC, INFLIBNET,DELNET

SEMESTER II Practical

P2 Information Organization and Retrieval II

Hours: 120 **Credits:** 4

(A)

Objectives

1) To catalogue books and non-book material applying AACR II standard
2) To classify books using DDC 23rd edition.
3) To assign subject headings using LC/ Sears List of subject headings
4) To Index documents using thesaurus
5) To Abstract documents
6) To construct thesaurus

	Topic
Unit 1	Advanced Cataloguing Books and Non-Book material applying AACRII standards Dublin Core, FRBR, RDA
Unit 2	Assigning Subject Headings using Library of Congress Subject Headings/Sears List of Subject Headings Subject analysis and creation of subject access points including use of thesaurus
Unit3	Indexing of documents using thesaurus. Thesaurus construction, Abstracting
Unit 4	Advanced Classification using DDC 23rd Edition including all tables and synthesis

(B)

Objectives

1) To develop familiarity with standard print and electronic sources
2) To evaluate the reference and information sources (Print and online)
3) To develop a virtual reference service

	Topic
Unit 1	**Reference Sources –II** Almanacs, yearbooks, handbooks, directories, geographical sources, statistical sources (Print and Electronic), online news sources
Unit 2	**Bibliographic sources-II** Indexing and Abstracting sources (Print and Electronic,), online databases
Unit 3	**Reference Service in digital environment** Develop virtual reference service

SEMESTER III

Paper C9: Information, Knowledge and Society

Objectives : Upon successful completion of this course, the students will be able

1) To define Information and knowledge societies

2) To describe the features of information and knowledge societies

3) To describe Knowledge Management process

4) To identify different users and their needs of information

5) To explore the information seeking behaviour and use pattern of users of information

6) To conduct user studies

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Scholarly Communication Process** Information generation and transfer process; facilitating factors and barriers; Information communication models; Role of different intermediaries: publishers, database vendors, aggregators, etc. information sharing initiatives, consortia, impact of ICT
Unit 2	**Information and Knowledge Societies** Information Society –definition and Characteristics; Information as a commodity/resource ;Knowledge Society- Leveraging Knowledge ; Role of information and knowledge in social change and development
Unit 3	**Knowledge Management** Types and characteristics of knowledge, Relationship between information and knowledge Introduction to Knowledge management Knowledge creation Process ; Knowledge sharing-tools and techniques
Unit 4	**Information Users and Their Needs** Types of users and their user needs Information Seeking behaviour and use patterns; User Behaviour models; information anxiety and overload. User studies –types and methods.

Paper C10: Library Management - II

Objectives: Upon successful completion of this course, the students will be able

1) To describe the basic organizational structure and control in a library system
2) To plan public relations programmes in libraries
3) To draft budget of the library
4) To prepare statistics and generate reports

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Management of Library and Information Services** Planning, administration, monitoring and evaluation of readers' services Objectives, policies, procedures, work-flow, records, etc. For membership, circulation, reservation, inter-library loan, reference & information services, including user education and outreach. **Physical planning of Libraries** Principles of physical planning of libraries-exterior and interior, design of library layout; furniture and equipment, Eco-friendly libraries, Disaster management.
Unit 2	**Financial Management in Libraries** Financial Management and control systems: budget and budgeting- types, preparation and analysis: maintenance of accounts, resource generation, cost analysis and costing; auditing
Unit 3	**Management of Human Resources in Libraries** a) Staff recruitment: personnel policies, staffing patterns, job specification, job description, performance appraisal; staff motivation, training and development: need and techniques; leadership development team building, interpersonal relationships b) Outsourcing of Services
Unit 4	**Marketing of Library and Information Services** a) Marketing: Fundamentals of marketing, marketing strategies in LIS, use of ICTs in marketing and public relations b) Management Information Systems in Libraries (Misreporting function in libraries, including statistics, annual reports and other reports)

Paper C11: Digital Libraries

Objectives: Upon successful completion of this course, the students will be able

1) To define digital libraries
2) To explain the characteristics and components of digital libraries
3) To describe digital resources- types and formats
4) To develop skills for organizing digital resources
5) To create Digital library services
6) To identify and describe basic hardware and software required for digital Libraries
7) To plan and manage digital libraries
8) To identify the need and types of institutional repositories

