

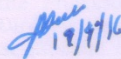
UNIVERSITY OF MUMBAI

No. UG/74 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the Master of Library and Information Science (M.L.I.Sc.) **vide** this office Circular No.UG/50 of 2015-16 dated 6th August, 2015 and the Head, University Department of Library Science, the Assistant Registrar, Sub-Centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce are hereby informed that the recommendation made by Ad-hoc Board of Studies in Library and Information Science at its meeting held on 17th May, 2016 has been accepted by the Academic Council at its meeting held on 24th June, 2016 **vide** item No. 4.26 and that in accordance therewith, the revised syllabus as per the Choice Based Credit System, Master of Library and Information Science (Sem. I to IV), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032
21st September, 2016


(Dr.M.A.Khan)
REGISTRAR

To,

The Head, University Department of Library Science, the Assistant Registrar, Sub-Centre, Ratnagiri and the Principals of the affiliated Colleges in Arts, Science and Commerce.

A.C/4.26/24.06.2016

No. UG/74-A of 2016

MUMBAI-400 032

21st September, 2016

Copy forwarded with Compliments for information to:-

- 1) The Dean, faculty of Arts, Science and Commerce.
- 2) The Chairperson, Ad-hoc- Board of Studies in Library and Information Science.
- 4) The Co-Ordinator, University Computerization Centre,
- 5) The Controller of Examinations.


(Dr.M.A.Khan)
REGISTRAR

....PTO

University of Mumbai

Department of Library and Information Science

Course Name: MASTER OF LIBRARY AND INFORMATION SCIENCE (MLISC)

CHOICE BASED CREDIT SYSTEM (CBCS)

- Course level : Post Graduate Degree
- Duration : Two Years (Four Semesters)
- Credits : 96
- Eligibility : Graduation in any discipline
- Student intake : 30
- Medium of Instruction : English

History

Library Education was initiated in the form of a Diploma in Librarianship by the then Bombay University Library in 1943 at the Fort Campus. The increasing demand of the course led to the establishment of the Department of Library Science in 1964 and the Diploma course was converted into full time degree course of Bachelor of Library Science. In 1967 the Master of Library Science course was introduced. In 1984 the Department was shifted from the Fort Campus to the Jawaharlal Nehru Library at Vidyanagari Campus.

The Bachelor of Library Science course was first revised in 1978, so as to strengthen the professional contents and to include the modern techniques of Documentation and Information studies. A project report was also added as a component to introduce an element of research in the course. Practicals in Indexing and Abstracting were also added. In 1995-96, project work was replaced by practicals on Computer. A separate computer laboratory was set up in the Department so as to provide hands on experience to the students on computer applications. New topics in tune with the current developments in the field were introduced.

From the academic year 1997- 98 the nomenclature of the Bachelor's degree was changed to Bachelor of Library & Information Science and Master's degree was changed to Master of Library & Information Science respectively. The nomenclature of Department was also changed to the Department of Library and Information Science. The course was further revised in 1995-96 and partly in 2000, 2005 and 2006.

The Ph.D. programme in Library Science was initiated from the year 1995-96. The Credit Based Semester System for the Bachelor of Library & Information Science Course was introduced from the academic year 2012-2013.

Based on UGC guidelines the one year Bachelor of Library & Information Science (BLISc.) and one year Master of Library & Information Science (MLISc.) courses were converted into two years integrated Master of Library & Information Science course from the academic year 2015-16. It is designed, keeping in view the changing ICT trends in the Library Science profession as well as the requirements of the academic, public and corporate sector libraries. This integrated course has replaced the earlier one year BLISc and one year MLISc courses. BLISc will now cease to exist. Choice Based Credit System (CBCS) will be introduced from academic year 2016-2017.

The Department functions as a unit with University Library and is housed in 'C' wing of J. N. Library building. The Department has made substantial contribution in the field of Library & Information Science by producing eminent professionals who are occupying key positions in Universities, Government Departments, Public Sector Undertakings and industrial establishments in India and abroad. This forms a strong and resourceful

network of Alumni. The Department makes constant efforts for suitable job placements of students through its Job Watch Service.

Eligibility:

A candidate desirous of taking admission to the Master's Degree in Library & Information Science shall have passed a degree examination of the University of Mumbai or from any recognized university.

Passing Standard

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

Fee Structure: Aided

Fee Structure for Master of Library & Information Science Two Years Degree Course (for aided course) with effect from 2016 – 2017 onwards.

Sr. No.	Fees	M.L.I.Sc Part I Sem I & Sem II Amount in Rupees	M.L.I.Sc Part II Sem III & Sem IV Amount in Rupees
1.	Tuition Fees	6000.00	7000.00
2.	Practical Fees	1000.00	1000.00
3.	Library Fees	1000.00	1000.00
4.	Admission Processing Fees	200.00	----
5.	P.G. Registration Fees	1000.00	----
6.	P.G. Registration Form Fees	25.00	----
7.	Examination Fee	1200.00	1200.00
8.	Examination Form Fee	25.00	25.00
9.	Marksheet	50.00	50.00
	OTHER FEES		
10.	Gymkhana Fees	200.00	200.00
11.	Sports & Cultural Fees	30.00	30.00
12.	'E' Charges	20.00	20.00
13.	Cultural activities	06.00	06.00
14.	Disaster Welfare Fund	10.00	10.00
15.	Students Welfare Fund	50.00	50.00
16.	Vice-Chancellor's Fund	20.00	20.00
17.	Identity Card Fees	50.00	50.00
18.	Convocation (Final Year)	----	250.00
	Total Fees	10,886.00	10,911.00

Refundable Deposit

Sr. No.	Fees	M.L.I.Sc Part I Sem I & Sem II (Amount in Rupees)	M.L.I.Sc Part II Sem III & Sem IV (Amount in Rupees)
1.	Caution Money	100.00	----
2.	Library Deposit	300.00	----
3.	Computer Lab Deposit	400.00	----
	TOTAL REFUNDABLE DEPOSIT	800.00	----

Structure

96 Credits for four semesters/two years → 24 Credits for each semester

Semester	Theory Courses (Part A)			Practical (Part B)			Total A+B
	Courses	Credits (Each Course)	Total	Courses	Credits*	Total	
Sem I	T - 2	6	12	2	2	4	
	T+P - 2	4	8				24
Sem - II	T - 2	6	12	2	2	4	
	T+P - 2	4	8				24
Sem - III	T - 2	6	12				
	E - 1* (T)	6	6				
	E - 2 (T + P)	4	4	2	2	2	24
Sem - IV	OC - 2** (T+P)	4	8	2	2	4	
	PB - 2 1= Dissertation 2= ICT			1 1	10 2	10 2	
							24
Total			70			26	96

T= Theory, P= Practicals, E=Electives, OC= Optional Courses, PB= Project based courses

*Candidate will select any two courses from the Electives.

**Candidate will select one OC from the parent Department and one OC from any other Department of his/her choice.

Each semester will be of 15 weeks.

Outline: MLISc Programme

Semester I

Course 1: Fundamentals of Librarianship
Course 2: Library Cataloguing
Course 3: Library Management - I
Course 4: Computer Applications to Libraries

P1: Library Cataloguing
P2: Basics of Computer Applications to Libraries

Semester II

Course 5: Library Classification
Course 6: Reference Sources and Services
Course 7: Information Services and Systems
Course 8: Applications of ICT to Libraries

P3: Library Classification
P4: Reference and Information Sources and Indexing and Abstracting

Semester III

Course 9: Library Management - II
Course 10: Research Methodology and Statistics

Electives:

Students will have to select two electives out of three electives

Course 11: Soft Skills and Communication
Course 12: Knowledge Organization
Course 13: Information, Communication and Society

P5: Soft Skills and Communication
P6: Advanced Classification and Thesaurus Construction

Semester IV

Optional Courses (OC)

Course 14: Digital Libraries
Course 15: Information Sources in Science and Social Sciences

Project Based Courses (PB)

Course 16: Dissertation

Course 17: ICT based project with Internship

P7: Digital Libraries

P8: Information sources in Science and Social Science

Exam Structure

Course No	Title	Marks	Internal	External
Semester I				
C1	Fundamentals of Librarianship	100	40	60
C2	Library Cataloguing	100	40	60
C3	Library Management - I	100	40	60
C4	Computer Applications to Libraries	100	40	60
P1	Library Cataloguing	100		100
P2	Basics of Computer Applications to Libraries			
	Total	500		
Semester II				
C5	Library Classification	100	40	60
C6	Reference Sources and Services	100	40	60
C7	Information Services and Systems	100	40	60
C8	Applications of ICT to Libraries	100	40	60
P3	Library Classification	100		100
P4	Reference and Information Sources and Abstracting and Indexing			
	Total	500		

Semester III				
C9	Library Management - II	100	40	60
C10	Research Methodology and Statistics	100	40	60
Electives: Any two from C11- C13				
C11	Soft Skills and Communication	100	40	60
C12	Knowledge Organization	100	40	60
C13	Information, Communication and Society	100	40	60
P5	Soft Skills and Communication	100		100
P6	Advanced Classification and Thesaurus Construction			
	Total	500		
Semester IV				
Optional Courses (OC)				
C14	Digital Libraries	100	40	60
C15	Information Sources in Science and Social Science	100	40	60
C16	Dissertation	200		200
C17	ICT based project with Internship	100		100
	Total	500		
	Grand Total (I+II+III+IV)	2000		

Pattern of Examination

A. Theory Examination (60: 40)

1. Semester End Exam – 60 marks

- There shall be 6 questions, out of which one will be short note question. Each question carries 15 marks.
- Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks

- | | |
|--|----------|
| a. Attendance & Participation in Class | 10 marks |
| b. One Classroom Test | 10 marks |
| c. Two Classroom Assignments | 20 marks |

(Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practical Examination

Practical examination will be conducted in each semester at the Department of Library and Information Science, University of Mumbai, Kalina Campus. External examiners shall be appointed from the panel of examiners appointed by the *Ad hoc* BOS and approved by the University.

