**SYLLABUS OF MASTER OF LIBRARY AND INFORMATION SCIENCE**

**Session 2017-18**

**SCHEME OF PAPERS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Paper Code** | **Nomenclature of Papers** | **Internal**  **Assessment** | | **Practical Examination** | | **Written Examination** | | **Total Marks** | |
| **Core Papers** | | | | | | | | | |
| LIS201 | Information,  Communication and Society | 30 | | --- | | 70 | | 100 | |
| LIS202 | Information Storage and  Retrieval | 30 | | --- | | 70 | | 100 | |
| LIS203 | E-resources in Library and  Information Centres | 30 | | --- | | 70 | | 100 | |
| LIS204 | Information and  Communication Technology Applications: Advanced | 20 | | 20 | | 60 | | 100 | |
| **Elective Papers** | | | | | | | | | |
| LIS205 | College and University Library System | 30 | | --- | | 70 | | 100 | |
| LIS206 | Public Library System | 30 | | --- | | 70 | | 100 | |
| LIS207 | Special Library System | 30 | | --- | | 70 | | 100 | |
| Total Credits | | | | | | | | 25 | |
| **Second Semester**  **Core Papers** | | | | | | | | | | |
| LIS208 | Research Methodology and  Statistical Techniques | | 30 | | --- | | 70 | | 100 | |
| LIS209 | Information Analysis,  Consolidation and  Repackaging | | 20 | | 20 | | 60 | | 100 | |
| LIS210 | Advanced Knowledge  Organization:  (a) Classification Practice**\***  (b) Cataloguing Practice**\*** | | 14  14 | | \_\_\_\_  \_\_\_\_ | | 36  36 | | 50  50 | |
| LIS211 | Project work | | 20 Viva  Voce | | 80 Evaluation | | | | 100 | |
| **Elective Papers** | | | | | | | | | | |
| LIS212 | Information and Literature  Survey in Social Sciences | | 20 | | 20 | | 60 | | 100 | |
| LIS213 | Information and Literature  Survey in Sciences | | 20 | | 20 | | 60 | | 100 | |
| LIS214 | Information and Literature  Survey in Humanities | | 20 | | 20 | | 60 | | 100 | |

**\*The nature of these papers is that of a theory paper.**

**SYLLABUS OF MASTER OF LIBRARY AND INFORMATION SCIENCE**

**Session 2017-18**

**FOR CAMPUS STUDENTS**

**First Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Code** | **Nomenclature of Papers** | **Lecture Credits** | **Tutorial Credits** | **Practical Credits** | **Total**  **Credits** |
| **Core Papers** | | | | | |
| LIS201 | Information, Communication and Society | 5 | 0 | 0 | 5 |
| LIS202 | Information Storage and Retrieval | 5 | 0 | 0 | 5 |
| LIS203 | E-resources in Library and Information Centres | 5 | 0 | 0 | 5 |
| LIS204 | Information and Communication Technology Applications: Advanced | 4 | 0 | 1 | 5 |
| **Elective Papers** | | | | | |
| LIS205 | College and University Library System | 5 | 0 | 0 | 5 |
| LIS206 | Public Library System | 5 | 0 | 0 | 5 |
| LIS207 | Special Library System | 5 | 0 | 0 | 5 |
| Total Credits | | | | | 25 |

**Second Semester**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Code** | **Nomenclature of Papers** | **Lecture Credits** | **Tutorial Credits** | **Practical Credits** | **Total**  **Credits** |
| **Core Papers** | | | | | |
| LIS208 | Research Methodology and Statistical Techniques | 5 | 0 | 0 | 5 |
| LIS209 | Information Analysis, Consolidation and Repackaging | 4 | 0 | 1 | 5 |
| LIS210 | Advanced Knowledge Organization:  (a) Classification Practice**\***  (b) Cataloguing Practice**\*** | 4 | 1 | 0 | 5 |
| LIS211 | Project work | 0 | 5 | 0 | 5 |
| **Elective Papers** | | | | | |
| LIS212 | Information and Literature Survey in Social Sciences | 4 | 0 | 1 | 5 |
| LIS213 | Information and Literature Survey in Sciences | 4 | 0 | 1 | 5 |
| LIS214 | Information and Literature Survey in Humanities | 4 | 0 | 1 | 5 |
| **Open Elective Papers** | | | | | |
| LIS215 | Citation Styles for Research Work | 3 | 0 | 0 | 3 |
| Total Credits | | | | | 25 |

**\*The nature of these papers is that of a theory paper.**

**MASTER OF LIBRARY AND INFORMATION SCIENCE**

**FIRST SEMESTER**

**LIS201: INFORMATION, COMMUNICATION AND SOCIETY**

Objectives: 1. To enable the students to understand the nature of information and its relations to knowledge, patterns of information flow and the role of libraries and information centres in national development

2.To acquaint the students with information policies and Infrastructures in India and abroad.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION–A**

1. Data, Information and knowledge: Conceptual difference.

2. Information: definition, nature, use and value with special emphasis on multimedia information.

3. Information Society: Genesis, characteristics, and implications.

4. Knowledge: Impact and implications of knowledge for libraries and information centres.

5. Communication: Communication channels.

6. Information and Knowledge Management.

**SECTION–B**

7. Information Science: Definition, scope and status as a discipline.

8. Information Life-cycle: Generation, acquisition, processing, storage, dissemination and use.

9. Universe of Subjects: Formation, structures and development.

10. Information policy: Need, purpose and recent developments at national (NAPLIS) and international level.

11. Intellectual property rights: Copyright. Data security and fair use, Right to information and censorship.

12. Library & Information Infrastructure: At International, National and Local level (only conceptual frame work to be discussed.)

