Minutes of meeting of Board of Studies (Library and Information Science), Central Sanskrit University, New Delhi

An online meeting of Board of Studies of Library and Information Science was held at on 27.09.2023 at 11 a.m. under the chairmanship of Dr. Ramroop, CSU, Ganganath Jha Campus, to approve the syllabus of PG Diploma in Library and Information science as directed by the Dean Academics, Central Sanskrit University.

Discussion on		Recommendation
(I)	Draft of syllabus of LIS courses as per NEP 2020: Syllabus of Post Graduate Diploma in Library and Information Science	Approved

The meeting ended at 1.00 p.m. with the vote of thanks to the chair.
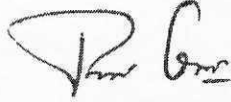
Members attended the meeting.

1. **Dr. AnandRautmale**
   (Central Sanskrit Univesity, Guruayoor Campus) -   Internal Member

2. **Dr. SnehlataUpadhyaya**
   (Central Sanskrit University, New Delhi)   -   Internal Member

3. **Sh. Naveen Dobriyal**
   (Central Sanskrit University, Devparyag Campus)-   Convener

Dr. Ramroop (Chairman) BoS, LIS

Curriculum

of

Post Graduate Diploma in Library and Information Science (PGDLIS)

As per NEP 2020 Guidelines

Central Sanskrit University
New Delhi

2023-24

Course Structure (PGDLIS)

Course Code	Course Name	Credit Distribution				Marks (Scaled)
		L	T	P	Total	
FIRST SEMESTER						
PGDLIS/MJ/111	Foundation of Library & Information Science	3	0	0	3	100
PGDLIS/MJ/112	Organization of Knowledge- Classification & Cataloguing: Theory	3	0	0	3	100
PGDLIS/MJ/114	ICT Applications in Library: Theory	3	0	0	3	100
PGDLIS/MN/115	Information Sources and Services	2	0	0	2	100
PGDLIS/APTS/117	Organization of Knowledge- Classification: Practice	0	0	4	4	100
Interdisciplinary Courses						
PGDLIS/MJ/113	Personality Development & Communication Skill	3	0	0	3	100
PGDLIS/MN/116	Community Information Service	2	0	0	2	100
	Total	16	0	4	20	700
SECOND SEMESTER						
PGDLIS/MJ/121	Management of Library & Information Centers	3	0	0	3	100
PGDLIS/MJ/122	Information Storage and Retrieval System	3	0	0	3	100
PGDLIS/MJ/123	ICT Applications in Library: Practice	0	0	3	3	100
PGDLIS/MN/125	Information System & Networks	2	0	0	2	100
PGDLIS/APTS/126	Organization of Knowledge- Cataloguing Practice	0	0	4	4	100
Interdisciplinary Courses						
PGDLIS/MJ/124	Media and Information Literacy	3	0	0	3	100
PGDLIS/MN/127	E-Resources	2	0	0	2	100
	Total	13	0	7	20	700
	Grand Total	29	0	11	40	1400

Note-

IMj = Interdisciplinary Major
DMn=Disciplinary Minor
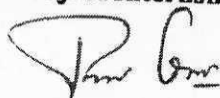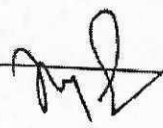IMn=Interdisciplinary Minor
FP/Ints/Apts = Field Project/Internship/Apprentice
L- Lecture
T-Tutorial
P-Practical

PGDLIS- First Semester

Paper Code: P G D LIS/MJ/111

Paper Name: Foundation of Library and Information Science

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: To acquaint the students with the basic concept and philosophy of Librarianship.

Outcome: After completion of the course, students will be able to develop their interest in the subject, understand the basic concept and philosophies of the subject and identify the professional associations and their role in the field.

Unit 1: Libraries – Concepts, Types, its Role, and Development
- Types of Libraries: Features and Functions, Five Laws of Library Science
- Growth and Development of Libraries in UK, USA, and India
- Library Extension Services
- Library Movement and Library Legislation.

Unit 2: Professional Associations and Organizations
- LIS Educations, Skills and Competencies
- Professional Ethics
- Professional Associations: IFLA, SLA, ILA, IASLIC
- Information and Documentation Organizations: UNESCO, CSIR-NIScPR, DESIDOC, NASSDOC

Unit 3: Information and Communication
- Data, Information and Knowledge: Conceptual Difference
- Information Transfer Cycle, Information as Resource
- Communication: Channels, Media, Models and Barriers
- Knowledge society and knowledge economy

SUGGESTED BOOKS

American Library Association (2003). Information policies: A compilation of position statements, Principles Statutes and other pertinent statements. ALA: Chicago Press.

