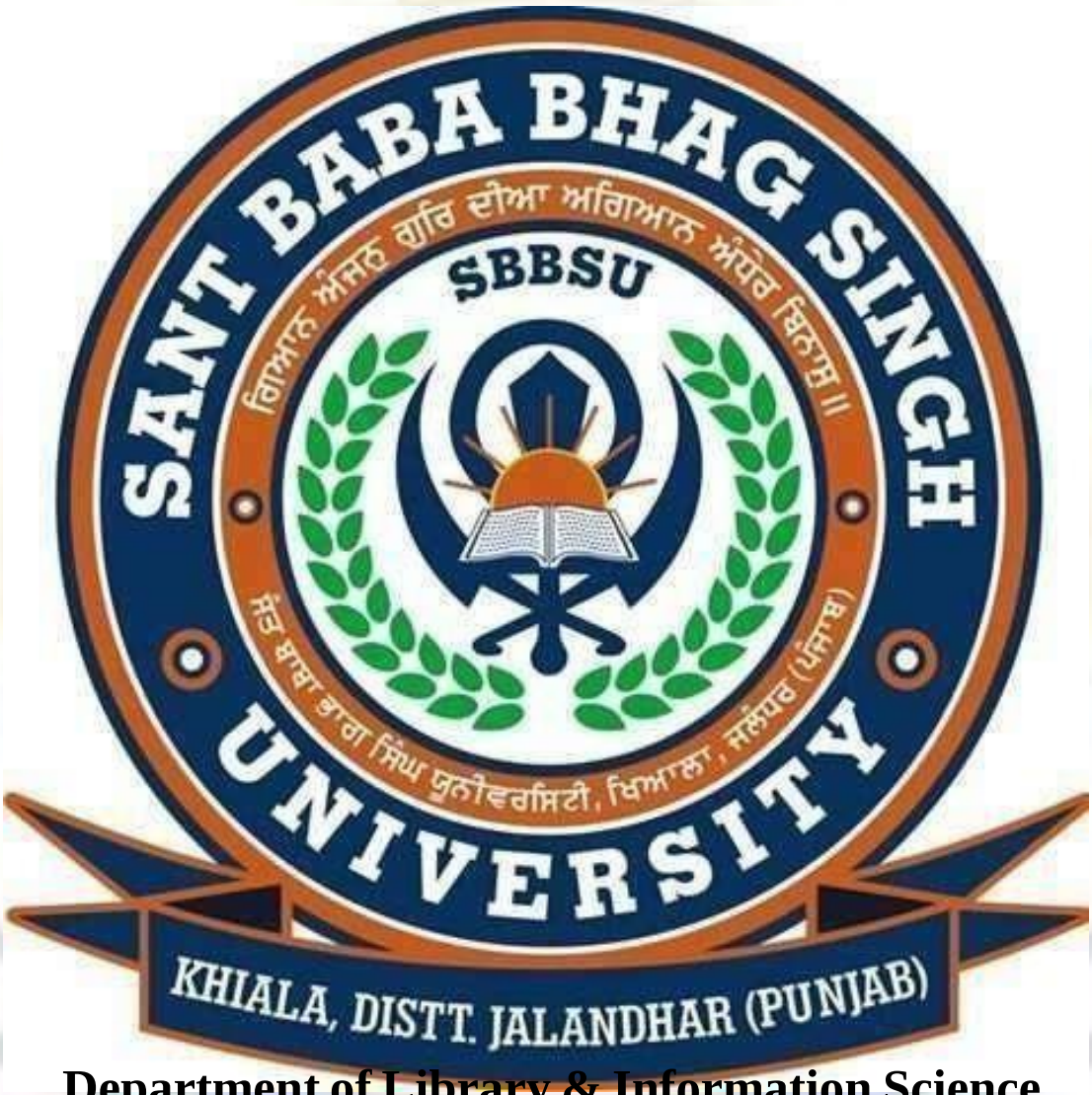
SCHEME & SYLLABUS

M.L.I.Sc.(Master of Library & Information Science)

(Choice Based Credit System)



Department of Library & Information Science

LIS

Sant Baba Bhag Singh University

2024

GUIDELINES F O R CONTINUOUS INTERNAL ASSESSMENT (20%) FOR STUDENTS OF
Master of Library & Information Science
(Semester System)
(EFFECTIVE FROM THE ACADEMIC SESSION 2023-24)

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students:

(i) Terminal Evaluation : 80%
(ii) Continuous Assessment : 20%
(iii) Continuous Assessment may include Written Assignments, Snap Tests, participation in discussions in the class, term Paper, attendance, etc.
(iv) In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct the following in each semester:

(a) Written Test	:	25	(reduced to 5)
(b) Snap Test	:	25	(reduced to 5)
(c) Term Paper/Assignment	:	25	(reduced to 5)
(d) Participation in Class Discussion	:	15	(reduced to 3)
(e) Attendance	:	10	(reduced to 2)
	Total:	**100**	**reduced to 20**

2. Weight age of 2 marks for **Attendance** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for each paper shall be as under:

(a) 75% and above up to 85%	:	1 Mark
(b) Above 85%	:	2 Marks

SANT BABA BHAG SINGH UNIVERSITY, JALANDHAR

SCHEME OF MASTER OF LIBRARY AND INFORMATION SCIENCE (SEMESTERSYSTEM) FOR THE EXAMINATION OF 2023-2024.