**RECOMMENDED READINGS**

1. Bell, D. The coming of post industrial society: a venture in social forecasting. NY: Basic Books, 1973.
2. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996.
3. Buckland, M. Information and information systems. New York: Praeger, 1991.
4. Cornish, G.P. Copyright: interpreting the law for library, archive and information service. London: LA, 1997.
5. Feather, J.P. The information society. London: LA, 2000.
6. Meadows, J. Knowledge and communication. London, LA, 1997.
7. Meadows, J. Understanding information.
8. Prasher, RG. Information and its communication.
9. P.S.G. Kumar. Fundamentals of Information Science. 4th rev. ed. 4 Vols. Delhi: B.R., 2016.
10. Rodden, R. ed. Information dynamics: Aldershot: Gower, 1998.
11. Vickery, B.C. and Vickery, A. Information science: theory and practice. London: Butterworth, 1997.

**LIS202: INFORMATION STORAGE AND RETRIEVAL**

Objectives : 1.To keep students abreast of current developments in various information processing techniques.

2. To develop capability in retrieving information by applying different search techniques.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Development and trends in classification: Dewey Decimal Classification, Universal Decimal Classification, Library of Congress Classification and Colon Classification (7th ed.).
2. Activities of organizations in classification research; Documentation Research and Training Centre (Bangalore), CRG (London), and ISKO.
3. Development and trends in cataloguing, Anglo- American Cataloguing Rules, 2nded. and revisions.
4. International Standard Bibliographic Description (ISBD), MARC 21, UNIMARC, CCF, Dublin Core,
5. Functional Requirements for Bibliographic Records (FRBR), Resource Description and Access (RDA).

**SECTION-B**

1. Indexing: Development and trends in indexing. Derived indexing; Assigned indexing, Concept indexing, Term indexing, Alphabetical indexing, Keyword indexing, Pre and post coordinate indexing systems, citation indexing.
2. Features and Information Storage and Retrieval System– Precision, recall, relevance online searching and search strategies.
3. Vocabulary control: Methodology, current trends and development.
4. Sears List of Subject Headings; Library of Congress Subject Headings, Medical Subject Headings (MeSH).
5. Thesaurus of ERIC Descriptors, UNESCO Thesaurus, Thesauro-facet.

**RECOMMENDED READINGS**

1. Aitchison, Jean, Gilchrist, Alan & Bawden, David: Thesaurus construction and use: a practical manual. 4th ed. London: Taylor and Francis, 2005.
2. Austin, Derek: PRECIS : A manual of concept analysis : London : British Library, 1984
3. Bajpai, S.K. Modern information retrieval, New Delhi: Ess Ess Pub, 1999.
4. Bates, M.J.: Understanding information retrieval systems: management, types and standards. Boca Raton, FL: CRC press, 2012.
5. Best, D.P.: The fourth resource: information and its management. Alders hot : Aslib, 1996
6. Chowdhary, G.G: Introduction to modern information retrieval, London: L.A, 1999.
7. Cleveland, Donald & Cleveland, Ana: Introduction to indexing and Abstracting. 4th ed. Englewood: Libraries Unlimited, 2013.
8. Cooke, A.: A guide to finding quality information on the Internet.2nd edition. London: Facet Publishing, 2001
9. Deegan, M. & Simon Tanner: Digital futures. London. LA, 2002
10. Ellis, David: Progress and problems in information retrieval. London: LA, 1996.
11. Foskett, A.C.: The subject approach to information. 5th ed. London: LA, 1996
12. Francson, Jonas: Efficient information searching on the web: a handbook in the art of searching for information. 2009.
13. Ghosh, S.B. & Satpathi, J.N. ed.: Subject indexing systems. Kolkata: IASLIC, 1998.
14. Guha, B.: Documentation .
15. Kemp, D.A.: Computer-based knowledge retrieval. London: Aslib, 1988.
16. Kemp, D.A: The nature of Knowledge, London Clive Bingley, 1976.
17. Kowalski, G.J. and Maybury, M.T.: Information storage and retrieval system: theory and implementation. 2nd ed. New York: Kluwer, 2002.
18. Lancaster, F.W.: Indexing and abstracting in theory and practice. 2nd ed. London: LA, 1998.
19. Maltby, A.: Sayer’s manual of classification for libraries. 5th. Ed. London: Andre Deutsch, 1975
20. Manning, Christopher D., Raghavan, Prabhakar and  Schütze, Hinrich: Introduction to information retrieval, Cambridge University Press. 2008. Link: https://nlp.stanford.edu/IR-book/
21. Martin, W.J.: The global information society. Aldershot: Aslib, 1995
22. Mason, R.O. and others, Eds: Ethics of information management. New Delhi: Sage, 1995
23. Meadows, J.: Understanding information. Munchen: KG Saur, 2001.
24. Oddy, P.: Future libraries, future catalogs. London: LA, 1996
25. Prasher, R.G.: Index and indexing systems. New Delhi: Medallion Press, 1989.
26. Rajan, T.N., ed.: Indexing Systems: Concepts methods and techniques Kolkata: IASLIC, 1981
27. Riaz, Muhammad: Advanced indexing and abstracting practices, New Delhi Atantic Pub, 1989.
28. Rowley, Jennifer E.: Abstracting and indexing. 2nd ed. London: LA, 1988.
29. Vickery, B.C. and Vickery, Alina: Information science in theory and practice. London: Butterworths, 1987

**LIS203: E-RESOURCES IN LIBRARY AND INFORMATION CENTRES**

Objective : To acquaint the students with different types of electronic resources, their life cycles and train them in the activities involved in developing the collection and providing access to electronic resources.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Electronic Resources: concept, need, characteristics, benefits and drawbacks.
2. Types of e-resources, E-Resource life cycle.
3. Collection Development Process: formulating policy, budgeting, evaluation of e-resources.
4. Subscription models: licenses and Negotiation.
5. Consortia: concept, need, purpose & limitations; e-ShodhSindhu: Consortium for Higher Education Electronic Resources.
6. Preservation and Perpetual Access.