C. Dissertation Evaluation

Assessment of the written dissertation and viva voce will be held at Department of Library and Information Science, University of Mumbai, Kalina Campus, conducted by the panel of external and internal examiners appointed by the *Ad hoc* BOS and approved by the University.

Semester I

6 Credits

COURSE 1: FUNDAMENTALS OF LIBRARIANSHIP

Objectives:

- a. *To understand purpose, role and importance of libraries in society.*
- b. *To know about various types of libraries, their nature, objectives and services.*
- c. *To be familiar with the library scenario in general and the Indian scenario in particular.*
- d. *To study the role of professional library associations.*

1	Library and Society: Role and functions; Library as cultural, educational, political and social institution. Types of documents: Books and non-book material; primary, secondary & tertiary documents.
2	Historical Overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Baksh Oriental Public Library, Baroda Public Library Movement, Contribution of UNESCO to libraries and library profession, Reports of committees and commissions: Kothari, Faizee, Dainton, Professional Associations – ILA, IASLIC, IATLIS, ALA, LA, CILIP, ASLIB, IFLA.
3	Types of Libraries: Objectives, Features, Functions and Contemporary library scenario in India with reference to Public, National, Academic and Special Libraries <ol style="list-style-type: none">i. Academic Libraries– Definition, Scope: School, College and University libraries.ii. Public Libraries - public library as an agency of mass communication, public library systems- Delhi Public Library; RRRLF, Library Legislation in India with special reference to Maharashtra, Press and Registration Act, Delivery of Books Act,iii. National Libraries - The National Library of India, Library of Congress, The British Library.iv. Special Libraries- Research, subject specific Libraries Corporate Libraries
4	<ol style="list-style-type: none">i. Dr. Ranganathan's Contribution to Library and Information Science, Five Laws and their current relevance.ii. b) Library cooperation, resource sharing, consortia.

Select Reading List

1. Ashworth, W.: *Special librarianship*. London: Clive Bingley, 1979.
2. Atkinson, F.: *Librarianship: An Introduction to the profession*. London: Clive Bingley, 1974.
3. Beenham, R & Harrison, C.: *The Basics of librarianship*. London: Clive Bingley, 1985.
4. Bhatt, R. K.: *UNESCO: Development of libraries & Documentation Centers in Developing Countries*. New Delhi: KK, 2004.
5. Brophy, P. *The Academic Library*. London: Library Association, 2000.
6. Brophy, P. *The library in the 21st Century: new services for the information age*. London: LA Publishing, 2001.
7. Coblans, H.: *Librarianship and documentation*. London: Andre Deutsch, 1974.
8. Devarajan, G. *Users' approach to information in libraries*, New Delhi: EssEss Publication, 1989.
9. Dhiman, A. *Handbook of special libraries & librarianship*. New Delhi: EssEss, 2008.
10. Dossett, P. : *Handbook of special librarianship and information work*, 6th Ed. London: Aslib, 1992.
11. Guha, B. *Documentation and information: services, Techniques and systems*. 2nd Ed. Calcutta: World Press, 1983.
12. Gupta, O.P.: *Library & information services in University & College Libraries in India*. New Delhi: Reliance, 1998.
13. *Handbook of special librarianship and information Work*. 6th ed. London: Aslib, 1992.
14. Harrison, C. & Beenham, R. *The basics of librarianship*. 3rd Ed. London: Clive Bingley. 1991.
15. Johnson, Elmer D. & Harris, Michael H.: *History of libraries in the Western World*. New Jersey: Scarecrow, 1976.
16. Kaul, H.K. (Ed.) : *National library services : ICONLIS 2004*. Calcutta: The National Library, 2004.
17. Krishan Kumar. *Library Organization*. New Delhi: Vikas, 1987.
18. Kumar, P.S.G. *Foundations of Library and Information Science*. Delhi: B. R. Publishing, 2003.
19. Kumar, P.S.G. *Library and Users*. Delhi: B. R. Publishing, 2004.
20. Line, M.B.: *Academic library management*. London, LA, 1990.
21. Line, Maurice (Ed.): *Librarianship and information work worldwide 2000*. London: Bowker, 2000.
22. Lynch, Beverly P.(Ed.) : *The Academic Library in transition :planning for the 1990s*. New York: Neal-Schuman, 1990.

23. Majumder, U. *India's National library: systematization and modernization*. Calcutta: National Library, 1984.
24. Marshall, D.N. : *History of libraries*. New Delhi: Oxford, 1983.
25. McElroy, A. R. (Ed.). *College Librarianship: objectives and practices*. London: Library Association, 1984.
26. Miller, K.: *Public libraries going green*. Chicago: American Library Association, 2010.
27. Mohanraj, V. M. *Library Services for Children*. New Delhi: EssEss Publications, 2004.
28. Patel, Jashu & Kumar, Krishan : *Libraries & librarianship in India*. London: Greenwood, 2001.
29. Raju, A. A. N.: *Documentary heritage of Indian libraries*. New Delhi: EssEss Publications, 2003.
30. Ranganathan, S. R. *Five laws of library science*. New Delhi: EssEss, 2006.
31. Sardana, J.L. (Ed.) : *Libraries & information studies in retrospect and prospect : essays in honor of Professor B. R. Kalia, Vols. 1 & 2*. New Delhi: Concept, 1990.
32. Sharma, C. D. & Boonlia, N. (eds).: *Information services for college libraries*. Jaipur: Printwell, 1985.
33. Sharma, Pandey S. K. *Public libraries in India*. New Delhi: EssEss Publication, 1987.
34. Taher, Mohammed & Davis, Donald Gordon: *Librarianship and library science in India: an outline of historical perspectives*. New Delhi: Concept, 1994.
35. *The Public Library Service: IFLA/UNESCO Guidelines for Development*. Munchen: K. G. Saur, 2001
36. Venkatappaiah, V. & Madhusudan, M.: *Public library legislation in the new millennium*. New Delhi: Bookwell, 2006.
37. Ward, Patricia L. (Ed.) : *Continuing professional education for the information society*. Munchen: K.G.Saur, 2002.

COURSE 2: LIBRARY CATALOGUING**Objectives:**

- a. To understand the role of cataloguing in retrieving library material.
- b. To understand the fundamentals of cataloguing and catalogue construction.
- c. To highlight the need for standardization in cataloguing.
- d. To understand the different standards of subject approach to documents.

1	Library Catalogue: definitions, need, purpose. Catalogue: physical forms including OPAC, Web-OPAC and inner forms.
2	Document Description: types of entries- main, added, analytical, cross reference, parts of an entry, rules for filing, authority files. Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions, RDA
3	Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear's list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML), MARC21: Background and Features.
4	Practical aspects of Cataloguing: <ol style="list-style-type: none"> i. Selective and simplified cataloguing ii. Centralized and Cooperative Cataloguing iii. Cataloguing in the Internet and Digital Era

Select Reading List

1. AACR, 2nd revised with 2005 updates. Chicago: A.L.A., 2005.
2. Aswal, R. S.: *MARC 21 : cataloging format for 21st century*. New Delhi :EssEss, 2004.
3. Baca, M. (2008) *Introduction to Metadata* (online edition, version 3.0). Available at http://getty.edu/research/publications/electronic_publications/intrometadata/index.html
4. Boll, John J. : *Introduction to cataloguing, Vol 1. Descriptive Cataloguing*. New York: McGraw Hill, 1970.
5. Bowman, J. H. : *Essential cataloguing*, London: Facet Publishing, 2003.
6. Carter, R. C. (Ed.) :*Managing cataloguing and the organization of information*. Mumbai: Jaico, 2005.
7. *Cataloguing: theory and practice*. New Delhi: S. Chand, 1999.
8. Chan, L. M. : *Cataloguing and Classification: an introduction*. New York: McGraw-Hill, 1985

