

Department of Library and Information Science

University of Kashmir



Syllabus For the Subjects Library and Information Science at Post-Graduate Level Under the Choice Based Credit System

Local Needs			
S. NO	Course Title	Course Code	Page No.
01	School library System	LIS18105 DCE	3-4
02	Public Library System	LIS18104DCE	5-8
03	University Library System	LIS18206DCE	9-10
Global Needs			
04	Open Source Software	LIS18001OE	11-12
05	Digital Library Technology	LIS18204CR	13-16
06	Information Retrieval	LIS18301CR	17-18
07	Web Resources for Research	LIS18405DCE	19-20
Employability Needs			
08	Knowledge Organization & Discovery (Theory and Practice)	LIS18102CR	21-23
09	Health Information System: Introduction to history and policies	LIS18107DCE	24-25
10	Library Management	LIS18201CR	26-30

11	Web Technologies and Techniques: Health Information Network Systems	LIS18208DCE	31-32
12	Agriculture Information System	LIS18306 DCE	33-35
Entrepreneurship Development Course			
13	Information Technology - Theory	LIS18108DCE	36-39
14	Preservation and conservation Techniques	LIS18207DCE	40-42
Skill Development Course			
15	Knowledge Representation and Discovery (Practice)	LIS18202CR	43-45
16	Information Technology (Practice)	LIS18302CR	46-49
17	Information Sources	LIS18203CR	50-53
18	Scholarly Communication and Publishing Ethics	LIS18304CR	54-55
19	Web 2.0 Advanced Technology	LIS18307DCE	56-57
20	Library Operations	LIS18103CR	58-61
21	Disaster Management and Preparedness in Libraries	LIS18205DCE	62-65
22	Library Automation and Networking (Theory)	LIS18402CR	66-69
Professional Ethics			
23	Foundations of Library and Information Science	LIS18101CR	70-72
24	Research Methods and Tools	LIS18401CR	73-75
Human Value Issues			
25	Oriental Library System	LIS18106DCE	76-77
26	Open Access Environment	LIS18304DCE	78-80
Sustainability Issues			
27	Open Source Technology	LIS18308DCE	81-82

LIS18105 DCE-SCHOOL LIBRARY SYSTEM

(4 credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

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

Student learning outcomes

- This paper will inculcate knowledge of school library system among the students so that they will be able grasp the knowledge of subject particularly to the subject/area specialized library profession.

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.
 - 1.3.2 Basic Infrastructure.
 - 1.3.3 Staff

Unit II

- 2.1 Role of School libraries in promoting and supporting Education.
- 2.2 Role of School Librarian.
- 2.3 Qualities of School Librarian.

Unit- III

- 3.1 Management of School Libraries.
- 3.2 Services provided by school library
- 3.3 Major Problems Faced by School Libraries.

Unit IV

- 4.1 Impact of ICT on School Libraries.
- 4.2 School Library Automation
- 4.3 Internet and school libraries with emphasis on important search engines for different age groups.

Suggested Readings

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- Sullivan, M. L. (2015). *High impact school library spaces: Envisioning new school library concepts*.
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LIS18104DCE-PUBLIC LIBRARY SYSTEM

4 credits

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

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

Student learning outcome

Students will able to:

- Know the public library and its role in society.
- Understand the genesis and development of public libraries.
- Have knowledge of and can operate hassle free run public library system at different levels.
- Can offer range of public library specific services and activities.

Unit I

- 1.1 Public Library: Concept, Origin and Growth
- 1.2 Role of Library Associations and Organizations in Development of Public Library System at National: RRRLF, ILA & International Level: IFLA, UNESCO.
- 1.3 National Library Policy and Library Legislation
- 1.4 Public Library system in relation to mass education: Political, industrial, economic life, Cultural advancement and Youth Development

Unit II

- 2.1 Development Plans and Resource Mobilization: Private-Public Partnership.
- 2.2 Architecture Planning and Administration of Public Libraries
- 2.3 Collection Development and Management: Emerging Trends: E-Consortia, Free and Open Access Sources.
- 2.4 Public Library Norms, Standards and Guidelines
- 2.5 Role of Advocacy and Pressure Groups in Public Library Development.

Unit III

- 3.1 Library Services and Activities: From Reactive to Proactive: Conservative Services, Outreach services, Online Services etc.
- 3.2 Resource Sharing and Public Library Grid
- 3.3 Public Libraries and Internet Public Access Models
- 3.4 Public Library 2.0

Unit IV

- 4.1 Automation and ICT: Current application and future trends in public libraries
- 4.2 Open Source Software for Public Libraries: Features and Utilities
- 4.3 Designing a model Digital Public Library for
 - 4.3.1 Children,
 - 4.3.2 Young,
 - 4.3.3 Old and
 - 4.3.4 Physically Challenged
- 4.4 Case Study of Digital Services of Model Public Libraries

Suggested Readings

- Adams, H. R. (2005). *Privacy in the 21st century: Issues for public, school, and academic libraries*. Westport, Conn: Libraries Unlimited.
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- 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.
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- 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
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**LIS18206DCE -UNIVERSITY LIBRARY SYSTEM
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To acquaint students with University Library system it's Components, Services and problems.

Students learning outcomes:

- This paper will help the student to know the different facets of university library system.

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

- 3.1 Services in modern era
- 3.2 Role of ICT in University Libraries
- 3.3 E-Learning in University set-ups

Unit-I University Library: problems

- 4.1 Role of UGC in promoting university libraries
- 4.2 Problems faced by university libraries
- 4.3 Model university libraries – features

Suggested Readings:

Buckland, M. K. (2014). *Library services in theory and context*. Elsevier.

Kraft, D. H. (1983). *The journal selection problem in a university library system*.

Ram, M. (2015). *University library system*.

Schotter, A. (2008). *The economic theory of social institutions*. Cambridge Books.

Tejeda-Lorente, Á., Porcel, C., Peis, E., Sanz, R., & Herrera-Viedma, E. (2014). A quality based recommender system to disseminate information in a university digital library. *Information Sciences*, 261, 52-69.

