

**LIS15101CR FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE**

**Credit Pattern**

<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	<b>Total</b>
<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>

**Objectives**

- To acquaint students with the library as a social institution for knowledge generation , creation and dissemination
- To make understanding of the philosophical and social foundations of Library and information centers.

**Unit I**

- 1.1 Library: Social, Philosophical and Historical foundation.
- 1.2 Types of libraries and their distinguishing features
- 1.3 Information society: Genesis, Characteristics and implications
- 1.4 Library: Role in contemporary Society.

**Unit II**

- 2.1 Five Laws of Library Science: Foundation and Implications
- 2.2 Library development in India with particular reference to post Independence period.
- 2.3 Library Legislation with particular reference to India: Foundation, Development and Structure
- 2.4 Intellectual property Right: Concept, brief development and issues with special emphasis on India

**Unit III**

- 3.1 Profession: Concept and attributes
- 3.2 Librarianship: Professional ethics
- 3.3 Professional Associations
  - 3.3.1 National Associations in India: ILA, IASLIC, IATLIS and SIS
  - 3.3.2 International and other important Associations: IFLA, CILIP (UK), ALA (USA)
- 3.4 Information Science : discipline, objectives and scope
- 3.5 Library and information Science education and research in India

## Unit IV

### 4.1 Role of International promoters:

4.1.1 United Nations Educational, Scientific and Cultural Organization (UNESCO)

4.1.2 Online Computer Library Centre (OCLC)

### 4.2 Role of National level promoters

4.2.1 Raja Ram Mohan Roy Library Foundation (RRRLF)

4.2.2 University Grants Commission (UGC, New Delhi)

4.2.3 Information and Library Network (INFLIBNET) and overview of other developing networks in India

### 4.3 Extension Services: Concept and methods.

## Suggested Readings

Chowdhury, G. G., Burton, P. F., McMenemy, D., & Poulter, A. (2008). *Librarianship: An introduction*. London: Facet Publishing.

Kumar, P.S.G. (2003) *Foundations of Library and Information Science*. Paper I of UGC Model Curriculum. New Delhi: Manohar.

Velaga V. & Madhusudhan, M. (2006). *Public Library legislation in the new millennium: New Model Public Library Acts for the Union*. Bookwell.

Aggarwal, U. K. (Ed). (1999). *Twentieth Century Library Legislation in India*. Udaipur: Shiva publication.

Atkinson, Frank. (1974). *Librarianship: An introduction to the profession*. London: Bingley.

Gates, Jean Key. (1968). *Introduction to Librarianship*. New York: McGraw Hill.

Isaac, K.J. (1987). *Libraries and librarianship: A basic introduction*. Madras: Vishwanathan

Jain, M K (Ed) 50 years: *Library and information services in India*. Delhi : Shirpa Publications.

Krishan Kumar. (1987). *Library organization*. New Delhi: Vikas publishing

Kumar, PSG and Vashishth .(Ed). *Library and information science in India*. Delhi : Sterling Publishers.

Mangla, P. B., & Prashar, R. G (Ed). (2004). *Library and Information Science Education in south Asia*. Ludhiana: Medallain

Martin, William J. (1995). *The Global Information Society*. (2<sup>nd</sup>.rev.ed.) London: ASLIB

Penna, C. V. (1982). UNESCO. In *Encyclopedia of Library and Information Science*. (Vol. 3, p-3 New York: Marcel Dekkar

Prasad, K. N. Intellectual property Rights.(1998). In Neelameghan, A. & Prasad, K. N (Eds.), *Information systems, Networks and Services in India*, Banglore: Ranganathancentre for Information Studies

Ranganathan, S. R. (1931) *Five Laws of Library Science*. Madras: Madras Library Association.

Ranganathan, S. R. (1953.) *Library Legislation: Handbook to Madras Library Act*. Madras: Madras Library Association.

Shera, Jesse H. (1972.) *The foundation of Education for librarianship*. New York: Becker and Hayer.

