

## Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

**Objectives**

- To introduce principles and practices of management with particular reference to library and information centers for managing them on scientific basis.
- To use management techniques to achieve the organizational effectiveness and efficiencies in library and information centres
- To develop skills for handling effectively the library and information management routines ,finances and human resource development

**Unit I**

1.1 Management: Concept and Functions.

1.2 Principles of Management.

1.3 Management: Schools of thought

3.1 Classical School.

3.2 Behavioral.

3.3 Contingencies approach.

3.4 Systems approach.

1.4. System Analysis & Design (Concept and applications)

**Unit II**

2.1 Human Resource Development (HRD): concept and components

2.2 Job Analysis: Job Specification and Description; Job evaluation: Concept and techniques

2.3 Recruitment process

2.3.1 Selection: Methods employed

2.3.2 Induction and orientation: Techniques used

2.4 Motivation: Concept and theories

2.4.1 Maslow's Theory of Motivation

2.4.2 Herzberg's Theory of Motivation

2.4.3 Theory X and Theory Y

- 2.4.4 Equity Theory.
- 2.5 Professional Development: continuing education programmes.

### **Unit III**

- 3.1 Financial Management: Concept, Scope and Objectives
- 3.2 Library Budget and Budgetary Methods:
  - 3.2.1: Line Item or Incremental Budget
  - 3.2.2: Formula Budget
  - 3.2.3: Programme Budget
  - 3.2.4: Planning Programming Budgeting System (PPBS)
  - 3.2.5: Zero- Base Budgeting (ZBB)
- 3.3 Cost Analysis: Concept and Methods
  - 3.3.1: Cost Benefit
  - 3.3.2: Cost Effectiveness

### **Unit IV**

- 4.1 Service Management
  - 4.1.1: Nature, Significance and Characteristics of Services.
  - 4.1.2: Factors influencing the growth of services.
  - 4.1.3: Managing the Service quality (SERVQUAL & LIBQUAL)
  - 4.1.4: Understanding User response to service failure.
- 4.2 Knowledge Management: Techniques and applications.
- 4.3 Project Management: PERT/CPM

### **Suggested Readings**

- Abell, A. (2001). *Competing with knowledge: The information professional in the knowledge management age*. London: Library Association Publishing.
- Arrow, K. J. (1984). *The economics of information*. Cambridge, Mass:Belknap Press of Harvard University Press.

- Bal-I Bara, N. (2000). *Competitive knowledge management*. New York:Palgrave.
- Benbya,H(2008).*Knowledge Management Systems Implementation :Lessons from the silicon Valley*.  
Oxford: Chandos Pub
- Birchler, U. W., Butler, M. (2007).*Information economics*.New York: Routledge.
- Brigham, E. F.&Ehrhardt, M.C. (2004). *Financial Management: Theory and Practice*. Mason,OH: South  
Western College Pub.
- Brophy,P.(1986). *Management information and decision support systems in libraries*. Brookfield, vt.,  
USA:Gower.
- Bryson, J. (1990). *Effective library and information centre management* .England: Grower.
- Chauvel, D.(2001). *Knowledge horizons: The present and promise of knowledge management* .Oxford :  
Butterworth-Heinemann
- Christian, A. R. (2013). *Academic library management: Universities, colleges an institutions*.Jaipur: Vista  
Publishers
- Dennis, A. & Wixom, B. H. (2002).*Systems analysis design*. New Jersey: Wiley
- Dessler, G. (2003). *Management: principles and practices for tommorrow's leaders*. New ersey: Prentice  
Hall.
- Du, W. (2013). *Informatics and management science I*. New York: Springer.
- Ein, D.P., &Jones,C.R. (1985). *Information system management: analytical tool and techniques*. ew  
York: Elsevier.
- Evans, G.E. & Ward, P.L. (2003).*Beyond the Basics: A management guide for library and information  
professionals*. New York: Neal-Schuman Publishers.
- Evans, G.E. (2003). *Management techniques for libraries*.NewYork: Academic Press
- Farrell, R., & Schlesinger, K. (2013). *Managing in the middle: The librarian's handbook*.
- Griffin, R. (2005). *Fundamentals of Management* (4<sup>th</sup>ed.). Boston, MA: Houghton Mifflin.
- Hobohm, Hans- C. (2004). *Knowledge management: Libraries and librarians taking up the challenge*  
.Munchen : K. G . Saur
- Hoffer, J.A., George, J, F., &Valacich, J.S. (2004).*Modern systems analysis and design* . New Jersey:  
Prentice Hall.
- Hooda, O. P. (2008). *Financial management of college libraries*. New Delhi: Shree Publishers &  
Distributors.
- Jussawalla, M., &Ebenfield, H. (Ed.). (1984). *Communication and information economics* : New  
perspective. Amsterdam : Elsevier Science
- Kendall, K.E. & Kendall, J. E.(2004). *System analysis and design*. New Jersey: Prentice Hall.
- Kingma, B. R.(2001). *The economics of Information : a guide to economic and cost benefit analysis for  
information professionals* . Englewood, CO: Librarians .