Paper Code	Title of the Paper	Marks: Internal Assessment	Ext. Exam.	Total	Hours
FIRST SEMESTER					
MLIS 01	Information Sources and Services (Practical)	20	80	100	3
MLIS 02	ICT in Libraries (Theory)	20	80	100	3
MLIS 03	Information Consolidation, Storage and Retrieval	20	80	100	3
MLIS 04	Research Methods and Statistical Techniques	20	80	100	3
SECOND SEMESTER					
MLIS 05	Information and Communication	20	80	100	3
MLIS 06	ICT in Libraries (Practical)	20	80	100	3
MLIS 07	Information Systems:				
	Option A– Social Science Information Sources and Systems	20	80	100	3
	Option B–Business Information Sources and Systems	20	80	100	3
	Option C – Health Science Information Sources and Systems	20	80	100	3
MLIS 08	Management of Library Systems				
	Option A – Public Library System	20	80	100	3
	Option B – Academic Library System: College & University Libraries	20*	80	100	3
	Option C – Special Library System	20	80	100	3

*** Field Work**:

i) The Field Work (of four to six days duration wherein the students would be visiting different types of libraries) would be an integral part of curriculum of the course of Master of Library & Information Science (Semester System) and it would be mandatory for all students to participate in the Annual Field Work.

ii) The students shall prepare a report of the Field Work which will be considered as the Written Assignment (25 marks reduced to 5) for MLIS 08 (Management of Library systems) as per the Part of the internal assessment.

iii) No student shall be exempted from participation in the Field Work except on Medical Grounds, genuine reasons, etc. only after approval by the faculty meeting. However, such students(s) shall have to submit the Field Work Report of the assigned Libraries.

I. Programme Outcomes

Upon completion of the MLIS program, students will be able to:

1. Demonstrate awareness of the foundational principles of library and information profession.
2. Use the basic principles related to selection, evaluation, organization, and preservation of physical and digital information sources.
3. Explain, analyse and interpret professional and scholarly literature.
4. Articulate the importance of designing services as per the users' needs.
5. Apply the fundamental principles of planning, management, marketing, and advocacy.
6. Design and evaluate information retrieval systems.
7. Demonstrate proficiency in using current and emerging Information and Communication Technologies.
8. Effectively administer and manage Libraries and Information Centers.
9. Apply current management practices in the creation, administration and assessment of services.
10. Demonstrate professional leadership and communication skills.
11. Demonstrate understanding of quantitative and qualitative research methods.
12. Enhance their skills for generating new knowledge through research.
13. Develop capacity to apply core ethical principles in professional and everyday practice.
14. Demonstrate professionalism as librarians or information specialists.

II. **Programme Specific Outcomes**:

1. Students can collect, organize and preserve information sources for future access and dissemination.
2. Students can design and implement services to facilitate the discovery, identification, dissemination and use of recordable information and knowledge in any format for effective access.
3. Students can understand the values of patron privacy, equitable access, intellectual freedom, and ethical use of information.
4. Students can perform and access research based practices through the application of information literacy and research methods including data discovery, analytics and qualitative measures.
5. Students can demonstrate knowledge and skills related to the role and impact of information policies and practices in a rapidly changing information society.
6. Students learn the human information behaviour in order to develop and implement systems and services that meet users' needs for information.
7. Students understand the philosophy, principles, and legal and ethical responsibilities of professionals in the field.
8. Students can demonstrate understanding of procedures of all housekeeping operations of libraries using Information and Communication Technologies.
9. Students can demonstrate automation of library using Open Source ILMS.
10. Students can build digital library using Open Source Software and Web Applications.
11. Students can demonstrate skills in managing and carrying out professional activities in various sections of library.
12. Students can demonstrate skills in document circulation, reference and information services, Internet and database searching.
13. Students can demonstrate managerial skills that offer job opportunities as librarians/information professionals in different types of libraries.

14. Students can demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
15. Students can apply the core values by honouring diversity and insuring inclusion by treating all patrons such as students, faculties and colleagues with respect and dignity.

SEMESTER - I

Paper Code: MLIS 01
Paper Title: INFORMATION SOURCES AND SERVICES (PRACTICAL)

Objective: To impart practical knowledge to the students about the evaluation and use of reference and information sources.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The practical examination will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The examiner for the practical paper will assess the examinees on the basis of their practical performance (60 marks) and viva (20 marks).
iii. All the reference and information sources mentioned below will actually be consulted by the students.
iv. In no case a question should be asked from outside the syllabus.

Learning Outcomes:
After studying this course, students shall be able to:

1. Acquaint themselves with various print and electronic Information Sources.
2. Identify various types of information resources in different formats.
3. Distinguish between offline, online and Open Access Resources.
4. Evaluate the reference and information sources in terms of their accuracy, authority,bias, and relevance.
5. Carry out the basic and advances searches to locate information from such sources/databases.
6. Access information sources on a particular topic.
7. Solve the users' queries.

Unit – I: Evaluation of the following Information sources:

- **Dictionaries**
  - Oxford English Dictionary.
  - Peter Roget's International Thesaurus.
  - Harrod's Librarian Glossary and reference book.
- **Encyclopaedias**
  - New Encyclopaedia Britannica.
  - International Encyclopaedia of Social and Behavioural Sciences.
  - Access Science.
  - Encyclopaedia of Library and Information Science (Marcel Dekker).
- **Biographical Dictionaries**
  - International Who's Who.
  - Dictionary of National Biography (UK).

Unit – II: Evaluation of the following Information sources

- **Gazetteers/Geographical Dictionaries**

- Columbia Gazetteer of the World.
- Fodor's India.

- **Year Books**
  - The Europa world Yearbook.
  - The Stateman's Year book.
  - India: A Reference Annual.
  - Whitaker's Almanac.
  - Universities Handbook: India.
  - The Europa World of Learning.
- **Statistical Sources**
  - Census of India.
  - UNO Statistical Abstracts.

Unit – III: Evaluation of the following Information sources:

- **Bibliographies**
  - British National Bibliography.
  - Indian National Bibliography.
- **Indexing and abstracting services**
  - Library & Information Science Abstract (LISA)
  - Library Information Science Technology Abstract (LISTA)
  - PubMed
  - SCOPUS
  - Chemical Abstract Service
  - BIOSIS
  - ProQuest Dissertations & Theses (PQDT) (A&I).

Unit – IV: Evaluation of the following Information sources

- **Aggregators**
  - EBSCOhost.
  - ProQuest
- **Databases**
  - Science Direct.
  - BioMed Central.
  - Education Resources Information Centre (ERIC).
  - Open Government Data (OGD).
  - National Portal of India.
- **Repositories**
  - National Digital Library of India (NDLI).
  - arXiv.
  - E-LIS.