Venkatappiah, V. (1990).*Indian Library Legislation*(2 vol.s ). Delhi: Daya Publications.

Wall, Raymond.A (1993) *Copy right made easier*. London, Aslib

**Websites (Illustrative) :**

American Library Association. Available at

<http://www.ALA.org>

IFLA. Available at

<http://www.IFLA.org>

Information Library Network. Available at

<http://www.inflibnet.ac.in>

United Nations Education Scientific and Cultural Organization

<http://unesco.org>

University Grants Commission. Available at

<http://www.ugc.ac.in>

**Credit Pattern**

Lecture	Tutorial	Practical	Total
03	01	0	04

**Objective:**

- To acquaint with the principles, standards, techniques of knowledge organisation in libraries particularly with reference to Classification tools.

**Unit I**

- 1.1 Universe of Knowledge: Attributes, Representation and Organisation
- 1.2 Basic classification Terminology
- 1.3 Classification: purpose & Species.
- 1.4 Modes of Formation of Subjects.
- 1.5 Arranging given class numbers in correct sequence
- 1.6 Translating given numbers into Subject headings

**Unit II**

- 2.1 Notation: Purpose, qualities and capacity increasing devices
- 2.2 Five Fundamental Categories, Rounds and Levels
- 2.3 Normative Principles: Canons and Principles of helpful sequence (An Overview)
- 2.4 Development and Trends in Classification
- 2.5 Identification of PMEST in a compound subjects

- 2.6 Identification of specific principals and helpful sequence in select classification schemes

### **Unit III**

- 1.1 Library Catalogue: Definition, Need, Purpose and Functions.
- 1.2 Types of Catalogues: Dictionary Catalogue, Classified,Alphabetic Classed Catalogue.
- 1.3 Physical Forms of a library catalogue: Conventional and Non- conventional (OPAC, WEBOPAC and Co-OPAC).

### **Unit IV**

- 2.1 Bibliographic Description Standards: AACR2R, RDA
- 2.2 Bibliographic Encoding Standards: MARC
- 2.3 Cooperative and Centralized Cataloguing: Objectives, different Forms with examples and Latest Trends.
- 2.4 Subject cataloguing: meaning, purpose, objectives
- 2.5 Principles of Subject Cataloguing: Contribution of Eminent Institutions/Authors (An Overview)

### **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.

## LIS15103CR LIBRARY OPERATIONS

### Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

#### Objective:

- To acquaint with essential routines and operations performed in various types of libraries for providing effective services.

#### Unit I

- 1.1 Different Operations: Mechanism and components
- 1.2 Collection Development: Purpose and Policy.
- 1.3 Selection: Principles
- 1.4 Selection tools: print and non Print Materials.
- 1.5 Acquisition: Mechanism of Procurement, functions.
- 1.6 Problems in Acquisition.

#### Unit II

- 2.1 Technical Processing: Need, Role and procedure.
- 2.2 Accessioning.
- 2.3 Classification.
- 2.4 Cataloguing.
- 2.5 Labeling.
- 2.6 Shelving and Display.
- 2.7 Maintenance.