- Kotlar, P.(2007). *Marketing for Non-profit organizations*. New Jersey: Prentice Hall.
- Lambe, P (2007).*Organising Knowledge: Taxonomies, Knowledge and Organizational Effectiveness*. UK: Chandos
- Lancaster, F.W. (1988). *If you want to evaluate your library*. London: Library Association.
- Levine, D. K., &Lippman , S ,A. (1995). *The Economics of information* .Aldershot : Elgar
- Little , S . E.(2002). *Managing Knowledge : an essential reader*.London : Sage Publications
- Lovelock C.,&Wirtz,J .(2006).*Service Marketing: People, Technology, Strategy*. Pearson Education.
- Lubbe, J., C.A., V. (1997).*Information theory*.Cambridge:Cambridge university press.
- Malcolm, G., &Leiter, R. D. (Ed).(1981). *Economics of information*. Boston: M.Nijhoff Pub.
- McDonough, A. M. (1963). *Information economics and management system*. New York:McGraw Hill.
- Milosevic,D.Z.(2003).*Project Management Toolbox*.NewJersey:Wiley
- Mittal, R.L.(1984). *Library Administration: theory and practice*. (5<sup>th</sup>ed.). Delhi: Metropolitan.
- Narayana,G.I..(1991).*Library and Information Management*. New Delhi: Prentice-Hall of India.
- Pandey, I. M. (2010). *Financial management*. New Delhi: Vikas Pub. House.
- Poll, R., Ramsdale, P., & Hansen, M. (2008). *Financial management in libraries*. London: Facet.
- Pugh,L(2007).*Change Management in Information Services*(2<sup>nd</sup>ed).London:Ashgate pub.
- Pymm, B., & Hickey, D. D. (2003). *Learn library management*. Lanham, Md: Scarecrow Press.
- Raman, A.T. (2003). *Knowledge management:a resource book*. New Delhi:Excel Books.
- Roberts, S.A.(1985). *Cost management for library and information services*.London: Butterworths.
- Sanchez, R. (2001). *Knowledge management and organizational competence*. Oxford: Oxford University Press.
- Sehgal, P. C. (2004). *Financial management of university libraries in India*. Patiala: 21<sup>st</sup>Century Publications.
- Selwyn, L., & Eldridge, V. (2013). *Public law librarianship: Objectives, challenges, and solutions*.
- Semprevivo, P. C. (1982). *System analysis:Definitions, Processes and design*.(2<sup>nd</sup> ed.). Chicago: Science Research Associates.
- Singh, A.R. (2001). *Information management in archives and libraries*.Delhi:Aakar.
- Stueart, R. D., Moran, B. B., &Morner, C. J. (2013). *Library and information center management*.
- Stueart, R.D. &Eastlick, J.T.(1981). *Library management*. (2<sup>nd</sup>ed.). Colarado: Libraries Unlimited.
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- Swain, C., Satpathy, S. K., &Rautaray, B. (2013). *Strategic issues in library management*. NewDelhi: Avon Publications.

- Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
- Tripathi, P.C. & Reddy, P.N. (1991). *Principles of management*. New Delhi: Tata McGraw Hill.
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- Valacich, J.S., George, Joey. E. & Hoffer, J.A. (2003). *Essentials of system analysis and design* (2<sup>nd</sup>ed.). New Jersey: Prentice Hall.
- Velasquez, D. (2013). *Library management 101: A practical guide*. *Library management: Volume 29, Number 1/2, 2*. (2008). Bradford, England: Emerald.
- Wolpert, S.A., & Wolpert, J. F. (1986). *Economics of information*. New York : Van Nostrand Reinhold.
- Young, T(2008). *Knowledge Management for services, operations and manufacturing*. Oxford: Chandos Pub

## Credit Pattern

Lecture	Tutorial	Practical	Total
0	0	4	4

**Objective:**

- To acquaint with the principles, tools, techniques and methods of knowledge organisation in libraries particularly with classification tools.

**Unit I**

- 1.1 Universe of Subjects as mapped in DDC, UDC and CC: Salient Features.
- 1.2 Overview of DDC 23 edition
- 1.3 Web-Dewey 2.0
- 1.4 Ontologies and classification : a comparasion
- 1.5 Classification of simple and compound documents
- 1.6 Multiple syntheses

**Unit II**

- 2.1 UDC and cutter table: an introduction
- 2.2 UDC: Structure, Notes and Instruction
- 2.3 Classifications of simple subjects in UDC
- 2.4 Use of UDC Auxiliaries

2.5 Assigning Book Numbers using Cutter's Table (Latest available edition)

### **UNIT III**

1.1 Cataloguing of Documents with Single Authorship and Editorial Works.

1.2 Shared Authorship

1.2.1 Documents written by up to three authors Principle author not indicated

1.2.2 Documents written by more than three authors Principle author Indicated

1.2.3 Documents written by more than three authors Principle author not indicated

1.3 Cataloguing of Documents with Pseudonym authorship,

1.4 Cataloguing of Multivolume collections

1.5 Cataloguing of Serial Publications

### **UNIT IV**

2.1 Cataloguing of Non -Book Material

2.1.1 Cartographic Materials

2.1.2 Motion Pictures and Video Recordings.

2.1.3 Electronic and web Resources

2.2 Sears List of Subject Headings

### **Suggested Readings:**

Gopinath, M.A.(1987).*Colon Classification*.(7<sup>th</sup> ed ).Bangalore: SaradaRanganathan Endowment.

Hunter, Eric. (2002).*Classification made Easy*.England: Ashgate pub.

Kemp, D.A. (1976). *Nature of knowledge: An introduction to libraries*. London: Clive Bingley.

Khanna, J.K. &Vashisht, K.K. (1985).*Knowledge, evolution, structure and research methodology*. New Delhi: EssEss.

Krishan Kumar. (1980). *Theory of classification*. (2<sup>nd</sup> ed). New Delhi: Vikas.

Meadow.J. (2001).*Understanding information* K.G.Saur, Munchen.

Prasad, Anirudh., (2005).*Colon Classification*. New Delhi: Shree Pub.

Ranganathan, S.R. (1989). *Descriptive account of colon classification*. Bangalore: SaradaRanganathan. Endowment for Library Science.

Ranganathan, S. R.(1964).*Colon Classification (6<sup>th</sup> ed.)*.Bombay: Asia.

Ranganathan, S. R. (1965). *Prolegomena to library Classification*. (2nd Ed) . London: LA.

Rita,Marcella.,& Arthur, Maltby.(2000). *Future of Classification*.England:Gower. (NA)

Rowley, J.F. (1987). *Organising Knowledge: An Introduction to information retrieval*. Aldershot: Gower. (NA)

Satija, M.P. &Aggarwal, S.P. (1990).*Book number: Some Indian methods*. New Delhi: Concept. (NA)

Sayers, W.C.B. (1975). *Manual of classification for librarians*. London: Andre Duetsch.

