

LIS18202CR – KNOWLEDGE REPRESENTATION AND DISCOVERY

(Theory & Practice)

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
01	01	2	04

Objective

- To acquaint and equip students with the principles, standards, techniques of knowledge retrieval tools in libraries and information centers especially with reference to cataloguing of documents and digital objects.

Student learning outcome

Student will be able to:

- Learn about different conventional and non-conventional information retrieval tools employed in library and information centers.
- Have know-how of different cataloguing systems viz. Centralized, Cooperative etc.
- Catalogue various types of information resources.

Unit-I

- 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-II

- 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)

PRACTICE PART

UNIT-III

- 3.1 Cataloguing of Documents with Single Authorship and Editorial Works.
- 3.2 Shared Authorship
 - 3.2.1 Documents written by up to three authors Principle author not indicated
 - 3.2.2 Documents written by more than three authors Principle Author Indicated
 - 3.2.3 Documents written by more than three authors Principle author not indicated
- 3.3 Cataloguing of Documents with Pseudonym authorship,
- 3.4 Cataloguing of Multivolume collections

UNIT IV

- 4.1 Cataloguing of Serial Publications
- 4.2 Cataloguing of Non -Book Material
 - 4.2.1 Cartographic Materials
 - 4.2.2 Motion Pictures and Video Recordings.
 - 4.2.3 Electronic and web Resources
- 4.3 Sears List of Subject Headings

Suggested Readings

- Aswal, R. S. (2005). AACR2R with MARC21: Cataloging practice for 21st century. New Delhi: EssEss Publications.
- Baker, B. B. (1993). Cooperative cataloging: Past, present, and future. New York: Haworth Press.
- Brubaker, J. M. L. S. M. A. (November 01, 2002). Ambiguous Authorship and Uncertain Authenticity: A Cataloger's Dilemma. *Cataloging & Classification Quarterly*, 34, 4, 19-30.
- Canadian Library Association. Chartered Institute of Library and Information Professionals (Great Britain), Joint Steering Committee for Development of RDA. & American Library Association. (2010). RDA toolkit: Resource description & access. Chicago, IL: American Library Association.
- De, S. S. M., & Zainab, A. N. (January 01, 2001). An Adviser for Cataloguing Conference Proceedings: Design and Development of CoPAS. *Cataloging & Classification Quarterly*, 29, 3, 63-80.
- Dowski, C. A. (January 01, 2002). Introduction to AACR2r Revised Chapter 12. *Serials Review*, 28, 4, 334-338.
- El-Sherbini, M. (2013). RDA: Strategies for implementation.
- Falk, P. K., & Hunker, S. D. (2010). Cataloguing outside the box: A practical guide to cataloguing special collections materials. Oxford: Chandos Pub.
- Fritz, D. A., & Farmer, L. S. J. (2007). Cataloging with AACR2 and MARC21: 2006 accumulation for books, electronic resources, sound recordings, videorecordings, and serials. Chicago, Ill: American library Association.
- Gorman, M. (January 01, 2003). Cataloguing in an Electronic Age. *Cataloging & Classification Quarterly*, 36, 3-4.
- Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9-
<http://www.olacinc.org/capc/dvd/dvdprimer0.html>. (January 01, 2007). *Technical Services Quarterly*, 24, 3, 91.
- Hillis, K., Petit, M., & Jarrett, K. (2013). Google and the culture of search.
In Landry, P., In Bultrini, L., In O'Neill, E. T., In Roe, S. K., & International Federation of Library Associations and Institutions. (2011). *Subject access: Preparing for the future*.
- International Federation of Library Associations and Institutions., International Federation of Library Associations and Institutions., International Federation of Library Associations and Institutions., & IFLA UBCIM Programme. (1987). *ISBD (NBM): International Standard Bibliographic Description for Non-Book Materials*. London: IFLA Universal Bibliographic Control and International MARC Programme.
- International Federation of Library Associations and Institutions. (2007). *International Standard Bibliographic Description (ISBD)*. München: K.G. Saur.
- Kidane, R. (January 01, 2013). Cataloguing in the digital age: Cataloguers' and library schools' opinions on RDA and AACR2r. *Aliss Quarterly*, 8, 4, 24-34.
- Library of Congress. (2011). *Library of Congress subject headings*. Washington, D.C: Library of

Congress, Cataloging Distribution Service.