### **Unit III**

3.1 Serials: Concept and types.

3.2 Serials: Selection and Procurement

3.2.1 Planning.

3.2.2 Selection.

3.2.3 Ordering.

3.2.4 Problems and Issues.

3.3 Traditional Serial Control Systems.

3.4 Automated Systems.

### **Unit IV**

4.1 Circulation: Concept, Need and Functions.

4.2 Charging and Discharging Systems: Traditional and Modern Systems.

4.3 Care and Preservation.

4.3.1 Common Sources of danger to Documents: Physical, Chemical and Biological factors and Preventive Measures.

4.3.2 Digital Preservation: Concept, importance and measures.

4.4 Stock verification: Methods and Tools

4.5 Stock Evaluation and weeding.



## Suggested Readings

- Boss, R. W., & American Library Association. (2003). *RFID technology for libraries*. Chicago, Ill: American Library Association.
- Chapman, L (2004). *Managing Acquisitions in Library and information Services (Rev ed)*. London: Facet Pub.
- Chen, D. C. (1995). *Serials management: A practical guide*. Chicago: American Library Association.
- Deegan, M., & Tanner, S. (2006). *Digital preservation*. London: Facet.
- Dhiman, A. K., & Rani, Y. (2004). *Library management: A manual for effective management*. New Delhi: Ess Ess.
- Elguindi, . (2013). *Electronic resource management. Practical perspectives in a new technical services model*. Stanton Harcourt: Chandos Publishing Ltd.
- Elguindi, A. C., & Schmidt, K. (2012). *Electronic resource management: Practical perspectives in a new technical services model*. Oxford: Chandos.
- Evans, G. E., Intner, S. S., & Weihs, J. R. (2011). *Introduction to technical services*. Santa Barbara, Calif. [u.a.: Libraries Unlimited.
- Fenner, A. (2004). *Selecting materials for library collections*. Binghamton, NY: Haworth Information Press.
- Fowler, D. C. (2004). *E-serials collection management: Transitions, trends, and technicalities*. New York: Haworth Information Press.
- Grieder, Theodore. (1978). *Acquisitions: where, what and how: a guide to orientation and procedure for students in librarianship, librarians and academic faculty*. Westport Conn: Greenwood.
- Gupta, S. R. (1990). *Stock verification in libraries: Problems and solutions*. Delhi: Ken Publications.
- Hibner, H., & Kelly, M. (2010). *Making a collection count: A holistic approach to library collection management*. Oxford: Chandos Publishing.
- Johnson, Peggy. (2004). *Fundamentals of Collection Development and Management*, Chicago: American Library Association.
- Kao, M. L. (2001). *Introduction to technical services for library technicians*. New York: Haworth Information Press.

- Kao, M. L., & Kao, M. L. (2003). *Introduction to technical services for library personnel*. Mumbai: Jaico Pub. House.
- Kidd, T., Rees-Jones, L., & UK Serials Group. (2000). *The serials management handbook: A practical guide to print and electronic serials management*. London: Library Association Pub.
- Kirk, R. A. (2013). *Balancing the books: Accounting for librarians*. Santa Barbara, California : Libraries Unlimited
- Kumar, Krishan. (1987).*Library Administration and Management*, Delhi: Vikas Pub.
- Lazinger, S. S., & Tibbo, H. R. (2001). *Digital preservation and metadata: History, theory, practice*. Englewood, Colo: Libraries Unlimited.
- Lazinger, Susan.S. (2001).*Digital Preservation and metadata* .Englewood: Greenwood.
- Lee, S. D. (2002). *Electronic collection development: A practical guide*. New York: Neal-Schuman Publishers.
- Lock, Reginald Northwood. (1973).*Library Administration (3rd ed)* London: Crosby Lockwood Staples.
- Magrill, Rose Mary. (1989).*Acquisitions Management and Collection Development in Libraries* (2nd ed).Chicago: American Library Association.
- McIntosh, J. (2011). *Cataloging and indexing: Challenges and solutions*. Oakville, Ont: Apple Academic Press.
- Millard, Scott. (2004). *Introduction to Serials Work for Library Technicians*. U.S.A: Haworth Press.
- Mukherjee, A.K. (1974).*Book Selection, Principles, Practices and tools*. Calcutta: world Press.
- Palmer, M. (2009). *Making the most of RFID in libraries*. London: Facet.
- Pandian, M. P. (2010). *RFID for libraries: A practical guide*. Oxford: Chandos.
- Peck, P. (2006). *Crash course in children's services*. Westport, Conn: Libraries Unlimited.
- Ranganathan, S.R. (1989).*Library Administration (2nd Rev ed-)* .Bangalore: Sarada Ranganathan Endowment for Library Science
- Singh, R.S.P (1999) *Library Administration and management*. New Delhi: Ocean Books.
- Spiller, David. (1996). *Book Selection: Principles and Practice (5th ed)* London: Library Association.