Saeed, Hamid.,&Chaudhry, Abdus. Sattar. (2002). Using Dewey decimal classification scheme (DDC) for building taxonomies for knowledge organization. *Journal of Documentation*, 58 (5), 575-583. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?Filename=Published/EmeraldFullTextArticle/Articles/2780580505.html>

ShabahatHussain. (1993). *Library Classification: Facets and Analyses*. Delhi: B.R.pub.



Sharma, Panday.S.K. (1990).*Universe of knowledge and Research Methodology*. Delhi:

Kent pub

Srivastava, A P. (1993).*Theory of knowledge classification in libraries*. New Delhi: Sage.

**Websites (Illustrative):**

OCLC.(2012). *DeweyDecimalClassification*.OCLC. Available at

<http://www.oclc.org/dewey/>

OCLC.(2012) *WebDewey*. Available at

<http://www.oclc.org/dewey/resources/tutorial/>

Lecture	Tutorial	Practical	Total
2	1	1	4

### Objectives

- To provide an overview of different categories of references and information tools in order to choose appropriate source for meeting reference queries.
- To Understand the criteria for evaluation of reference and information sources (online and offline).
- To acquaint students with access options and techniques of various web based resources.

**Note:** Each lesson will follow by exercise sessions to evaluate selective tools and answer queries from print and online version (wherever freely available) on real time basis.

### Unit I

- 1.1 Information sources: Concept and Types
- 1.2 Evaluation: Criteria (online and offline resources)
- 1.3 Relate types of reference queries to their corresponding reference tools
- 1.4 Evaluation of the select websites on the basis of standard criteria

### Unit II

- 2.1 Dictionaries-Types and uses
  - 2.1.1 Language dictionaries, Major online dictionaries
- 2.2 General Encyclopedias (Encyclopedia Britannica, Encyclopedia Americana), Subject specific encyclopedias (Access science, etc), Collaborative and Free online encyclopedias
- 2.3 Visit major online reference sources and explore the available features

### Unit III

- 3.1 Directories- Institutional (Europe World of Learning, Ulrich's periodical directory and Ulrich web, Commonwealth University yearbook)
- 3.3 Biographical sources-utility and types .Evaluation of International who's who,

International Yearbook & Statesman's Who's Who, Current Biography, India Who's who)

3.4 Register for free trail in various online reference sources

#### **Unit IV**

4.1 Bibliography-need and types

4.2 Indexing and abstracting sources in science and social science

4.2.1 Web of science and its other select products

4.3 Creating bibliographies using world cat and other online tools

4.4 Locate indexing and abstracting services in web of science

4.5 Visit various directories like DOAJ, DOAB etc

**Note: The list of reference tools included is not comprehensive. An exhaustive list will be furnished in the class.**

**Suggested Readings:**

A.L.A. Bonn, George S. (1971). Literature of Science and Technology. In

*McGraw-Hill Encyclopedia of Science and Technology*, (8<sup>th</sup> ed. .V.7). New York: McGraw hill.

Balay, Robert. (1996). *Guide to Reference Books*. (11<sup>th</sup> ed.). Chicago:

Cheney, F.N. (1972). Encyclopedias. In *Encyclopedia of library and information Science* (vol. 8). New York: Marcel Dekker.

Cheney, F.N. (1971). *Fundamental Reference Sources*. Chicago: A.L.A.

Collison, R.L. (1968). *Bibliographies: Subject and National* . (3<sup>rd</sup> ed.). London: Crosby Lockwood

Foskett, O.J. (1967). *Information Service in Libraries*. 2nd ed. Connecticut: Archon Books.

Grogen, D. (1987). *Case studies in Reference Work*. (6.Vols). London: Clive Bindley

Hutchins, Margaret. (1944). *Introduction to Reference Work*. Chicago: A.L.A.