9. Coates, E. J.: *Subject Catalogs: Headings and Structure*. London: Library Association, 1988
10. Crawford, W.: *MARC for library use : understanding the USMARC formats*. Whiteplains N. Y.: Knowledge industry, 1984.
11. Foskett, A C.: *The Subject Approach to Information*. 5th ed. London: Clive Bingley, 1996.
12. Foskett, A. C. : *Subject approach to information*, 6th ed. London: Library Association, 1982.
13. Girija Kumar : *Theory of cataloguing*, 5th rev. ed. New Delhi: Vikas Publishing House, 1986.
14. Girja K. & Krishan K. *Theory of Cataloguing*. 5th Edition. Delhi: Vikas Publishing, 1986.
15. Gorman, G. E. & Dorner, Daniel (Eds.): *Metadata applications and management*. London: Facet Publishing, 2003.
16. Hagler, R.: *Bibliographic record and information technology*, 2nd ed. Chicago: A. L. A., 1991.
17. Haynes, David : *Metadata for information management and retrieval*. London: Facet Publishing, 2004.
18. Hopkinson, Alan & Gredley, E.: *Exchanging bibliographic data on MARC and other international formats*. London: Library Association 1996.
19. Horner, John : *Cataloguing*. London: Association of Assistant Librarians, 1970.
20. Hunter, E. J. & Bakewell, K. G. B. : *Cataloguing*, 2nd rev. ed. London: Clive Bingley
21. Hunter, E. J.: *Cataloguing*, 2nd . Ed., London Clive Bingley, 1983.
22. Huter, E. J. : *Computerized Cataloguing*, London, Clive Bingley, 1985.
23. Khare, S. : *Cataloguing Theory: A new perspective*. Pune: Universal Prakashan, 2006.
24. Krishna Kumar : *Introduction to cataloguing practice*, 3rd rev. ed. New Delhi: Vikas Publishing House, 1986.
25. Kumar, P. S. G. & Mohammad, Riaz: *Cataloguing: theory and practice*. New Delhi: S. Chand & Co., 1999.
26. Lazingier, Susan S.: *Digital preservation and metadata: history, theory, practice* Colorado: Libraries Unlimited, 2001.
27. ALA: *Library of Congress Subject Heading List*. Chicago: ALA, 2007.
28. Martin, A. and others : *Information and IT literacy in the 21st century*. London: Facet Publishing, 2003.
29. Mellwaine, I.C. : *Standards for international exchange of bibliographic information*. London: Library Association, 1991.
30. Michell, A. M., & Surratt, B. E. : *Cataloguing and organizing digital resources: a how-to-do it manual for libraries*. London: Facet, 2005.

31. Miller, Joseph , ed. : *Sears List of Subject Headings*. 18th ed. New York: The H W Wilson, 2004.
32. Miller, R. & Terwilligar, J. C. : *Commonsense Cataloging: a Cataloger's manual*. 3rd Edition. New York: H W Wilson. 1983
33. Mukhopadhyay, Ashoknath : *Guide to MARC 21 for cataloguing of books & series*. New Delhi: Viva Books, 2007.
34. Piggott, M. : *Topography of cataloguing*. London: Library Association, 1988
35. Ranganathan, S. R. : *Library catalogue: fundamentals and procedure*. London: G. Blunt, 1950.
36. Sengupta, B.: *Cataloguing : its theory and practice*. Calcutta: World Press, 1970.
37. Sharp, H. A. : *Cataloguing : textbook for use in libraries*, 5th ed. London: Grafton, 1964..
38. Vishwanathan, C. G. : *Cataloguing : theory and practice*, 5th rev. ed. Lucknow: Print House, 1988.
39. Welsh, Anne and Batley, Sue: *Practical Cataloguing AACR, RDA and MARC21*. London: Facet

COURSE 3: LIBRARY MANAGEMENT -I
Objectives:

6 Credits

- a. To be familiar with library procedures.
- b. To understand the principles of Library management and library as an organization
- c. To acquaint students with standard library procedures and services

1	Management and administration: concept, definitions and distinction. Schools of Management, functions and principles of management. Library Committee, Organizing library and library departments.
2	Collection Management : Policies, selection, acquisition, maintenance. Acquisition: Policies for different types of materials - books, non-book, non-print, digital selection criteria, methods of acquisition (print and electronic), accessioning, records maintenance. Serials Management: policies, selection criteria, methods of subscription and procurement, Impact Factor binding of periodicals, e-journals, records maintenance.
3	Collection Maintenance: <ol style="list-style-type: none"> i. Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance. Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance. ii. In-house operations : acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems, application of computer to library work. iii. Preservation: Preservation, conservation, restoration of print, non-print, electronic material, archiving of digital and non-digital material.
4	Library Services: <ol style="list-style-type: none"> i. Circulation Services: Policies, Methods and Procedures, Barcoding, Interlibrary loan, records maintenance. ii. Extension Services: Concept, policies, outreach methods - mobile libraries, display and exhibitions, book discussions, discussion forum.

Select Reading List

1. Bramley, G. : *Outreach: library services for the institutionalized, the elderly & the physically handicapped*. London : Clive Bingley, 1978s
2. Buckland, M. K.: *Library services in theory and context*. Oxford: Pergamon, 1988

3. Chapman, Liz : *Managing acquisitions in library and information services*. London: Library Association, 2001.
4. Corbett, E. V. : *Fundamentals of library organization and administration : a practical guide*. London: Library Association, 1978.
5. David, Nicholas, Harris, Kevin & Erbach, Gertrud: *Online searching: its impact on information*. London: Mansell, 1987.
6. Dossett, P. (Ed.): *Handbook of special librarianship and information work*. 6th ed. London: Aslib, 1992.
7. Evans, G. E. : *Management Basics for Information Professionals*. Munchen: Neal Schuman, 2000.
8. Evans, G. E. : *Management techniques for librarians*, 2nd ed. New York: Academic Press, 1983.
9. Garter, Edward D. (ed.) : *Advances in library administration and organization*. Amsterdam: Elsevier, 2005.
10. Godden, I. P. (ed.): *Library Technical services: Operations & management*. San Diego : Academic Press. 1991.
11. Godden, Irene P.,(ed.) : *Library technical services : operation and management*, 2nd ed., San Diego: Academic Press, 1984.
12. Gorman, G. E. (ed.): *Collection Management*. London: Library Association Publishing, 2001.
13. Gupta, S. R. : *Stock verification in libraries : problems and solutions*. Delhi: Ken Publication, 1990.
14. Harrison, C. & Beenham, R. *The basics of librarianship*. 3rd ed. London: Clive Bingley, 1991.
15. Harvey, Ross : *Preservation in libraries : a reader*. London: Bowker Saur, 1993.
16. Hubbard, William J. : *Stock management : a practical guide to shelving and maintaining library collections*. Chicago: A.L.A., 1981.
17. Johnson, Peggy and MacEwan, Bonnie (ed.): *Collection Management and Development: Issues in an Electronic Era*. Chicago: ALA, 1993.
18. Krishna Kumar: *Library administration and management*. New Delhi: Vikas Pub. House, 1987.
19. Mahapatra, PiyushKanti : *Collection management in libraries*. New Delhi: EssEss, 1999.
20. Mittal, R. L.: *Library Administration: Theory and Practice*. 5th rev. Ed. New Delhi: Metropolitan Books. 1983
21. Mookerjee, Subodh Kumar & Sengupta, Benoyendra : *Library organization and library administration*. Calcutta: World Press, 1977.
22. Morrow, C.C. : *The Preservation challenge, a guide to conserving library materials*. New York: Knowledge Industry Publication, 1983.

23. Mukherjee, A. K. : *Book selection : Principles, practices and tools*. Calcutta: World Press , 1974.
24. Murthy, S. S [et al.]. (ed.). *Bibliographic Databases and Networks : Proceedings of the International Conference*. New Delhi : India 22-25 February, 1989. New Delhi : Tata McGraw-Hill, 1990.
25. Narayana, G. J. : *Library and information management*. New Delhi: Prentice Hall, 1991.
26. Prajapati, C. L. : *Conservation of documents : problems and solutions*. New Delhi : Mittal, 2005.
27. Prasher, R. G. : *Developing library collection*. New Delhi: Medallion Press, 1993.
28. Saffady, William : *Introduction to automation for libraries*, 3rd ed., Chicago: A.L.A.,1994.
29. Singh, R. S. P.: *Fundamentals of Library Administration and Management*. Delhi: Prabhat, 1990
30. Spiller, D. : *Book Selection Principles and Practices. 5th ed*. London : Library Association Publication, 1991.
31. Spiller, David : *Book selection*, 4th ed. London: Clive Bingley,1986.
32. Stueart, R. D. & Eastlick, J. T.: *Library management*, 2nd ed. Littleton (Colorado): Libraries, 1981.