Amudhavalli, A. & Singh, Jasmer(2000). Challenges and Changes in Librarianship, New Delhi: B. R. PuPGDLIShingCorporation.

Baker, David. (2011). Libraries and Society: Role, Social Responsibility, and Future Challenges. Oxford:Chandos PuPGDLIShing.

Khan, Riyazuddi.(2006). Introduction to Library Science. New Delhi: S.B.S. Publication.

Khanna, J. K. (2003). Library and Society. New Delhi: EssEss Publications.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R.

PuPGDLIShing.Kumar, S. & Sah, Leena. (2000). Public Library Act in India, New Delhi: Ess Ess

Publications.

M. Esperanza A. C. (2004). Perspective of Library Movement in India. New Delhi: B R PuPGDLIShing Corporation.

Ngurtinkhuma, R. K. (2011). Public Library in India. New Delhi: Today and Tomorrow.

Ranganathan, S. R. (1988). The Five Laws of Library Science. New Delhi: Sarada Ranganathan Endowment for Library Science.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman PuPGDLIShers.

Feather, John. (2004). The Information Society: A study of continuity and changes. Landon: Facet PuPGDLIShing.

Kumar, P.S.G. (1999). Fundamental of Information Science. New Delhi: S. Chand and Co.

Kumar, P.S.G. (2003). Foundations of Library and Information Science. New Delhi: B. R. PuPGDLIShing.

McBride, P. K. (2001). Career Award Information and Communications Technology: Foundation Level. Cambridge University Press.

Prasher, R. G. (2004). Information and Its Communications. New Delhi: Medallions Press.

Rai, A. N. (2000). Communication in Digital Age. New Delhi: Author Press.

Rubin, Richard. (2010). Foundations of Library and Information Science. New York: Neal-Schuman

PuPGDLIShers.Sharma, C, R. & Singh, U. N. (2003). Information Technology. New Delhi: Shree

PuPGDLIShers and Distributers.

PGDLIS- First Semester

Paper Code: PGDLIS/MJ/112

Paper Name: Organization of Knowledge – Classification & Cataloguing: Theory

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: *To apprise the students with the organization of knowledge with different basic concepts and philosophies of library classification in theory and practice.*

Outcome: *After completion of the course, students will understand the basic concept and philosophies of library classification, functions of different classification schemes available; and recent trends and developments in the subject and will be able to classify library resources by using DDC scheme.*

Unit 1: Knowledge /Library Organization/Classification
- Universe of Knowledge/Subjects: Structure and Attributes
- Modes of Formation of Subjects
- Library Classification Schemes: DDC, UDC and CC
- Planes, Canons, Fundamental Categories, Postulates, Facet Analysis and Sequence, Phase Relation, Notation, Devices, Mnemonics

Unit 2: Knowledge/Library Organization/Cataloguing
- Catalogue: Definition, Objectives, Functions and Types
- Introduction to Catalogue Codes: CCC, AACR-IIR
- Kinds of Entries and their Elements of Description
- Elements of Bibliographic Description of Non-Book Material (AACR-IIR)

Unit 3: Standards of Bibliographic Description and Record Formats
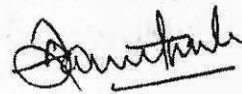- RDA, FRAD, FRBR
- Standards for Bibliographic Information Interchange and Communication- ISO 2709, Z39.50
- Subject Heading Lists: SLSH & LCSH.
- ISBN & ISSN,
- Bibliographic Records Format- MARC 21, UNIMARC, CCF

SUGGESTED BOOKS

Broughton, Vanda. (2004). Essential Classification. London: Facet PuPGDLIShing.

Comaromi, J. P., Warren, M. J. & Dewey, Melvil. (1982). Manual on the Use of the Dewey Decimal Classification. Forest Press.

Dewey Decimal Classification. (2011). 23rd edition. Ohio: OCLC.

Dhiman, A. K. & Yashoda Rani. (2005). Learn Library Classification. New Delhi: Ess Ess.

Dhyani, Pushpa. (2006). Classifying with Dewey Decimal Classification. New Delhi :Ess Ess.

Husain, Sabahat. (2004). Library Classification: Facets and Analysis. Delhi: B. R. PuPGDLIShing.