Xiaoling, Y. A. N. G. (2015). Analysis on the Bookseller's Influence on Literature Acquisition of University Library. *Sci-Tech Information Development & Economy*, 18, 001

LIS18001OE-OPEN SOURCE SOFTWARE
(2 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
2	0	0	2

Objective

➤ To familiarize with the basic concepts and components of Open Source software, allied tools and Open source content and database management systems used in modern IT environment.

Student Learning Outcome

➤ The course is framed keeping in view the essence of building the theoretical foundation about Open source software among the students in order to make them familiar about open source software and its use in different systems as a viable alternative to commercial software.

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 2 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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**LIS18204CR -DIGITAL LIBRARY TECHNOLOGY
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	0	1	4

Objective

- To focus on various aspects of Digital Libraries and develop skills for building and managing Digital Collections.

Student Learning Outcomes

- The course provides an extensive knowledge about Digital Libraries and associated tools useful for managing digital libraries in an online environment with focus on understanding different Digital Library Software, resource discovery tools and digital preservation aspects.

Unit-I Introduction to Digital Libraries

- 1.1 Digital Libraries: Introduction and Features.
- 1.2 Digital Library Resources and Five Laws of Library Science
- 1.3 Digital Libraries: Issues and Challenges
- 1.4 Digital library Initiatives: Overview of Digital Libraries at National and International level.

Unit-II Digital Library: Design and Management

- 2.1 Digital Libraries: Planning and Design.
- 2.2 Web 2.0 and Digital Libraries.
- 2.3 Safeguarding Digital Library surrogates.
- 2.4 Digital Libraries and Open Education

Unit-III Resource Discovery and Digital Library Software

- 3.1 Interoperability and Metadata Standards.
- 3.2 Metadata Harvesting and OAI-PHM
- 3.3 Features and utilities of prominent Digital Library Software.

Unit-IV Digital Preservation

- 4.1 Digital preservation: Need and Importance

4.2 Digital preservation initiatives at global level: An Overview

4.3 Cultural Heritage and Digital Preservation.

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 anysize*. London: Facet Pub.

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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

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Eden, B. L. (2008). *Content management systems in libraries: Case studies*. Lanham, Md: Scarecrow Press.

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Jacobs, M. (2008). *Electronic resources librarianship and management of digital information: Emerging professional roles*. Binghamton, NY: Haworth Information Press.

John, J. L., & Digital Preservation Coalition. (2012). *Digital forensics and preservation*.

Kahn, R. E., Cerf, V. G., Corporation for National Research Initiatives., & Digital Library Project. (1988). *An open architecture for a digital library system and a plan for its development*. Reston, Va: Corp. for National Research Initiatives. Available at <http://www.cnri.reston.va.us/kahn-cerf-88.pdf>

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- Zeng.M.L.,&Qin,J.(2008).Metadata.Newyork:Neal-Schuman

LIS18301CR-INFORMATION RETRIEVAL
(4 Credits)
Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- To know various types of information retrieval Systems; their characteristics, evaluation, performance, and models.
- To acquaint with various tools, techniques and emerging online IR systems.

Student Learning Outcome

- The paper will educate the students about whole spectrum of IRs including the traditional as well as online IRs and help them as professionals to select and offer an appropriate IR System in terms of efficiency. The paper will be also be of great help to the students who expect to take IR as a career choice both academically as well as professionally to brush up their knowledge in various areas of IR.

Unit-I

- 1.1 Information Retrieval: Concept, Features, Genesis & Development.
- 1.2 Trends in Indexing: Automatic Indexing etc.

Unit-II

- 2.1 Subject Indexing and Vocabulary Control: Concept and Need.
- 2.2 Subject Heading Lists,
- 2.3 Thesaurus: Structure and Functions

Unit-III

- 3.1 Pre-coordinate Indexing Systems
 - 3.1.1 Chain Indexing.
- 3.2 Post-Coordinate Indexing Systems
 - 3.2.1 UNITERM Indexing System.

Unit-IV

- 4.1 Citation Indexing: Concept and development.
 - 4.1.1 Online Citation Indexing Tools: SCOPUS, Web of Science.
- 4.2 Information Retrieval Systems: Types
- 4.3 Evaluation of Information Retrieval Systems: Methods and Parameters

Suggested Readings

- Chodhury, C.G. (2004). *Introduction to Modern Information Retrieval*. (2nd ed.). London: Facet Pub.
- Cleveland, D. B., & Cleveland, A. D.(1990) *Introduction to Indexing and Abstracting*. (2nd ed.). USA: University of Michigan.
- Chu, S.K.W., & Law, N. (2006). Development of information search expertise: Research students' knowledge of source types. *Journal of Librarianship and Information Science*, 39 (1), 27-40.
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- Rajan, T. N. (1981). *Indexing systems: Concepts, Models & techniques*. Calcutta: IASLIC.
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LIS18405DCE-WEB RESOURCES FOR RESEARCH
(2Credits)
Credit Pattern

Lecture	Tutorial	Practical	Total
01	01	0	02

Objectives

- To acquaint students with the problems faced by research community in using web Based information
- To acquaint students with Tactics and Strategies for dealing with such sources
- To acquaint students with sources and tools dealing with web-based information

Students learning outcomes:

After completion of this paper students will be able to know the various available web resources which will help them to carry forward their research and project work.

UNIT-I Problem in Scientists Current Practices of Using Web-Based Information

- 1.1 Web information Sources: Concept and Need
- 1.2 Challenge to Harnessing Web-Based Information
 - 1.2.1 Information Overload and Resources Evaluation
 - 1.2.2 Web Site Navigation, Reliability and Browsability issues
 - 1.2.3 Preprints
 - 1.2.4 Financial Concerns
 - 1.2.5 Scholarly Misconduct and Misinformation
 - 1.2.6 Copyright issues

UNIT-II Tactics and Strategies for Dealing with Web-Based Information

- 2.1 Artificial Intelligence: Concept and Importance
- 2.2 Heuristic Search Strategies and Navigational Query Formulation
- 2.3 Controlled Vocabularies and Web Site Evaluation
- 2.4 Search Strategies and Refinement Techniques in Online Databases

UNIT-II Sources and tools for Dealing with Web-Based Information

- 3.1 Subscribed Sources -Subject Directories, e-Journals, e-Books, Databases and ETD's.
- 3.2 Free Information Sources

3.3 Preprint Servers

UNIT-IV

4.1 Identifying Web Resources (URL, URI, PURL, etc.)

4.2 Digital Object Identifier: Concept and Features

4.3 Digital Signatures and Digital Humanities

4.4 Emerging Technologies: Web 3.0, etc Suggested Readings

Suggested Readings:

Hoggan, D. B. (2002). Challenges, strategies, and tools for research scientists: using Web-based information resources. *Electronic Journal of Academic and Special Librarianship*, 3(3).