**SECTION-B**

1. Access Management of e-resources, channels, Authentication and Authorization.
2. Organization & description of resources. Metadata: Basic Concept.
3. User awareness and capacity building.
4. Economics of e-resources: list price, cost recovery, cost avoidance, cost per article, etc.
5. Usage statistics of E-resources, standards and Guidelines (COUNTER,SUSHI).
6. Web-based resources: introduction, scope, types and evaluation.

**RECOMMENDED READINGS**

1. Brynjolfsson, Eric and Kahin, Brian, Ed. Understanding the digital economy: data, tools and research. Massachusetts: MIT Press. 2002.
2. Cole, Jim and others. E-serials Collection Management: Transition, Trends and Technicalities. London, CRC Press. 2003.
3. Conger, Joan E. Collaborative electronic resource management: From acquisitions to Assessment.Westport, Libraries Unlimited. 2004.
4. Curtis, Donnelyn. E-journals: How to do it Manual for Building, Managing and Supporting Electronic. Journal Collection. London, Facet Publishing. 2005.
5. Fecko, Mary Beth. Electronic Resources: Access and Issues. London: Bowker-Saur. 1997.
6. Hanson, Ardis and Levin, B.L. Building a Virtual Library. Hershey, P.A.: Information Science Publishing. 2002.
7. Jones, Wayne, ed. E-Journal Access and Management. New York, Routledge. 2009.
8. Kasdorf, William E, *Ed*. The Columbia Guide to Digital Publishing. New York, Columbia University Press. 2003.
9. Katz, Linda S. Collection Development Policies: New Dimension for Changing Collections. London, Roultedge Kegan Paul. 2003.
10. Katz, Linda S. Managing Digital Resources in Libraries. London: Routledge Kegan Paul. 2005.
11. Kemp, Rebecca. E-resource Evaluation and Usage Statistics: Selector’s Choices. Saarbrücken, VDM Verlag. 2008.
12. Kumbar, T.S. and Karisiddappa, C. R. Electronic Journals. *In: Information Technology Application in Libraries: a text book for beginners.* Edited by M. Mahapatra and D.B. Ramesh. Bhubaneswar, Reproprint. 2004.
13. Lee, Stuart D. and Boyle, Frances. Building an Electronic Resource Collection: A Practical Guide (2nd ed). London, Facet Publishing. 2004.
14. Lee, Sul H. Electronic Resources and Collection Development. London, Routlege Kegan Paul. 2003.
15. Mahapatra, M. and Ramesh, D.B. Electronics Publishing and media. In: Information Technology Application in Libraries: a text book for beginners. Edited by M. Mahapatra and D.B. Ramesh. Bhubaneswar, Reproprint. 2004.
16. **Mitchell, Anne M. and Surrat, Brain E. Cataloguing and Organizing Digital Resources: A How to do it. Manual for Librarians*.* London, Facet Publishing. 2005***.*
17. Yu, Holly and Breivold, Scott. Electronic Resource Management in Libraries: Research and Practice. 2008. Information Science Reference.

**LIS204: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS: ADVANCED**

Objectives: To acquaint students with the use of ICT in library and information centres and to impart practical knowledge of web page creation and library automation software.

Max. Marks: 100 Internal Assessment: 20 Marks Theory: 60 Marks Practical: 20 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

**PART- I: THEORY (Max. Marks 60)**

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Library Automation: Planning and Implementation.

2. Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials control, OPAC, Library management.

3. Digital Library Software: Basic Features of e-Granthalaya, DSpace and Greenstone.

4 Internet Based Resources and Services: E-books, E-journals, Webinars.

5. Web Browsers: Concept and Features of Internet Explorer, Opera, Mozilla Firefox, and Chrome.

6. Databases: Concept and Types, Bibliographic databases: WorldCat and IndCat.

7. Subject Repositories: Open MED@NIC and DLIST: Their importance and Services.

**SECTION – B**

8. Institutional Repositories: NISCAIR Online Periodicals Repository, ShodhGanga, ShodhGangotri, eGyankosh, eShodhsindhu-Their importance and Services.

9. Gateways and Portals for Libraries: UNESCO Library Portal: Importance and Services.

10. Discussion Lists for Libraries: IFLA-L and LIS-FORUM.

11. Blog and Social Media: Concept and Application in Libraries.

12. Cloud Computing: Basic Introduction.

13. Scholarly Web Searching: Google Scholar.

14. Anti-Plagiarism Software: URKUND: Features.

**PART – II: PRACTICAL (20 Marks)**

1. Use of library software packages – 10 marks
2. Web page design and creation – 10 marks

**RECOMMENDED READINGS**

1. Ackermann, Ernest. Learning to use the Internet: An introduction with examples and experiences. BPB.
2. Bharihoke, Deepak. Fundamentals of IT. 2nd ed. Excel Books. New Delhi. 2002.
3. Bradley, P. World Wide web: how to design and construct web pages. 2nd ed. London: Aslib IMI, 2000.
4. Cady, Glee Harray and McGregor, Pat. Mastering the INTERNET. BPB. New Delhi. 1996.
5. Cox, Ingemer, J. Digital Watermarking. 2002.
6. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002.
7. Digital Libraries and Multimedia. Boston: Kluwer, Academic Publishers. 2000.
8. Digital Libraries and use. Cambridge: MIT Press, 2003.
9. Digital Libraries from technology to culture. New Delhi: Kanishka Publications. 2006.
10. Digital Libraries: Policy, planning and practice. Hants: Ashgate. 2004.
11. D'Souza, Web Publishing.
12. DSpace Manual, Release 1.6.2. <http://www.dspace.org/1_6_2Documentation/DSpace-Manual.pdf>
13. DSpace Release 1.6.2 Notes. <[https://wiki.duraspace.org/display/DSPACE/DSpace+Release +1.6.2+Notes](https://wiki.duraspace.org/display/DSPACE/DSpace+Release%20+1.6.2+Notes)>
14. Falk, Bennett. The Internet basic reference from A to Z.
15. Gopal Krishnan. Digital Libraries in electronic information era. Delhi: Authors press. 2001.
16. Greenstone Home page. <http://www.greenstone.org/greenstone3-home>
17. Greenstone Manual.
18. Haravu, L.J. Library automation: Design, principles and practice. New Delhi: Allied. 2004.
19. Hughes, Lorna M. Digitizing collection: strategic issues for the information manager. 2004.
20. Jeevan VKJ . Digital Libraries. 2003.
21. Leon, Alexis and Leon, Mathews. Fundamentals of Information Technology. 2nd Ed. Vikas Publishing House Pvt Ltd New Delhi. 2009.
22. McCoy, John. Mastering Web design. LWB, New Delhi. 1996.
23. Poulter, A. and others. The library and information professionals guide to the Internet. London: LA, 2000.
24. Rowley, J. The electronic library. 4th ed. London: LA, 1998.
25. Vittal, N. Information technology: India’s tomorrow. 2001