Essential Readings:

1. Boop, Richard E. and Smith, Linda C. (2018). *Reference and Information services: An introduction* (4th ed.). Santa Barbara: Libraries Unlimited.
2. Cassel, Kay Ann and Hiermath, Uma (2018). *Reference and Information Services: An introduction* (4th ed.). Chicago: Neal Suhuman.
3. *EBSCOhost* EBSCO Information Services, Inc. www.ebsco.com. https://www.ebsco.com/products/ebscohost-research-platform
4. National Digital Library of India. https://ndl.iitkgp.ac.in/
5. National Portal of India. https://www.india.gov.in/
6. Networked Digit Library of Theses and Dissertations (NDLTD). https://ndltd.org/
7. Open Government Data (OGD) Platform India. https://data.gov.in/about-us
8. Oxford English Dictionary. https://www.oed.com/
9. ProQuest . https://www.proquest.com/

10. ScienceDirect. https://www.sciencedirect.com/
11. Scopus. https://www.scopus.com/

Further Readings:

1. Panjab University Library website <https://library.puchd.ac.in/>
2. Smith, Linda C. and Wong, Melissa A. (2016). *Reference and Information: An Introduction (5th ed)*. Santa Barbara: ABC-CLIO.

Paper Code: MLIS 02

Paper Title: ICT in Libraries (Theory)

Objective: To provide the basic knowledge of computer and its applications in library and information activities to the students.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:
After studying this course, students shall be able to:

1. Gain insight of different modules of open-source ILMS: KOHA.
2. Perform search using Academic Search Engines (ASEs).
3. Understand the working and application of Web-Scale Discovery Service (WSDS).
4. Understand the working of Digital Library (DL).
5. Develop understanding of Digitization process.
6. Develop deeper understanding of Cloud Computing and its application in Libraries.
7. Gain knowledge about the concept and application of The Internet of Things (IoT) in library services.
8. Enhance learning regarding Library Services Platform (LSP).

UNIT- I: Library Automation and Related Technologies

- Introduction to Standards in Library Automation
- Integrated Library Management Systems (ILMS): Features and modules of Koha
- Application of Radio Frequency Identification (RFID) technology in libraries
- Mobile based Library Services and Tools

UNIT- II: Current Web-based Technologies

- The Internet of Things (IoT): Concept, Features and Impact on library services
- Big Data: Concept, features and application
- Content Management Systems – Concept and Features. Use Case of LibGuides in Library
- Application of AI in Libraries, ChatGPT

UNIT –III: Digital Library Technologies

- Digital Library (DL): Characteristics, Types, Architecture; Standards, Formats and Protocols
- Digitization – Planning, Selection of Materials, Hardware, Software, Process, Issues
- OAIS ISO 14721 Standard: Rationale, Purpose and Scope, Applicability
- DL Software: Basic Introduction to DSpace and Invenio

UNIT –IV: Technology Enabled Library Services

- Cloud Computing: Concept and Application in Libraries. Concept and Examples of Dark Archive
- Web-Scale Discovery Service (WSDS): Concept, need, purpose and Features
- Remote Access to e-Resources: Concept, Need and Tools
- Library Services Platform (LSP): Concept, Unique Features and Benefits

Essential Readings:

1. Abena A. (2017). *Exploring the potential of RFID and mobile technology in your library*. New York: Scitus Academics Llc.
2. Ani O. E, (Ed) (2021). *Transforming library operations with ICT tools.* Hershey, PA: IGI Global.
3. Balas, V. E. (2019*). Internet of things and big data analytics for smart generation*. Cham, Switzerland: Springer.
4. Banerjee, K., & Reese, T. (2019). *Building digital libraries: A how-to-do-it- manual for libraries*. Chicago: ALA.
5. Fernandez, P. D., & Tilton, K. (2018). *Applying library values to emerging technology: Decision-making in the age of open access, maker spaces, and the ever-changing library*. Chicago: Association of College and Research Libraries (ACRL).
6. FOLIO | Open Source Library Services Platform. website: https://www.folio.org/
7. Hahn, J. (2017). *The Internet of Things: Mobile technology and location services in Libraries* .Chicago: ALA .
8. Katipo Communications: *Koha Library management*<https://koha-community.org/>
9. Liang, X., & Chen, Y. (2018). *Libraries in Internet of Things (IoT) era. Library Hi Tech*.doi:10.1108/LHT-11-2017-0233.

Further Readings:

1. Caplan, P. (2013). *Metadata fundamentals for all librarians*. New Delhi: Indiana Pub. House.
2. Hillmann, D. I., Westbrooks, E. L., & American Library Association. (2004). *Metadata in practice*. Chicago: ALA.
3. Varnum, K. J. (2019). *New top technologies every librarian needs to know*. Chicago: ALA.

Paper Code: MLIS 03
Paper Title: INFORMATION CONSOLIDATION, STORAGE AND RETRIEVAL

Objective: To familiarise the students about the principles and practices of information consolidation, subject indexing, abstracting and information retrieval sys

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the concept of information analysis, consolidation and repackaging.
2. Understand the Indexing systems and techniques.
3. Understand the qualities of good abstracts and process of abstracting.
4. Understand the techniques and strategies of online searching.
5. Understand the various information retrieval models.
6. Analyse and evaluate ISAR tools and systems.

Unit – I: Information Analysis, Consolidation and Repackaging

- Information Analysis, Consolidation and Repackaging: Concept, need and process.
- Guiding Principles for arrangement and presentation of idea in a helpful sequence.
- Information Consolidation Products: Newsletter and Reviews: Concepts, types, design, development and methodology.
- Knowledge and skills required for information analysis and consolidation.

Unit – II: Indexing Systems and Techniques:

- Assigned and Derived Indexing.
- Pre Coordinate and Post Coordinate indexing.
- Chain Indexing, PRECIS, POPSI. Key Word Indexing (KWIC, KWAC, KWOC).
- Citation Indexing: Features of Scopus and Web of Science (WoS).
- Concept of Automatic Indexing.

Unit – III: Abstracting and Searching Techniques:

- Abstract: Definition, types, characteristics and qualities of good abstracts.
- Abstracting: need and process.
- Search Methods and Strategies: Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation search, etc.
- Federated Search: Concept and features.
- Data Mining.