Tuttle, M., Swindler, L., & White, N. I. (1983). *Introduction to serials management*. Greenwich, Conn: JAI Press.

Van, O. P., & Strong, S. (2007). *Children's books: A practical guide to selection*. New York: Neal-Schuman Publishers.

Wilkinson, F. C., & Lewis, L. K. (2003). *The complete guide to acquisitions management*. Westport, Conn: Libraries Unlimited.

**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

**Unit I**

- 1.1 Public Library: Concept, Origin and Growth
- 1.2 Role of Library Associations and Organisations in Development of Public Library System at National (RRRLF, ILA) & International Level (IFLA, UNESCO)
- 1.3 National Library Policy and Library Legislation
- 1.4 Development Plans and Resource Mobilisation (Private-Public Partnership).

**Unit II**

- 2.1 Architecture Planning and Administration of Public Libraries
- 2.2 Public Library Norms, Standards and Guidelines
- 2.3 Role of Advocacy and Pressure Groups in Public Library Development.
- 2.4 Library Services and Activities: From Reactive to Proactive: Conservative Services, Outreach services, Online Services etc.

**Unit III**

- 3.1 Public Library 2.0
- 3.2 Open Source Software for Public Libraries: Features and Utilities

### 3.3 Designing a model Digital Public Library for

3.3.1 Children,

3.3.2 Young,

3.3.3 Old and

3.3.4 Physically Challenged

#### **Suggested Readings**

Adams, H. R. (2005). *Privacy in the 21st century: Issues for public, school, and academic libraries*. Westport, Conn: Libraries Unlimited.

Agarwal, U.K. (1994). *Public library Services in India*. New Delhi: Himanshu Pub.

Bertot, J. C., Jaeger, P. T., & McClure, C. R. (2011). *Public libraries and the Internet: Roles, perspectives, and implications*. Santa Barbara, Calif: Libraries Unlimited.

Casey, M. E., & Savastinuk, L. C. (2007). *Library 2.0: A guide to participatory library service*. Medford, N.J: Information Today.

Chowdhury, G., Poulter, A., & McMenemy, D. (January 01, 2006). Public Library 2.0: Towards a new mission for public libraries as a 'network of community knowledge?'. *Online Information Review*, 30, 4, 454-460.

Chowdhury, G., Poulter, A., & McMenemy, D. (July 01, 2006). Public Library 2.0: Towards a new mission for public libraries as a 'network of community knowledge?'. *Online Information Review*, 30, 4, 454-460.

*Creating public paradise: Building public libraries in the 21st century*. (2004). Leidschendam: BiblionUitgeverij.

Curran, K., Murray, M., & Christian, M. (January 01, 2007). Taking the information to the public through Library 2.0. *Library Hi Tech*, 25, 2, 288-297.

Elliott, Donald S., et al (2007). *Measuring your library's value: how to do a cost-benefit analysis for your public library*. Chicago : American Library Association

Furlong, J. T. (2002). *The bottom line: Managing library finances*. Bradford, England: Emerald Group

Pub.

Garrod, P. (2003) *Which Way Now? The future of UK public libraries*, *Ariadne*, 35, Available at <<http://www.ariadne.ac.uk/issue35/public-libraries/>>

Garrod, P. (2004) *Adaptive Technologies in Public Libraries*, Networked Services Policy Task Group. Issue Paper No. 1 Available at <<http://www.ukoln.ac.uk/public/nsptg/adaptive-technologies/>>

Garrod, P. (2004) *The Changing Face of the Public Library*, *Ariadne*, 39, Available at <<http://www.ariadne.ac.uk/issue39/public-libraries/>>

Gosling, M., Harper, G., & McLean, M. (October 02, 2009). Public library 2.0: Some Australian experiences. *Electronic Library*, 27, 5, 846-855.