COURSE 4: COMPUTER APPLICATIONS TO LIBRARIES**Objectives:**

- a. To understand the fundamentals of computers, its hardware and software.
- b. To be familiar with applications of Computers and Information Technology in libraries.
- c. To know the concept of RDBMS in library environment.

1	<p>Introduction to Computers:</p> <ol style="list-style-type: none"> i. An overview of historical developments in computers. ii. Hardware and software: <i>Hardware</i>: Memory- core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB. <i>Software Concepts</i>: System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages. Application Software – features of MS Office.
2	<p>Database Management Systems : Concepts, components and use, database management tools, an outline of WINISIS. RDBMS – MS Access, SQL, MySQL, Oracle. Database design – bibliographic and non-bibliographic databases. Library Management Software: SOUL, KOHA</p>
3	<p>Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite. Data Communication Systems : Introduction, band-width and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems</p>
4	<p>Networks and Networking:</p> <ol style="list-style-type: none"> i. Network topology ii. Networking – LAN, MAN, WAN, Intranet, Extranet, Internet. Features of Library Networks in India - INFLIBNET, DELNET, ERNET

Select Reading List

1. Aswal, R. S. : *Library automation for 21st Century*. New Delhi: EssEss Publications, 2006.
2. Aswal, R.S. : *CDS/ISIS for windows*. New Delhi: EssEss, 2003.
3. Collier, M. : *Telecommunication for information management and transfer*. Aldershot: Gower, 1988.
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9. Hunter, E.J. : *Computerised cataloguing*. London: Clive Bingley, 1985.
10. Judge, P., & Gerrie, B. (eds):. *Small scale bibliographic databases*. Sydney: Academic Press, 1996.
11. Kashyap, M.M. : *Database system : design and development*. New Delhi: Sterling, 1993.
12. Kaul, H. K. : *Library networks : and Indian experience*. New Delhi: Virgo, 1992.
13. Kochtanek, Thomas R. & Mathews, Joseph R. : *Library information systems*. Westport: Libraries Unlimited, 2004.
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17. Minasi, M.: *The complete PC Upgrade and Maintenance Guide*. New Delhi: BPB Publications. 1998
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19. Rajaraman, V.: *Introduction to information technology*. New Delhi: Prentice-Hall, 2003.
20. Ravichandra, Rao I.K. : *Library automation*. New Delhi: Wiley, 1990.
21. Rowley, J.: *Computers for libraries*. London : LA, 1993.
22. Rowley, J. E.: *Computers for libraries.2nd Ed.* London: Clive Bingley, 1985.
23. Saffady, W.: *Introduction to Automation for Librarians*. Chicago: American library Association, 1994.
24. Sanders, D. M. : *Computers today. 3rd ed.* New York: McGraw Hill, 1998.
25. Stallings, William : *Computer organization and architecture : designing for performance*, 6th Ed.. New Delhi: Prentice-Hall, 2003.
26. Tanenbaum, A. S. : *Computer networks*. New Delhi: Prentice-Hall, 2006
27. Tedd, Lucy A. : *An Introduction to computer based library systems*, 2nd Ed. Chichester: Wiley, 1985.

Practicals

2 Credits

P1: LIBRARY CATALOGUING

Books: Personal Authors: single, shared, mixed and diffused authorship. Corporate Body (including Simple Corporate Body, Subordinate Corporate Body, Government Publications, Census Report Annual Reports, Conference Proceedings), Religious works, Serial Publications and Non-Book Materials.

Note: Minimum 50 documents, covering different varieties are to be covered for cataloguing

. 2 Credits

P2: BASICS OF COMPUTER APPLICATIONS TO LIBRARIES

Use of Operating System, MS-Office and Creation of database using MS Access and WINISIS.

MS-Office 1 Credit

WINISIS 1Credit

SEMESTER II

COURSE 5: LIBRARY CLASSIFICATION

4 Credits

Objectives:

- a. *To understand the role of library classification in knowledge organization.*
- b. *To understand the elements of library classification.*
- c. *To be familiar with the select schemes of classification.*
- d. *To analyze, apply and evaluate DDC Scheme.*
- e. *To acquaint with special schemes of classification and latest developments in the field of classification.*

1	Knowledge Organization: origin, history of classification, universe of knowledge, Knowledge classification, Library classification- Need, purpose. Types and features of Classification Schemes: <ol style="list-style-type: none">i. Enumerative, faceted, analytico-synthetic.ii. Notation – need, functions, characteristics, notational systems, hospitality.iii. Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number.
2	Comparison of knowledge and library classification. General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division, Literary warrant. APUPA pattern. Canons of Classification, principles of helpful sequence.
3	Library Classification Schemes: <ol style="list-style-type: none">i. DDC – a detailed study (latest edition)ii. UDC, CC, Library of Congress classification scheme– an introductory studyiii. Comparison of DDC, UDC and CC
4	Special Classification Schemes: Needs and Purpose, Classification schemes for Patents, Pamphlets, Computer Science, Music, Mathematics, Medicine, LIS. Current development trends in classification: Ontology, Taxonomy, Folksonomy. Institutions in Classification: CRG, ISKO, B.S.O.

Select reading List

1. Batley, Sue : *Classification in theory and practice*. Oxford, Chandos, 2005.
2. Bavakutty, M. : *Canons of library classification*. Trivendrum, Kerela Library Association, 1981.
3. Bowman, J.H. : *Essential Dewey*. London, Facet, 2005.

4. Broughton, Vanda : *Essential classification*. London, Facet, 2004.
5. Dewey, M. : *Dewey Decimal Classification and relative Index*, Vols. 1-4. 21st ed. New York: Forest Press, 1996.
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7. Foskett, A.C. : *The Universal Decimal Classification : the history and present status*. London: Clive Bingley, 1973.
8. Gilchrist, A. : *Thesaurus in retrieval*, 2nd ed. London: Aslib, 1971.
9. Herdsman, M. : *Classification: an introductory manual*. Chicago: ALA, 1978.
10. Hunter, Eric J. : *Classification made simple*, 2nd Ed. Aldershot, Ashgate, 2002.
11. Husain, S.: *Library Classification: Facets and Analyses*. 2nd rev ed. Delhi: B R Pub, 2004.
12. Hussain, Shabhat : *Library classification*. New Delhi: Tata McGraw Hill, 1973.
13. Kaula, P.N. : *Treatise on Colon Classification*. New Delhi: Sterling, 1985.
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19. Needham, C. D. : *Organising knowledge in libraries: an introduction to information retrieval*, 2nd rev. ed. London: Andre Deutsch, 1971.
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21. Phillips, W. H. : *A Primer of Book Classification*. 5th ed. London: Association of Assistant Librarians, 1961
22. Phillips, W. H. : *Primer of Book Classification*. London: LA, 1953.
23. Ranganathan, S. R. : *Colon Classification*. 7th ed. Vol. 1. Bangalore Sarda Ranganathan Endowment for Library Science, 1989.
24. Ranganathan, S. R. : *Prolegomena to Library Classification*. London: The Library Association, 1957.
25. Ranganathan, S. R.: *Elements of Library Classification*. Bombay: Asia, 1962.
26. Ranganathan, S. R. : *Prolegomena of library classification*. 3rd ed. (Reprint). New Delhi: EssEss, 2006.
27. Ranganathan, S.R. : *Descriptive account of colon classification*. Bombay: Asia, 1967.

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29. Satyanarayana, N. R. ed.: *Ranganathanism & knowledge society : relevance of Dr. S. R. Ranganathan in the present day knowledge society and other essays*. New Delhi, EssEss, 2011.
30. Sayer, Berwick : *A Manual of Classification*. Great Britain: Andre Deutsch, 1959
31. Sengupta, B. and Subhedar, A.K. : *Library classification*. Calcutta: World Press, 1977.
32. Srivastava, Anand P. : *Theory of knowledge classification*. New Delhi: Learning Laboratory, 1992.
33. Turner, C. : *Organising Information: principles and practice*. London: Clive Bingley, 1987.
34. Vickery, B. C. : *Classification and indexing in science*, 3rd Ed. London: Butterworths, 1975.

COURSE 6: REFERENCE SOURCES AND SERVICES

4 Credits

Objectives:

- a. To understand the basic concept of reference service and its organization.
- b. To be familiar with different categories of reference and information sources.
- c. To develop the students' ability to critically evaluate reference sources.

1	Reference Service: Concept, definition, need & scope. Reference & Information Sources: types, criteria for selection and Evaluation(authority, scope, treatment, arrangement, special features and utility), different physical formats (print, non-print, electronic reference sources); Reference Librarian : role, functions and qualities.
2	Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes, Biographical Sources, Statistical Sources, Geographical Sources.
3	Reference Services: Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview
4	Internet based reference services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, short and long range reference service, pro active and responsive services, delivery of internet based services, virtual reference service.