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	**Introduction** a)Basic Concepts Definition, Characteristics, types, need and components of digital libraries; models of digital libraries (federated, harvested etc).Introduction to open archives. b)Technology Hardware – types, characteristics, requirements; Advance Programming Languages : Linux, Apache, MySQL, PHP Digital Library Software – types and examples; Networks protocols, TCP/IP, OSI model.
Unit 2	**Collection Management** a)Collection Development Collection Development and Digitization resources - types and formats; Digitization - benchmarking, selection criteria, process and work flow management; File formats; Born-digital Materials – types, acquisition and access; licensing agreements, consortia, open-source materials, gateways and portals. b)Collection Organization File-naming conventions, mark-up languages - HTML and XML; identification of digital documents; Metadata including Dublin core; Taxonomies, Ontologies and their use.
Unit 3	**Digital Library services** **a)Access and Services** Browse, Search, User Interfaces. Digital reference services. Search Engines, Boolean operators, fuzzy logic, personalization, and authentication. Preservation and archiving. Data refreshing, migration, backup, Data security. **b)Repositories** Definition and management**,** Types: Subject institutional, & cross institutional repositories. Software e.g. – 1) Open general system 　　　　　　2) Open publishing.
Unit 4	**Management** Planning, evaluation, feedback and modification, manpower training, user training, social and legal issues including IPR.

P 3 Library Management II

Hours: 60 **Credits:** 2

Objectives:

1) To develop skills required in managing a library, its collection and services.
   Learning outcomes:
1) Develop Acquisition and collection Development Policies.
2) Organize document in various formats.
3) Draw up a budget for a small library/information centre.
4) Develop service.

	Topic
Unit 1	Undertake system analysis of the library.
Unit 2	Develop budgets for various activities and functions
Unit 3	Draw up the policies for acquisition and collection management
Unit 4	Plan for library & information services facilities and develop marketing strategies. Create information products like alerting services e.g. CAS bulletin, dossier etc.
Unit 5	Develop policies and plan training programme for staff and uses
Unit 6	Plan user education and information literacy programmes for libraries, bring out newsletter.

P4 Information Communication Technologies & Digital Librarianship

Hours:120 **Credits:** 4

(A) Information Communication Technologies

Objectives

1) To create a database using WINISIS
2) To use Library automation package
3) To familiarize with open source software

	Topic
Unit 1	Creation of database using WINISIS
Unit 2	Library Automation processes using selected software
Unit 3	Demonstration of Open Source Software

(B) Digital Librarianship

Objectives:

1) To create and organize digital documents
2) To create a digital library website

	Topic
Unit 1	Hands on Exercise on Website creation
Unit 2	Hands on Digitization- scanning, OCR, image management
Unit 3	Creating Digital Library using Open Source Software GSDL /Dspace

SEMESTER IV

Paper C 12: School and Children's Librarianship

Objectives: Upon successful completion of this course, the students will be able

1) To explain the role of school libraries
2) To describe the reading and learning processes
3) To select appropriate material for school/ children's Libraries
4) To plan and manage school/ children's Library
5) To plan and conduct reading promotion programmes

Class Contact: 60 Hours **Credits:** 4

	Topic
Unit 1	(a) **School and Children's Libraries** Definition, Objectives and role of school libraries in personality development (b) **Planning and Designing School Libraries** Design and Layout; Standards for school and children's libraries and Library Services (IFLA guidelines for Children's Library Services)
Unit 2	**Collection Development** Types of resources (Books, audio-visual, multi-media resources, electronic resources), Children's websites and digital libraries, Genres (Types) of Children's Literature, Role of Children's authors and publishers, Literature for the adolescents, Selection and acquisition processes, Storage and maintenance of materials Classification, cataloguing and other technical processes in School Libraries.
Unit 3	**The Library & the Reading/Learning process** Reading process, reading theories, readability criteria, types of reading , role of libraries in reading/learning, Storytelling, Use of computers in libraries, Reviewing Children's Literature.
Unit 4	**Promotion of Reading** Methods of promotion, Information literacy, bibliographic instruction, displays etc Planning and organizing promotional programmes.