# LIS205: COLLEGE AND UNIVERSITY LIBRARY SYSTEM

Objective: To keep students aware of the latest trends and developments in various aspects of Academic Library Systems with particular reference of India.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION –A**

1. Role of college and university Libraries in formal and non-formal education system.
2. Development of College and university libraries in India: UGC, committees and commissions including NKC and NML.
3. Planning: Need & importance of planning; types of plans; steps and components of planning, SWOT analysis, planning tools-MBO, decision trees, brain storming.
4. Organizational Structure: Quality circles, Matrix structures; Functional organization of libraries.
5. HRM: Definition, Need, Purpose, appraisal of library staff; Motivation: Nature, Importance and Theories of Maslow, McGregor and Herzberg***.*** TQM.

**SECTION-B**

1. Leadership & Communication: Effective leadership in libraries; functions, activities. Creativity and innovation. Interpersonal communication.
2. Financial Management: Budget and budgeting techniques. Financial crunch and remedies with special reference to India.
3. Preservation, conservation and digitization of library material.
4. Library building: Planning, interior and exterior. Disaster management planning.
5. Control techniques: Budgetary and non-budgetary devices, Management Information System. Change and quality management with special reference to library automation and networking.

**RECOMMENDED READINGS**

1. Baker, David, Ed. Resource management in academic libraries. London: Library Association, 1997.
2. Brophy, P. Quality management for information and library managers. London: Aslib, 1996.
3. Brophy, P. The academic library. London: Library Association, 2000.
4. Budd, J. M. The academic library: the context, its purpose and its operation. London: Libraries Unlimited, 1988.
5. Chapman, Liz. Managing acquisitions in library and information services London: Library Association, 2001.
6. Clayton, P. and Gorman, G.E. Managing information resources in libraries. London: LA, 2001.
7. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
8. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
9. Crawford, J. Evaluation of library and information services. 2nd ed. 2000.
10. Dowler, L. Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research. London: The MIT Press, 1998.
11. Evans, G.E. Management techniques for librarians.
12. Feather, J. Matthews, Graham and Eden, Paul.(1996). Preservation Management: Policies and Practices in British Libraries. England: Gower Pub Ltd.
13. Feather, J.(Ed.). (2003).Managing Preservation for Libraries and Archives: Current Practice and Future Developments. England: Ashgate.
14. Gallacher, Managing change in library & information services. London: Aslib, 2000.
15. Gorman, GE. Evaluating library collections. 2001.
16. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996.
17. Jordan, P. The academic library and its users. London: Gower Publishing Limited, 1998.
18. Kahn, Mirian B.(2009) Disaster Response and Planning for Libraries. American Library Association series, N. Delhi: Indiana
19. Lancaster, F.W. If you want to evaluate your library.
20. Latimer, Karen and Niegaard, Hellen Ed. (2007) IFLA Library Building Guidelines: Developments & Reflections.
21. Lazinger, Susan S. (2001),Digital Preservation and Metadata: History, Practice. Colorado: Libraries Unlimited.
22. Line, Maurice B., Ed. Academic library management. London: Library Association, 1990.
23. Mahaptra, P.K and Chakrabarti B. (2003).Preservation in Libraries: Perspectives, Principles and Practice. New Delhi: Ess Ess Pub.
24. Mathews, Graham and Feather, J. (2003).Disaster Management for Libraries and Archives. England: Ashgate.
25. Narayana, G.J. Library and information management. Delhi: Prentice Hall, 1991.
26. Nicholas, David and Ritchie Maureen. (2003).Literature and Bibliometrics. London: Clive Bingley.
27. Pugh, Change management in information services. London: Gower, 2000.
28. Singh,Rajwant.(1984). University Library Buildings in India. ASLIS, N. Delhi: Academic Publications, Vol. 1.
29. Ranganathan, S. R. School and college libraries. Madras: Madras Library Association, 1942.
30. Stueart, Robert D. & Moran, Barbara B. Library and information center management. 6th ed. Colorado: Libraries Unlimited, 2004.
31. Webb, Sylvia P. Personal development in information work. Ed 2. London: Aslib, 1991.
32. White, Carl M. Survey of university of Delhi. Delhi: University of Delhi, 1965.

# LIS206: PUBLIC LIBRARY SYSTEM

Objective: To keep students aware of the latest trends and developments in various aspects of Public Library Systems with particular reference of India.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION–A**

1. Role of Public Library in information society.
2. Development of Public libraries with special reference to India Role of RRRLF, National Library (Kolkata) in development of public libraries.
3. Role of public libraries in literacy, open and distance education/learning
4. Library as a system: environmental influences and responses.
5. Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc.; planning of library building and its interior.
6. Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, and organizational charts); authority & its decentralization ;( quality circles, matrix structures); functional organization of libraries.