Katz, William. (1982). *Introduction to reference work: Basic information*

*Sources*. (7<sup>th</sup> ed.). (V. 3). New York: McGraw Hill.

Lea, Peter w., & Day, Alan. (Eds.). (1996). *The Reference Sources*

*Handbook* (4<sup>th</sup> ed.). London: Library Association

Mukherjee, A.K. (1975). *Reference Work and its Tools*. (3rd rev. ed.) Calcutta: World Press.

Sheehy, Eugene P. (Ed.). (1986). *Guide to Reference Books*. (10th ed.). Chicago:

A.L.A. Shores,

Louis. (1954). *Basic Reference Sources*. Chicago: American Library Association.

Sweetland, James H. (2001). *Fundamentals of reference sources*. (3rd

ed.).Chicago:A.L.A.

Walford, A.J. (1976).*Walford's Guide to Reference Materials*.(3rd ed.). London:  
Library Association.

### **Websites Illustrative:**

AccessScience from McGraw-Hill Education. Available at

[www.accessscience.com/](http://www.accessscience.com/)

DOAJ -- Directory of Open Access Journals. Available at

[www.doaj.org/](http://www.doaj.org/)

DOAB: Directory of Open Access Books. Available at

[www.doabooks.org/](http://www.doabooks.org/)

Ebook portals. Available at [bookleads -](#)

[ebook portals](#)

Encarta Encyclopedia. Available at [www.encarta.msn.com/](http://www.encarta.msn.com/)

Europa World of Learning [www.worldoflearning.com/views/advanced\\_search.html](http://www.worldoflearning.com/views/advanced_search.html)

Library of Congress Catalogue. Available at

[www.catalog.loc.gov/](http://www.catalog.loc.gov/)

List of online dictionaries [http://en.wikipedia.org/wiki/List\\_of\\_online\\_dictionaries](http://en.wikipedia.org/wiki/List_of_online_dictionaries)

List of online encyclopedias [http://en.wikipedia.org/wiki/List\\_of\\_online\\_encyclopedias](http://en.wikipedia.org/wiki/List_of_online_encyclopedias)

Merriam WebsterOnline. . Available at

[www.m-w.com/dictionary/](http://www.m-w.com/dictionary/)

Onelook.dictionaty, available at

[www.onelook.com/](http://www.onelook.com/)

Online reference sources

<http://www.library.ualberta.ca/reference/index.cfm#biographies>

<http://www.lib.uchicago.edu/e/using/reference/genref.html#engdict>

Oxford English dictionary [www.oed.com/](http://www.oed.com/)

Times Atlases - home of Times World Atlases and Maps

[www.timesatlas.com/](http://www.timesatlas.com/)

Ulrichsweb. Available at

[ulrichsweb.serialssolutions.com/](http://ulrichsweb.serialssolutions.com/)

VidyaNidhi. Available at

[www.dspace.vidyanidhi.org.in:8080/dspace/](http://www.dspace.vidyanidhi.org.in:8080/dspace/) Wikipedia.

Available at

[wikipedia.org/](http://wikipedia.org/)

**Credit Pattern**

Lecture	Tutorial	Practical	Total
2	1	0	3

**Objectives:**

- To foster the development of professional knowledge to successful public librarianship
- To develop awareness of the range of professional challenges associated with public library administration and management

**UnitI**

- 1.1 Business: Concept, Types and Sectors
- 1.2 Heavy and Small Scale Industry Organisations in India.
- 1.3 Business Library: Concept and Development

**UnitII**

- 2.1 Business information sources
  - 2.1.1 CompanySources
  - 2.1.2 Statistical Sources
  - 2.1.3 Marketing Sources
  - 2.1.4 BiographicalSources
  - 2.1.5 International Trader Sources
- 2.2 Information Needs and Information Seeking Pattern of Business Professionals