- Lubas, R. L. (2011). *Practical strategies for cataloging departments*. Santa Barbara, Calif: Libraries Unlimited.
- Online Audiovisual Catalogers, Inc. (2002). *Guide to cataloging DVDs using AACR2r chapters 7 and 9*. United States: Online Audiovisual Catalogers.
- Pass, G. A., & Association of College and Research Libraries. (2002). *Descriptive cataloging of ancient, medieval, Renaissance, and early modern manuscripts*. Chicago: Association of College and Research Libraries.
- Sangma, S. K. (2013). *AACR2R with MARC21: Cataloguing practice for twenty-first century*. New Delhi: Centrum Press.
- Satija, M. P. (2011). *Theory and practice of subject headings: The Sears list*. New Delhi: Today & Tomorrow's Printers and Publishers.
- Satija, M. P., & Haynes, E. (2008). *User's Guide to Sears List of Subject Headings*. Lanham: Scarecrow Press.
- Satija, M. P., & Haynes, E. (2008). *User's guide to Sears list of subject headings*. Lanham, Md: Scarecrow Press.
- Sears, M. E. (1950). *Sears list of subject headings*. New York: H.W. Wilson Co.
- Sears, M. E., & Miller, J. (2000). *Sears list of subject headings*. New York: H.W. Wilson Co.
- Smallwood, R. F. (2013). *Managing electronic records: Methods, best practices, and technologies*.
- The Recent Trends of AACR2R 2002 Revision. (March 01, 2003). *Journal of the Korean Society for Information Management*, 20, 1, 251-270.
- Weber, M. B. (2002). *Cataloging nonprint and Internet resources: A how-to-do-it manual for librarians*. New York, NY: Neal-Schuman Publishers.
- Welsh, A., & Batley, S. (2012). *Practical cataloguing: AACR, RDA and MARC21*.
- Zeng, M. L., Žumer, M., Salaba, A., & IFLA Working Group on the Functional Requirements for Subject Authority Records (FRSAR). (2011). *Functional requirements for subject authority data (FRSAD): A conceptual model*. Berlin: De Gruyter Saur.

LIS18302CR-INFORMATION TECHNOLOGY (PRACTICE)

(4 credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
0	0	4	4

Objective

- To impart practical, know-how of different Operating Systems, word processors, Spreadsheets and developing bibliographic databases using select packages.

Student Learning Outcome

- The course is framed keeping in view the essence of building the practical IT foundation among the students in order to make them comfortable in working on different operating systems, office package tools and libre office.

Unit-I

1.1 MS DOS

Practical 1.1.1 Introduction to DOS Command Prompt. Working with Directory commands MD, CD, RD, and TREE.

Practical 1.1.2 Introduction to Internal DOS Commands

Practical 1.1.3 Introduction to External DOS Commands

Practical 1.1.4 Batch Commands and XCopy commands.

Practical 1.1.5 Wild cards in Dos and Dos help.

1.2 WINDOWS (latest available)

Practical 1.2.1 Introduction to Windows, Windows Desktop, Icons, Taskbar and Start Button.

Practical 1.2.2 Using Scroll Bars, Dialog Boxes and Toolbars, Files and folders.

Practical 1.2.3 Using Control Panel for customizing Windows.

Practical.1.2.4 Introduction to Windows Accessories, Search and Run Features.

Practical 1.2.5 Add remove Programs/Hardware

Unit-II

2.1 MS WORD (latest available)

Practical 2.1.1 Creating and editing a document.

- Practical 2.1.2 viewing and Inserting various objects and utilities in document.
 - Practical 2.1.3 Formatting a document with different attributes
 - Practical 2.1.4 Tools for Security, Letters and Mailing.
 - Practical 2.1.5 Designing and insertion of different tables etc
- 2.2 MS EXCEL (latest available)
- Practical 2.2.1 Introduction to Creation, Editing and Saving of Excel. Workbooks and Workspaces. Inserting worksheets, rows and columns. Working with Cells and Ranges.
 - Practical 2.2.2 Working with Excel Functions like Date and Time, Math and Trig, Statistical, Text and Logic.
 - Practical 2.2.3 Working with Excel Charts.
 - Practical 2.2.4 Changing worksheet Layout, Other Formatting Options.
 - Practical 2.2.5 Goal Seek and Creation of Lists.

Unit-III

- 3.1 MS ACCESS (latest available)
- Practical 3.1.1 Creating a Blank Database in Access.
 - Practical 3.1.2 Working with Tables using design view, using wizard and by entering data.
 - Practical 3.1.3 Creating Queries
 - Practical 3.1.4 Understanding relationships.
 - Practical 3.1.5 Creating Forms.