Unit – IV Information Retrieval System:

- IRS: Concept, definition, types, characteristics and components.
- Information Retrieval Models.
- Evaluation of an Information Retrieval System: Recall, Precision and Relevance, Relevance feedback.
- Semantic web and Linked Data: Concept and features

Essential Readings:

1. Ali, P.M.N. (2014). Information Analysis, Consolidation and Repackaging. *Journal of Knowledge & Communication Management*, *4*(1), 98.
2. Bates, M.J. (2011). *Understanding information retrieval systems: Management,*
3. Cleveland, D.B., & Cleveland, A.D. (2013). *Introduction to indexing and abstracting.* California: Libraries Unlimited.
4. Fransson, J. (2011). *Efficient information searching on the web: A handbook in the art*
5. Gilchrist, A., & Bawden, D., & Aitchison, J. (2005). *Thesaurus construction and use: A practical manual* (4th ed.). New York: Europa Publications.

   https:/doi.org/10.5958/2277-7946.2014.00008.4
6. Kowalski, G. J., & Maybury, M.T. (2000). *Information storage and retrieval systems: Theory and implementation.* Boston: Kluwer Academic.
7. Manning, C.D., Raghavan, P., & Schutze, H. (2008). *Introduction to information retrieval.* Cambridge: Cambridge University Press.

   of searching for information. New Delhi: Ess Ess Publications.
8. Tan, P.N. (2018). *Introduction to data mining*. New Delhi: Pearson *types and standards.* Florida: CRC Press, Taylor & Francis.

Further Readings:

1. Bajpai, S. K. (1999). *Modern information retrieval*. New Delhi: Ess Ess Publications.
2. Chowdhury, G.G. (1996). *Text retrieval systems in information management*. New Delhi: New Age International.
3. Ellis, D. (1996). *Progress and problems in information retrieval*. London: Library Association.
4. Lancaster, F.W. (2003). *Indexing and abstracting in theory and practice.* London: Facet Publishing.

Paper Code: MLIS 04
Paper Title: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Objective: To familiarize students with the various aspects of research methods and statistical techniques, and their application in the field of Library and Information Science.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the stages of research.
2. Comprehend the paradigms of research in terms of qualitative and quantitative approaches.
3. Formulate research questions and hypotheses.
4. Apply the research methods in the field of in Library and Information Science.
5. Construct the suitable research instrument to gather the data.
6. Apply various sampling techniques to select representative sample from target population.
7. Understand the basics of descriptive and inferential statistics.
8. Apply various techniques for measuring research output.
9. Acquire knowledge on the structure, style and content of research report writing.

Unit – I: Concept of Research

- Research: Definition, meaning, objectives and characteristics
- Types of research
- Qualitative and Quantitative Approaches: An Introduction.
- Identification and formulation of research problem.
- Literature review.
- Spiral of Scientific method
- Hypothesis: features, types and formulation.
- Research Process

Unit – II: Research Methods, Techniques and Tools

- Research Design: An Introduction.
- Research Methods: Historical, Survey, Experimental and Case Study (their application in Library and Information Science).
- Data collection tools: Questionnaire, Interview and Observation.
- Sampling techniques: Probability and non-probability.

Unit – III: Data Analysis and Its Techniques

- Descriptive and inferential statistics: An Introduction.
- Measures of Central Tendency: Mean, Mode, Median.
- Measures of Dispersion. Mean deviation and Standard deviation.
- Representation of Data: Tabular and graphic.
- Computerized data analysis: Introduction to SPSS.

Unit – IV: Research Reporting and Metrics

- Research Report: Structure, style, contents and guidelines.
- Reference Styles: APA(latest edition)
- Bibliometrics: Concept, definition and laws.
- Scientometrics, Infometrics and Webometrics: Concept, definition and their relationship.

Essential Readings:

1. Bryman, A. (2012). *Social research methods* (4th ed.). Oxford: Oxford University Press.

   design. Thousand Oaks: Sage Publications.

2. Henn, M., Weinstein, M., & Foard, N. (2009). *A critical introduction to social research* (2nd ed.). Los Angeles: Sage Publishing.

3. Kothari, C.R. (2004). *Research methodology: Methods and techniques* (2nded.). New Delhi: New Age International.

4. Kumar, R. (2014). *Research methodology: A step-by-step guide for beginners*. (4thed.). London: Sage Publishing.

5. Loseke, D. R. (2017). *Methodological Thinking: Basic Principles of Social Research Design*. SAGE Publications.

6. Merriam, S.B., & Tisdell, E. J. (2016). *Qualitative research: A guide to design and implementation* (4th ed.). California: Jossey Bass.
7. Pickard, A. J. (2017). *Research methods in information (*2nd ed). London: Facet Publishing.
8. Punch, K.F. (2013). *Introduction to social research: Quantitative and qualitative approach* (3rd ed.). London: Sage Publishing.
9. Wildemuth, B.M. (2017). *Applications of social research methods to questions.* Westport: Libraries Unlimited

Further Readings:

1. Busha, C.H., & Harter, S.P. (1980). *Research methods in librarianship: Techniques and interpretation*. New York: Academic Press.
2. Creswell, J. W., & Creswell, J. D. (2014). *Research design: Qualitative, quantitative and mixed methods approaches*. California: Sage Publishing.
3. Kumar, K. (1999). *Research methods in library and information science*. New Delhi: Har Anand Publications.
4. Silipigni, L., & Powell, R.R. (2010). *Basic research methods for librarians* (5th ed.). California: Libraries Unlimited.

SEMESTER – II

Paper Code: MLIS 05
Paper Title: INFORMATION AND COMMUNICATION

Objective: To familiarize students with characteristics of information communication, process of scholarly communication and information literacy

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:
After studying this course, students shall be able to:

1. Understand the theories, model and components of communication.
2. Comprehend the significance and means of Open Access.
3. Know crisis in scholarly communication.
4. Gain knowledge of generators, providers and intermediaries of Information industry.
5. Understand the features of knowledge society.
6. Know about prominent national and international digital initiatives.
7. Understand the methods and techniques of digital preservation.
8. Understand the concept and frameworks of information literacy.