**SECTION-B**

1. Human Resources Management: Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff
2. Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship. Interpersonal communication
3. Financial Management: Source of funds; different type of budgets by ; accounting & auditing, costing and cost analysis of library services.
4. Public Library, collections and services development, evaluation and effectiveness
5. Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.
6. Control: Control techniques-Budgetary and non-budgetary devices, Management Information System.
7. Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

# LIS207: SPECIAL LIBRARY SYSTEM

Objective: To keep students aware of the latest trends and developments in various aspects of Special Library Systems with particular reference of India, U.K. and U.S.A

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION –A**

1. Role of Special Libraries in R & D in information society.
2. Development of Special libraries with special reference to India Role of CSIR, ICAR and ICSSR in development of special libraries in India.
3. Library as a system: environmental influences and responses.
4. Planning : Need & importance of planning; types of plans-short term, long term, strategic; steps and components of planning- time involved, money involved, areas of planning, SWOT analysis, systems approach, planning tools-MBO, decision trees, brain storming etc; planning of library building and its interior.
5. Organizing: Purpose & need for organize- Organizational structure (line & staff functions, departmentalization, and organizational charts); authority & its decentralization ;( quality circles, matrix structures); functional organization of libraries.

**SECTION-B**

1. Human Resources Management: Staffing: Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff
2. Leadership & Communication: effective leadership in libraries; functions activities & qualities of library managers; creativity and innovation; entrepreneurship Interpersonal communication
3. Financial Management:; source of funds ; different type of budgets by ; accounting & auditing, costing and cost analysis of library services.
4. Special Library: collections and services development, evaluation and effectiveness
5. Marketing: Identification of market for libraries; Market segmentation, Information as a marketable commodity; Marketing library services and products; Marketing & promotion techniques.
6. Control: Control techniques-Budgetary and non-budgetary devices, Management Information System.
7. Change & quality management with special reference to library automation and networking

(List of recommended reading to be provided by the concerned teacher)

**SECOND SEMESTER**

**LIS208: RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES**

Objective: To expose students to various research methods and their application to Library and Information Science.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION –A**

1. Research: Concept, definition, need, and purpose.
2. Types of research: Qualitative and Quantitative; Fundamental and Applied.
3. Research Tools: Questionnaire, Schedule, Interview and Observation.
4. Definition and Functions of Hypothesis. Objectivity in Research.
5. Research Design: Meaning and functions, Steps in the Preparation of Research Design.
6. Review of Literature: Need and Importance. (All students would be assigned different topics for Review of Literature as assignment for Internal Assessment).
7. Sampling Design: Types of Sampling Techniques.

**SECTION-B**

1. Application of Methods of Research in LIS: Scientific, Survey, Historical, and Case study.
2. Statistics: Mean Median, Mode, and Correlation.
3. Style Manual: MLA and APA.
4. Research Reporting: Structure, style, contents, guidelines for research reporting.
5. Bibliometrics, Scientometrics and Infometrics: Basic introduction.
6. Research Evaluation: Meaning, Importance and Types of Evaluation.
7. Plagiarism & Ethics: Meaning, Prevention of Plagiarism in research writing. Ethics in research.

**RECOMMENDED READINGS**

1. Bailey, Kenneth .: Methods of social research. Ed.2,1982.
2. Bajpai, S.R.: Methods of social survey and research. 1984.
3. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship, 1988.
4. Carpenter, R.L.: Statistical Methods for librarians. 1978.
5. Charles, H. and others: Research Methods in librarianship: Techniques and Interpretations. 1980.
6. **Fastinger, Leon and Katz, Denial: Research methods in behavioral sciences, New York: Amerind, 1976**.
7. Ghosh, B.N.: Scientific methods and social research. Ed.2,1984
8. Kerlinger, F.N.: Foundations of behavioral research. Ed 2, 1973.
9. Kothari, C.R. Research Methodology: Methods and Techniques. New Delhi: New Age, 2004.
10. Krishan Kumar: Research Methods in Library and Information Science, New Delhi: Vikas Publishing House. 1992.
11. Misra, K.P.: Research methodology: A handbook, 1989.
12. Neelameghan, A.: Presentation of ideas in technical writings, 1975.
13. **Pickard, Alison Jane: Research methods in information. 2007**.
14. Powell, Ronald R. Basic Research Methods for Librarians. 1985.
15. Ranjit Kumar: Research Methodology: A Step-by-Step Guide for Beginners, New Delhi: Sage, 2014.
16. Ravi Chandra Rao, I. K.: Quantitative methods in Library and Information Science. New Delhi: Wiley Eastern Limited, 1983.
17. Saravanavel, P.: Research and Report Writing. 1993.
18. **Sardana, J.L. and Sehgal, R.L. : Statistical methods for librarians. 1981**.
19. Sharma, Ram Dutt. Research methods in social science, 1988.
20. Simpson, I.S.: Basic statistics for librarians, Ed 3, 1983.
21. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research,1971.
22. Young, P.V. Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall, 1966.

**LIS209: INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING**

Objectives:

Max. Marks: 100 Internal Assessment: 20 Marks Theory: 60 Marks Practical: 20 Marks

**PART-I: THEORY (Max. Marks: 60)**

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours. Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Information analysis and consolidation: Concept, need and importance.
2. Information requirement of users.
3. Guiding principles for presentation of ideas in a helpful sequence.
4. Packaging and repackaging: Concept, need and purpose.
5. Criteria for determining appropriate repackaging activities.
6. Information consolidation products: concepts, types, design and development
7. Marketing of information products and services

**SECTION-B**

1. Presentation of Contents: Textual and non textual presentation.
2. Knowledge and skills required for information analysis and consolidation
3. Planning and management of information consolidation units.
4. Content creation and management.
5. Current trends in IACR.
6. Methodology for preparation of a handbooks, newsletters and State-of-the-Art reports
7. Abstracting: Types and guidelines for preparing abstracts.
8. Evaluation of information products: Criteria and steps.