Korf, R. E. (1990). Real-time heuristic search. *Artificial intelligence*, 42(2-3), 189-211.

Metzger, M. J. (2007). Making sense of credibility on the Web: Models for evaluating online information and recommendations for future research. *Journal of the Association for Information Science and Technology*, 58(13), 2078-2091.

Pearl, J. (1984). *Heuristics: intelligent search strategies for computer problem solving*.

Russell, S., Norvig, P., & *Intelligence, A. (1995). A modern approach. Artificial Intelligence. Prentice-Hall, Englewood Cliffs, 25, 27.*

Schlachter, G. A., & Reference Service Press. (2002). *Scholarship search strategies*. El Dorado Hills, CA: Reference Service Press.

HOFSTEDDE, A. H., Proper, H. A., & van der Weide, T. P. (1996). Query formulation as an information retrieval problem. *The Computer Journal*, 39(4), 255-274.

Libra Television. (2010). *Resources*. London: Teachers TV/UK Dept. of Education.

LIS18102CR -KNOWLEDGE ORGANISATION & DISCOVERY
(Theory and Practice)
(4 Credits)
Credit Pattern

Lecture	Tutorial	Practical	Total
2	0	2	4

Objectives:

- To understand the formation and expansion of universe of knowledge with a need to understand its organization.
- To be acquainted with major schemes of classification and develop skills in subject analysis and synthesis.
- To develop proficiency in using Dewey Decimal Classification to construct Class Numbers for documents of different disciplines / subjects.

Student Learning Outcomes:

- The student will be able to demonstrate an understanding of the organization and maintenance of library collection in retrieval effective manner.
- The student will be able to use standard classification tools in the effective organization of the collection holdings.

Unit I

- 1.1 Classification: Terminology, Purpose and Species.
- 1.2 Universe of Knowledge: Attributes and Representation in leading schemes of Classification.
- 1.3 Five Fundamental Categories, Rounds and Levels

Unit II

- 2.1 Modes of Formation of Subjects
- 2.2 Notation: Purpose, qualities and capacity increasing devices
- 2.3 Principles of helpful sequence (An Overview)

Unit III

- 3.1 Introduction to DDC with special reference to Standard Subdivisions (Table 1), Areas (Table 2), Subdivisions of Individual Literature (Table 3).
- 3.2 Description of Subdivisions of Individual Languages (Table 4), Racial, Ethnic and National Groups (Table 5), Languages (Table 6) and Persons (Table 7)
- 3.3 Synthesis of number for simple and compound subjects using DDC

Unit IV

- 4.1 Multiple syntheses using DDC
- 4.2 Derivation of Book number using Cutter Three- Figure Author Table

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- 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*. (2nd 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: Sarada Ranganathan. Endowment for Library Science.
- Ranganathan, S. R.(1964).*Colon Classification (6th 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>

Shabhat Hussain. (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/>

**LIS18107DCE-HEALTH INFORMATION SYSTEM: INTRODUCTION TO HISTORY
AND POLICIES
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To understand the working procedures and policies of Health Information Systems

Student learning outcomes

- Students will be able to formulate some new ways and means in order to cater the information needs of the health professionals

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

Unit IV

- 4.1 Health information systems in developing countries: benefits, problems, and prospects
- 4.2 Public health and Web 2.0
- 4.3 Knowledge, Attitude and Practice of Health Information System

Suggested Readings

- 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)*. Available at:
<http://phinetwork.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

**LIS18201CR LIBRARY MANAGEMENT
(4 Credits)**

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 centers
- To develop skills for handling effectively the library and information management routines, finances and human resource development

Student Learning Outcome

- The course will help in inculcating effective managerial skills among stakeholders for successfully managing modern libraries using vibrant human resource management techniques, financial resource management skills. It will further develop better understanding of technicalities involved in knowledge and project management for state of art service delivery in modern library settings.

Unit I

- 1.1 Management: Concept and Functions.
- 1.2 Principles of Management.
- 1.3 Management: Schools of thought
 - 1.3.1 Classical School.
 - 1.3.2 Behavioral.
 - 1.3.3 Systems approach.
- 1.4 Application of management function and principles to Library and Information Centres.

Unit II

- 2.1 Human Resource Management: Basic concept and Importance in library management context
- 2.2 Job Analysis and Job Description: Basic concept and Methods
- 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
- 2.5 Professional Training Development programs: Concept, Importance and techniques

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.
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- Benbya,H(2008).*Knowledge Management Systems Implementation :Lessons from the silicon Valley*. Oxford: Chandos Pub
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- Du, W. (2013). *Informatics and management science I*. New York: Springer.
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- 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*.
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- 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.

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- Kendall, K.E. & Kendall, J. E.(2004). *System analysis and design*. New Jersey: Prentice Hall.
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- Kotlar, P.(2007). *Marketing for Non-profit organizations*. New Jersey: Prentice Hall.
- Krishna Kumar (1987). *Library administration and management*. Delhi: Viaks.
- Kumar, P.S.G. (2003). *Management of Library and Information Centres*. Delhi: B. R. Publishing corporation.
- 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
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- Lovelock C., & Wirtz, J .(2006). *Service Marketing: People, Technology, Strategy*. Pearson Education.
- Lubbe, J., C.A., V. (1997). *Information theory*. Cambridge: Cambridge university press.
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- Malcolm, G., & Leiter, R. D. (Ed).(1981). *Economics of information*. Boston: M.Nijhoff Pub.
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- Milosevic, D.Z.(2003). *Project Management Toolbox*. New Jersey: Wiley
- Mittal, R.L. (1984). *Library administration: Theory and practice*. 4 Ed. New Delhi: Metropolitan.
- Mittal, R.L.(1984). *Library Administration: theory and practice*. (5thed.). 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.
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- Ranganathan, S.R. (1954). *Library administration*. Bangalore: Sharada Ranganathan Endowment for Library Science.