Select Reading List

1. Bopp, Richard E & Smith, Linda C. : *Reference and information services : an introduction*, 3rd ed. Colorado, Libraries Unlimited, 2001.
2. Cassell, Hay Ann & Hiremath, Uma : *Reference and information services in the 21st century : an introduction*. London, Facet Publishing, 2006.
3. Chowdhary, G.G. & Chowdhary, S. : *Searching CD ROM and Online Information Sources*. London, LA, 2001.
4. Craven, Jenny (ed.) : *Web accessibility : practical advice for the library and information professional*. London, Facet Publishing, 2008.
5. Davinson, D. : *Reference Services*. London: Clive Bingley, 1980.
6. Hutchins, Margaret : *Introduction to reference work*. Chicago: A.L.A., 1944.
7. Katz, Bill : *Opportunities for reference service*. New York: Haworth Press, 1991.
8. Katz, W. A. : *Introduction to Reference Work. Vol 1 & 2*. New York: McGraw Hill,
9. Korfhag, R. R. : *Information storage and retrieval*. New York: John Wiley, 2006
10. Krishna Kumar : *Reference service*, 5th rev. ed. New Delhi: Vikas Publishing House, 2002.
11. Kumar, P.S.G. (2004). *Information Sources and Services*. Delhi: B. R. Publishing.

12. Lancaster, I. W. & Warner, Amy : *Intelligent technologies in library and information service applications*. Medifsd, American Society for Information Science, 2001.
13. Lankes, R. David and others ,eds. : *Virtual reference desk: creating a reference future*. London, Facet Publishing, 2006.
14. Mukherjee, A. K. : *Reference work and its tools*, 3rd. ed. Calcutta: World Press, 1975.
15. Ranganathan, S. R. : *Reference service*, 2nd ed. Bombay: Asia Publishing House, 1961.
16. Sengupta, B. : *Indian reference and information sources*. Calcutta: World Press, 1981.
17. Sheehy, E. P. (Ed).: *Guide to reference books. 10th ed.* Chicago: ALA, 1986.

Objectives:

- a. To understand different methods of processing information.
- b. To be familiar with different information centres at national and international level.
- c. To assess the information needs and to know the factors affecting information organization.

1	Information service: Concept, definition, need and scope.
2	Information Processing : historical background of abstracting and indexing, types of abstracts - informative, indicative, statistical, special purpose. types of indexes, Indexing language, pre and post co-ordinate indexing systems – Chain Indexing, POPSI, PRECIS, Keyword indexing – KWIC, KWAC, KWOC. Consolidation and Repackaging.
3	Information Dissemination: CAS and SDI services, translation service, Document Delivery Services In-house information Products: Bibliographies, state-of the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs. Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, National Informatics Center. Information Systems: INIS, AGRIS, MEDLARS, INSPEC, COMPENDIX, PIS, India
4	Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies –methods, techniques and evaluation, needs of distance users and e-learners.

Select Reading List

1. Atkinson, Jean & others : *Thesaurus construction and use : a practical manual*. London: Aslib, 2000.
2. Alberico, R. & Mico, M. : *Expert Systems for Reference & Information Retrieval*. Westport: Meckler, 1990.
3. Allan, B. : *E – Learning and teaching in library and information services*. London: Facet, 2002.
4. Atherton, P. : *Handbook for Information System and Services*. Paris : Unesco, 1977.

5. Baker, D. : *The Strategic Management of Technology: A Guide for Library and Information Services*. Oxford: Chandos, 2004.
6. Batley, Sue : *Information Architecture for information Professionals*. Oxford: Chandos, 2007.
7. Bopp, Richard E & Smith, Linda C. : *Reference and information services : an introduction*, 3rd ed. Colorado, Libraries Unlimited, 2001.
8. Borgman, Christine L. : *From Gutenberg to the global information infrastructure access to the information in the networked world*. Cambridge: M. I. T., 2000.
9. Borko, H. P., & Bernier, C. L. : *Indexing concepts & methods*. New York: Academic Press, 1978.
10. Borko, Harold & Bernier, Charles L : *Abstracting concepts & methods*. New York: Academic Press, 1975.
11. Bradford, S.C. : *Documentation*. London: Crosby Lockwood, 1953.
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13. Cassell, Kay Ann & Hiremath, Uma : *Reference and information services in the 21st century : an introduction*. London: Facet Publishing, 2006.
14. Chakraborty, A. R., & Chakrabarti, B. : *Indexing: Principles, Processes and Products*. Calcutta: World Press, 1984.
15. Chakraborty, A.K. : *Introduction to documentation science*. Hyderabad: Andhra Pradesh Library Association, 1980.
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17. Chowdhary, G.G. & Chowdhary, S. : *Searching CD ROM and Online Information Sources*. London: LA, 2001.
18. Cleveland, D. B., & Cleveland, A. : *Introduction to indexing and abstracting*. Colorado: Libraries Unlimited, 1983.
19. Cleveland, D.B. & Cleveland, A.D. : *Introduction to indexing & abstracting*, 3rd Ed., Colorado: Libraries Unlimited, 2001.
20. Convey, J. : *On line information retrieval*. London: LA, 1992.
21. Craven, Jenny ,ed. : *Web accessibility : practical advice for the library and information professional*. London: Facet, 2008.
22. Eisenberg, Michael B. & others : *Information literacy : essentials skills for the information age*, 2nd rev. ed. Westport: Libraries Unlimited, 2004.
23. Foskett, A. C . : *Subject approach to information*, 6th ed. London, Library Association, 1982.
24. Foskett, D. J. : *Information Service in Libraries*. New Delhi: Akashdeep, 1990.
25. Godwin, Peter & Parker, Jo ,eds. : *Information literacy meets library 2.0*. London: Facet Publishing , 2008.
26. Gorman, G. E. Ed. : *Information services in an electronic environment*. London: LA, 2002.

27. Gorman, G. E. : *Digital factor in library & information services*. London: Facet, 2002.
28. Gorman, G.E., Ed. : *Information service in an electronic environment*. London: LA, 2002.
29. Guha, B. : *Documentation & information services : techniques and systems*. Calcutta: World Press, 1999.
30. Harter, Stephen : *Online information retrieval concepts, principles and techniques*. London: Academic Press, 1986.
31. Henezel, Susan : *Information audit : a practical guide*. Munchen: K. G. Saur, 2001.
32. Kawatra, P. S.: *Library user studies: a manual for librarians and information Scientists*. New Delhi: Jaico, 1992.
33. Korthage, Robert R. : *Information storage & retrieval*. New York: Wiley, 2006.
34. Large, Andrew and others : *Information seeking in the online age : principles and practice*. Munchen: K.G.Saur, 2001.
35. Martin, A. and others : *Information and IT literacy in the 21st century*. London: Facet, 2003.
36. Rajan, T. N. : *Indexing Systems: concepts, models and techniques*. Calcutta: IASLIC, 1981.
37. Riaz, M. : *Advanced Indexing and Abstracting Practices*. New Delhi: Atlantic , 1989.
38. Rowley, J. E. & Turner, C.M.D. : *Dissemination of information*. Londo:, Andre Deusche, 1978.
39. Rowley, J.E. : *Abstracting and indexing. 2nd Ed.* London: Aslib, 1984.
40. Seetharama, S. : *Information consolidation and repackaging*. New Delhi: Ess, Ess, 1997.
41. Sengupta, B. & others : *Documentation & information retrieval*. Calcutta: World Press, 1977.
42. Shera, Jesse H. : *Documentation & the organisation of knowledge*. London: Crosby Lockwood, 1966.
43. Sorgal, Dagobert : *Organising information : principles of database and retrieval systems*. Orlando: Academic Press, 1985.
44. Sturges, Paul : *Public internet access in libraries & information services*. London: Facet, 2002.
45. UNESCO : *Consolidation of information : a handbook of evaluation, restructuring, repackaging of scientific and technical information*. Paris: Unesco, 1981.
46. Vickery, B.C. & Vickery, A. : *Information science : theory and practice*. London: Butterworths, 1987.
47. Webb, S. P. : *Creating an information service. 2nd Ed.* London: Aslib, 1988.

COURSE 8: ICT APPLICATIONS TO LIBRARIES**6 Credits****Objectives:**

- a. To introduce the elements of Information and Communication Technology.
- b. To familiarize with internet and digital libraries.
- c. To understand the managerial aspect of computer application in LIS.