Goulding, A. (2006). *Public libraries in the 21st century: Defining services and debating the future*. Aldershot, England: Ashgate Pub. Co.

Goulding, A. (2006). *Public libraries in the 21st century: Defining services and debating the future*. Aldershot: Ashgate.

Hamilton-Pennell, C., & Western Illinois University, Illinois Institute for Rural Affairs. (2008). *Public Libraries and Community Economic Development: Partnering for Success. Rural Research Report. Volume 18, Issue 10, Winter 2008*. Illinois Institute for Rural Affairs. Western Illinois University, 518 Stipes Hall, 1 University Circle, Macomb. Available at <http://www.iira.org>.

Higgins, Susan E. (2007). *Youth Services and Public Libraries*. Oxford: Chandos Publishing

Lou, J., Wang, S., & World Bank. (2008). *Public finance in China: Reform and growth for a harmonious society*. Washington, D.C: World Bank.

Lowe, J. A., & American Library Association. (1928). *Public library administration*. Chicago: American library Association.

McClure, C. R., & Jaeger, P. T. (2009). *Public libraries and internet service roles: Measuring and maximizing Internet services*. Chicago: American Library Association.

**McCook, Kathleen de la Peña** . (2004). *Introduction to Public Librarianship*. New York: Neal-Schuman Publishers

McMenemy, D. (2009). *The public library*. London: Facet.

- Palmour, V. E., Bellasai, M. C., & Anne Arundel County Public Library. (1980). *Five year plan for public library services: Needs, goals, and implementation*. Rockville, Md: King Research.
- Prentice, A. E. (2011). *Public libraries in the 21st century*. Santa Barbara, Calif: Libraries Unlimited.
- Public Agenda Foundation., Americans for Libraries Council., & Bill & Melinda Gates Foundation. (2006). *Long overdue: A fresh look at public attitudes about libraries in the 21st century*. New York: Public Agenda.
- Rath, P. K. (1996). *Public library finance*. Delhi: PratibhaPrakashan.
- Simpson, M. S., & Duwel, L. I. (2007). *Bringing classes into the public library: A handbook for librarians*. Jefferson, N.C: McFarland & Co.
- Titangos, Hui-Lan H., & Mason, Gail L. (2012). Learning Library 2.0: 23 Things @SCPL. *Library Management* 30 (1/2): pp: 44-56. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?contentType=Article&Filename=Published/EmeraldFullTextArticle/Articles/0150300104.html>
- Usherwood, B., & Library Association. (1996). *Re-evaluating public library management*. London: Library Association.
- Vårheim, Andreas., & Steinmo, Sven (2012). Do libraries matter? Public libraries and the creation of social capital. *Journal of Documentation*. V 64(6): pp: 877-892. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?contentType=Article&Filename=Published/EmeraldFullTextArticle/Articles/2780640604.html>
- Waller, Vivienne. (2012). Legitimacy for large public libraries in the digital age *Library Review* V57(5): pp: 372-385. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?contentType=Article&Filename=Published/EmeraldFullTextArticle/Articles/0350570504.html>
- Woodrum, P. (1989). *Managing public libraries in the 21st century*. New York: Haworth Press.
- Yarrow, A., Clubb, B., & Draper, J.-L. (2008). *Public libraries, archives and museums: trends in collaboration and cooperation*. The Hague: International Federation of Library Associations and Institutions.

## LIS15105DCE SCHOOL LIBRARY SYSTEM

### Credit Pattern

Lecture	Tutorial	Practical	Total
2	1	0	3

### Objectives

- To provide an overview of principles and practices in school library systems.
- To understand the challenging roles of school libraries and media specialists.

### Unit I

- 1.1 School Library System: Basic Concept.
- 1.2 Major objectives of School Libraries.
- 1.3 Components of School Libraries.
  - 1.3.1 Collection Development.
  - 1.3.2 Basic Infrastructure.
  - 1.3.3 Staff

### Unit II

- 2.1 Role of School libraries in Elementary and Secondary Education.
- 2.2 Role of School Librarian.
- 2.3 e-learning and School Libraries.
- 2.4 Major Problems Faced by School Libraries.