**PART II: PRACTICAL (20 Marks)**

Abstracting- 10 marks

Reviewing- 10 marks

**RECOMMENDED READINGS**

1. Atherton, P.: Handbook of information systems and services. Paris: Unesco, 1977.
2. Bhatt, R. K: UNESCO: Development of libraries & Documentation centres in developing countries, 2004.
3. Chatterjee, Amitabha: Elements of information analysis, consolidation and repackaging (IACR). Kolkata: Prova Prakashani, 2013.
4. Kumar, P.S.G.: Information Analysis, Repackaging consolidation & Information retrieval (Paper X and XI of UGC Model Curriculum). Delhi: B.R. Pub., 2003
5. Kumar, P.S.G.: Library and Users: theory and Practice (Paper VIII of UGC Model Curriculum) Delhi: B.R. Pub., 2003.
6. Rowley, J.E: Abstracting and Indexing. London, Clive Bingley, 1982.
7. Saracevic, T. and Wood, J.S.: Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: Unesco, 1981.
8. Seetharama, S. Information Consolidation and Repacking: Framework, Methodology, Planning. New Delhi: Ess Ess Pub, 1997.
9. Seetharama, S. Modes of Presentation of Information in Information Consolidation Products. *Library Science with a Slant to Document*, 22; 1985; Paper E.
10. Sewa Singh. Information analysis, consolidation and repackaging. New Delhi: Atlantic, 2014.

**LIS210: ADVANCED KNOWLEDGE ORGANIZATION**

**(a) CLASSIFICATION PRACTICE**

Objectives: The aim of this paper is to train students in the techniques of classifying titles of documents according to the UDC (abridged 3rd revised English edition 1961)

Classification of adequate number of titles from all disciplines by the UDC (abridged 3rd revised English edition, 1961)

Max. Marks: 50 Internal Assessment: 14 Marks Written Examination: 36 Marks

Lectures to be delivered: 30 Time Allowed: 1 ½ hours Pass Marks: 50%

INSTRUCTION TO THE PAPER SETTER: The question paper will consist of two parts: Part-I and Part II. Part I should include 6 simple titles carrying 4 Marks each and the Part II should include 8 complex titles carrying 6 Marks each. Candidates should be asked to classify any 3 titles from Part I and any 4 from Part II respectively.The question paper should be set strictly according to the instructions given above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 1 ½ hours Max. Marks: 36

Pass Marks: 50%

NOTE:

1. Classify eight titles in all selecting any four from each part.
2. Copies of the UDC (Abridged 3rd revised English edition 1961) and a dictionary are available for use.

**PART-I**

Classify any Three of the following Six titles. 12 Marks

**PART-II**

Classify any Four of the following Eight titles. 24 Marks

LIST OF REQUIREMENTS IN THE EXAMINATION HALL

1. U.D.C (12 Copies)
2. Dictionaries : ( 2 Copies)

The above books are to be collected by the Superintendent, Examination Centre from the Department of Library and Information Science, Punjabi University, Patiala.

**TEXT BOOK**

1. U.D.C. (Abridged 3rd revised English Edition 19961).

**(b) ADVANCED CATALOGUING: PRACTICE**

Objective: The aim of this paper is to give practice to students in the techniques of cataloguing of non-book materials. Cataloguing Practice of non book material by AACR II, 2nd ed. 1988 Revision, supplemented by Sears List of Subject Headings, Ed 12, 1982.

Max. Marks: 50 Internal Assessment: 14 Marks Written Examination: 36 Marks

Lectures to be delivered: 30 Time allowed: 1 ½ hours Pass Marks: 50%

INSTRUCTIONS FOR THE PAPER SETTER: The question paper will consist two Parts: I and II. Part-I should include three titles covering (I) Cartographic material (ii) Motion Pictures, (iii) Video recordings.

Part-II should also include three titles covering (I) Sound recordings, (ii) Computer files.

Candidates should be asked to catalogue fully any three titles in all selecting at least one title from each Part. In no case, the questions should be asked from outside the syllabus, and question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time allowed: 1 ½ hours Max. Marks: 36

Pass Marks: 50%

NOTE:

1. All questions carry equal marks. (12x3=36)
2. Catalogue fully three titles in all, selecting at least one from each part.
3. All Catalogue entries for each title should be completed before attempting the next title.
4. Follow unit card system for added entries.
5. For subject headings, use Sears List of Subject, Headings, Ed. 12.

LIST OF REQUIRMENTS IN THE EXAMINATION HALL

The following books are to be provided to the candidates:

1. Sears List of Subject Headings. Ed 12. - 6 copies.

2. Language dictionary -2 copies.

**TEXT BOOKS**

1. Anglo-American Cataloguing Rules. Ed 2. 1988. Revision.
2. Sears List of Subject Headings. Ed 12. 1982.

# LIS211: PROJECT ON STUDY OF SUBJECTS

# Objective: The objective of the “project work” is to pursue a contemporary problem in the field of LIS to explore its facets thoroughly and come out with solutions or ways in a scientific way. This will prove useful to the student in applying knowledge and experience acquired during the academic session to real and emerging problems in the field.

# METHOD OF INSTRUCTION

# Each student will be required to submit a project report on an approved topic of current research and application. The report is to be submitted both in hard and soft format. Each student will work under one guide from the Department for successful completion of the project. The areas and topics will be finalized and approved by the Departmental Committee. Each report will be evaluated by a committee consisting of all the regular faculty members of the Department and marks/grades for evaluation will be on presentation, methodology and inputs put in the work. The viva voce will also be conducted by the same committee comprising of the guide of the candidate. The project will be of 100 marks out of which 80 marks will be awarded to project report evaluation and 20 marks will be for viva-voce by the said committee. There will be no internal assessment. The project report is to be submitted before the commencement of the 2nd semester examinations.

# LIS212: INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES

Objective: To acquaint students with the contributions research activities and information sources in Social science disciplines.