Unit-IV

- 4.1 LibreOffice
- Practical 4.1.1 Introducing and Setting Up LibreOffice.
 - Practical 4.1.2 Getting Started with Writer.
 - Practical 4.1.3 Getting Started with Calc.
 - Practical 4.1.4 Getting Started with Impress.
 - Practical 4.1.5 Getting Started with Draw and Base

Suggested Readings:

- Andersen, V. (2003). *How to do everything with Microsoft Office Access 2003*. New York: McGraw Hill
- Cooper, J. (2002). *Using MS-DOS 6.22(3rd ed)*. Indianapolis, Ind: Que.
- Fehily, C. (2005). *WindowsXP*. Berkeley, CA: Peachpit.
- Flynn, M. (2004). *Microsoft Access 2003 expert certification*. EMCparadigm Pub.
- Grauer, R. T., & Barber, M. (2006). *Microsoft Office Excel 2003: Comprehensive (Rev ed)* . NJ: Pearson/Prentice Hall.
- Gunter, S. K. (2007). *Teach yourself visually Office 2007*. Indianapolis, IN: Wiley Pub., Inc.
- Hart-Davis, G., (2003). *How to do everything with Microsoft Office Excel 2003*. New York: McGraw Hill.
- Harvey, G. (2010). *Excel 2010 all-in-one for dummies*. Hoboken, NJ: Wiley Pub.
- Harvey, G. (2010). *Excel 2010 all-in-one for dummies*. Hoboken, NJ: Wiley Pub.
- Kinkoph, S. (2004) .*Teach yourself visually Windows XP*. NJ: Wiley Pub.
- Marmel, E. J. (2013). *Teach yourself visually Office 2013: The fast and easy way to learn*. Indianapolis, IN: John Wiley & Sons, Inc.
- Mathews, M. S., & Mathews C. (2007) *Microsoft Office Word 2007Quicksteps*. New York: McGraw-Hill.
- Mathews, M.S.,&Cronan, J. (2005).*Microsoft Office Word 2003*. New York: Mc Graw Hill.
- Matthews, C. B., Matthews, M. S., &Cronan, J. (2010). *Microsoft Office 2010 quicksteps*. New York: McGraw-Hill.
- McFedries, P. (2009). *Teach yourself visually Windows 7*. Indianapolis, IN: Wiley Pub.
- McFedries, P. (2012). *Windows 8 simplified*. Indianapolis, IN : John Wiley & Sons, Inc., [2012] ©2012
- McFedries, P.(2005).*Teach yourself visually Windows XP. (2nd ed)*.NJ: Wiley Pub.
- Moran, R. ,&Johnson, K. (2003).*Windows XP*.NJ: Willey Pub.
- Muir, N. (2007). *Teach yourself visually Excel 2007*. Hoboken, N.J: Wiley.
- Norton, P. (1996). *Peter Norton's Dos Guide*. Indianapolis, Ind: Brady.
- Pogue D. (2006). *Windows XP for starters*. Sebastopol, CA: Pogue.
- Pogue, D. (2013). *Windows 8*. Beijing ; Sebastopol, CA O'Reilly, [2013]

Preston, J. H., Preston, S, & Ferrett, R. L (2003)..*Go! With Microsoft Office Word 2003*.NJ: Pearson/Prentice Hall.

Rathbone, A. (2009). *Windows 7 for dummies*. Hoboken, N.J: Wiley.

Rathbone, A. (2012). *Windows 8 for dummies*. Hoboken, N.J: John Wiley & Sons.

Rutkosky, N ., & Seguin D.(2004).*Microsoft Access 2003*.St.Paul, MN: EMC/Paradigm.

Rutkosky, N. H., & Seguin, D.(2004).*Microsoft Excel 2003*.St.Paul, MN: EMC/Paradigm.

Rutkosky, N., & Seguin D.(2004).*Microsoft PowerPoint 2003*.St.Paul, MN: EMC/Paradigm.

Shoup, K. (2010). *Teach yourself visually Office 2010*. Indianapolis, Ind: Wiley Pub., Inc.

Stephen, M. (2007). *Excel 2007*. London: Teach Yourself.

Tidow, R., Clark, David J., & Toot, M. S.(2005).*Master visually Windows XP.(Service pack 2nd ed)*NJ:Wiley Pub.