Unit I: Information Communication:
- Data, Information, Knowledge and Wisdom;
- Information: Characteristics
- Information Transfer Cycle: Generation, storage and dissemination of information
- Communication: Concept, components, types, models, channels and barriers.
- Information industry- Generators, providers and intermediaries.

Unit II: Scholarly Communication and Open Access
- Scholarly Communication: Concept and Cycle.
- Predatory journals: Concept
- Impact Factor. h-Index, g-Index, i10 Index.
- Open Access: Concept, Colours, benefits and mandates.
- OA publishing models,
- SHERPA-ROMEO: An Introduction
- Plan S: An Introduction

Unit III: Information literacy, Information management and Information society
- Information management and knowledge management.
- Information and Knowledge Society.
- Role of library in knowledge Society.
- Information Literacy- Areas, standards/frameworks and models.

Unit IV: Digital initiatives, Preservation & RDM

- Digital initiatives –NDLI, TKDL, WDL and Open Library
- Digital Rights Management and Fair use
- Digital Preservation –Need, purpose, standard, methods, technique and projects
- Research Data Management: Concept, need and features

Essential Readings:

1. Bluh, P., Hepfer, C., & Ramírez, M.L. (2013). *The institutional repository: Benefits and challenges.*
2. Bwalya, K.J., Mnjama, N.M., & Mazebe, P. (2014). *Concepts and advances in information knowledge management: Studies from developing and emerging economies*. Oxford: Chandos Publishing.
3. Crawford, J., & Irving, C. (2013). *Information literacy and lifelong learning: Policy issues, the workplace, health and public libraries*. Burlington: Elsevier Science.
4. Evans, W., & Baker, D. (Eds.). (2011). Libraries and Society: Role, Responsibility and Future in an Age of Change. Oxford: Chandos Publishing.
5. Graham, M., & Dutton, W.H. (2019). *Society and the Internet: How networks of information and communication are changing our lives*. Oxford: Oxford University Press.
6. Jubb, M., & Shorley, D. (2013). *The future of scholarly communication*. London: Facet Publishing.
7. Kaufman, A.B., & Kaufman, J.C. (2019). *Pseudoscience: The conspiracy against science.* Cambridge: MIT Press.
8. Lanning, S. (2017). *Concise guide to information literacy.* California: Libraries Unlimited.
9. List-Handley, C.J. (2013). *Information literacy & technology*. Iowa: Kendall Hunt Publishing.
10. Mackey, T.P., & Jacobson, T. (2014). *Metaliteracy: reinventing information literacy to empower learners*. London: Facet Publishing.
11. Mehra. (2016). Library, Information and Society. New Delhi: Magnum Publication.
12. Ruben, B.D., & Lievrouw, L.A. (2017). *Mediation, information and communication.* Abingdon, Oxon: Routledge.
13. Suber, P. (2012). *Open access*. Cambridge: MIT Press.

Further Readings:

1. Mullen, L.B. (2010). *Open access and its practical impact on the work of academic librarians: collection development, public services, and the library and information science literature*. New Delhi: Chandos Publishing.
2. S.T., & Wright, M.S. (2010). *Information literacy in the digital age: an evidence-based approach.* Witney: Chandos Publishing.
3. Willinsky, J. (2009). *The access principle: the case for open access to research and scholarship.* Cambridge: MIT Press

Paper code: MLIS 06
Paper Title: ICT in Libraries (Practical)

Objective: To acquaint the students with the working of library automation software, digital library software and library website design.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The practical examination will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The examiner for the practical paper will assess the examinees on the basis of their practical performance (60 marks) and viva (20 marks)
iii. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:
After studying this course, students shall be able to:

1. Demonstrate necessary skills required to perform library work with relevant modules of open-source ILMS: KOHA.
2. Create/build Digital Library using open-source technologies and web-applications.
3. Acquire the necessary skill for developing effective Library Websites.
4. Gain practical knowledge and skills for establishing Virtual Reference Service (VRS/DRS) using free web technologies and Mobile-apps.

Unit I: ILMS (Library Automation): Koha
- Administration
- Working with Modules
- Report Generation

Unit II: Digital Library/Institutional Repository:
- DSpace
- Invenio
- Omeka
- Preservica (SaaS)

Unit III: Virtual Reference Services (VRS/DRS):
- Synchronous VRS (SVRS)
- Embed Chat Widget (Library Website and Mobile-app)

Unit IV: Library Website Designing:
- No-code website builder

Essential Readings:

1. Association (U.S.). (2013). *Using LibGuides to enhance library services: A LITA guide.* Chicago: ALA.
2. Dobbs, A. W., In Sittler, R. L., Cook, D., & Library and Information Technology
3. *Dspace Institutional Repository Software. https://dspace.lyrasis.org/download/*
4. Dspace-A turnkey institutional repository application. https://duraspace.org/dspace/
5. *INVENIO: Powering Open Science.* https://inveniosoftware.org
6. Invenio: Powering to open science. https://invenio-software.org
7. *Koha: Library management Software* https://koha-community.org/
8. Kulkarni, S., & Shewale, N. (2017). *Enhancing Library Services using Open Source*

9. *Omeka: Open-source web publishing platforms*. https://omeka.org/
10. PRESERVICA: *Active Digital Preservation*. https://preservica.com
Software Koha Prototype Model of Centralized Library System of Sinhgad Institute's Higher Education Libraries. Saarbrücken: Lap Lambert Academic Publishing.
10. Weebly. https://www.weebly.com

Further Reading:

1. Faruk, M. O. (2017). *User-centered library website design*. Saarbrücken: Lambert Academic Publishing
2. Francabandera, L. (2018). *Making library websites accessible: A practical guide for librarians*. Lanham, Maryland: Rowman & Littlefield.

Paper Code: MLIS 07
PAPER TITLE: INFORMATION SYSTEMS:
OPT. ("A"): SOCIAL SCIENCE INFORMATION SOURCES AND SYSTEMS

Objectives: To acquaint the students about the Information Sources of social science and Networks in the field of Social Sciences.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

(i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
(ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Learning Outcomes:
After studying this course, students shall be able to:

1. Examine the structure and development of Social Sciences.
2. Know the recent research trends in the field of Social Sciences.
3. Know about the Social Science Information Sources, products and services.
4. Critically evaluate various social sciences information sources.
5. Develop acquaintance with the role of national and International Social Science Institutions engaged in Information generation and dissemination.
6. Evaluate the Social Science Databases and Repositories.
7. Understand the role of social science associations and networks in the upliftment of social sciences.