Jennex, Murray E. (2008). Knowledge Management: Concepts, Methodologies, Tools and Applications. New York: Information Science Reference.

Kao, Mary L. (2003). Cataloguing and Classification for Library Personnel. Mumbai: Jaico.

Khan, M. T. M. (2005). Dewey Decimal Classification. New Delhi: Shree PuPGDLIShers

Kumar, P. S. G. (2003). Knowledge Organization, Information Processing and Retrieval Theory. Delhi: B. R. PuPGDLIShing.

Mary, Mortimer. (2007). Learn Dewey Decimal Classification (Edition 22). Friendswood, US: Total Recall Publications

Pathak, L. P. (2000). Sociological Terminology and Classification Schemes. New Delhi: Mittal Publications.

Ranganathan, S. R. (2006). Philosophy of Library Classification. Bangalore: Ess Ess.

Singh, Sonal. (1998). Universe of Knowledge: Structure & Development. Jaipur: Raj PuPGDLIShing.

Sood, S. P. (1998). Universe of Knowledge and Universe of Subjects. Jaipur: G. Star Printers.

Taylor, A. G. (2007). Introduction to Cataloguing and Classification (10thed.). New Delhi: Atlantic.

PGDLIS- First Semester

Paper Code: PGDLIS/MJ/113

Paper Name: Personality Development & Communication Skills

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objective: To make the students familiarize personality and communication skills.

Outcome: After completion of the course, students will be able to develop their personality, communication, and marketing skills effectively.

Unit 1: Personality and its Development

- Personality: Definition, Types, Traits and Determinants
- Social, Soft and Influencing Skill Development
- Grooming the Self - Attitude, Appearance, Time, and Stress Management Skills

Unit 2: Communication Skill

- Professional Communication Skills (Verbal, Non-Verbal & Written)
- Technical Communication Skills and Editorial Tools
- The Art of Public Speaking - Understanding the Audience, Presentation, Body Language, Interpersonal Skills, and ability to listening Skill

Unit 3: Marketing Skills, Public Relations & Leadership

- Marketing Planning and Strategy - Publicity and Promotion
- Public Relations and Liasoning with Library Authority and Patrons
- Organizational Ability, Team Leadership and Problem Solving
- Negotiation Skills & Strategies

RECOMMENDED BOOKS

Aitchison, J. (1988). Teach Yourself Linguistics. Hodder and Stoughton.

Booth, P. F. (1991). Report Writing. 2nd ed. Kings Ripton: Huntington.

Chandler, B. E. (1983). Technical Writer's Handbook. Ohio: American Society for Metals.

Chandra, A. and Saxena, T. P. (1979). Style Manual. New Delhi: Metropolitan Books.

Cooper, B. M. (1986). Writing Technical Reports. New York: Penguin.

Gerson, S. J. and Gerson, S. M. (1992). Technical Writing, Process and Product. Englewood Cliff's: Prentice Hall.

Gladis, S. D. (1993). Write type, personality types and writing styles. Amherst, Mass.: Human Resource Development Press.

Gupta, S. (2009). Personality development and communication skills. Jaipur, India: Book Enclave.

Harrison, C. (1980). Readability in the Classroom. Cambridge: Cambridge University Press.

Huckin, T. N. and Olsen, L. A. (1991). Technical Writing and Professional Communication for Non-Native Speakers of English. 2nd ed. New York: McGraw-Hill.

James, G. Gray. (1986). Strategies and Skills of Technical Presentations. Westfort: Greenwood Press.

Karten, N. (2010). Presentation skills for technical professionals achieving excellence. Ely: IT Governance Publications.

Masters, L. A., Wallace, H. R., & Harwood, L. (2011). Personal development for life and work (10th ed.). Australia: South-Western Carnage Learning.

McMurry, J. H. (2002). The etiquette advantage: personal skills for social success. Wilmington, NC: Stellar Publications.

Sherman, T. A. and Johnson, S. S. (1990). Modern Technical Writing. 5th ed. Englewood Cliff's: Prentice Hall.

Swain, D. V. and Swain, J. R. (1991). The Issue of Audience. In Scripting for the New Audio-Visual Technologies. 2nd ed. Chapter 4. Boston: Focal Press.

Van Alstyne J. S. (1986). Professional and Technical Writing Strategies. Englewood Cliffs, New Jersey: Prentice-Hall Inc.