1	<p>Information Technology (IT) in libraries: Components of IT, impact of IT on libraries, IT based library and information services.</p> <p>Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0, Data and Information Mapping, Data warehousing, data mining.</p>
2	<p>Internet</p> <ol style="list-style-type: none">i. Internet :Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modemii. Protocols – Telnet, FTP, HTTP.iii. Digital Subscriber Linesiv. E-mail, SMTP, wireless, POP3.v. Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chromevi. Web servers – Apache, Internet Information Server.vii. Server side scripting language – PHP/ASPviii. Database Connectivity – ODBC, IDBC.ix. Search Engines and Meta Search Engines and their evaluation.x. Web design – SGML, HTML, DHTML, XMLxi. Evaluation of websitesxii. Internet security – Firewalls, proxy servers.
3	<p>Digital Library: Concept, definition, evolution, emerging trends in Digital Library</p> <ol style="list-style-type: none">i. Digital Libraries of the world – Gutenberg, Alexandria, World Digital Library, Digital Library of Indiaii. Image formats: JPEG, GIF/BMPiii. Audio formats : WAV, MIDI, MP3 MPEG, AV1, QuickTimeiv. Storage media formats: ISO 9660, DVDv. Software-Digital library software: D-Space and GreenStone, OCR and image editing software. <p>Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras.</p>
4	<p>Managerial aspects of ICT's: Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development, restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects- Maintenance of hardware, software security, Institutional repositories, web content management, data migration</p>

Select Reading List

1. Allan, B. : *E – Learning and teaching in library and information services*. London: Facet, 2002.
2. Andrews, Judith,Ed. : *Digital Libraries : policy, planning and practice*. Aldershot: Ashgate, 2004.
3. Arms, W. : Digital Libraries. Available at: <http://www.cs.cornell.edu/wya/DigLib>, 2000.
4. Arms, William : *Digital libraries*. Cambridge: MIT, 2001.
5. Aswal, R. S. : *Library automation for 21st Century*. New Delhi: EssEss, 2006.
6. Batley, S. : *Information Architecture for Information Professionals*. Munchen. Neal-Schuman, 2007.
7. Berry, M. J. A. and Linoff, G. : *Mastering data mining*. New York: John Wiley, 2000.
8. Borgman, C. L. : *From Gutenberg to the Global Information Infrastructure: access to information in the networked world*. Cambridge: MIT Press, 2001.
9. Bradley, P. : *How to use web 2.0 in your library*. Facet Publishing: London, 2007.
10. Brophy, Peter : *The Library in the Twenty-First Century: new services for the information age*. London: Library Association, 2001.
11. Chowdhury, G. G. & Chowdhury, S. : *Introduction to digital libraries*. London : Facet, 2003.
12. Deegan, M., & Tanner, S. : *Digital futures : strategies for the information age*. London : Library Association, 2002.
13. Dhiman, A. K. : *Manual of digital libraries*. vols. I-II. New Delhi, EssEss Publication, 2012.
14. Eden, Bradford Lee ,Ed. : *Innovative redesign and reorganization of library technical services*. Westport: Libraries Unlimited, 2004.
15. Gopinath, M. A. & Rama Reddy ,Ed. : *Information access through networks*. Hyderabad: Booklinks, 1996.
16. Griffith, Peter : *Managing your internet and intranet and intranet services : the information professional's guide to strategy*, 2nd Ed. London: Facet, 2004.
17. Haravu, L.J. : *Library automation : design, principles and practice*. New Delhi: Allied, 2004
18. Haynes, D. : *Metadata: for information management and retrieval*. London: Facet, 2004.
19. International Conference on Digital Libraries 2004: Knowledge Creation, Preservation, Access and Management. 2 vols. New Delhi: TERI, 2004.
20. Jamsa, K., King, K., & Anderson, A. : *HTML and Web Design: tips and techniques*. New Delhi: Tata McGraw Hill, 2005.
21. John, Richard & others : *Institutional repository*. Oxford: Chandos Publication,

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22. Kennedy, Mary Lee & Dysart, Jane ,eds : *Intranets for info pros*. New Delhi: EssEss, 2008.
 23. Parekh, H. & Sen, B. : *Introduction to digitisation – a librarian's guide*. Mumbai : SHPT School of Library Science, 2001.
 24. Parekh, H. : *Internet in the Scholarly Communication Process*. Mumbai: Knowledge Ware Association, 1999.
 25. Rajaraman, V. : *Introduction to information technology*. New Delhi: Prentice-hall of India, 2007.
 26. Rao, L.K.R. : *Library automation*. New Delhi: Wiley Eastern, 1990.
 27. Ravichandra, Rao I.K. : *Library automation*. New Delhi: Wiley, 1990.
 28. Reynolds, D. : *Library automation : issues and applications*. New York: R.R. Bowker, 1985.
 29. Rowley, J.E. : *Computers for libraries, 2nd Ed*. London: Clive Bingley, 1980.
 30. Saffady, William : *Introduction to automation for librarians*. Chicago: ALA, 1994.
 31. Turban, E., Rainer, R.K. & Potter, R.E. : *Introduction to information technology*. New York, Wiley, 2003.
 32. White, Martin : *Content management handbook*. London: Facet, 2005.

PRACTICALS

2 Credits

P3: LIBRARY CLASSIFICATION

Classification of documents using DDC.

Building class numbers using tables.

Note : Minimum 50 examples to be covered.

2 Credits

P4: REFERENCE AND INFORMATION SOURCES AND INDEXING AND ABSTRACTING

Minimum 80 queries of different types are to be done.

Minimum 5 examples each for indexing and abstracting respectively.

SEMESTER III

6 Credits

COURSE 9: LIBRARY MANAGEMENT - II

Objectives:

- a. To apply principles and techniques of management to Libraries and Information Centres.*
- b. To apply the concepts of planning, marketing, Human Resource Development and control in libraries and information centres.*
- c. To be familiar with the techniques of monitoring and evaluating libraries.*

1	<p>Management approach to Library:</p> <ol style="list-style-type: none">i. Management – concept, definition and scope.ii. Systems approach: Concept – Library as a system, environmental influence and responses.iii. Management of change.iv. Knowledge Management
2	<p>Planning: Need and importance of planning.</p> <ol style="list-style-type: none">i. Planning process, time and motion study, data flow diagram,ii. Planning tools – SWOT analysis, MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.iii. Planning of library building and its interior.iv. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit,v. Marketing: Publicity and marketing and of library services: need, policies, methods, annual reports, library guides, Public Relations, library promotion programmes, promotion techniques including use of electronic media Identification of markets for libraries, market segmentation, best and innovative practices, outreach services.
3	<p>Human Resource Management:</p> <ol style="list-style-type: none">i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.

	ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship. iii. Communication in library – methods and barriers.
4	Financial Management: i. Financial Planning – ,types of budgets Sources of funds, funds generation, accounting and auditing practices, costing, cost analysis of library services. ii. Control: Techniques, budgetary and non-budgetary techniques. iii. Library Insurance, Disaster Management. iv. Evaluation and Feedback: Standards, measurement of performance, evaluation of services, Balanced Scorecard, corrective measures.

Select Reading List

1. Awad, Elias M. & Ghaziri, Hassan M. : *Knowledge management*. Delhi: Pearson Education, 2003.
2. Baker, David : *Strategic change management in public sector organizations*. Oxford: Chandos, 2007.
3. Bratton, J. & Gold, J. : *Human resource management: theory and practice*. 2nd ed. Hampshire: Macmillan Press, 1999.
4. Brophy, Peter : *Measuring library performance : principles and techniques*. London: Facet Publishing, 2006.
5. Ceynowa, Klaus and others : *Cost management for university libraries*. Munchen: K. G. Saur, 2003.
6. Clayton, Peter & Gorman, G. E. : *Managing information resources in libraries: collection management in theory and practice*. London: Library Association, 2001.
7. Cohn, John M. & others : *Planning for integrated systems and technologies : a howto do manual for librarians*. London: Facet Publishing, 2002.
8. Crawford, J. : *Evaluation of Library & information Services*. London: Aslib, 1996.
9. Curzon, Susan Caro : *Managing change*, rev. ed London: Facet, 2006.
10. De Sa'ez Eileen Elliott : *Marketing concept for libraries and information services*, 2nd ed. London: Facet, 2002.
11. Evans, G. E. : *Management techniques for librarians*, 2nd ed. New York: Academic Press, 1983.
12. Gorman, G. E & Ship, S. J. (eds) : *Preservation management for libraries, archives and museums*. London, Facet Publishing, 2006
13. Gorman, G. E. (ed.) : *Collection management*. London: Library Association, 2001.
14. Handzic, Meliha & Zhou, Albert Z. : *Knowledge management : an integrative approach*. Oxford: Chandos Publishing, 2005.
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18. Hyde, James H. : *Library collection management*. New Delhi: Dominant Pub., 2003.
19. Jagannathan, N. (ed.) : *Outreach library services for distance learners*. New Delhi: Viva, 2004.
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22. Jorden, Peter & Lloyd, Caroline : *Staff management in library and information work*. Hampshire; Ashgate, 2002.
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27. Lancaster, F. W.: *If you want to evaluate your library....* London: The Library Association, 1988.
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29. Lawes, A.(Ed.) : *Management skills for the information manager*. Mumbai: Jaico., 1997.
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33. Osborne, L. N & Nakamura, M. : *Systems analysis for librarians and information professionals*. Eaglewood: Libraries Unlimited, 2004.
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35. Rikowski Ruth (ed.) : *Knowledge management : Social, cultural and theoretical perspective*. Oxford: Chandos, 2007.