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- Sanchez, R. (2001). *Knowledge management and organizational competence*. Oxford: Oxford University Press.
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- Selwyn, L., & Eldridge, V. (2013). *Public law librarianship: Objectives, challenges, and solutions*.
- Semprevivo, P. C. (1982). *System analysis:Definitions, Processes and design*.(2nd 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*.
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- Thanuskodi, S. (2013). *Challenges of academic library management in developing countries*. Hershey PA: Information Science Reference.
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- 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.
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**LIS18208DCE-WEB TECHNOLOGIES AND TECHNIQUES: HEALTH
INFORMATION NETWORK SYSTEMS
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To focus on various web-based technologies used for enhancement of health-related information

Student learning outcome:

- The paper will help the students to specialize in the field of Health Librarianship and help them to deal with various health information setups.

UNIT-I

- 1.1 Health Information System Networks: Introduction
- 1.2 Health Information System Networks: Types
- 1.3 Health Institutions and Information Processing

UNIT-II

- 2.1 Organizational Structures of Information Management in Health Care Networks
- 2.2 Healthcare Information Management Systems
- 2.3 Ethical and Legal Issues in health Information Networks

UNIT-III

- 3.1 Health Science Librarians and Health Informatics
- 3.2 New Roles and Opportunities
- 3.3 Health Science Librarians and Research

UNIT-IV

- 4.1 Quality of Health Information Systems
- 4.2 Strategic Information Management in Health Care Networks
- 4.3 HIT Impact on Patient Safety

Suggested Readings

- 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)*. Available at:
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- 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
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http://www.who.int/healthinfo/statistics/toolkit_hss/EN_PDF_Toolkit_HSS_InformationSystems.pdf

**LIS18306 DCE -AGRICULTURE INFORMATION SYSTEM
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- To understand development of Agricultural science, resources and information systems useful to various stakeholders in accessing information.
- To familiarize students with the meaning, definition, use and implications of Agricultural Information Systems
- To study various source of agricultural information like organizations and databases.

Student learning outcome:

- Students will deliver better agriculture libraries by offering appropriate information source and system
- Students will help the stakeholders to identify networks, programmes and resources most suitable for the field of agriculture.

Unit-I Agriculture Science and Organizations

- 1.1 Agricultural Science: Concept
- 1.2 Scope of agricultural sciences
- 1.3 Agricultural Science Organizations and Institutions. National and International. .
 - 1.3.1 Indian Council of Agricultural Research. (ICAR)
 - 1.3.2 Food and Agricultural Organization. (FAO).
- 1.4 Information needs and information seeking pattern of Agricultural Science Professionals: An overview.

Unit-II Agricultural Information Systems and Networks: International and National.

- 2.1 FAO Databases and Information Systems,
- 2.2 USDA Databases,
- 2.3 Consortium of International Agricultural Research Centers (CGIAR),
- 2.4 IARI and ICAR initiated databases.

Unit III National and international Library and Information support to Agricultural Sciences:

- 3.1 Contribution of National Agricultural library (USA), and National Digital Library for Agriculture (NDLA)
- 3.2 Library of IARI (India),
- 3.3 IDRC Digital Library (International Development Research Centre),

Unit-V National and international agriculture databases

- 4.1 AGRIS, AGRICOLA, CABI: Centre for Agriculture and Biosciences International, BIOSIS Previews, Biological & Agricultural Index plus, AGROVOC, Current Agricultural Research & Information System (CARIS)
- 4.2 Consortium for e-Resources in Agriculture (CeRA), AgriCat , Knowledge Innovation Repository of Agriculture in the North East
- 4.3 Microbial Genetic Resource Portal, National Academy of Agricultural Sciences, Rohu Database, Rice Knowledge Management Portal

Suggested Readings

- Deshmukh.P.P (Ed) (1987).*Information systems for Agricultural sciences and Technology*.New Delhi, Metropolitan.
- Eswara Reddy, D.B. (1976). ICAR: History and Growth. New Delhi : Indian Council of Agricultural Research.
- John Shenod (1974) .Agricultural librarians Association.In.*Encyclopedia of Library and Information science*. (v12, p. 245) New York : M. Dekker
- Leila .P. Morin (1976).Agricultural sciences Information Network.In *Encyclopedia of library and information science*. (V19, p. 42-43) New York: M. Dekker.
- Phadins, S.P & Abu ShoaibAhsan.(1976). Indian Agricultural data and Information .*Annals of library science and Documentation*, 23, pp.87-98.
- Rajgopalan.T.S (1974).Agricultural Librarianship In *Encyclopedia of library and Information science* (V. 11, p- 352)

Websites (Illustrative)

Aquaculture Network Information Center. Available at www.aquanic.org

Commonwealth Agricultural Bureaux' World Agricultural Information Service.

Available at <http://www.cabi.org/>

Food and Agricultural Organization .

Available at www.fao.org.

Indian Agricultural Research Institute.

Available at <http://www.iari.res.in>

Japan International Research Center for Agricultural Sciences.

Available at <http://www.jircas.affrc.go.jp/>

National Agriculture and Forestry Research institute .

Available at <http://www.nafri.org.la/>

World Agricultural Information Centre.

Available at www.fao.org/WAICENT/

LIS18108DCE-INFORMATION TECHNOLOGY - THEORY

(4 credits)
Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

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

Student Learning Outcome

- The course is framed keeping in view the essence of building the theoretical IT foundation among the students in order to make them comfortable in understanding and using different operating systems, Database Management systems, Software packages etc. for implementing library automation in different setups.

Unit I

- 1.1 Information Technology: Foundation & components.
- 1.2 Computer: Genesis, Components & Functions.
- 1.3 Computer: Development & Generations.
- 1.4 Peripheral Devices:
 - 1.4.1 Memory: Primary and Secondary.
 - 1.4.2 Storage Devices, Communication Devices, Multimedia Devices.