Max. Marks: 100 Internal Assessment: 20 Marks Theory: 60 Marks Practical: 20 Marks

**PART-I: THEORY (Max. Marks: 60)**

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Social science disciplines: Scope of the major subjects: Economics, Political Science, Sociology, History, Brief survey of the contributions made by prominent authors in these fields.
2. Social science disciplines: Developments, problems and research trends.
3. Information sources: Role of primary, secondary and tertiary documents in the growth and development of Social Sciences.

**SECTION-B**

1. Information sources: Evaluation of important secondary and tertiary sources of information in Social sciences including distributed and networked sources.
2. Databases: Networked and distributed databases in Social Sciences.
3. Internet-based resources and services: A brief introduction in the context of Social Sciences.
4. Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of Social Science disciplines with particular reference to India, U.K. and U.S.A.

**PART – II: PRACTICAL (20 Marks)**

1. Evaluation of important secondary and tertiary sources in Social Sciences - 5 marks

2. Preparation of documentation list/bibliography/current awareness list – 10 marks

3. Searching networked information in social sciences – 5 marks

**RECOMMENDED READINGS**

1. Bhatt, R.K. & Manish Kumar, Ed. Development of social sciences: A librarian’s companion. New Delhi: KK, 2014.
2. Brock, C.: The Literature of Political science: a guide for students, libraries and teachers, 1969.
3. Herron, Nancy, Ed*.* Social Sciences: A Cross disciplinary guide to selected sources. Libraries Unlimited, 1996.
4. Holler, F.L.: The information sources of political sciences. Ed 3, 1981.
5. Hoselitz, Bert F.: Reader’s guide to the social sciences, Rev.ed, 1972.
6. Hunt, Elgin F. and Colander, David L.: Social sciences: An Introduction to the study of society. Ed.9. Allyn, 1995.
7. Knowledge divides(2010) World Social Science Report. Paris: Unesco.
8. Lewis, P.R.: The literature of the social sciences: an introductory survey and guide.1960.
9. Li, Tze Chung: Social science reference sources: A Practical guide. Rev and enlarged ed 2. Greenwood, 1990.
10. Mackanzie , Wom: Study of political science today.1970.
11. Malnyk, P. Economics: bibliographic guide to reference books and information sources, 1971.
12. Maltby, A.: Economics and commerce: the sources of information and their organization, 1978.
13. Mc Innis, Raymond G. and James, W.S.: Social science research handbook, 1975.
14. Sheehy, E. P.: Guide to reference books.Latest ed.
15. Unesco: Main trends of research in the social and human science,1970.
16. Vyas, S. D. Social science information in India: Efforts toward bibliographic control. New Delhi: Concept, 1992.
17. Walford, A. J.,Ed.: Guide to reference material, 1980.
18. Webb, W. H. Ed.: Sources of information in the social science. Ed 3, 1980.

**NOTE: A list of important information sources is given in Appendix**

# LIS213: INFORMATION AND LITERATURE SURVEY IN SCIENCES

Objective: To acquaint students with the contributions, research activities, and information sources in science disciplines.

Max. Marks: 100 Internal Assessment: 20 Marks Theory: 60 Marks Practical: 20 Marks

**PART-I: THEORY (Max. Marks: 60)**

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION–A**

1. Science disciplines: Scope of the major subjects: Mathematics, Physics, Chemistry, Botany, Zoology, Brief survey of the contributions made by prominent authors in these fields.
2. Science disciplines: Developments, problems and research trades.
3. Information Sources: Role of different types of primary, secondary and tertiary documents in the growth and development of Sciences.

**SECTION-B**

1. Information Sources: Evaluations of important secondary and tertiary sources of information in Sciences including distributed and networked sources.
2. Databases: Networked and distributed databases in Sciences.
3. Internet-based resources and services: A brief introduction in the context of Sciences.
4. Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of science disciplines with particular reference to India, U.K. and U.S.A

**PART – II: PRACTICAL (20 Marks)**

1. Evaluation of important secondary and tertiary sources in Sciences - 5 marks

2. Preparation of documentation list/bibliography/current awareness list – 10 marks

3. Searching networked information in sciences – 5 marks

(Lists of important reference and information sources, and recommended reading to be provided by the concerned teacher)

**LIS214: INFORMATION AND LITERATURE SURVEY IN HUMANITIES**

Objective: To acquaint students with the contributions research activities and information sources in humanities disciplines.

Max. Marks: 100 Internal Assessment: 20 Marks Theory: 60 Marks Practical: 20 Marks

**PART-I: THEORY (Max. Marks: 60)**

Lectures to be delivered: 60 Time allowed: 3 hours Pass Marks: 50 %

INSTRUCTIONS TO THE PAPER SETTER: the question paper will consist of 3 sections: A, B, and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 9 marks each. Section C will consist of 12 short answer type questions which will cover the entire syllabus uniformly and will carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 60

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 9 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Humanities disciplines: Scope of the major subjects: Religion, Philosophy, Fine Arts, Literature. Brief survey of the contributions made by prominent authors in these fields.
2. Humanities disciplines: Developments, problems and research trends.
3. Information sources: Role of primary, secondary and tertiary documents in the growth and development of Humanities

**SECTION-B**

1. Information sources: Evaluation of important secondary and tertiary sources of information in Humanities including distributed and networked sources.
2. Databases: Networked and distributed data-bases in Social Sciences.
3. Internal-based resources and services: A brief introduction in the context of Humanities
4. Research activities: Brief survey of the activities of the research institutions and professional organizations in the growth and development of Humanities disciplines with particular reference to India, U.K. and U.S.A.

**PART – II: PRACTICAL (20 Marks)**

1. Evaluation of important secondary and tertiary sources in Humanities - 5 marks

2. Preparation of documentation list/bibliography/current awareness list – 10 marks

3. Searching networked information in Humanities – 5 marks

(Lists of important reference and information sources, and recommended reading to be provided by the concerned teacher)

**LIS215: CITATION STYLES FOR RESEARCH WORK**

Objectives: To make students conscious about the importance of referencing and citation(s) in research work to avoid plagiarism and to educate them about different styles of writing like APA (American Psychological Association), MLA (Modern Language of Association) and Chicago Manual of Style.