Unit – I: Structure and Development of Social Sciences:

- Social Sciences: Definition, scope, landmarks and research trends.
- Political Science**:** Definition, scope, landmarks and research trends.
- Economics**:** Definition, scope, landmarks and research trends.
- Sociology**:** Definition, scope, landmarks and research trends.
- History**:** Definition, scope, landmarks and research trends.

Unit – II: Social Science Institutions engaged in Information generation and dissemination:

- Role of Social Science Institutions:

- Centre for Policy Research.
- Indian Council of Social Science Research.
- Indian Institute of Public Administration.
- National Council for Applied Economic Research.
- Tata Institute of Social Sciences.
- Indian Council of Historical Research.
- United Nation Educational Scientific and Cultural Organisation (UNESCO).

Unit – III: Social Science Information System, Associations and Networks:

- Information System: Concept and evaluation.
- Information Associations in Social Sciences:
  - International Political Science Association.
  - International Sociological Association.
- Information Networks in Social Sciences:
  - SocioSite
  - Social Science Research Network (SSRN).

Unit – IV: Social Science Aggregators, Databases and Repositories:

- Evaluation of the following Databases:
  - J-STOR.
  - J-Gate.
  - Project Muse.
  - Shodhganga
  - Networked Digit Library of Theses and Dissertations (NDLTD).
  - UN Data.
  - OpenDOAR (Directory of Open Access Repositories)
  - DOAJ. (Directory of Open Access Journals)

Essential Readings:

1. Association of Librarians and Information Professionals in the Social Sciences. (2010). *Innovations in social sciences information and research support.* London: Association of Librarians and Information Professionals in the Social Sciences.
2. British Library. (2006). *Social science search: The complete research service.* London: British Library.
3. DOAJ. https://doaj.org/
4. Fisher, David and Price, Sandra. (2018*). Information Sources in the Social Science*. Munchen:Saur
5. Harmon-Jones, E. &Winkelman, P. (2006). *Fundamentals of social science*. New York: Guilford.
6. Indian Association of Social Science Institutions. (2012). *National social science information system On-going and completed research projects in society related study area (2008-10).* New Delhi: Indian Association Social Science Institutions
7. J-Gate. https://jgateplus.com/home
8. JSTOR. https://www.jstor.org/
9. OpenDOAR: https://v2.sherpa.ac.uk/opendoar/

Further Readings:

1. Herron, N. (Ed.). (2002). *Social Sciences: A Cross disciplinary guide to selected sources.* (3rd ed.). Libraries Unlimited.
2. McKenzie, W.J.M. (Ed.). (1996). *Guide to Social Sciences*. London: Weidenfied and Nicolson.

3. Walford, A.J. (2000). *Guide to reference material: Social and Historical Science, Philosophy and Religion.* (Vol. 2). London: Library Association.

Paper Code: MLIS 07
Paper Title: INFORMATION SYSTEMS:
OPT. ("B"): BUSINESS INFORMATION SOURCES AND SYSTEMS

Objectives:
To make the students aware of the Business Information System.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

(i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
(ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Learning Outcomes:
After studying this course, students shall be able to:

1. Understand the nature and characteristics of business information.
2. Acquaint with the components of Industrial Information System.
3. Know about the Industrial Information sources, products and services.
4. Develop acquaintance with the role of industrial Institutions and networks.
5. Organise business information for end user.

Unit – I Business Information:
- Nature and characteristics: Its role, generation and utilization.
- Systems view of business information.
- Components of Business Information Systems: Resources, centres, consultants, suppliers, financial organisations, industrial promoters, etc.
- Users of business information: Categories, role, functions, and need.

Unit – II Business Information Sources and Products
- Sources of Information: Directories, Digests, Market, Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design and Trade Marks, Standards, Databases.
- Information services: CAS, SDI, Technical Enquiry Service, other computerised services.

Unit – III Business Information Institutions and Networks:
- Information Networks: overview of Business Information Networks.
- Activities of: Indian Institute of Foreign Trade (IIFT), India Trade Promotion Organisation (ITPO), Confederation of Indian Industry (CII), Federation of Indian Chambers of Commerce and Industry (FICCI), United Nations Industrial Development Organization (UNIDO), United Nations Conference on Trade and Development (UNCTAD)

Unit – IV: Organising Business Information for End user Support
- Database System: Business Measurement System
- Business Planning System. Text Management System: Text retrieval system

- Office systems Management Support Systems: Decision support systems; information centres.

Essential Readings:

1. Ahituv, N.I.V. (1994) *Principles of Information System for Management*. USA: Business and Educational Technologies.
2. Atherton, P. (1980). Handbook for information systems and services. In *Handbook for information systems and services*. Paris: UNESCO.
3. CII. Confederation of Indian Industry. https://www.cii.in/
4. Curtis, G., & Cobham, D. (2008). *Business information systems: Analysis, design and practice*. NY: Pearson Education.
5. FICCI. https://ficci.in/
6. IIFT. https://www.iift.ac.in/iift/index.php
7. ITPO | India trade promotion organisation. https://www.indiatradefair.com/
8. United National Conference on Trade and Development. https://unctad.org/
9. United Nations Industrial Development Organization. https://www.unido.org/

Further Readings:

1. Dossett, P. (Ed.). (1992). *Handbook of special librarianship and information services* (6th ed.). London: ASLIB.
2. Garland, J. L. (1986). *How to develop Business information systems for End User*.
3. Wasserman. (1983). *Encyclopaedia of business information sources.* Boston: Cengage.