Unit II

- 2.1 Operating System: Genesis, Development and Functions.
- 2.2 MS DOS: Introduction, Structure and Commands.
- 2.3 Windows: Features.
- 2.4 Linux: Features and brief commands.
- 2.5 Windows NT: Components and Features.
- 2.6 SERVER: Functions & Client Server Architecture

Unit III

- 3.1 Programming: Fundamentals.
- 3.2 Algorithm and Flowcharts.
- 3.3 Programming Languages: Tools.
- 3.4 Generations of Programming Languages: An Overview

Unit IV

- 4.1 MS-Word, MS-Excel, MS-PowerPoint.
- 4.2 DBMS and RDBMS: concepts, structure, applications.
- 4.3 MS Access: Features, design and query formulation.
- 4.4 Bibliographical Database: ISIS family (CDS/ISIS and WINISIS.)

Suggested Readings:

- Aswal, R.S. (2003). *CDS/ISIS for windows: A Handbook for Librarians*. New Delhi: EssEss Pub.
- Clarke, A. (2005). *IT Skills for successful Stud*. New York: PalgraveMacmillan.
- Date, C.J. (2004). *An introduction to database systems*. Boston: Pearson Addison Wesley.
- Desai, B. C. (2003). *An introduction to database systems*. St. Paul: West Pub.
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- MacDonald, M. (2010). *Excel 2010*. Beijing: O'Reilly.
- 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. (2003). *Windows Server 2003: A beginner's guide*. New York: Mc Graw-Hill/Osborne.

- Mathews, M. S., & Mathews C. (2007) *Microsoft Office Word 2007 Quicksteps*. New York: McGraw-Hill.
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- Pogue D. (2006). *Windows XP for starters*. Sebastopol, CA: Pogue.
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- Rathbone, A. (2009). *Windows 7 for dummies*. Hoboken, N.J: Wiley.
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- Ray A. K, Acharya T. (2004). *Information Technology: Principles and applications*. New Delhi: Prentice Hall.
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- Weverka, P. (2007). *Office 2007 all-in-one desk reference for dummies*. Hoboken, NJ: Wiley Pub. Inc.

Websites (Illustrative):

UNESCO. (2007). Available at

<http://www.unesco.org/isis/files/winisis/windows/doc/english/WINISIS15rev.pdf>

**LIS18207DCE -PRESERVATION AND CONSERVATION TECHNIQUES
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- 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.

Student learning outcomes:

- The students will be familiar with the field of preservation and conservation. Its importance in the age of fast technological obsolescence.
- The students will plan the preservation activities and can set up preservation labs for the rehabilitation of the document in their respective workplaces.

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
- 3.2 Strategies of Digital preservation
- 3.3 Large-scale digital preservation initiatives (LSDIs)

Unit-IV

- 4.1 Digital preservation: Issues and challenges
- 4.2 Threats to Digital Materials
- 4.3 Organizational Issues & Resourcing Issues

Suggested Readings

- Roberts, Matt T. and Don Hetherington, *Bookbinding and the Conservation of Books: A Dictionary of Descriptive Terminology*. <http://palimpsest.stanford.edu/don/don.html>
- Northeast Document Conservation Center (NEDCC) Preservation leaflets, <http://nedcc.org/resources/leaflets.list.php>
- Handling Rare Materials*. YouTube: Folger Shakespeare Library, 28 June 2011. <http://www.youtube.com/watch?v=5NWYruNYILw>
- Meeting the challenge of media preservation: Strategies and solutions*. Indiana University Bloomington Media Preservation Task Force, Aug 2011. Read chapters 4 and 5. <http://www.indiana.edu/~medpres/>
- Definitions of Digital Preservation. Chicago: American Library Association Preservation and Reformatting Section, 2007. <http://www.ala.org/ala/mgrps/divs/alcts/resources/preserv/defdigpres0408.cfm>
- Digital Preservation FAQs. National Archives [UK]. <http://www.nationalarchives.gov.uk/information-management/projects-and-work/digital-preservation-faqs.htm>
- Kenney, Anne R., Nancy Y. McGovern, et al. *Digital Preservation Management: Implementing Short-Term Strategies to Long-Term Problems*, online tutorial: <http://www.icpsr.umich.edu/dpm/>
- Barateiro, José, Gonçalo Antunes, Filipe Freitas, and José Borbinha. Designing digital preservation solutions: A risk management-based approach. *The International Journal of Digital Curation* 5.1 (2010). <http://www.ijdc.net/index.php/ijdc/issue/archive>
- Northeast Document Conservation Center (NEDCC) Preservation leaflets, <http://nedcc.org/resources/leaflets.list.php>
- Model Preservation Policies for Ohio's Cultural Heritage Institutions <http://cdm16007.contentdm.oclc.org/cdm/landingpage/collection/p16007coll7>
- Calvi, Elise, Yvonne Carignan, Liz Dube, and Whitney Pape. *The preservation manager's guide to cost analysis*. Chicago: ALCTS/PARS American Library Association, 2006. Chapter 3: Identifying and calculating costs, pp. 7-28. Posted on the CTools site, <https://ctools.umich.edu/portal>
- Simpson, Duncan, *Contracting out for digital preservation services: information leaflet and checklist*. *The Digital Preservation Coalition*, 2004. <http://www.dpconline.org/advice/dpc-reports> [scroll to the bottom of the page to find the link under DPC Guides]
- Lacinak, Chris, *Project outsourcing: Navigating the client/vendor relationship to achieve your project goals*. Brooklyn, NY: AudioVisual Preservation Solutions, 2006. <http://www.avpreserve.com/avpsresources/papers-and-presentations/>
- Smith, Abby. Valuing preservation. *Library Trends* 56.1 (Summer 2007) 4-25. Access via U-M Library/Project Muse: http://muse.jhu.edu/journals/library_trends/ [accessible from a U-M IP address or via login to the University Library]; a pdf copy is posted to the class CTools site, <http://ctools.umich.edu>
- Bradley, Kevin. Defining digital sustainability. *Library Trends* 56/1 (2007): 148-63. Posted on the CTools site, <https://ctools.umich.edu/portal>
- Courant, Paul N., and Matthew "Buzzy" Nielsen. On the cost of keeping a book. In *The idea of order: Transforming research collections for 21st century scholarship*, Washington, D.C. Council for Library and Information Resources (June 2010): 81-105. <http://www.clir.org/pubs/abstract/pub147abst.html>
- Demas, Sam, and Wendy Lougee. Shaping a national collective collection: Will your campus

participate? *Library Issues*, 31.6 (July 2011). <http://samdemasconsulting.com/wp-content/uploads/2011/08/LibraryIssues-Article-July-20112.pdf>

DIGITAL PRESERVATION RESOURCES

Digital Public Library of America (DPLA) Self-Guided Curriculum for Digitization

National Digital Information Infrastructure and Preservation Program

The Signal: Digital Preservation Digital Curation Centre

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, & Ferett, 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.dictionay, 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.