Students will review Children's Books and digital documents

Plan promotional programme for school/children's Library OR Plan reading promotional programme

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Paper C 12: Health Librarianship

Objectives: Upon successful completion of this course, the students will be able to

1) To develop and manage collection in health libraries
2) To plan and provide services in health libraries
3) To identify and describe information sources in Health Sciences
4) To explain the features of various databases in Health Science
5) To discuss the current trends in Health Science Librarianship

Class Contact: 60 Hours **Credits :** 4

	Topic
Unit 1	**Introduction to Health Science Libraries** Health Science Libraries : Definition, objectives and types
Unit 2	**Collection Management & Services in Health Science Libraries** Collection Management in Health Science Libraries (Selection, acquisition, evaluation of collection) Classification Schemes for Health Science Libraries (NLM, Planetree, WHO, Snowmed) Services: Reference, User Education and Information Literacy, Designing e-tutorials etc.
Unit 3	**Information Sources & Resources in Health Science Libraries** Information Resources in Health Science Libraries (including internet resources) Primary, Secondary, Tertiary Sources (Standard books, Journals, Encyclopedias, Subject Dictionaries, Statistical sources, standards, Atlases) Information databases, Indexing & Abstracting services (Medline, Pubmed, EMBASE, CINHAL, BIOSIS. MeSH), Union catalogues(NUCSSI) Major organizations, agencies and associations related to medical information (NLM, Medical Library Association, American medical information association)
Unit 4	**Current Trends in Health Science Librarianship** Medical informatics Medical Knowledge Management Evidence-based Medicine (Research evidence + clinical evidence + patient preference) Introduction to Alternative therapies Information therapy and Bibliotherapy

Students will evaluate different types of information resources in Health Science

Paper C 12: Archives Management

Objectives: Upon successful completion of this course, the students will be able

1) To identify the archival material and its value
2) To arrange and describe archival material according to the recognized standards
3) To preserve and Conserve the archival material
4) To apply ICTs in management and preservation of archival documents
5) To follow records management practices with understanding of legal and ethical implications

Class Contact: 60 Hours **Credits:** 4

	Topic
	Topic
Unit 1	**Archives : Basic Concepts and Principles of Archives Management** Archives, Libraries and Museums : Definitions and Role Evolution of archival institutions Archives and records Management – similarities and differences Types of Archives : Business Archives, Bank Archives, Church Archives, National, District, State archives (Government Archives), Academic Archives, Newspaper Archives, Music and Film Archives, Institutional Archives, Family archives Types of records, Types of Collections Non-textual records and oral history, e-records Role of an archivist Provenance, original order, responsible custody Stages of Records-Life Cycle
Unit 2	**Collection Management and Preservation** Acquisition, developing and setting up archives Accessioning, survey of records, appraisal, weeding out and withdrawal of records Preservation and conservation of archival material, manuscripts, a-vs, artifacts etc. Conservation –Preventive and curative conservation Deterioration of records- physical, chemical, biological factors, abuse and mishandling Disaster Management- Drafting policy-

	Preventive measures –Storage and security of archives- Climate control -Safety measures- rules and regulations-fire alarm systems
	Curative conservation-Binding, Fumigation, Lamination, Restoration, Repair, Encapsulation
	Use of IT in Archival Management
	Digitization of archives-digitization standards
	Software A2M
Unit 3	**Archival Classification and Description** Classification : Fonds, Records Description of Archives - ISAD(G) and ISAAR(CPF) - Formats Searching aids- indexing and abstracting
Unit4	**Legal and Ethical Issues in Archival Management** Development of access policies Privacy and confidentiality Intellectual Property Rights -Copyright Right to Information, Public Records Act 1993 and Public Records Rules, 1997

Students will do practical work related to archives, manuscript preservation etc

SEMESTER IV Practical

The 4th semesters of the programme will be devoted to dissertation work (8 credits) and internship (8 credits).

R1 Dissertation

1) Each student will carry out research on an approved topic, under the guidance of the faculty and submit a dissertation based on the findings. (240 Hours)

2) Dissertation will be assessed on the basis of research report, presentation and *viva-voce*. Internal Assessment (100 marks), External Assessment (100 Marks including Research Report (50 Marks) and Viva Voce (50 Marks)

R2 Internship

1) Internship would be of minimum six weeks' duration (7hours per day) and students in a group of 2 (or individual) would be sent to some selected leading library and information centres in Mumbai and Navi Mumbai area. (240 hours)

2) Evaluation of internship will be done on the basis of External Assessment (50 Marks), Internal Assessment (100 Marks) and Viva Voce (50 Marks)

Reading list

MLISc (Two years post graduate degree course)

C1 Fundamentals of Library and Information Science

Reading List:

American library association http://www.ala.org/

Brophy, P. (2000). The Academic Library. London: Library Association.