Weisman, H. M. (1980). Basic Technical Writing. Columbus: Charles Orenill PuPGDLIShing.

PGDLIS- First Semester

Paper Code: PGDLIS/114

Paper Name: ICT Applications in Library: Theory

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objectives: To familiarize the students with the basics structure of Information and Communication Technology concept and hands on practice

Outcome: After completion of the course, students will be able to understand the development of computers, Communication technology Tools, DBMS concepts and Practices

Unit 1: Library Automation

- Purpose, Planning and Implementation
- Library Automation Software: Types and Features
- Library Management Software: SOUL, e-granthalaya, Koha
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serials Control

Unit 2: Automated Services

- Electronic Reference Services
- Bibliographic and Database Search Services
- CAS/SDI in Automated Environment
- Electronic Document Delivery Service
- Library 2.0

Unit 3: Library Networks, Consortia and Security

- Objectives, scope, and characteristics
- Major Library Networks: INFLIBNET, DELNET, OCLC
- Library Consortia: e-ShodhShindhu, NKRC, CeRA
- Library Security Technology: Barcode, RFID, CCTV, Biometrics, Smartcard

SUGGESTED BOOKS

Arora, Ashok &Bansal, Shefali. (2000). Computer Fundamentals. New Delhi: Excel Books.

Basandra, Suresh K. (1999). Computer Today. New Delhi :Galgotia Publications.

Chandrasekaran, M.; Govindaraju, S.; Huq, A. Abdul & Narayanan, T. R. (1996). Elements of Computer Science. New Delhi: New Age International.

Date, C. J. (2003). An Introduction to Database Systems. Pearson Education. New Delhi: BPB Publications,

Jain, Madhulika & Jain, Satish. (2007). Introduction to Database Management Systems. New Delhi: BPB Publication.

Kumar, P. S. G. (2004). Information and Communication. Delhi: B. R. Publication.

Leon, Alexis & Leon, Mathews. (2006). Fundamentals of Database Management Systems. Chennai: Vijan Nicole.

Matthew, Neil & Stones, Richard. (2008). Beginning Linux Programming. New Delhi: Wiley India.

Prasher, R. G. (2003). Information and its Communication. Ludhiana: Medallion Press.

Ramesh Babu, B. & Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development. Delhi: B. R. PuPGDLIShing.

Sinha, Pradeep Kumar & Sinha, Priti. (2007). Computer Fundamentals. New Delhi: BPB Publication.

Stallings, William. (2007). Computer Networking with Internet Protocols and Technology. Delhi: Pearson Education.

Sybex (2007). Linux Complete. BPB Publications, 2007: New Delhi.

Courter, G. and Marquis, A. (2005). Mastering Microsoft Excel 2002. New Delhi: BPB PuPGDLIShers.Cusumano, M. A. and Selby, R. W. (2003). Microsoft Secrets. London: Profile.

Johnson, O. and Hanson, R. (2003). Microsoft Word 2002 manual for Gregg College keyboard & document processing. New York: McGraw-Hill.

Minasi, Mark. (2001). Mastering Windows XP Professional. New Delhi: BPB PuPGDLIShers.

Norton, Peter et al. (1999). Peter Norton`s complete guide to Microsoft Office 2000. New Delhi: Techmedia.

Perspection, Inc. (2001). Microsoft Word 2002: simply visual. New Delhi: BPB PuPGDLIShers.

Walkenbach, John. (2007). Microsoft Office 2007 Bible. New Delhi: Wiley PuPGDLIShers.

Winston, Wayne L. (2007). Microsoft Office Excel 2007: data analysis and business modeling. New Delhi: Prentice-Hall

PGDLIS- First Semester

Paper Name: PGDLIS/MN/115

Paper Name: Information Sources and Services

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Objective: *To make the students aware different types of information sources with their specific features and characteristics.*

Outcome: *After completion of the course, students will be able to use different type of information sources.*

Unit 1: Information Sources

- Types of Information Sources – Primary, Secondary and Tertiary
- Documentary and Non-Documentary Sources
- Reference Sources: Categories, Characteristics and Usefulness
- Evaluation of Reference Sources: Print and Electronic
- Electronic Sources: E-Resources, social media, Subject Gateways, OPAC/Web OPAC
- Different sources of information of Indian Knowledge System

Unit 2: Information Services

- Information Services: Definition, Scope, Need and Functions
- Types of Information Services: Reference Service, Referral Service, Bibliographic Service, Translation Service, Indexing & Abstracting Service, Reprographic Service
- CAS, SDI, EDD
- Library 2.0 and its Impact on Library Services

SUGGESTED BOOKS

Choudhury, G. G. (2001). Information Sources and Searching on the World Wide Web. London: Facet PuPGDLIShing.