## Unit III

- 3.1 Business information systems:
  - 3.1.1 Management Information System
  - 3.1.2 Decision Support System
- 3.2 Designing a model Business Information System: Planning and Services

### Suggested Reading:

- Bocij, Paul., Chaffey, Dave., Hickie, Simon., & Greasley, Andrew .(2006). *Business information systems: technology, development and management for the e-business* .3rd illustrated ed , Prentice Hall.
- Daniel, Lorna M.(1993). *Business Information Sources*, 3rd revised. California: University of California Press.
- International Chamber of Commerce. (1938). *International Chamber of Commerce*, International headquarters
- Reynard, K., & Aslib(2002). *Aslib directory of information sources in the United Kingdom*, 12th ed, Routledge
- Strauss, Diane Wheeler. (1998). *Handbook of business information: A guide for librarians, students, and researchers*. Michigan: Libraries unlimited
- The Directory of business information resources: associations, newsletters, magazines & journals, special issues of magazines, trade shows, directories & databases, web sites.(2005) .Grey House Pub.
- White, Gray. W.(2003). *The core business Web: a guide to key information resources* illustrated ed, Routledge.

### Websites (Illustrative):



Federation of Indian Chamber of Commerce and Industries.(2012). Available at [www.ficci.com](http://www.ficci.com)

Indian Trade Promotion Organization. ((2012).Available at[www.tradeportalofindia.com](http://www.tradeportalofindia.com)

International Chamber of Commerce.(2012). Available at[www.iccwbo.org/](http://www.iccwbo.org/)

National association of Software and Service Companies (NASSCOM), (2012).Available at  
[www.nasscom.org](http://www.nasscom.org)

World trade organization.(2012). Available at  
[www.wto.org/](http://www.wto.org/)

LIS205DCE

**University Library System  
Credit Pattern**

Lecture	Tutorial	Practical	Total
3	0	0	3

**Unit I: University Library:**

- 1.1 University Libraries: Concept, Need & Importance
- 1.2 University Libraries: Mission & Goals
- 1.3 Functions and Objectives

**Unit II: University Library: Components**

- 2.1 Collection
- 2.2 Staff
- 2.3 Finance,
- 2.4 Physical Infrastructure, users, etc.

**Unit III: University Library: Services**

- 3.2 Services in modern era
- 3.2 Role of UGC in promoting university libraries
- 3.3 Problems faced by university libraries

## LIS15206DCE PRESERVATION AND CONSERVATION TECHNIQUES

### Credit Pattern

Lecture	Tutorial	Practical	Total
3	0	0	3

### Objective

- To understand the nature of preservation and conservation management, its components and implications.
- To understand the physical composition of reading material and causes of deterioration.
- To understand preservation and conservation standards
- To identify technological options in the preservation.

### Unit 1

- 1.1 Preservation/conservation: purpose, components and Implications.
- 1.2 Principle carriers of information: major causes of loss, damage, deterioration, current methods and best practice for loss preventing or mitigating.

### Unit II

- 2.1 Preservation program in libraries and archives: core activities
- 2.2 Understand the principles of preservation assessment and planning, including budgeting for preservation activities.

### Unit III

- 3.1 Digital preservation: Foundation and Challenges
- 3.2 Strategies of Digital preservation
- 3.3 Large-scale digital preservation initiatives (LSDIs)

## Credit Pattern

Lecture	Tutorial	Practical	Total
3	0	0	3

**UNIT I**

Health Information System Networks: Introduction

Health Information System Networks: Types

**UNIT II**

Organizational Structures of Information Management in Health Care Networks

Healthcare Information Management Systems

Ethical and Legal Issues in health Information Networks

**UNIT III**

Health Science Librarians and Health Informatics

New Roles and Opportunities

Health Science Librarians and Research

**References**

Anna D. Cleveland & Donald B. Cleveland. (2009). *Health Informatics for Medical Librarians*. New York: Neal-Schuman Publishers

Kathryn J. Hannah & Marion J. Ball. (Series Editor). (2011). *Health Information Systems Architectures and Strategies*. London: Springer.