Brophy, P. (2001). The library in the 21st Century: new services for the information age. London: LA

Publishing. Devarajan, G. (1989). Users' approach to information in libraries, New Delhi: EssEss Publication.

Dhiman, A. (2008). Handbook of special libraries & librarianship. EssEss pub.

George, K. M. (Eds.). (1985). Indian Libraries: trends and perspectives. Calcutta: Orient Longmans.

Guha, B. (1983). Documentation and information: services, Techniques and systems. 2nd Edition. Calcutta: World Press.

Handbook of special librarianship and information Work. (1992) 6th ed. London: Aslib.

Harrison, C. &Beenham, R. (1991).The basics of librarianship.3rd Edition. London: Clive Bingley.

Infolibrarian http://www.infolibrarian.com/

International Federation of Library Association http://www.ifla.org/

Kapoor, S. K..(2010). Fundamental of Library Science and Librarianship. New Delhi: Cyber Tech Pub.

Krishan Kumar. (1987). Library Organization. New Delhi: Vikas.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. Delhi: B. R. Publishing.

Kumar, P.S.G. (2004). Information Sources and Services. Ch3. Delhi: B. R. Publishing.

Kumar, P.S.G. (2004).Library and Users. Delhi: B. R. Publishing.

Majumder, U. (1984). India's National library: Systematization and modernization. Calcutta: National Library.

McElroy, A. R. (Ed.). (1984). College Librarianship: objectives and practices. London: Library Association.

Mohanraj, V. M. (2004). Library Services for Children. New Delhi: EssEss Publications.

Pandey, R., &Pillai, M. N. V. (2011).History of Library and Information Science. New Delhi: JnanadaPrakashan.

Prasher, R.G. (1991) Information and its Communication New Delhi: Medallion.

Ranganathan, S. R. (2006). Five laws of library science. EssEss pub.

Sharma, C. D. &Boonlia, N. (eds). (1985.): Information services for college libraries. Jaipur: Printwell.

Sharma, Pandey S. K. (1987). Libraries and Society. New Delhi: EssEss Publications.

Sharma, Pandey S. K. (1987). Public libraries in India. New Delhi: EssEss Publications.

Special Library Association http://www.sla.org/

Srivastava, P. (2008). Copyright in Academic Libraries in Digital Environment. New Delhi : EssEss Pub.

The Public Library Service: IFLA/UNESCO Guidelines for Development. (2001). Munchen: K. G. Saur.

Willams, D. E. & Golden, J. (eds.) (2010) Advances in library administration and organization vol.29.Bingley, Emerald Group Publishing.

C 4 & C 8 Reference and Information sources & services I & II

Reading List:

Davinson, D. (1980). Reference Services. London: Clive Bingley.

Foskett, D. J. (1990).Information Service in Libraries. New Delhi: Akashdeep.

Guha, B. (1983). Documentation and Information: Services, Techniques and Systems. 2nd ed. Calcutta: World Press.

Katz, W. A. (2002). Introduction to Reference Work.Vols. 1 & 2. New York: McGraw Hill.

Krishan Kumar. (2002). Reference Service.5th Rev. Ed. New Delhi: Vikas.

Kumar, P.S.G. (2004). Information Sources and Services. Delhi: B. R. Publishing.

Pandey, R., &Pillai, M. N. V. (2011). Reference Services in Libraries. New Delhi : JnanadaPrakashan.

Rowley, J.E. (1984). Abstracting and indexing. 2nd Edition: London: Aslib.

Sharma, J. S. & Grover, D.R. (1987). Reference Services and sources of information. New Delhi: EssEss Publications.

Sheehy, E. P. (Ed). (1986). Guide to reference books. 10th ed. Chicago: ALA.

Webb, S. P. (1988). Creating an information service. 2ndEd. London: Aslib.

C 2 & C6 Cataloguing& Classification I& II

Reading List:

Anglo-American cataloguing rules.(1978). 2nd Edition. London: Library Association.

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Aswal, R. S. (2004) MARC 21 : cataloging format for 21st century. New Delhi :EssEss.

Atherton, P. (1977). Handbook for Information System and Services(UNESCO). Paris :Unesco.

Baker, B.B. (n.d.). Co-operative Cataloguing: Past, Present and Future In: Cataloguing and Classification Quarterly, 17(3-4)

Boeuf, P. Le (Ed.). (2005) Functional requirements for bibliographic records (FRBR) : hype or cure-all?. Binghamton: The Haworth Information Press.