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39. Smith, Kelvin : *Planning and implementing electronic records management : a practical guide*. London: Facet, 2007.
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42. Trumpeter, M. C & Rounds, R. S. : *Basic budgeting practices for librarians*, Chicago: ALA, 1985.
43. Weihrich, Hein & Koontz, Harold : *Management : a global perspective*, 10th ed. New York: McGraw Hill, 1993.
44. Willams, D. E., Nyce, J. M., & Golden, J. (Eds). *Advances in library administration and organization vol.28*. Bingley: Emerald Group Publishing.

Objectives:

- a. To understand the value of research in Library and Information Science.
- b. To understand the process of research in Library and Information Science
- c. To understand the importance of qualitative and quantitative aspects of research and management.
- d. To interpret and infer based on data/information.

1	<p>i) Research Process and elements: Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research, Relevance of RM in LIS.</p> <p>ii) Research Design: Problem identification, selection of suitable approach and method, formulation of hypotheses, variables – dependent and independent, Scales of measurement.</p>
2	<p>i) Research Methods and Techniques: Historical, Experimental, Descriptive Methods, Survey, Case Study. Delphi method, content analysis, operations research-matrix structure, evidence based research method, use and user study, usability study. Sampling, need for sampling, types of samples, Morgan Table.</p> <p>ii) Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – survey, questionnaire, interview, observation, Checklist.</p> <p>iii) Bibliometrics: Concept, method, application Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis. Librametry, informetrics, scientometrics, webometrics.almetrics.</p>
3	<p>Statistics and Data Analysis:</p> <p>i) Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, and graphical presentation.</p> <p>ii) Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry,</p> <p>iii) Use of Excel and Statistical Packages</p>
4	<p>i) Research report writing: Structure, style, content; style manuals – Chicago, MLA, APA, E-Citations.</p> <p>ii) Current trends in Library and Information Science research, criteria for research evaluation, peer reviewing, research ethics, plagiarism. Plagiarism detection software.</p>

Select Reading List

1. Beck, S. E., & Manuel, K.: *Practical research methods for librarians and information professionals*. Munchen: Neal Schuman, 2008.
2. Bell, Judith: *Doing your research: a guide for first time researcher in education and social science*. Buckingham: Open University press, 1997.
3. Blaxter, Loraine & Others : *How to research*. Buckingham: Open University Press, 1997.
4. Bundy, M. L. & others (ed.) : *Reader in research methods for librarianship*. Washington: NCR Microcard ED., 1970.
5. Busha, C. H., Harter, S. P. : *Research methods in librarianship*. New York : Academic Press, 1980.
6. Carpenter and Vasu: *Statistical methods for Librarians*. Chicago: ALA, 1978.
7. Devarajan, G. : *Applied research in library and information science*. New Delhi: Ess Ess, 2005
8. Egghe, L. & Neelameghan, A. (ed.) : *Lectures on informatics and scientometrics*. Bangalore: SRELS, 2000.
9. Egghe, L. & Rousseau, R. : *Introduction to informatics : quantitative methods in library , documentation and information science*. Amsterdam: Elsevier Science, 1990.
10. Finte, A : *Conducting research : from paper to the internet*. London, Sage, 1998.
11. Goldhor, Hernert : *Introduction to scientific research in librarianship*. Urbana: University of Illionis, 1972.
12. Goswami, P. R. : *Statistical information system and libraries*. New Delhi: Anmol, 1989.
13. Krishnaswami, O. R.: *Methodology of Research in Social Sciences*. Mumbai: Himalaya, 1993.
14. Lancaster, F. W. : *Bibliometric methods in assessing productivity and impact of research*. Bangalore: SRELS, 1991.
15. Matyn, John & Lancaster, F. W. : *Investigative methods in library and information science*. Arlington: Information Resources Press, 1981.
16. Moore, Nick : *How to do research : a practical guide to designing and managing research projects*. 3rd ed. London : Facet, 2006.
17. Nicholas, D., & Ritchie, M. : *Literature and Bibliometrics*. London: Clive Bingley, 1978.
18. Prichard, Alison Jane : *Research methods in formation*. London: Facet, 2007.
19. Powell, R. R., & Conway, L. S. : *Basic Research methods for Librarians*. Westport : Libraries Unlimited, 2004
20. Powell, Ronald R.: *Basic research methods for librarians*, 2nd ed. Norwood: Ablex Pub., 1994.

21. Savanur, S .K.: *Research Methodology for Information Sciences*. Pune : Universal, 2008.
22. Sehgal, R. L. (n.d.). *Statistical Techniques for Librarians*, New Delhi: EssEss Publications.
23. Sehgal, R. L. : *Applied statistics for library science research*, Vol I and II. New Delhi, Ess. Ess, 1998.
24. Walliman, Nicholas : *Your research project : a step by step guide for the first time researcher*. New Delhi: Vistaar Pub., 2005.

ELECTIVES: SELECT ANY TWO COURSES

COURSE 11: SOFT SKILLS AND COMMUNICATION

4 credits

Objectives:

- a. *To prepare students to enter into the profession.*
- b. *To train students to be employable.*
- c. *To inculcate in students a professional work culture.*

1	Soft skills: Leadership skills, creative thinking and problem solving, Interview skills.
2	Listening & Tactful handling of library problems.
3	Personality development, Work Culture, Time Management, Stress and anger management. Building support within the organization.
4	Written and spoken communication skills.

Select Reading List

1. Butterfield, Jeff.: Problem solving and decision making: soft skills for a digital workplace. Boston: Mass. Course Technology, 2010.
2. Carnegie, Dale : The art of public speaking. New Delhi: Ocean Paper back, 2013.
3. Carnegie, Dale : How to win friends and influence people. U. K. Vermilion, 2004.
4. Covey, Stephen R. : The 7 habits of highly effective people. New Delhi: Tata McGraw Hill, 2006.
5. Khera, Shiv : You can win. New Delhi: McGraw Hill, 2009.
6. Kumar, Suresh : Communication skills and soft skills : an integrated approach. India: Pearson, 2010.
7. Sharma, Robin: The monk who sold his Ferrari. Mumbai: Jaico, 2012.

COURSE 12 : KNOWLEDGE ORGANISATION**4 CREDITS****Objectives:**

- a) *To appraise methods used for knowledge organization.*
- b) *To review the methods of organization of documents.*
- c) *To understand the criteria used for evaluating Information Retrieval Systems.*

1	Organizing Knowledge : Concept, definition, objectives, tools, techniques. Organization of library material – reports, standards, patents, grey literature, maps, audio- visual material, institutional repository, digital material.
2	Access to Documents : Classification, cataloguing, indexing, citations and citation indexing, annotations, thesauri, ontology, taxonomy, metadata harvesting, subject gateways
3	Information Retrieval : Search process, search strategies, Boolean Expressions, online searching, formulations of search statement. Search through Internet, online databases and e-journals, retrieval from electronic archival material, J-Stor, aggregators
4	i) Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis. ii) Evaluation of information storage and retrieval systems, relevance, recall, precision, impact factor and other criteria, information audit.

Reading list is same as given for Course 6.

COURSE 13: INFORMATION, COMMUNICATION AND SOCIETY**Objectives:**

- a. To understand the importance of library in the communication process
- b. To understand the concept of information society and its implications
- c. To study the role of Library Profession.

1	Information and Information Science: Concept, Characteristics, definitions, scope and objectives. Information needs in different fields of knowledge. Economics of Information and its components.
2	Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers. Role of libraries in communication process
3	Information Society-its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Copyright and Fair Use.
4	Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Education and training in LIS in USA, UK and India, National Knowledge Commission, NAAC.

Select Reading List

1. Andal, N. : *Communication theories and models*. Mumbai: Himalaya, 1998.
2. Bahr, Alic Harrison (Ed.) : *Future teaching roles for academic librarians*. New York: Haworth press, 2000.
3. Barua, B. P. : *National Policy on Library and Information System*. Mumbai: Popular Prakashan. 1992
4. Bridges, K. ed. : *Expectations of librarians in the 21st century*. Westport: Greenwood press, 2003.
5. Brophy, P. : *The library in the 21st Century – new services for the information age*. London: Library Association, 2001.
6. Foskett, D.J. : *Pathways for communications : books and libraries in an information age*. London: Clive Bingley, 1984.
7. Krzys, R & Litton, G. : *World librarianship : a comparative study*. New York: Marcel Dekker, 1983.
8. Lankes, D. R. : *The atlas of new librarianship*. Cambridge: The MIT Press, 2011
9. Line, Maurice : *World of books and information : Essays in honour of Lord Dainton*. London : British Library, 1987.