### Unit III

- 3.1 Impact of ICT on School Libraries.
- 3.2 Important search engines for different age groups.



### **Suggested Readings**

- Al-Misfer, A. M. (1989). *A combined public/school library system for the educational district of Riyadh, Saudi Arabia: A model for planning*.
- Brophy, P. (2005). *The academic library*. London: Facet Pub.
- Budd, J. (2005). *The changing academic library: Operations, cultures, environments*. Chicago: Association of College and Research Libraries.
- Budd, J. (2012). *The changing academic library: Operations, culture, environments*.
- Canavor, N., Kroll, C., Nassau School Library System., & American Association of School Librarians. (2000). *The school library: Where learning meets the future*. New York: Nassau School Library System.
- Christian, A. R. (2013). *Academic library management: Universities, colleges and institutions*. Jaipur: Vista Publishers
- Cohen, L. B. (2007). *Library 2.0 initiatives in academic libraries*. Chicago: Association of College and Research Libraries.
- Dutchess County BOCES School Library System (N.Y.). (1986). *School library system notes*. Red Hook, N.Y: The System.
- Elguindi, .(2013). *Electronic resource management. Practical perspectives in a new technical services model*. Stanton Harcourt: Chandos Publishing Ltd.
- Library and Information Technology Association (U.S.). (2002). *Open source software for libraries: An open source for libraries collaboration*. Chicago: LITA.
- New York (N.Y.). (1992). *New York City school library system: Bibliography of special collections*. Brooklyn, N.Y: Board of Education.
- Patrick, R. J. (1972). *Guidelines for library cooperation: Development of academic library consortia*. Santa Monica, Calif: System Development Corp.
- Peck, P. (2006). *Crash course in children's services*. Westport, Conn: Libraries Unlimited.
- Radford, M. L., & Snelson, P. (2008). *Academic library research: Perspectives and current trends*. Chicago: Association of College and Research Libraries.

Rajasekharan, K., Nafala, K. M., Sen, B. K., & UNESCO, New Delhi. (2009). *Digital archiving of audio content using WINISIS and Greenstone software: A manual for community radio managers*. New Delhi: Communication and Information Sector, United Nations Educational, Scientific, and Cultural Organization.

Sahai, S. (2009). *Academic library system*.

Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.

Verma, S. R. (2005). *Academic library system*. New Delhi: Shree Publishers & Distributors.

Witten, I. H., & University of Waikato. (2005). *StoneD: A bridge between Greenstone and DSpace*. Hamilton, N.Z: Dept. of Computer Science, University of Waikato.

Witten, I. H., Bainbridge, D., & Nichols, D. M. (2010). *How to build a digital library*. Burlington, MA: Morgan Kaufmann Publishers.

**Course code: LIS15106DCE (ORIENTAL LIBRARY SYSTEM)**

**Credit Pattern**

Lecture	Tutorial	Practical	Total
2	1	0	3

**Objectives**

- To understand development and emergence of oriental libraries, value of their Collection and preservation etc.
- To plan, maintain and work in oriental library.

**Unit I**

- 1.1 Oriental Libraries: Concept, Growth and Development
- 1.2 Select Oriental Library at Global Level

**Unit II**

- 2.1 Organisation of oriental literature
- 2.2 Metadata standards for digitized manuscripts and other oriental literature.
  - 2.2.1 Dublin core
  - 2.2.2 Encoded Archival Description
  - 2.2.3 TEI P5 Manuscript Description for Cataloguing Digitized Manuscripts.