Borko, H. P., &Bernies, C. L. (1978). Indexing concepts & methods New York ; Academic Press.

Brown, A. G. (1982). An introduction to subject indexing. London : Clive Bingley. Cataloguing:

theory and practice. (1999). New Delhi: S. Chand.

Chakraborty, A. R., &Chakrabarti, B. (1984).Indexing: Principles, Processes and Products. Calcutta: World Press.

Chan, L. M. (1985). Cataloguing and Classification: an introduction. New York: McGraw-Hill.

Cleveland, D. B. (1983). Introduction to Indexing &AbstractingLittleton, Libraries Unlimited.

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Coates, E. J. (1988). Subject Catalogs: Headings and Structure. London: Library Association.

Convey, J. (1992). On line information retrieval. London: LA.

David Smith (et al.) (1993). Using the new AACR2: an expert system approach to choice of Access Points. 2nd Rev. Edition. London: Library Associations.

Denton, W. (2007). FRBR and the History of Cataloging. Understanding FRBR: What It Is and How It Will Affect Our Retrieval. Ed. Arlene G. Taylor. Westport, Connecticut: Libraries Unlimited.

Dewey, M. (1996). Dewey Decimal Classification and relative Index Vols. 1-4. 21st ed. New York: Forest Press

Dewey, M. 2011. *Dewey decimal classification and relative index*. 23rd ed. OCLC: Ohio

Foskett, A C. (1996).The Subject Approach to Information. 5th ed. London: Clive Bingley.

Girja K. &Krishan K. (1986).Theory of Cataloguing.5th Edition. Delhi: Vikas Publishing.

Guha, B. (1983). Documentation and Information: Services, Techniques and Systems. 2nd ed. Calcutta: World Press.

Harter, S. (1986). Online Information Retrieval: Concepts, Principles, and Techniques. San Diego: Academic Press, Inc.,

Herdsman, M. (1978) Classification: an introductory manual. Chicago: ALA.

Hunter, E. J. &Bakewell, K. G. B. (1983).Cataloguing.2nd rev. Edition. London: Clive Bingley.

Hunter, E. J. (1988). Classification Made Simple. Aldershot: Gower.

Husain, S. (2004). Library Classification: Facets and Analyses. 2nd rev ed. Delhi: B R Publ,

Iyer H. (1993). Facet Analysis and Information Retrieval in Colon: Some Perspectives/ edited by M P Satija. 7th ed. New Delhi: Sterling

Kaushik, S. K.. (2004). DDC 22: a practical approach. New Delhi: EssEss Publ.

Khanna, J. K., &Kapil, D. D. (1982).Colon Classification. New Delhi: EssEss Publications

Khare, S. (2006).Cataloguing Theory: A new perspective. Pune: Universal Prakashan

Krishan Kumar, &Garg B. S. (2010). Advanced Cataloguing Practice: Based On Anglo-American Cataloguing Rules. New Delhi:Har-anand Publications.

Library of Congress Subject Heading List. 2007. ALA

Lihitkar,S., &Veeranjaneyulu, K. (2012). Cataloguing: Theory and Practice. B S Publications.

Meadow, C. T. (1992).Text Information Retrieval System. New York: Academic Press, Inc.

Miller, R. &Terwillegar, J. C. (1983). Commonsense Cataloguing: a Cataloger's manual. 3rd Edition. New York: H W Wilson.

Phillips, W. H. (1961). A Primer of Book Classification. 5th ed. London: Association of Assistant Librarians

Rajan, T. N. (1981).Indexing Systems: concepts, models and techniques. Calcutta: IASLIC.

Ranganathan, S R. (1989).Colon Classification.7th ed. Vol. 1. Bangalore SardaRanganathan Endowment for Library Science

Ranganathan, S. R. (1957). Prolegomena to Library Classification. London: The Library Association.

Ranganathan, S. R. (1962) Elements of Library Classification. Bombay: Asia.

Ranganathan, S. R. (1989). Colon Classification.7th ed. Vol. 1. Bangalore SardaRanganathan Endowment for Library Science

Riaz, M. (1989).Advanced Indexing and Abstracting Practices. New Delhi: Atlantic

Satyanarayana, N. R. (ed.) (2011) Ranganathanism& knowledge society : relevance of Dr. S. R. Ranganathan in the present day knowledge society and other essays. New Delhi, EssEss Publication.