10. Martin, W. J.: The Information Society. London: Aslib.1988
11. Martin, William J. : *Global Information Society*, 2nd ed. London, ASLIB, 1996.
12. Martyn, John, Vickers, Peter & Feeney, Mary (eds.) : *Information UK 2000*. London: British Library, 1990.
13. McGerry, Kevin : *Mass Communication : selected readings for librarians*, 2nd ed. London: Clive Bingley, 1996.
14. McMenemy, David, Poulter, Alen and Burton, Paul F. : *A Handbook of ethical practice : a practical guide to dealing with ethical issues in information & library work*. Oxford: Chandos, 2007.
15. Parekh, Harsha : *Internet in the Scholarly Communication Process*. Mumbai: Knowledge Ware Association. 1999
16. Pedley, Paul : *Essential law for information professionals*, 2nd ed London: Facet, 2006.
17. Prashar, R. G. : Information and its communication. New Delhi: Medallion, 1991.
18. S. R. E. L. S. : *Information policies and cyber laws*. Bangalore: SRELS, 2000.
19. Shera, Jesse H. : *Foundations of education for librarians*, New York: Wiley, 1972.
20. T, Ashok Babu[et al] (Eds.). *Vision of Future Library and Information Systems /*. New Delhi : Viva. 2000.

PRACTICALS

P5: Soft Skills and Communication

2 CREDITS

P6: Advanced Classification and Thesaurus Construction

2 CREDITS

SEMESTER IV

A) OPTIONAL COURSES: SELECT ANY ONE

COURSE 14: DIGITAL LIBRARIES

4 CREDITS

Objectives:

- a) To study the concept of digital libraries.*
- b) To understand the characteristics and components of digital libraries.*
- c) To develop skills for organizing digital resources.*

1	Digital Library: Concept, definition and characteristics, Hardware and software: types, characteristics and requirements. Introduction to Open Archives
2	i)Collection development: Print and electronic. Digitization: Selection criteria, process and work flow management, file formats. Born digital resources, licensing agreements and open source material. ii) Collection organization : File naming conventions, mark up languages-html and XML; Metadata and Folksonomy iii) Repositories
3	Digital Library Services: Browse, Search and retrieval, user interfaces, Digital reference services, search engines, Boolean operators, personalization and authentication. Preservation and archiving. Migration, back up and data security.
4	Management: Planning, evaluation and feedback, social and legal issues including IPR

Select Reading List

1. Malwad, N M: Digital libraries : dynamic storehouse of digitized information. New Delhi : New Age International.
2. Arms, William Y.: Digital Libraries. Cambridge : MIT Press.
3. Prasad, A R D.: Digital libraries : managing convergence, continuity . Bangalore: Documentation Research and training centre.
4. Jeevan, V K J.: Digital libraries. New Delhi : Ess Ess Publications.
5. Judith, Andrews. Digital libraries : policy, planning and practice. Aldershot :Ashgate.
6. Vijay, Lakshmi: Digital libraries, Vol.1 : digital library : principles. Delhi: Isha books
7. Vijay, Lakshmi: Digital libraries, Vol.2: digital library and archives. Delhi: Isha books

8. Amjad, Ali.: Digital libraries in higher education, New Delhi : Ess Ess, 2005
9. Tedd, Lucy A., Large : Digital libraries : principles and practice in a global environment, Munchen: K. G. Saur, 2005
10. Dahl, Mark and others.: Digital libraries : integrating content and systems. Oxford: Chandos, 2006
11. Ali, Amjad.: Digital libraries and information networks. New Delhi : Ess Ess, 2007
12. Anandan, C: Digital libraries : from technology to culture. New Delhi: Kanishka Publishers. 2006
13. Papy, Fabrice: Digital libraries. Hoboken: John wiley & Sons.2008
14. Janakiraman , C: Digital libraries. Delhi: pacific Books International. 2011
15. Peterson, Ann.: Digital library use : social practice in design and evaluation. New Delhi: Ane books. 2005
16. Dwivedi, S C.: Digital library, Vol. 1.New Delhi: Shree Publishers & Distributors.
17. Baker, David: Digital library economics : an academic perspective. Oxford: Chandos, 2009
18. Rajshekharan, K.. Digital library basics : a practical manual. New Delhi : Ess Ess Publications, 2010
19. Verheul, Ingeborg. Digital library futures : user perspectives and institutional strategies. The Hague : International Federation of Library Association, 2010.
20. Nirmal, Harshad. Digital library automation. Jaipur: Vista Pub., 2013.
21. Marcum, Deanna B. : Digital library development : the view from Kanazawa. Westport: Libraries Unlimited, 2006.
22. Theng, Yin-Leng: Design and usability of digital libraries: case studies in the Asia pacific. Hershey: Information Science Publishing
23. Satyanarayan, V V V. : Modern librarianship ushering in digital library. Delhi: Author Press, 2006.
24. Li, Lili : Emerging technologies for academic libraries in the digital age. Oxford. Chandos Publishing, 2009.
25. Baker, David: Digital library economics : an academic perspective. Oxford. Chandos Publishing. 2009
26. Theng, Yin-Leng: Handbook of research on digital libraries : design, development, and impact. Hershey : Information Science Reference ,2009
27. Singh, Gurdev: Digital libraries and digitization. New Delhi : Ess Ess, 2011.
28. Sembok, Tengku: Digital libraries: technology and management of indigenous knowledge for global access. Berlin: Springer, 2003
29. Sathaiah, B.: Management of digital libraries: trends, issues and challenges. New Delhi: Swastik Publication, 2012.

30. Gathegi, John N. : Digital librarian`s legal handbook : powerful, concise insight into intellectual property rights in 21st century digital library collections. New Delhi : Ess Ess, 2013.

COURSE 15: INFORMATION SOURCES IN SCIENCE AND SOCIAL SCIENCE

4 CREDITS

Objectives:

- a) *To acquaint the students with the concept of information sources in Science and Social Science*
- b) *To familiarize the student with sources in Science and Social Science.*
- c) *To develop the skills of critical evaluation of different sources of Information.*

1	Information Sources : Introduction, concept, history, scope and evaluation criteria
2	Types of Information Sources : Primary, secondary and tertiary information sources – traditional, non-book material, non- print material and electronic.
3	Full-text & bibliographic databases : organization of information and searching.
4	Internet based resources (freely available): organization of information and searching.

Practical

P7: Creation of digital library using Open Source Software. **2 CREDITS**

P8: Evaluation of information sources **2 CREDITS**

Searching for information using various information sources – print and online.

B) PROJECT BASED COURSES (PB) :

COURSE16: DISSERTATION

10 CREDITS

Objectives:

- a. To develop independent thinking and problem-solving skills.*
- b. To apply research methods to a project.*
- c. To acquaint with report writing skills.*

Students will have to select a research topic based on recent trends in LIS which will be further developed using research methods and techniques. Three copies of the research report will be submitted to the Department. The evaluation will be done by Experts in the field. The component of evaluation will be the Dissertation, Presentation and Viva Voce.

COURSE 17: I) INFORMATION COMMUNICATION TECHNOLOGIES BASED PROJECT WITH INTERNSHIP

2 CREDITS

- Advanced Internet Search, Internet based Reference Service, RSS Feeds, and Folksonomy.
- Blog Creation
- Web Page Creation
- Creation of Digital Library and Content Management using Open Source Software

II) INTERNSHIP

The above course will be conducted with an interaction with academic and corporate libraries.

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
FORM OF APPLICATION FOR ADMISSION TO THE
DEGREE IN MASTER OF LIBRARY AND INFORMATION SCIENCE
CHOICE BASED CREDIT SYSTEM (CBCS)
(For Office Use)

Register Entry No. _____ Date:- _____

Provisional Eligibility attached / not attached

Eligibility Case No. _____

To,

The Head,

Department of Library and Information Science,

University of Mumbai, Vidyanagari,

Mumbai – 400 098.

Sir,

I wish to apply for admission to the M.L.I.Sc. Course. I enclose herewith the necessary copies of certificates/testimonials. The following statements made by me are true.

Yours faithfully,

Signature

Date:

1. Name in full, beginning with Surname (IN BLOCK LETTERS PLEASE)

Mr/Mrs./Ms.: _____

2. Gender: _____

3. Date of Birth (In words and in figure): _____

4. Age: _____ Years: _____ Months: _____

5. Nationality: _____ Religion: _____

6. Do you belong to SC/ST/DT/NT/VJ/OBC/SBC? Yes/ No. If yes, give details of sub caste and attach a certificate to that effect: _____

7. Local Address: _____

8. Contact .No.: (R) _____ (M) _____

9. Permanent Address: _____

10. E-mail: _____

11. Do you intend to pursue any other course of this University / Institute simultaneously? Yes / No

If yes, give details: _____

In the event of my obtaining admission to the course, I hereby undertake to attend the course regularly and to observe all rules and regulations regarding the same.

Signature

Enclosures: - 1)

2)

3)

4)

5)

ACADEMIC RECORD:

Name of the Examination	Year of Passing	No. of Attempts	Total Marks	Class	%	University/ Institution Authority	Subjects
S. S. C.							
H. S. C.							
Bachelor of _____							
Any other (please specify and give details)							

Category (Please Tick)	OPEN	SC	ST	DT	NT	VJ	OBC	SBC