Lyn Robinson. (2010). *Understanding Healthcare Information*. London: Facet Publishing.

M Sandra Wood. (2008). *Introduction to health science librarianship*. London: Routledge, Taylor and Francis.

Pacific Health Information Network. (n.d). *Health Information Systems (HIS)*. Availavble at:

<http://phinnetwork.org/resources/health-information-systems-his/>

Rajesh Kumar Sinha & Archana Sinha. (2015). Knowledge, Attitude and Practice of Health Information System. *Journal of Health Management*, 17(4) 425–437. DOI: 10.1177/0972063415606268

World Health Organization. (2008). *Health Information Systems*. Available at:

[http://www.who.int/healthinfo/statistics/toolkit\\_hss/EN\\_PDF\\_Toolkit\\_HSS\\_InformationSystems.pdf](http://www.who.int/healthinfo/statistics/toolkit_hss/EN_PDF_Toolkit_HSS_InformationSystems.pdf)

Lecture	Tutorial	Practical	Total
2	0	1	3

**Unit 1 Introduction to Digital Libraries**

- 1.1 Digital Libraries: Introduction and Features.
- 1.2 Digital Libraries: Issues and Challenges
- 1.3 Digital library Initiatives: Overview of Digital Libraries at National and International level.

**Unit 2 Digital Library: Design and Management**

- 2.1 Digital Libraries: Planning and Design.
- 2.2 Features and utilities of prominent Digital Library Software.
- 2.3 Web 2.0 and Digital Libraries.
- 2.4 Safeguarding Digital Library surrogates.

**Unit 3 Resource Discovery and Digital Library Software**

- 3.1 Digital preservation projects at global level: An Overview
- 3.2 Interoperability and Metadata Standards
- 3.3 Metadata Harvesting and OAI-PMH

### **Suggested Readings:**

- Ally, M., & Needham, G.(2010).*M2-Libraries:a virtual library in everyone's pocket*. London: Facet Pub.
- Baker. D., & Evans, W(2009).*Digital Library Economics and Academic Perspective*. Oxford: Chandos Pub
- Brown, A. (2013). *Practical digital preservation: A how-to guide for organizations of any size*. London: Facet Pub.
- Caplan, P(2009).*Metadata Fundamentals for all librarians*. New Delhi: Indiana Pub.
- Calhoun, K. (2014). Exploring digital libraries: Foundations, practice, prospects.Available at <http://www.facetpublishing.co.uk/downloads/file/calhoun-ch1.pdf>
- Candela L., Castelli D., Ioannidis Y., Koutrika G., Pagano P., Ross S., Schek H., ... Schuldt H. (n.d.). The digital library manifesto.Available at [https://www.coar-repositories.org/files/booklet21x21\\_manifesto\\_web.pdf](https://www.coar-repositories.org/files/booklet21x21_manifesto_web.pdf)
- Chowdhury, G. G., &Chowdhury, S. (2003). *Introduction to digital libraries*. London: Facet Pub.
- Deegan, M., & Tanner, S. (2006). *Digital preservation*. London: Facet.
- Dobрева, M., O'Dwyer, A., &Feliciati, P. (2012). *User studies for digital library development*. London: Facet.
- Eden, B. L. (2008). *Content management systems in libraries: Case studies*. Lanham, Md: Scarecrow Press.
- Furht, B. (2000). Handbook of internet computing. Boca Raton: CRC Press.Available at [http://www.cse.fau.edu/~borko/Chapter18\\_ic.pdf](http://www.cse.fau.edu/~borko/Chapter18_ic.pdf)
- Forde,H(2008).Preserving Archives. London: Facet Pub.
- Foulonneau, M., & Riley, J. (2008). *Metadata for digital resources: Implementation, systems design and interoperability*. Oxford: Chandos Pub.
- Ganguly,R.C.(2007).Technology in Digital Libraries.NewDelhi:ISHA pub.