Ulrich, L. A. (2003).*How to do everything with Microsoft Office 2003*. New York: McGraw Hill

Wang, W. (2010). *Office 2010 for dummies*. Hoboken, N.J: Wiley.

Wyatt, A.(1993).*Using MS-DOS 6.2*.Carmel, IN: QUE.

Websites (Illustrative):

LibriOffice. (2017). Available at

<https://www.libreoffice.org>

Office 2007 Tutorials available at Florida Gulf Coast University.

<https://veasnarincambodia.files.wordpress.com/2011/08/4-word-2007-tutorial.pdf>

Office. 2010.ESSENTIAL MICROSOFT OFFICE 2010™ Tutorials for Teachers

<http://www.pitt.edu/~poole/Office2010Tutorials/FrontMatter.pdf>

Office. 2010.<https://support.office.com/en-us/article/Download-Office-2010-training-7F477C0F-D72F-4848-B960-98BF08D779AB>

LIS18203CR- INFORMATION SOURCES

(4 credits)

Credit Pattern

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.

Students learning outcome:

- The students will be able to offer appropriate information source to the user on the basis of the features and utility.
- The students will be familiar with the features and use of board array of online and print sources.

UNIT I Information Sources: An Overview

- 1.1 Information sources: Concept, print and online
- 1.2 Documentary (Primary, Secondary and Tertiary) and Non-documentary: Specialists, Experts, Consultants; etc
- 1.3 Evaluation: Criteria (online and offline resources)
- 1.4 Relate types of reference queries to their corresponding reference tools
- 1.5 Identification of sources of information as documentary and non-documentary in the Library and on the web
- 1.6 Evaluation of the select websites on the basis of standard criteria

UNIT II Reference Sources

- 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), Free online encyclopedias
- 2.3 Collaborative encyclopedias, Subject oriented wikis
- 2.4 Visit major online reference sources and explore the available features

2.5 Identify examples of each of the following on the web

Glossary, thesaurus and encyclopedic dictionary

UNIT III Geographical and Biographical Sources

3.1 Directories- Institutional (Europe World of Learning, Ulrich's periodical directory and

Ulrich web, Commonwealth University yearbook

3.2 Biographical sources-utility and types (collective & individual).

3.3 Evaluation of International who's who, Current Biography, India Who's who)

3.4 Follow various information sources on the Twitter

3.5 Register for free trail in various online reference sources

3.6 Explore biographical Services online

UNIT IV Bibliographical Sources

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 E-aggregators, Databases

4.4 Locate indexing and abstracting services in web of science

4.5 Visit various open access resources in varied subject fields.

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

Suggested Readings

Balay, Robert. (1996). *Guide to Reference Books*. (11th ed.). Chicago: A.L.A.

Bonn, George S. (1971). Literature of Science and Technology. In *McGraw-Hill Encyclopedia of Science and Technolog*, (8th ed .V.7).New York: McGraw hill.

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

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

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

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

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*. (7th ed.)(V. 3).New York: McGraw Hill.

Lea, Peter w.,& Day, Alan.(Eds.)(1996).*The Reference Sources Handbook* (4th ed.).London: Library Association (NA)

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. (NA)

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

Websites Illustrative:

Access Science from McGraw-Hill Education. Available at www.accessscience.com/

DOAJ -- Directory of Open Access Journals. Available at www.doaj.org/

DOAB: Directory of Open Access Books. Available at www.doabooks.org/

Ebook portals. Available at [bookleads - ebook portals](http://bookleads-ebookportals.com/)

Encarta Encyclopedia. Available at www.encarta.msn.com/

Europa World of Learning www.worldoflearning.com/views/advanced_search.html

Library of Congress Catalogue. Available at www.catalog.loc.gov/

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

Merriam WebsterOnline. Available at www.m-w.com/dictionary/

Onelook.dictionary, Available at 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/

Times Atlases - home of Times World Atlases and Maps

www.timesatlas.com/

Ulrichsweb. Available at

ulrichsweb.serialssolutions.com/

Vidya Nidhi. Available at

www.dspace.vidyanidhi.org.in:8080/dspace/

Wikipedia. Available at

wikipedia.org/

LIS18304CR - Scholarly Communication and Publishing Ethics

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
2	2	0	4

Objective

➤ To examine the historical developments and the changing trends in the field of academic writing, issues and challenges in scientific scholarly publishing and scientific data sharing, and new trends related to peer reviewing and measuring the impact of scientific publications.