**Unit III**

- 3.1 Historical perspective of Preservation and conservation
- 3.2 Rehabilitation of documents
- 3.2 Digitization: Basics & IFLA guidelines

**Suggested Readings:**

- Amjid, Ali. (2004). *Oriental Libraries of India and Their Collections*, New Delhi: EssEss Publications
- Amjid, Ali. (2005). *Oriental Manuscripts Worldwide*, New Delhi: EssEss Publications.
- BirgittaRuth., Bordin, Anderson. , & Warner, Robert Mark. (1966). *The modern manuscript library* : Scarecrow Press.(NA)

- Dana, John Cotton. (1907). *A brief outline of the history of libraries*, A.C. McClurg Harvard University
- Deegan ,Marilyn. , & Tanner, Simon .(2006).*Digital preservation*, Michigan :Facet pub. (NA)
- Fitzpatrick, John Clement. (1928). *Notes on the care, cataloguing, calendaring and arranging of manuscripts* ,US : Govt. Print. Office., Library Branch Library of Congress.(NA)
- Gladney, Henry M. (2007). *Preserving digital information*, illustrated ed: Springer.
- Kent, Allen.(2002).*Oriental Libraries*. In Encyclopedia of library and information science, illustrated ed  
CRC Press, 2002
- Marshall, D.N. (1983). *History of Libraries: Ancient and mediaeval* Oxford & IBH Pub.
- Rare books & Manuscripts Librarianship*. (1993).Association of College and Research Libraries. (NA)
- World survey of Islamic Manuscripts. (1994). Al-Furqan Islamic Heritage Foundation; London.
- Gilgit Manuscripts. (1941). Srinagar; Oriental press;
- Mughals in India: a bibliographic survey of manuscripts. (1985) London: .Mansell Pub
- Zobair, Al-Haj Mohammed. (1978). *Islamic KutubKhane*(urdu) (P224-225) Karachi: H.M. Sayeed.

**Websites (illustrative):**

- Asiatic society, Available at [www.asiaticsocietycal.com/](http://www.asiaticsocietycal.com/)
- Cambridge University Library Available at [www.lib.cam.ac.uk/](http://www.lib.cam.ac.uk/)
- Indira Gandhi National Centre for the Arts , Available at [www.ignca.nic.in/](http://www.ignca.nic.in/)
- KhudaBakhsh Oriental Public Library , Available at [kblibrary.bih.nic.in/](http://kblibrary.bih.nic.in/)
- Rampur Raza Library , Available at [razalibrary.gov.in/](http://razalibrary.gov.in/)
- Royal Asiatic Society London, Available at [www.royalasiaticsociety.org/](http://www.royalasiaticsociety.org/)
- The British Library - The world's knowledge, Available at [www.bl.uk/](http://www.bl.uk/)

**Credit Pattern**

<b>Lecture</b>	<b>Tutorial</b>	<b>Practical</b>	<b>Total</b>
<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>

**UNIT I**

- 1.1 Health and Healthcare Information: Introduction
- 1.2 Health Information Systems: Overview
- 1.3 History and Evolution of Health Care Information System

**UNIT II**

- 2.1 Health Informatics as a Discipline
- 2.2 Health Informatics as a Profession
- 2.3 Health Information System: Models

**Unit III**

- 3.1 Health Information Technology
- 3.2 Information Technology Adoption & Challenges
- 3.3 Quality of Health Information Systems

**Suggested Readings**

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

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**Credit Pattern**

Lecture	Tutorial	Practical	Total
3	0	0	3

**Objective**

- To familiarize with basic concepts and components of Information technology, software tools and database management systems useful for information management.

**Unit I Information Technology and Operating Systems**

- 1.1 Information Technology: Foundation & components.
- 1.2 Computer: Genesis, Components & Functions.
- 1.3 Operating System: Concept and Functions.
- 1.4 MS DOS: Introduction, Structure and Commands.
- 1.5 Windows: Features.
- 1.6 Linux: Features and brief commands.

**Unit II Networking and Programming Fundamentals**

- 2.1. SERVER: Functions & Client Server Architecture
- 2.2 Programming: Fundamentals.
- 2.3 Algorithm and Flowcharts.
- 2.4 Generations of Programming Languages: An Overview

**Unit III MS Office and Database Packages.**

- 3.1 MS-Word, MS–Excel.
- 3.2 DBMS and RDBMS: concepts, structure, applications.