Paper Code: MLIS 07
PAPER TITLE: INFORMATION SYSTEMS:
OPT. ("C"): HEALTH SCIENCE INFORMATION SOURCES AND SYSTEMS

Objectives: To make the students aware of the Health Science Information System

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

(i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
(ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Learning Outcomes:
After studying this course, students shall be able to:

1. Understand the health science information.
2. Provide health science information services.
3. Use health science Information sources, products and services
4. Find out the role of Health Science Information Institutions at National and

International level.
5. Acquaint with the health science Information System.
6. Understand the role of various health science information system and networks.

Unit – I Health Science Information

- Growth and development of Health Science.
- Types of Health Science libraries/information centres.
- Information Services: Current Awareness Service, SDI service, Indexing and abstracting service.
- Literature search.
- Users of Health Science information.

Unit – II Health Science Information Sources:

- Sources of Information:
- Printed
- Non-print. (List to be provided by the concerned teacher).

Unit –III Health Science Information Institutions:

- National Medical Library (NML).
- World health Organisation (WHO).
- Indian council of Medical Research (ICMR).
- Department of Biotechnology (DBT).
- National Institute of Health and Family Welfare.
- Central Drug Research Institute (CDRI).
- Central Institute of Mining and Fuel Research (CFRI).
- Central Food Technological Research Institute (CFTRI)
- National Institute of Nutrition (NIN).
- National Institute of Immunology (NII).
- National Informatics Centre (NIC)

Unit – IV: Information Systems and Networks:

- Health Literature, Library, and Information Services (HELLIS).
- Medical Literature Analysis and Retrieval System (MEDLARS)
- BioSciences Information Service (BIOSIS).
- Trends in Health Science Information System.
- Application of Hypertext, Hypermedia, Multimedia.
- Expert System and Artificial Intelligence.

Essential Readings:

1. Carmel, M. (Ed.). (1995): *Health care librarianship and Information work.* (22nd ed.). Library Assn Pub Limited.
2. Central Drug Research Institute, Lucknow (CSIR-CDRI). https://www.csir.res.in/gallery/central-drug-research-institute-cdri-lucknow
3. Central Institute of Mining & Fuel Research, Dhanbad. https://cimfr.nic.in/
4. CFTRI. https://cftri.res.in/
5. Department of Biotechnology. https://dbtindia.gov.in/
6. Dixit, R.P. (1995). *Information management in Indian medical libraries*. New Delhi: New Concepts.
7. ICMR-National Institute of Nutrition, India. https://www.nin.res.in/
8. Indian Council of Medical Research. https://main.icmr.nic.in/
9. National Informatics Centre. (n.d.). https://www.nic.in/
10. National Institute of Health&Family Welfare. http://www.nihfw.org/
11. National Institute of Immunology. http://www.nii.res.in/
12. National Library of Medicine - national institutes of health. https://www.nlm.nih.gov/

13. World Health Organization (WHO). https://www.who.int/

Further Readings:

1. Varalaxshmi, R.S.R. (1993). *Information services in medical college libraries*. New Delhi: EssEss Publications.

Paper Code: MLIS 08
Paper Title: MANAGEMENT OF LIBRARY SYSTEMS:
OPTION ("A"): PUBLIC LIBRARY SYSTEM

Objective: To acquaint the students with the present set up of public library system in India.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:
After studying this course, students shall be able to:

1. Understand the public library system and its functions.
2. Critically assess the nature, organization and governance of public libraries.
3. Know the clientele and the services required in public libraries.
4. Examine the need for library legislation and polices for public libraries.
5. Determine the resource sharing and automation procedure in public library system.
6. Provide services to special groups of clientele.

Unit – I: Public Libraries
- Public Libraries: Meaning, importance, functions.
- Role of Public Library in literacy and mass education.
- Public Library Movement in India: Recommendation by S.R. Ranganathan, Advisory Committee for India
- Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata).
- UNESCO manifesto on Public Libraries.
- Organisation of Public Library System: National, regional and State, Library governance.

Unit – II: Public Library Legislation in India and Library and Information Policy
- Library acts in India: Salient features of library acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra, West Bengal, Manipur, Kerala, Haryana, Goa and Mizoram.
- Library and Information Policy: Library and Information Policy at National and International level.

Unit – III: Organisation of Public Libraries

- Manpower Development: Qualifications, recruitment, job description. job analysis, staff manual.
- Library Finance: Sources, budgeting, accounting and auditing.
- Library Building: Planning, Concept of Modular Building.
- Library Furniture and Equipment.
- Collection Development: Print, Non-Print (including Electronic documents).
- Organisation of various Sections: Periodical, Technical, Reference, Circulation and Maintenance Section.

Unit – IV: Resource Sharing and Automation

- Networking and Resource Sharing, Integrated public library system.
- Library Automation: Automating the housekeeping services in various sections in the public libraries.
- Library services to special groups of people including physically handicapped, mentally challenged, visually impaired, Prisoners and Children.

Essential Readings:

1. Goulding, A. (2017). *Public libraries in the 21st century: Defining services and debating the future*. London: Routledge.
2. Hille, R.T. (2019). *The new public library: Design innovation for the twenty-first century*. New York: Routledge.
3. Kendal Spires. (2021). *Public Library Core Collection: Nonfiction*. New York: H.W. Wilson Publishing.
4. Leorke, D., & Wyatt, D. (2019). *Public libraries in the smart city*. Singapore: Palgrave Macmillan.

Further Readings:

1. Moore, D.R., & Shoaf, E.C. (2018). *Planning optimal library spaces: Principles, processes, and practices*. Maryland: Rowman & Littlefield.

Paper Code: MLIS 08
Paper Title: MANAGEMENT OF LIBRARY SYSTEMS: OPT. ("B"): ACADEMIC LIBRARY SYSTEM: COLLEGE AND UNIVERSITY LIBRARIES

Objective: To acquaint the students with the present set up of academic library system in India

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:

After studying this course, students shall be able to:

1. Understand the academic library system and its functions.
2. Know the clientele and the services required in academic libraries.
3. Analyse the functions of libraries in academic institutions.
4. Develop skills for designing collection development policies in academic libraries.
5. Interpret the role of human resources in academic libraries.
6. Summarize the overall organization and administration of academic libraries.