Student learning outcome

➤ The paper will help students to draw a rich, nuanced picture of the practices and challenges involved in writing for scholarly publication. The content of the paper will be of greater help for taking a more inclusive approach to research.

UNIT-I

Academic Writing

- 1.1 Academic Writing: Purpose
- 1.2 Key Actors in Academic Writing
- 1.3 Academic Writing as Knowledge production

UNIT-II

Academic Writing Platforms and Publishing

- 2.1 Platforms and Types of Academic Writing
- 2.2 Academic Writing Obstacles
- 2.3 Publishing in Academic Journals

UNIT-III

Academic Review Process

- 3.1 Manuscript Evaluation and Editorial Evaluation
- 3.2 Review Process and Reviewer Qualities
- 3.3 Recommending Reviewers
 - 3.3.1 Types of Review

3.3.2 Editorial Feedback

3.3.3 Revisions and Submissions

UNIT-IV Research Ethics, Research Outreach and Performance

4.1 Ethical guidelines for Publishing

4.2 Publishing Companies, Publishing Fees, and Open Access Journals

4.3 Increasing the research visibility

Suggested Readings

Bailey, S. (2003). *Academic writing: A practical guide for students*. England: Nelson Thornes Ltd.

De Silva, P. U. K. & Vance, C. K. (2017). *Scientific Scholarly Communication The Changing Landscape*. Switzerland: Springer.

Ding, Y., Rousseau, R., & Wolfram, D. (Eds.). (2014). *Measuring Scholarly Impact: Methods and Practice*. Switzerland: Springer International Publishing.

Englander, K. (2014). *Writing and Publishing Science Research Papers in English: A Global Perspective*. Netherlands: Springer.

Greco, A. N. (2019). *The Growth of the Scholarly Publishing Industry in the U.S: A Business History of a Changing Marketplace, 1939–1946*. Cham, Switzerland: Palgrave Pivot.

Habibie, P., & Hyland, K. (Eds.). (2019). *Novice Writers and Scholarly Publication: Authors, Mentors, Gatekeepers*. Cham, Switzerland: Palgrave Macmillan

Herr, K., & Anderson, G. L. (2015). *The action research dissertation: A guide for students and faculty*. California: SAGE Publications.

Lantsoght, Eva O.L. (2018). *The A-Z of the PhD Trajectory: A Practical Guide for a Successful Journey*. Switzerland: Springer International Publishing.

Lewin, B. A. (2010). *Writing readable research: A guide for students of social science*. London: Equinox.

RenckJalongo, M., & Saracho, O. N. (2016). *Writing for Publication: Transitions and Tools that Support Scholars' Success*. Switzerland: Springer International Publishing.

LIS18307DCE-WEB 2.0 & ADVANCED TECHNOLOGIES

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	0	1	4

Objective

- To acquaint students with web 2.0 features and functions with emphasis on fast changing features of web 2.0 to web X.0.
- To develop hands on exposure of web2.0 tools, technology and services **Student learning**

Student learning outcome:

- The students will be familiar with the adoption and use of web 2.0 technologies in the library setup.
- The students will offer web 2.0 based library services and products to the broader user base.
- The students can implement web 2.0 services to help the research to enhance and benefit from the available sources, products and research networks in the web 2.0 environment.

Unit-I

1.1 Web 2.0: concept, development and features.

1.2 Web2.0 tools and technology: Blogs, Wikis, RSS feeds.

1.3 Social Networking: Podcasting, photo sharing, Mash-ups, General and professional SNS, video sharing sites

Unit-II

2.1 Web 2.0 and library: application and challenges

2.2 Managing scholarly communication in web 2.0 environment

2.3 Social networking services: trends, benefits and software for information professionals

Unit-III

3.1 Use of Cloud Computing: storage and collaboration

3.2 Create a mashup by adding a YouTube video and a Google map to a web page

3.3 Social book-marking, Folksonomies and User-Based Tagging

Unit-IV

4.1 Web 3.0 - the third decade

4.2 Web 3.0: features and application in libraries

4.3 Semantic web and linked data

Suggested Readings

Bradley, Phil . (2007). How to Use Web 2.0 in your Library. Facet Publication.

Ellyssa, Kroski. (2008). Web 2.0 for Librarians and Information Professionals. New York: Neil Schuman Publication

Theimer, Kate. (2010). Web 2.0 tools and Strategies for Archives and Local History collections . New York, Neil Schuman

Koorakki, Dinesh Vasudevam, T.M; ed . Library 2.0 and Information Management. Delhi, Atlantic Publication

Sauers, M.P. (2009). Searching 2.0. USA: Facet Publication. Web 2.0 and Library 2.O: What Librarians Need to Know" by Elizabeth Black

**LIS18103CR-LIBRARY OPERATIONS
(4 Credits)**

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.