Choudhury, G. G. (2001). Searching CD-ROM and Online Information Sources. London: Facet PuPGDLIShing.Ghenney, F. N. (1980). Fundamentals of Reference Sources. New York: McGraw Hill.

Higgens, C. (Ed.). (1980). Printed Reference Materials. London: Library Association.

Mohapatra, M. et al. (1997). Access to Electronic Information. Bhubaneshwar: SIS Chapter.

Padhi, Pitambar. (1994). Reference Sources in Modern Indian Languages: Bhubaneshwar: Gangotri Devi.

Panda, K. C. and Gautam, J. N. (1999). Information Technology on the Cross Road from Abacus to Internet. Agra: Y K PuPGDLIShers.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols.). London: Library Association.

Guha, B. (1999). Documentation and Information Services (2nd ed.). Calcutta: World Press.

Krishan Kumar. (1984). Reference Service. New Delhi: Vikash Publication.

Lancaster, F. W. (1998). Indexing and Abstracting in Theory and Practice. Illinois: University of Illinois.

Panley, E. P. C. (1979). Technical Paper Writing Today. Boston: Houghton.

Ranganathan, S. R. (1991). Reference Service. Bangalore: Sarada Ranganathan Endowment.

Seetharama, S. (1997). Information Consolidation and Repackaging Framework, Methodology, Planning. New Delhi: Ess Ess Publications.

Walford, A. J. (1968-70). Guide to Reference Materials (3 Vols). London: Library Association.

PGDLIS- First Semester

Paper Code: PGDLIS/MN/116

Paper Name: Community Information Service

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Objective- To acquaint students with need and purpose of community information services.

Outcome- After completion of the course, students will be aware of developing community information center for providing services to the community.

Unit 1: Basics of Community Information
- Community Information: Definition, Origin and Scope
- Need for and Sources of Community Information
- Role of Libraries in Dissemination of Community Information

Unit 2: Community Information Services
- Community Information Services: Meaning, Types and Target Users
- Community Information Centres: Planning and Role of Information Services
- Community Information Services to Specific Communities
  a) Rural, Urban and Metropolitan Communities
  b) Industrial, Business Communities
  c) Academic, Research, Institutional and R & D Communities
  d) Physically/Mentally Disadvantaged Communities
  e) Children, Women and Senior Citizens
- Community Information Services in India, UK and USA

SUGGESTED BOOKS

Babu, B. Ramesh and Gopalakrishnan, S. (2004). Information, Communication, Library and Community Development/edited by Delhi, B.R. PuPGDLIShing.

Bunch, A. (1982) Community Information Services: Their Origin, Scope and Development. London, Clive Bingley.

Chandrasekhara Rao. (1996) V. Library Services for Tribal Community. Delhi: Delta PuPGDLIShing House.Durnance, J.C. (1984). Armed for action: Library Response to Citizen Information needs. New York:

Neal- Schuman.

Kahn, A.J et al. (1996). Neighborhood Information Centers: A study and Some Proposals. New York: Columbia University School of Social Works.

Vashishth, C.P. (ed.) (1995). Libraries as Rural Community Resource Centers. New Delhi, B.R. PuPGDLIShing Corporation.

PGDLIS- First Semester

Paper Code: PGDLIS/APTS/117

Paper Name: Organization of Knowledge- Classification Practice

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	4	04	20	20	60	100

Objective- To give the students hands on training on various kinds of jobs performed in the library.

Outcome- After completion of the course, the students will be in a position to aware of different typesof library functions and activities.