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

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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

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- 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.
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- Evans, G. E., Intner, S. S., & Weihs, J. R. (2011). *Introduction to technical services*. Santa Barbara, Calif. [u.a.: Libraries Unlimited.
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- 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.
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- 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.
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- Peck, P. (2006). *Crash course in children's services*. Westport, Conn: Libraries Unlimited.

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

- Alegbeleye, Bunmi(1993). Disaster Control Planning for Libraries, Archives and Electronic Processing Centres in Africa. Ibadan: Options Book and Information Services.
- Alire, Camila, ed. (2000). Library Disaster Planning and Recovery Handbook. New York: Neal-Schuman Publishers.
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National Institute for the Conservation of Cultural Property (1997). Emergency Response and Salvage Wheel. 1997. Washington, D.C.: National Institute for the Conservation of Cultural Property, produced in cooperation with the National Task Force on Emergency Response, an initiative of the Federal Emergency Agency, The Getty Conservation Institute, and the National Institute for the Conservation of Cultural Property. Translated into Chinese, Dutch, French, Japanese and Spanish. <http://www.heritagepreservation.org/PROGRAMS/Wheel1.htm>

Norris, Debbie Hess (1998). Disaster Recovery. Salvaging Photograph Collections. Philadelphia, Pennsylvania: Philadelphia Conservation Centre for Art and Historic Artifacts.

Ogden, Sherelyn, ed. (1999). Preservation of Library and Archival Materials: A Manual, Third

edition. Andover, Massachusetts: Northeast Document Conservation Center.

Smithsonian Institution, et al, compilers (1993). *A Primer on Disaster Preparedness, Management and Response: Paper-Based Materials*. 1993 Washington, D.C.: Smithsonian Institution, National Archives and Records Administration, Library of Congress and National Park Service. Translated into Spanish. <http://sul-server-2.stanford.edu/bytopic/disasters/primer/>

Stovel, Herb (1998). *Risk Preparedness: A Management Manual for World Cultural Heritage*. Rome: ICCROM.

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Trinkley, Michael (1993). *Hurricane! Surviving the Big One: A Primer for Libraries, Museums, and Archives*. Atlanta: Southeastern Library Network, Inc. (SOLINET).

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Van der Hoeven, Hans and Joan van Albada(199. *Memory of the World: Lost Memory - Libraries and Archives Destroyed in the Twentieth Century (CII-96/WS/1)*. Paris: UNESCO.

Walsh, Betty (1997). *Salvage Operations for Water Damaged Archival Collections: A Second Glance and Salvage at a Glance*. WAAC Newsletter 19(2):12-23.
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Wellheiser, Johanna and Jude Scott. With John Barton (2002). *An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Record Centers*, Second edition. Lanham, Maryland and Ottawa: Scarecrow Press and Canadian Archives Foundation.

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.

Suggested Readings

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- Ackermann, E., & Hartman, K. (2014). *Information Specialist's Guide to Searching and Researching on the Internet and the World Wide Web*. Florence: Taylor and Francis.
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**LIS18101CR FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

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.

Student learning outcomes

- The course will help in indoctrinating effective professional skills among students for successfully professionalizing modern libraries using exciting professional skills, professional association when they are going to exercise their acquired knowledge at practice level.

Unit I

- 1.1 Library: Basic concept with Historical foundation of libraries.
- 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 – Need and purpose. Library legislation in India – problems and prospects.
- 2.4 Intellectual Property Right: Basic Concept and issues with special emphasis on copy right Act in Indian context

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 Library and information Science education and research in India

Unit IV

4.1 Role of International promoters for development of Libraries:

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

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

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

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Khanna, J.K. (1987). *Library and society*. Kurukshetra: Research Publisher.

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- Venkatappiah, V. (1990).*Indian Library Legislation (2 Vol.s)*. Delhi: Daya Publications.
- Verma, S. R. (2005). *Foundations of library and information science*. New Delhi: Shree Publishers & Distributors.
- Wall, Raymond.A (1993) *Copy right made easier*. London, Aslib

Websites (Illustrative) :

- American Library Association. Available at
<http://www.ALA.org>
- Information Library Network. Available at
<http://www.inflibnet.ac.in>

LIS18401CR- Research Methods

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- To get acquainted with foundations of research, various methods (including online ones), planning, designing and professional reporting in the field of Library and Information Science.

Student learning outcome:

- Since a clear understanding of research is of utmost importance for those who want to work successfully in the research environments, the paper will provide a professional and practical exposure to the students about the fundamentals of research and prepare them for their future research endeavors. The paper will also explore the real benefits of research which will help the would-be researchers to grow as professionals for the expansion and enrichment of existing knowledge in their interested fields.

Unit-I

- 1.1 Research: Foundations, Need & Ethics with special reference to online ethics.
- 1.2 Research: Types and Steps.
- 1.3 Barriers in Research.

Unit-II

- 2.1 Research Design/Research Proposal: Structure and preparation of a model synopsis.
- 2.2 Hypothesis: formulation, types.
- 2.3 Citation and Reference Styles with Special emphasis on APA Style.
 - 2.3.1 Online Citation and Reference Management Tools (Mendeley etc.)

Unit-III

- 3.1 Review of Literature (Tools and Techniques)
- 3.2 Research Methods:
 - 3.1.1 Historical: Definition, Characteristics and Stages
 - 3.1.2 Descriptive: Definition, Characteristics and Stages (Survey, Case Study etc.)