- Greenstein, D. I., Thorin, S. E., Digital Library Federation., & Council on Library and Information Resources. (2002). *The digital library: A biography*. Washington: Digital Library Federation and Council on Library and Information Resources. Available at <http://www.clir.org/pubs/reports/pub109/pub109.pdf>
- Greenstein, D. (n.d.). *Digital Libraries and Their Challenges*. Graduate School of Library and Information Science. University of Illinois at Urbana-Champaign. Available at [https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrendsv49i2f\\_opt.pdf?sequence=1](https://www.ideals.illinois.edu/bitstream/handle/2142/8339/librarytrendsv49i2f_opt.pdf?sequence=1)
- Gorman, G.E., & Shep, S.J. (2006). *Preservation Management for Libraries, Archives and Museums*. London: Facet Pub.
- Haynes, D. (2004). *Metadata for Information Management and Retrieval*. London: Facet Pub.
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**Credit Pattern**

Lecture	Tutorial	Practical	Total
1	0	2	3

**Objectives**

- To sensitize students with reference management software.
- To sharpen their skills in one such reference management software for education and research purpose.

**Unit I**

- 1.1 Reference Management – Concept and need
- 1.2 Reference Management Software – Genesis and growth
- 1.3 Evolution of Social Reference Management Software

**Unit II**

- 2.1 Evaluation of various reference management software
- 2.2 Mendeley: Features and functions
- 2.3 Mendeley: Installation

**Unit III**

- 3.1 Mendeley: Use, management and synchronization
- 3.2 Mendeley: Generating citations, bibliography etc.
- 3.3 Mendeley: How to create groups and collaborate at global level.

**Credit Pattern**

Lecture	Tutorial	Practical	Total
1	0	2	3

**Objectives**

- To sensitize student with various retrieval tools available on World Wide Web.
- To sharpen skills of students for selecting right retrieval tool for discovering different types of information on the Web.

**Unit I**

1.1 Search Engine: Development and Growth

1.2 Types of Search Engines

1.2.1 On the Basis of Retrieval Mechanism - Primary Search Engines, Meta Search Engines

1.2.2 On the basis of retrieval document type – Special Search Engines, Deep Web Search Engines

**Unit II**

2.1 Subject Gateway – Concept, features and significance

2.2 Study of Various Subject Gateways

2.3 Subject Gateways and Role of Volunteers

**Unit III**

3.1 Web Directories - Genesis and development

3.2 Utility of web Directories in teaching and research

3.3 Study of Prominent Web Directories.

LIS15211OE

**Information Literacy: Basics**

**Credit Pattern**

Lecture	Tutorial	Practical	Total
01	01	0	02

**Unit – I**

- 1.1 Information Literacy: Concept, Need and Objectives
- 1.2 Areas of Information Literacy
- 1.3 Standards in Information Literacy

**Unit – II**

- 2.1 Role of Libraries in Information literacy.
- 2.2 Impact of information literacy on the use of library resources and services
- 2.3 Information Literacy Product: Library Brochure

## **LIS15212OE Social Networking and Education**

### **Credit Pattern**

<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	<b>Total</b>
<b>02</b>	<b>01</b>	<b>0</b>	<b>03</b>

### **UNIT I: INTRODUCTION TO SOCIAL NETWORKING**

- 1.1 Social Networking: Concept and Importance
- 1.2 Social Networking: Historical Perspective
- 1.3 Social Networking: Issues and Challenges

### **UNIT II: Social Networking and Education**

- 2.1 Social Networking tools and features
- 2.2 Role of Social Networking in e-Learning
- 2.3 Mobile Social Networking
- 2.3 Social Networking in Teaching-Learning process

### **UNIT III: Social Networking and Research**

- 3.1 Social Networking in Research: An overview of Scholarly Networking Sites
- 3.2 Social Network Analysis
- 3.3 Online surveys using SNS
- 3.4 Academic Social Networking and Copyright Issues

### **Readings:**

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