Max. Marks: 100 Internal Assessment: 30 Marks Written Examination: 70 Marks

Lectures to be delivered: 40 Time allowed: 3 hours Pass Marks: 50%

INSTRUCTIONS TO THE PAPER SETTER: The question paper will consist of 3 sections: A, B and C. Sections A and B will have four questions each from respective sections of the syllabus and carry 10.5 marks each. Section C will consist of 14 short answer type questions which will cover the entire syllabus uniformly and carry 2 marks each. Questions should be evenly spread over the entire range of syllabus. In no case, question should be asked from outside the syllabus. The question paper should be set strictly according to the instructions mentioned above.

INSTRUCTIONS TO BE GIVEN IN THE QUESTION PAPER

Time Allowed: 3 hours Max. Marks: 70

Pass Marks: 50%

Note: 1. Answer five questions in all, selecting at least two questions from each section. The question in section C is compulsory.

2. Questions in sections A and B carry 10.5 marks each. The questions in section C carry 2 marks each.

**SECTION-A**

1. Citation and referencing: Introduction, importance and use in research writing.

2. Why to cite, what to cite, and how to cite?

3. APA (American Psychological Association) Citation Styles: Preparation of Citations for printed, online and web-based sources.

**SECTION - B**

4. MLA (Modern Language Association) Citation Styles: Preparation of Citations for printed, online and web-based sources.

5 Chicago Manual of Style: Preparation of Citations for printed, online and web-based sources.

6. Plagiarism: What, why and how to avoid it. Tools for plagiarism detection

**RECOMMENDED READINGS**

* 1. American Psychological Association. Publication Manual. Link: http://www.apastyle.org/manual/index.aspx
  2. Gibaldi, Joseph. MLA handbook for writers of research papers. New Delhi: EWP, 2004.
  3. The Online Writing Lab (OWL) at Purdue University.  Research and Citation Resources. Link: https://owl.english.purdue.edu/owl/section/2/
  4. University of Chicago Press. A manual of style containing typographical…specimens of type. Chicago: The Author, 1949.

TEACHING METHODS: Barring specific requirements of particular papers, following will be the teaching methods: Lectures, discussion or assignments/demonstration, observation, tutorials and seminars.

TEACHINGS AIDS: Black-board and chalk are mainly used as teaching aids. Students are shown different types of print and non-print materials being used in libraries. Besides these, projectors and computers for demonstration are used. Reference books are required during the examination for paper LIS210.

ACTIVITIES OF STUDENTS: Listening, notes-taking, raising questions and answering questions raised in the class, discussing, observing and analyzing various activities and problems. They will be required to write assignments, tutorials and seminar papers and to search for information regarding the various points of view presented in the class. In this respect they are supposed to spend some time in the departmental library and the university library.

**APPENDIX**

**Social Sciences**:

1. Bibliography of Doctoral dissertation: Social Sciences: AIU.
2. Social Science Citation Index.
3. London Bibliography of the Social Sciences.
4. World List of Social Sciences Periodicals.
5. International Bibliography of Social Sciences: Economics, Political Science, Social & Cultural Anthropology, Sociology.
6. World Bibliography of Bibliographies.
7. Bibliographic Index.
8. Public Affairs International Service.
9. Current Contents: Social & Behavioural Sciences.
10. Index India.
11. Index Translationum.
12. Social Science Abstracts.
13. India: A Reference Annual.
14. Encyclopaedia of the Social Sciences.
15. International Encyclopaedia of the Social Sciences.
16. Dissertation Abstracts International
17. ICSSR Research Abstracts.

**Political Science**

1. Brock (Clifton) The Literature of political science.
2. Wynar (LR) Guide to Reference Materials in Political science
3. Holler (FL) Information sources of Political Science
4. Bibliography of Asian Studies
5. International Political Science Abstracts
6. Dunner (Joseph ),Ed: Dictionary of Political science
7. Yearbook of the United Nations.

# History

1. Guide to Historical Literature.
2. International Bibliography of Historical Sciences
3. Historical Abstracts.
4. English Historical Review
5. Adams (James Truslow) ,Ed: Dictionary of American History
6. Economic History Review
7. South Asia Bibliography and Documentation.

**Economics**

1. Maltby (Arthur) : Economic and Commerce : the sources of information and their organization
2. Fletcher(J): The use of Economic literature
3. Key to Economic Science.(Formerly Economic Abstracts)
4. Economic Titles Abstracts.
5. Journal of Economic Literature (Formerly Journal of Economic Abstracts)
6. Business Periodical Index
7. American Economic Review.
8. World Economic Survey

# Sociology

1. Lovtamore (B) Sociology : A guide to problems and literature
2. Clarke (Jack Alden) Research Material in the social science
3. Eldridge (Hope T) : The Materials of demography: A selected and annotated bibliography
4. Population Index
5. Sociological Abstracts
6. Current Sociology
7. Demographic yearbook
8. American Journal of Sociology
9. Duncan( Mitchell C) Dictionary of sociology
10. D’Corness (Peter J): Encyclopaedia of sociology

# Organisations

National:

1. Indian Council of Special Science Research, New Delhi
2. National Social science Documentation Centre. New Delhi
3. Indian Institute of Public Administration, New Delhi
4. Indian Council of Economic Affairs, Calcutta
5. Indian Council of Historical Research, New Delhi
6. Tata Institute of Social Sciences, Mumbai
7. Institute of Economic Growth, New Delhi
8. The Institute of social and Economic Change
9. National Council of Applied Economic Research
10. Centre for Research in Rural and Industrial Development, Chandigarh.

International and Foreign:

11. International Committee for Social Science Information and Documentation

12. Unesco

13.International Social Science Council.

14 Social Science Research Council.

15 Economic and Social Research Council.