3.1.3 Experimental: Definition, Characteristics, Steps/Procedures,

3.1.4 Spiral of Scientific Method

Unit-IV

4.1 Data Analysis Software and Applications: SPSS Overview

4.2 Research Report: Form, Structure and guidelines.

4.3 Research Communities: With Special Reference to Virtual Research Communities
(VRC's)

Suggested Readings

Arora, P.N., &Arora, S. (2000). *C A Foundation course statistics*. (4thRev.ed.)New Delhi: S.Chand.

Allan, B. (2010). *Supporting Research Students*. London:Facet

Baker, L. (2006). *Research methods*. U.S.A: John Hopkins University Press.

Barry, C.A.(1997). Information Skills for an Electronic World: Training Doctoral Research Students.
Journal of Information Science, 23 (3), 225-238.

Busha, C.H., &Harter, S. H. (1988).*Research Methods in librarianship: techniques and interpretation*. New York: Academic Press.

Chiang, K.H. (2003). Learning experiences of doctoral students in U.K Universities. *International Journal of Sociology and Social Policy*, 23 (1/2), 4-32.

Croxtan, F. E. (1969). *Applied general statistics*. (3rded). New Delhi: Prentice Hall.

Denzin, N. K., & Lincoln, Y. S. (1994).*Handbook of qualitative research*. Thousand Oaks: Sage Publications.

Elhance, D.N. (2005). *Fundamentals of statistics*.Allhabad: KitabMahal.

Frankfort, C., &Nachmias, D. (1999).*Research methods in social sciences*. (6thed. New York: Worth Publishers.

Goode, W. J., &Hatt, P .K. (1952).*Methods in social research*.New York, McGraw-Hill.

Gosh, B.N. (1984). *Scientific method and social research* (2nded.).Delhi: Sterling.

Goswami, P. R. (1996). *Statistical information system and libraries*. New Delhi: Anmol Pub.

Gupta, S.C., &Kapoor, V.K. (2001).*Fundamentals of mathematical statistics*. NewDelhi: Sultan Chand.

James, T. Mc. C. (2005). *First course in statistics*. (9thed.). New Delhi: Prentice Hall.

Khanna, J.K. (1997). *Library Compendium*. New Delhi: Beacon Books.

Kumar, K. (1999). *Research Methods in Library and Information Science*. (2nd Rev. ed.). New Delhi:

Har-Anand Publications.

- Powell, R..R., &Connaway, L. S. (2004).*Basic research methods for librarians*. West Port, Conn : Libraries Unlimited
- Sharma, R. D. (1988). *Research methods in social sciences*. New Delhi: National Book Organization.
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- Simpson, I.S. (1988). *Basic statistics for librarians*.(3rd Rev ed.). U.K: Library Association.
- Singh, S.P. (2002). *Research methods in social sciences: a manual for designing questionnaire*. New Delhi: Kanishka Publishers.
- Somekh, B., &Lewin, C. (2005).*Research methods in the social sciences*. London: Sage Publications.
- Sproull, N .L. (1988).*Handbook of research methods: a guide for practioners and students in social sciences*. Metuchen, N.J: Scarecrow Press.
- Trochim, W. M.K. (2003). *Research Methods* (2nd ed.). New Delhi: Biztantra.

**LIS18106DCE-ORIENTAL LIBRARY SYSTEM
(4 Credits)**

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objectives

- To understand development, emergence and collection of Oriental Libraries.
- To recognize various strategies for organization and preservation of the oriental collection.
- To understand the importance of digitization and digital preservation for the cultural treasure.

Students learning outcome

- The students will develop the proficiency to identify and handle the oriental collection.
- They will be able to recognize the appropriate methods for the organization, preservation and digitization of the said collection.
- Students will understand the problems and could offer solutions faced by oriental libraries at Global, national and regional levels.

Unit I

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

UnitII

- 2.1 Organization 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

Unit 1V

- 4.1 Preservation of manuscripts

4.2 Preservation program of manuscripts: assessment of initiatives in India

4.3 Preservation program: challenges and issues

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 modernmanuscript library* : Scarecrow Press.(NA)

Dana, John Cotton. (1907). *A brief outline of the history oflibraries*, 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, calendaringand arranging of manuscripts* ,US : Govt. Print. Office., Library BranchLibrary 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/

Cambridge University Library Available at www.lib.cam.ac.uk/

Indira Gandhi National Centre for the Arts , Available at www.ignca.nic.in/

KhudaBakhsh Oriental Public Library , Available at kblibrary.bih.nic.in/

Rampur Raza Library , Available at razalibrary.gov.in/

Royal Asiatic Society London, Available at www.royalasiaticsociety.org/

The British Library - The world's knowledge, Available at www.bl.uk

LIS18304DCE - OPEN ACCESS ENVIRONMENT
(4 Credits)
Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

- To sensitize the students with OA movement and its tool, resources, challenges and opportunities

Students leaning outcome

After completion of this course, you will able to:

- Learn about scholarly communication process and various stages of research life cycle.
- Have know-how of concept, significance and genesis open access resources.
- Understand the concept of Creative common licenses and their different types with precise knowledge and implications.
- Learn about evolving open metrics and altmetrics to measure the scholarly output and their performance.

Unit-I Scholarly Communication Process

- 1.1 Research Lifecycle
- 1.2 History and Evolution of Scholarly Communication
- 1.3 Status and Trends
- 1.4 Role of Stakeholders

Unit-II Open Access: History and Developments

- 2.1 Open Access: Definition, Philosophy and Evolution
- 2.2 Approaches to Open Access
- 2.3 Benefits of Open Access
- 2.4 Arguments against Open Access and Responses
- 2.5 Open Access Business Models
- 2.6 Long-Terms Preservation Models

Unit-III Rights and Licenses

- 3.1 Intellectual Property Rights
- 3.2 Open Licenses
- 3.3 Support Tools and Services

Unit IV Advocacy for Open Access and Metrics

- 4.1 Open Access Advocacy
- 4.2 Training &Development
- 4.3 Open Access Metrics
- 4.4 Emerging Indicators (H-Index and Derivatives)