Student Learning Outcome

- The course will provide an in-depth knowledge about various library operations for better understanding the technicalities involved in successful collection development and management in modern libraries.

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: EssEss.
- 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.
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LIS18205DCE - DISASTER MANAGEMENT AND PREPAREDNESS IN LIBRARIES

4 credits

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To sensitize and equip budding professionals with necessary skills and knowledge to manage different types of disasters affecting libraries, archives and information centres.

Course Outcome

Students will be able to:

- Have good understanding of different types of disasters that can affect libraries and information centers.
- Prepare in advance to tackle anticipated disasters with scientific approach and minimal damage to the precious resources housed in library, archives and information centers.

UNIT-I DISASTER AND ITS MANAGEMENT: AN OVERVIEW

- 1.1 Disaster – Concept, types and Impact
- 1.2 Disaster Management and its importance
- 1.3 Disaster Management in Libraries

UNIT-II DISASTER RISK ASSESSMENT AND PREVENTION

- 2.1 Risk Assessment
 - 2.1.1 Risks from outside the building
 - 2.1.2 Risks from the building structure and services
 - 2.1.3 Risks from human interference
- 2.2 Prevention and Protection
 - 2.2.1 The vicinity of the buildings & the building structures
 - 2.2.2 Security, storage systems, water & fire

UNIT-III DISASTER PREPAREDNESS

- 3.1 Preparedness
 - 3.1.1 Drawing up a Disaster Preparedness Plan
 - 3.1.2 Roles of disaster Response team members
 - 3.1.3 Staff training

- 3.1.4 Identifying and making appropriate arrangements for a 'recovery' area
- 3.2 Reaction and Response
 - 3.2.1 Primary response
 - 3.2.2 Main disaster response

UNIT-IV DISASTER RECOVERY

- 4.1 Recovery
 - 4.1.1 Identifying damaged materials
 - 4.1.2 Shifting damaged materials to the recovery area
 - 4.1.3 Sorting materials for treatment
 - 4.1.3 Treatment of materials
- 4.2 Initiating Services to users from Recovery area
- 4.3 Assessing Damages to the building and Collections and negotiating with the Insurers

Suggested Readings

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LIS18402CR-LIBRARY AUTOMATION AND NETWORKING

(Theory)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- Develop an understanding of current applications of computer and communications technology in library and information services.
- To acquaint about emerging technologies useful for information access like Digital Libraries and allied concepts.

Student learning outcome:

- A chaotic and rapidly changing world of technology is dominating every sphere of knowledge and libraries have also embraced this changing technology to their fullest. The paper will guide the budding library professionals about the emerging technologies which will in turn guide them to practically get familiar with the technological gimmicks to prove themselves as the information professionals of the present technological era.

Unit-I

- 1.1 Library Automation: Origin and Development
- 1.2 Library Automation: Need and Purpose
- 1.3 Planning and Implementation of Library Automation
- 1.4 Library Automation: Operations

Unit-II

- 2.1 Communication: An Overview
- 2.2 Networks: Concept and Components
 - 2.2.1 Classification and Topology
 - 2.2.4 Resource Sharing and LIS Networks
- 2.3 Classification of LIS Networks based on Services offered

Unit-III

- 3.1 Internet: Origin and Development; Features and Working
- 3.2 World Wide Web: Origin and Development

- 3.3.1 Features; Working and Use
- 3.3.2 Information Search Tools
- 3.3 Invisible Web: Brief Concept and Tools
- 3.4 World Wide Web and Information Resources
 - 3.4.1 Online Journals
 - 3.4.2 Online Books
 - 3.4.3 Electronic Theses and Dissertation (ETDs)
 - 3.4.4 Online Newspapers, etc.
 - 3.5.5 Open access Resources

Unit-IV

- 4.1 Digital Libraries: Origin and Development and Features
- 4.2 Digital Libraries: Issues and Challenges
- 4.3 Digital Preservation: Concept and importance
- 4.4 Metadata
 - 4.4.1 Metadata: Historical Development and Concept
 - 4.4.2 Types of Metadata (Three and Five Category Taxonomy)
 - 4.4.3 Metadata Element Sets: Dublin Core etc.

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