UNIT- I: Academic Libraries

- Academic Libraries: Definition, Aims, Objectives and Types.
- Role of UGC in Strengthening Academic library system in India.
- Academic Library as a Space/Place: Concept, Significance and Components.
- Library Learning Commons. Library Maker spaces in Academic Libraries.
- Library Research Support (LRS): Concept, Relevance and Scope.

UNIT- II: Collection Development and Evaluation

- Collection Development Policy (CDP): Concept, Need and Elements.
- Evidence-Based Acquisition Model (EBA): Concept, Significance and Features. Concept of Demand-Driven Acquisition (DDA)/Patron-Driven Acquisition (PDA).
- Collection Evaluation and Assessment Methods: Quantitative and Qualitative Techniques
- Creative commons (CC): Concepts & Types of Licenses.

UNIT- III: HRM and Library Quality Management

- Performance Appraisal: Need, Importance & Evaluation Process in Indian Academic Libraries.
- Professional Development of Library Staff: Concepts & Need. Opportunities for Continuous Professional Development CPD.
- Library Quality: Concept and Components of TQM and Six-Sigma.
- NAAC Quality Indicators in Library and Information Services: College and University Libraries.

UNIT- IV: Open Courseware, Green Library & Marketing

- Open Courseware and MOOCs: Concepts, Significance and Role of Academic Libraries.
- NMeICT initiatives: ePG-Pathshala and SWAYAM
- Green Libraries: Concept, Need & Features.
- Marketing of Library Products & Services: Concepts & Rationale. Marketing Mix in Academic Libraries.

Essential Readings:

1. Burke, J., & Tumbleson, B.E. (2016). *Learning management systems: Tools for embedded librarianship*. Chicago: ALA.
2. Carr, M.M. (2013). *The green library planner: What every librarian needs to know before starting to build or renovate*. Maryland: The Scarecrow Press.
3. Daniel, L.N. (2019). *The changing academic library: Work culture and operations*. New York: Magnum Publishing.
4. Forbes, C., & Bowers, J. (2015). *Rethinking reference for academic libraries: Innovative developments and future trends*. Maryland: Rowman & Littlefield.
5. Forbes, C., & Keeran, P. (2020). *Academic library services for graduate students: Supporting future academics and professionals*. California: Libraries Unlimited
6. Gronwald. (2020). *Integrated business information systems: A holistic view of the linked business process Chain ERP-SCM-CRM-BI-Big Data*. Berlin: Springer.
7. Koufogiannakis, D., & Brettle, A. (2016). *Being evidence based in library and information practice* Chicago: Neal Schuman Publishers.

8. Verishagen, N. (2019). *Social media: The academic library perspective*. Cambridge: Chandos Publishing.

9. Wesolek, A., Lashley, J., & Langley, A. (2018). *OER: A field guide for academic librarians* Oregon: Pacific University Press.

10. Willingham, T., Stephens, C., Willingham, S., & Boer,J.D. (2018). *Library makerspaces: the complete guide*. Maryland: Rowman & Littlefield.

11. Zhou, M.Y. (2019). *Open educational resources (OER) pedagogy and practices*. Hershey, PA: IGI Global.

Further Readings:

1. Bavakutty, M.,Azeez, A., & Nasirudheen, T.P.O. (2018). *ICT application in academic library management: Festschrift volume in honour of Dr. T.P.O Nasirudheen*. New Delhi: EssEss Publications.

2. Nelson, R., & Staggers, N. (2018). *Health informatics: An interprofessional approach* (2nd ed.). Missouri: Elsevier.

3. Smallwood, C. (2011). *Library management tips that work*. Chicago: ALA.

4. Woodward, J.A. (2011). *Creating the customer-driven academic library*. Chicago: ALA.

Paper Code: MLIS 08
Paper Title: MANAGEMENT OF LIBRARY SYSTEMS:
OPTION. ("C"): SPECIAL LIBRARY SYSTEM

Objective: To acquaint the students with the present set up of Special library system in India.

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

i. The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
ii. The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Learning Outcomes:
After studying this course, students shall be able to:

1. Understand the special library system and its functions.
2. Know the services required in special libraries.
3. Analyse the functions of special libraries to serve the specialist users.
4. Develop skills for designing collection development policies in special libraries.
5. Interpret the role of human and financial resources in special libraries.
6. Summarize the overall organization and administration of special libraries.

Unit – I: Special Libraries

- Special Libraries: Concept, role, characteristics, and functions.
- Development of special libraries in India.

- Role of IASLIC and NIScPR

Unit – II: Library Organisation and Administration

- Collection Development and Management: Government documents, maps, manuscripts, newspaper clippings, serials, specifications (patents and Standards) technical reports, theses.
- Financial Management auditing: Sources of finance, budgeting techniques. Accounting and Auditing.
- Manpower development and recruitment: Qualifications, Job Description, Staff Manual.

Unit – III: Information Services, Systems and Databases

- Information Services: CAS, SDI, eDDS, Translation Services and Trend Reports
- MEDLARS
- INIS
- INSPEC
- AGRIS
- Patent Information System
- AccessScience

Unit – IV: Resource Sharing

- Resource Sharing: Concept, areas and factors of Development
- Role of CSIR, DRDO and BARC
- Role of SLA and IFLA Section on Special Libraries

Essential Readings:

1. Avon. (2021). Creative planning of special library facilities. London: Routledge.
2. Matarazzo, J.M., & Connolly, S.D. (2016). *Knowledge and special libraries*. London; Taylor & Francis Group.
3. Murray, Tara E (2013), The specialist. Journal of library administration. 53, 274 – 282.
3. Robertson, G. (2021). *Disaster planning for special libraries*. Cambridge: Chandos Publishing.
4. Scammell, A. (2008). *Handbook of special librarianship and information work.* London: Routledge.
5. Yap, J.M., Perez, M. J.V., Ayson, M.C.I., & Entico, G.J.E. (2016). *Special library administration, standardization, and technological integration*. Hershey, Pensylvania: Information Science Reference.

Further Readings:

1. Bernstein, I.H. & Havig, P. (1999) *Computer literary*. London: Sage Publications.
2. Liu, C., Peek, J., Jones, R., Buus, B., & Nye, A. (1994). *Managing Internet information services*. New York: O'Reilly.

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