Suggested Readings

- Abadal, E. (2012). Challenges for open access journals: quantity, quality and economic sustainability. *Hipertext.net*, 10. Retrieved from <http://www.upf.edu/hipertextnet/en/numero-10/challenges-for-open-accessjournals-quantity-quality-and-economic-sustainability.html>.
- Abel, R., Newlin, L. W., Strauch, K. P., & Strauch, B. (2002). *Scholarly publishing: Books, journals, publishers, and libraries in the twentieth century*. New York: Wiley.
- Andersen, D. L. (2004). *Digital scholarship in the tenure, promotion, and review process*. Armonk, N.Y: M.E. Sharpe.
- Björk, B-C et al. (2010). Open access to the scientific journal literature: situation 2009. *PLoS ONE*, 5(6). doi:10.1371/journal.pone.0011273
- Borgman, C. L. (1990). *Scholarly communication and bibliometrics*. Newbury Park: Sage Publications.
- Braxton, J. M. (1999). *Perspectives on scholarly misconduct in the sciences*. Columbus: Ohio State University Press.
- Chan, Leslie. (n.d.). *Exciting Potential of Scholarly Electronic Journals*. CAUT.
- Davis-Kahl, S., & In Hensley, M. K. (2013). *Common ground at the nexus of information literacy and scholarly communication*.
- Gu, Feng & Widén-Wulff, Gunilla (2011). Scholarly communication and possible changes in the context of social media: A Finnish case study. *The Electronic Library*, 29(6), 762-776.
- Harnad, S. (2008). The postgutenberg open access journal. In Cope, B.; Phillips, A (eds.). *The future of the academic journal*. London: Chandos. <http://eprints.soton.ac.uk/265617/2/PG-chandos-harnad.pdf>
- Harnad, S. (2010). *The Open Challenge: A Brief History*. *Public Service Review: European Science & Technology*, 9, 13-15.
- Joshi, Meenakshi. (2000). *Scholarly Communication and the Internet*. (<Http://hdl.handle.net/1849/38>.) drtc.
- Knapp, M. L., Daly, J. A., & International Communication Association. (2004). *A guide to publishing in scholarly communication journals*. Mahwah, N.J: Lawrence Erlbaum.
- Laakso, M., et al. (2011). The development of open access journal publishing from 1993 to 2009. *PLoS ONE*, 6(6). doi:10.1371/journal.pone.0020961
- Loy, M. (2011). *Hindawi Publishing Corporation: Growing an Open-Access Contributor-Pays Business Model*. Updated 2011. London: Ithaka. http://sca.jiscinvolve.org/wp/files/2009/05/iDF153SCA_Ithaka_CaseStudies_v2_Hindawi_v1-03.pdf
- Parekh, H. (1999). *Internet in the scholarly communication process*. Mumbai: KnowledgeWare.
- Shorley, D., & Jubb, M. (2013). *The future of scholarly communication*. London: Facet Publishing.
- Sompel, Herbert van de, Payette, Sandy, Erickson, John, Lagoze, Carl, & Warner, Simeon. (n.d.). *Rethinking scholarly communication: building the system that scholars deserve*.
- Suber, P. (2009). Ten challenges for open-access journals. *SPARC Open Access Newsletter*, 138. Retrieved from <http://legacy.earlham.edu/~peters/fos/newsletter/10-02-09.htm>.
- Swan, A. (2006). *Repositories overview: policies and implementation*. *Open Scholarship 2006: New challenges for Open Access repositories*. Retrieved from <http://eprints.ecs.soton.ac.uk/17498/>
- Villarroya, A. et al. (2012). Business models of publishers of scientific journals: Implications for Open Access. *El profesional de la información*, 21(2), 129-135.

Online Videos Tutorials

Flanders, Julia(2012). *Defining Scholarly Communication*. available at

<https://www.youtube.com/watch?v=8aybpzHLZuo>

Garfield,Eugene(n.d). Communicating science. available at
<http://www.webofstories.com/play/eugene.garfield/72>

Raff, Martin (n.d). Advice to Young Scientists: Do Important Science! available at
<http://www.webofstories.com/play/martin.raff/5>

University of Guelph (2014). Introduction to Scholarly Communication. available at
<https://www.youtube.com/watch?v=E9WcbnAOPVA>

LIS18308DCE- OPEN SOURCE TECHNOLOGY

(4 Credits)

Credit Pattern

Lecture	Tutorial	Practical	Total
3	1	0	4

Objective

To focus on various aspects of Open Source Technology and develop skills for installing and using different Open Source Software.

Student Learning Outcome

- The course is framed keeping in view the essence of building the theoretical foundation about Opensource software among the students in order to make them familiar about open source software and its use in different systems as a viable alternative to commercial software.

Unit I

Open Source: Basics

- 1.1 Open Source: Concept and Development.
- 1.2 Open Source Initiative
- 1.3 Open Source Licensing: An overview
- 1.4 Open Source: Issues and Challenges

UnitII

Open Source Software

- 2.1 Open Source Software: Definition and Characteristics.
- 2.2 Open Source Software in different Setups: An overview
- 2.3 Benefits of Open Source Software Technology

Unit-III Open Source Environments

- 3.1 Open Source Operating Systems: Ubuntu, and FreeBSD.
- 3.2 Apache OpenOffice, LibreOffice and Neo Office
- 3.3 Open Source Database tools: MySQL, PostgreSQL and SQLite.

Unit-IV Open Source Software and Libraries

- 4.1 Open Source Software for Digital Libraries and Institutional Repositories.
- 4.2 Open Source Content Management Systems: An overview
- 4.3 Open Harvester Systems for Libraries.

Websites (Illustrative):

Apache OpenOffice(2018).Apache OpenOffice.Available at <https://www.openoffice.org/>

Drupal(2018).Drupal.Available at <https://www.drupal.org/>

FreeBSD(2018).FreeBSD.Available at <https://www.freebsd.org/>

Joomla(2018).Joomla.Available at <http://www.joomla.org/>

LibreOffice(2018).LibreOffice.Available at <https://www.libreoffice.org/>

MySQL(2018).MySQL.Available at <https://www.mysql.com/>

NeoOffice(2018).NeoOffice.Available at <https://www.neooffice.org/neojava/en/index.php>

OpenCms(2018).OpenCms.Available at <http://www.opencms.org/en/>

Open Harvester Systems (2018).Open Harvester Systems.Available at <https://pkp.sfu.ca/ohs/>