Sayser, Berwick (1959). A Manual of Classification. Great Britain: Andre Beutsch.

Sears List of Subject Headings. (1988). 13th ed. New York: H W Wilson

Sears List of Subject Headings. (2000). Edited by Joseph Miller.17th ed. New York: The H W Wilson.

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Turner, C. (1987). Organising Information: Principles and Practice. London: Clive Bingley.

Varma, A. K. (1984). Trend in Subject Indexing. Delhi: Mittal Publications.

C 3 & C 10 Library Management I & II

Reading List:

Anthony, L. J. (ed.) (1982).Handbook of Special Librarianship & Information work.London : ASLIB, 5th ed.

Bavakutty, M.&Parameswaran, M. (Ed.). (2000). Management of Libraries In The 21st Century. New Delhi: EssEss.

Bonn, G. (n.d.). Collection evaluation.p.29-74. IN : Are we there yet?. Wisconsin, University of Wisconsin.

Bramley, G. (1978). Outreach : library services for the institutionalised, the elderly & the physically handicapped. London : Clive Bingley.

Bratton, J. & Gold, J. (1999): Human resource management: theory and practice. Hampshire: Macmillan Press, 2nd ed.

Buckland, M. K. (1988). Library services in theory and context. Oxford: Pergamon.

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Cogswell, .J. A. (1987). The organization of collection management functions in Academic Research Libraries. The Journal of Academic Librarianship 13(5).

Dhiman, A. K. & Rani, Y. (2004). Library Management: a Manual for Effective Management. New Delhi: EssEss Publications.

Directory of Open Access Journals http://www.doaj.org/

Dossett, P. (Ed.) (1992): Handbook of special librarianship and information work. London: Aslib, 6th ed..

Evans, G. E. (1983). Management techniques for librarians. 2nd ed. New York : Academic Press.

Evans, G. E. (2000).Management Basics for Information Professionals Neal Schuman.

Gallacher, C. (1999): Managing change in library and information services. London: Aslib IMI.

Godden, I. P. (ed.) (1991). Library Technical services: Operations & mgt. San Diego : Academic Press.

Gonsalves, K. (1998). Services Marketing: a Strategic Approach . New Jersey: Prentice Hall. Gorman,

G. E. (ed.) (2000). Collection Management. London: Library Association Publishing, Harrison, C.

&Beenham, R. (1991).The basics of librarianship. 3rd ed. London: Clive Bingley.

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Johnson, Peggy and MacEwan, Bonnie (ed.). (1993). Collection Management and Development: Issues in an Electronic Era. Chicago: ALA

Kalyani, A. V., Iyer, S.N., Paranjape, V.D. (2001). Management and Human Resource Development. Mumbai: Himalaya Publication House

Kashyap, M. M. (1988). The systems view of the library. Library Herald 26(1-4). p. 39-65.

Kolter, P. (1991). Marketing MGT : Analysis, Planning, Implementation & control; 7th ed. New Delhi : Prentice Hall of India Pvt. Ltd.

Krishan Kumar. (1987). Library Administration and Management. New Delhi: Vikas.

Krishna Kumar. (2001). Cyber Laws: Intellectual Property and E-Commerce Security. New Delhi: Dominant Publishers and Distributors.

Kumar, P S G. (2003).Management of Library and Information Centres. Delhi: B R Publ.,

Lancaster, F. W. (1988). If you want to evaluate your library.... London: The Library Association.

Lankes, D. R. (2011).The atlas of new librarianship. Cambridge, The MIT Press

Laudon, K. C. &Laudon, J. P. (2000): Management information systems: organisation and technology. New Delhi: Prentice-Hall of India, 4th ed.

Lawes, A.(Ed.) (1997): Management skills for the information manager. Mumbai: Jaico.

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Mckay, D. (2003): Effective financial planning for library and information services.London: Europa.

McKee, B. (1989). Planning library service. London: Clive Bingley.

Miller, K. (2010) Public libraries going green. Chicago, American Library Association.

Mittal, R. L. (1983). Library Administration: Theory and Practice. 5th rev. Ed. New Delhi: Metropolitan Books.

Mittal, R. L. (1983). Library Administration: Theory and Practice. 5th rev. Ed. New Delhi: Metropolitan Books.

Narayana, G. J. (1991). Library and Information Management. New Delhi: Prentice-Hall.