- 3.3 MS Access: Features, design and query formulation
- 3.4 Bibliographical Database: ISIS family (CDS/ISIS and WINISIS.)

**Suggested Readings:**

- Aswal, R.S. (2003). *CDS/ISIS for windows: A Handbook for Librarians*. NewDelhi: Ess Ess Pub.
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- Horowitz E. (1995). *Fundamentals of Programming Languages*. New Delhi: Galgotia
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- Mathews, M. S .(2003) .*Windows Server 2003: A beginner's guide*. New York: Mc Graw-Hill/Osborne.
- Mathews, M. S., & Mathews C. (2007) *Microsoft Office Word 2007Quicksteps*. New York: McGraw-Hill.
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- Nair, R. (1998). *Basics of CDS/ISIS for DOS*. Delhi: D.K .Pub.
- Neelamejhan, A. (2004) .*TUTOR+ A learning and teaching package in hypertext link commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment.
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- Pogue, D. (2010). *Windows 7*. Sebastopol, CA: O'Reilly Media.
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- Rathbone, A. (2004). *Windows XP for dummies*. Hoboken, NJ: Wiley Pub.
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- Rob, P. (2007). *Database Systems: design, implementation, and management*. Boston, Mass: Thomson/Course Technology.
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- Senn, J. A. (2004). *Information Technology: Principles, Practices, and opportunities (3rd ed)* .N.J: Pearson Prentice Hall.
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**Credit Pattern**

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

**UNIT I**

Citations: Definition and need

References: Definition and Need

Citation and Referencing Principles

**UNIT II**

Reference Citation Systems

Listing References in the Reference Section of the Manuscript

Bibliographic and Descriptive Elements of References

Subtleties of Reference and Citation Patterns

**UNIT III**

Citation Styles: An Overview

Prominent Citation Styles

- APA
- MLA
- Chicago

Citation conversions & Reference Management Tools: An Overview

## Credit Pattern

Lecture	Tutorial	Practical	Total
01	02	0	03

**UNIT I**

- 1.1 Scholarly Communication: Overview
- 1.2 Forms of Scholarly Communication
  - Research Papers
  - Review Papers
  - Technical Papers
  - Case Studies
  - Conceptual Papers
- 1.3 Scholarly Communication: Barriers, Challenges and Crisis

**UNIT II**

- 2.1 Scholarly Communication and research Ethics
- 2.2 Writing a Research Proposal and a Research Paper
- 2.3 Selecting a Publishing Platform: Research Metrics and Quality Publishing  
Plagiarism Detection

**UNIT III**

- 3.1 Language Quality & Editing
- 3.2 Peer Review and Editorial Procedures
- 3.3 Online Publishing Services and Publishing Ethics
- 3.4 Open Access Publishing
- 3.5 Publication Promotions, Research Visibility & Research Impact

**Credit Pattern**

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

**Unit – I**

- 1.1 Role of Libraries
- 1.2 Categories of Libraries: Salient Features

**Unit – II**

- 2.1 An overview of Library and Information services.
- 2.2 Reference services:
- 2.3 CAS, SDI – Concept and nature

## Credit Pattern

Lecture	Tutorial	Practical	Total
02	0	0	02

**Unit 1 Open Source Software: Basics**

- 1.1 Open Source: Concept and Development.
- 1.2 Open Source Software: Concept and Characteristics.
- 1.3 Open Source Software in different Setups: An overview
- 1.4 Open Source Software: Benefits and challenges

**Unit 3 Open Source Environments**

- 2.1 Open Source Operating Systems: Ubuntu, and FreeBSD etc.
- 2.2 Apache OpenOffice, LibreOffice and NeoOffice
- 2.3 Open Source Content Management Systems: An Overview
- 2.4 Open Source Database tools: MySQL, PostgreSQL and SQLite.

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