Pearson, R. J .(Ed.). (1983). The Management process: a selection of readings for librarians. Chicago: ALA.

Prasher, R G. (1993).Developing library collection. New Delhi: Medallion Press

Raina, R. (1997). Library Resource Sharing and Networking: An Approach amongst Schools of India. New Delhi: Vikas.

Rizzo, J. R. (1980). Management for librarians: fundamentals and issue. Westport: Greenwood.

Sarma, V. V. S. (1996). Impact of Leadership Styles on Organizational Effectiveness. Jaipur: Printwell.

Seetharama, S (1990). Planning of library and information centres. Calcutta: Indian Association of Special Libraries & Information Centres.

Singh, R. S. P. (1990). Fundamentals of Library Administration and Management. Delhi: Prabhat.

Singh, S. K. (2000). Library technical services/S K Singh. Delhi: Authors Press.

Smith, D. (1980). Systems Thinking in Library and Information Management. New York: K.G.Saur

Spiller, D. (1991). Book Selection Principles and Practices. 5th ed. London : Library Association

Publication. Stueart, R. D. &Eastlick, J. T. (1991).Library Management. 2nd ed. Colorado: Libraries

Unlimited

Stueart, R. D. & Moran, B. B. (2004). Library and Information Centre Management. 6th ed. Colorado: Libraries Unlimited.

Underwood, P. (1990). Managing Change in Libraries. London : Clive Bingley.

Vashishth, C. P. (ed.) (1987). Quality in Libraries (Procedures to be followed in designing the new library system - p.66-78). Seminar papers: 32 All India Library Conference. 1987. Delhi : Author.

Webb, S. P. (1988). Creating an information service. London: Aslib.

Woodsworth, A. (ed) (2011) Advances in librarianship vol. 33. Bingley, Emerald Group Publishing.

C5 Information & Communication Technologies

Reading List:

Arora, A. &Bansal, S. (1999). Computer Fundamentals. New Delhi: Excel books.

Aswal, R. S. (2006). Library automation for 21st Century. New Delhi: EssEss Publications.

Balasubramanian, P. (2011). Advanced Computer Application in Library and Information Science. New Delhi: Deep and Deep Publ.

Bradley, P. (2007). How to use web 2.0 in your library. Facet Publishing: London.

Capron, H. L. (1996). Computers: Tools for an information age. 4th ed. California: The Benjamin Cummings Pub. Co.

Chakraborty, U. K. &Ghosh, D. D. (1995). Software and Systems: An introduction. New Delhi: Wheeler Publishing.

Comer, D. E. (2010). Working with TCP/IP VOI. NewDelhi: PHT learning.

Cooper, M. D. (1996). Design of Library Automation Systems: File Structures, Data Structures and Tools. New York: John Wiley.

Crane, B. E. (2012). Using Web 2.0 and Social Networking Tools in the K-12 Classroom. Neal-Schuman. Goel, M. K. (1997). Let's Learn Internet. New Delhi: Sterling.

Haravu, L. J. (2004). Library automation design, principles and practice. NewDelhi: Allied

publishers. Ingram, P. (2001). Networking in Easy Steps. New Delhi: Dreamtech Press.

Jacso, P., & Lancaster, F. W. (2010). Build Your Own Database. New Delhi: EssEss Pub.

Jordal, G. (1992). Networking: the productivity. New Delhi: Sterling Info Technologies.

Kroski, E. (2008). Web 2.0 for librarians and information professionals. Neal Schuman Publishers: New York.

Maran, R. D. &Feistmantl, E. (1994). Computers Simplified. New Delhi: Prentice Hall of India.

Minasi, M. (1998). The complete PC Upgrade and Maintenance Guide. New Delhi: BPB

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Parekh, H. (1999). Internet in the Scholarly Communication Process. Mumbai: Knowledge Ware Association.

Rajaraman, V. (1989). Fundamentals of computers. New Delhi: Prentice-Hall of India.

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Stallings, W. (2011). Network security essentials: Applications and standards. Chennai: Pearsons. 417p.

Tanenbaum, A. S. (2006). Computer networks. New Delhi: Prentice-Hall of India

Tedd, L. A. (1985). An Introduction to computer based library systems. 2nd Edition. Chichester: John Wiley.

C9 Information, Knowledge and Society

Reading List:

Arvidsson, N. (2000). Knowledge management in the Multinational enterprise.p.176-163 IN The Flexible firm: capability management in network organizations/edited by Julian Birkinshaw and Peter Hagstorm. Oxford: OUP.

Barua, B. P. (1992). National Policy on Library and Information System. Mumbai: Popular Prakashan.

Choukhande, V. G. (2008) Information needs and information seeking behaviour (Library and Information Science Research). Amravati, Shivneri Publisher & Distributors

Davenport, T., &Prusack, L.(1997). Information Ecology: mastering the Information and knowledge environment. New York: OUP.

Ganguly, A. (1999). Business-driven research and development: managing knowledge to create wealth. Houndmills: Macmillan.

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Holsapple, C. W. (Ed.) (2003). Handbook on Knowledge Management 2 : Knowledge Directions/(editor). New Delhi : Springer,

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Kamalavijayan, D. [et al]. (Eds.). (2005). International Conference on Information Management in a Knowledge Society (ICIM 2005) February 21-25, 2005 : Conference Papers. 2 Vols. New Delhi : Allied.

Kawatra, P. S. (1992). Library User Studies: A Manual for Librarians and Information Scientists. Ned Delhi: Jaico.

Kumar, P. S.G.(2004). Information and communication (Paper IX of the UGC Model curriculum). Delhi: B R Publishing.

Lankes, D. R. (2011) The atlas of new librarianship. Cambridge, The MIT Press

Martin, W. J. (1988). The Information Society. London: Aslib.

Meadows, J. (1991). Knowledge and Communication: essays on the information chain. London: Clive Bingley.

North, K., & Gueldenberg, S. (2011) Effective knowledge work : answers to the management challenges of the 21st century. Bingley, Emerald Group Publishing.

Prashar, R. G. (1991). Information and its communication. New Delhi: Medallion.

Shukla, A. &Srinivasan, R. (2002). Designing knowledge management architecture: how to implement successful knowledge management architecture. New Delhi: Response.

C 7 Introduction to Research and Statistics

Reading List:

Beck, S. E., & Manuel, K. (2008). Practical research methods for librarians and information professionals. Neal Schuman.

Busha, C. H., Harter, S. P. (1980). Research methods in librarianship. New York : Academic Press.

Carpenter and Vasu (1978). Statistical methods for Librarians. Chicago: ALA.

Denscombe, M. (1999).The Good Research Guide for Small - Scale Research Projects. New Delhi: Viva.

Gupta, B. M. (Ed.). (1996). Handbook of Libraries: Archives & Information Centres in India. Vol.13 Bibliometrics, Scientometrics and Infometrics (1996) Ed. By B.M. Gupta New Delhi : Segment Books.

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Nicholas, D., & Ritchie, M. (1978). Literature and Bibliometrics London, Clive Bingley.

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Powell, R. R., &Connaway, L. S.(2004) Basic Research methods for Librarians. Westport : Libraries Unlimited.

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Savanur, S .K.((2008) Research Methodology for Information Sciences. Pune : Universal.

Sehgal, R. L. (n.d.).Statistical Techniques for Librarians, EssEss Publications, New Delhi.

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Stephen, P., & Hornby, S. (1998) Simple Statistics for Library and Information professionals. London : Library Association.

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Young, P. (n.d.). Scientific Social Surveys and Research, V. 3. Applied Statistics for Library Science Research, vol. 2, R.L. Sehgal, EssEssPublications, New Delhi.

C11 Digital Librarianship

Reading List:

Arms, W. (2000). Digital Libraries Available at: http://www.cs.cornell.edu/wya/DigLib

Baca, M. (2008). Introduction to Metadata (online edition , version 3.0). Available at http://getty.edu/research/publications/electronic_publications/intrometadata/index.html

Baker, D. (2004). The Strategic Management of Technology: A Guide for Library and Information Services. Oxford: Chandos Publishing.

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Bawden, D., &Blakeman, K. (1990). Going automated: Imple¬menting and using information technology in special libraries and information units. London: Aslib.

Benson, R., &Brack, C. (2010). Online Learning and Assessment in Higher Education: A planning guide. Chandos Borgman, C. L.(2001). From Gutenberg to the Global Information Infrastructure: access to information in the networked world. Cambridge: MIT Press.

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Butcher, M., [et al]. (2011). Drupal 7 module development. Mumbai, Shroff Publ.

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1. D-lib Magazine, http://www.dlib.org

2.CLIR, http://www.clir.org/pubs/reports

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