Library Classification (Practice)

- Assigning Class Numbers representing Simple, Compound, Complex Subjects according to DDC (Latest available edition)

Viva Voce-

Note: In practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20; C3 [Semester Exam (50 marks) + Viva voce (10 marks)] = 60 marks

PGDLIS- Second Semester

Paper Code: PGDLIS/MJ/121

Paper Name: Management of Library and Information Centers

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Unit 1: Management: Concept and Principles
- Scientific Management and its Applications in Libraries and Information Centers
- Elements of Management Process (POSDCORB)
- Total Quality Management, Disaster Management, Change Management, Time Management
- Project Management – PERT/CPM, SWOT Analysis
- Library Committee – Types and Functions

Unit 2: Physical Resource Management and Library Operations
- Library Building: Site, Selection, Planning
- Furniture, Fittings and Equipment: Standards and Specifications
- Collection Development and Management – Acquisition, Maintenance, Stock Verification, Weeding out Policy and Procedures
- Preservation and Conservation of Library Materials

Unit 3: Human and Financial Resource Management
- Organizational Structure
- Recruitment Procedures, Job Description, Job Analysis and Job Evaluation Performance Appraisal
- Financial management –Budgeting , Accounting and Auditing
- Measures of Budgetary Control

SUGGESTED BOOKS

Bryson Jo. (1996). Effective Library and Information Management. Bombay: Jaico Pub. House

Beardwell, Ian and Holden, Len (1996). Human Resource Management: A contemporary perspectives. London: Longman.

Chabhra, T N et. al. (2000). Management and Organisation. New Delhi: Vikas.

Drucker Peter F. (2002). Management Challenges for the 21st century. Oxford; Butterworth Heineman.

Evans, G. Edward and Layzell, Patricia.(2007). Management Basics for Information Professionals, Second Edition.Londn: Libraries Unlimited.

Johnson, Peggy. (2009). Fundamentals of Collection Development and Management, 2nd ed. ALA

Kotler, Philip (2003). Marketing Management. 11thed. New Delhi: Pearson.

Narayana, G J. (1991). Library and Information management. New Delhi: Prentice Hall of India.

Paton, Robert A. (2000). Change Management. New York: Response Books.

Rowley, Jennifer (2001). Information Marketing. Aldershot: Ashgate PuPGDLIShing Limited.

Smith, Judith Read, Mary Lea Ginn and Kallaus Norman, F. (2010). Records Management.7th ed. South-western, Division of Thomson Learning.

Stueart, Robert D and B. Moran. (2007). Library and Information Centre Management. 7th ed. London: Libraries Unlimited.

Stoner, James A F (et.al). (1996). Management: Global Perspectives. 10thed. New York: MC Graw Hill Inc.

PGDLIS- Second Semester

Paper Code: PGDLIS/MJ/122

Paper Name: Information Storage and Retrieval Systems

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objective- *To make the students aware of the indexing & vocabulary control techniques and searching of resources both through print and electronic medium.*

Outcome: *After completion of the course, students will be aware of using the indexing techniques to retrieve the useful resources for learning and research.*

Unit 1: Basics of Information Retrieval Systems
- Definition, Components and Types of ISAR Systems
- Information Retrieval Models
- Elements of File Organization

Unit 2: Indexing and Indexing Systems/Techniques
- Vocabulary Control Tools - List of Subject Headings and Thesaurus
- Introduction to Indexing- Indexing Language and its Characteristics
- Contributions of Cutter, Kaiser, Ranganathan,
- Assigned Indexing Systems (Pre-Coordinate and Post-Coordinate) vs Derived Indexing Systems (Title based, citation based and full text)

Unit 3: Information Searching and Information Retrieval
- Search Methods and Search Strategy, Boolean Search and Basic Search Techniques
- Internet Searching and Meta Search Engines
- Data Mining and Data Harvesting
- Retrieval Performance: Recall and Precision

SUGGESTED BOOKS

Aitchison, Jean; Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.

Becker, Joseph and Robert M Hayes. (1967). Information Storage and Retrieval tools Elemants& Theories. New York: John Wiley.

Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993

Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.

Elis, David (1996). Progress and Problems in Information Retrieval. London: Library Association.

Fosket, A.C. (1992) Subject Approach to Information. London: Clive Bingley.

Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.

Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.

Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.

Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.

Meadow, Charles T. (2000). Text Information retrieval system Academic Press.

Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.

Soergel, Dagobert. (1974). Indexing Languages & Thesaurus Construction & Maintenance. Los Angeles: Melville Pub. House.

Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.

PGDLIS- Second Semester

Paper Code: PGDLIS/MJ/123
Paper Name: ICT Application in Library: Practice

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	03	03	20	20	60= (50+10)	100

Objective- *To keep abreast the students with the automation in libraries, use of advanced version of technology in library operations, aware of the various consortia and consortia-based resources and hands on experience of library automation software and website designing tools*

Outcome- *After completion of the course, students will be skilled enough to work in an automated library environment and skilled enough to automate the library as well as design a library website.*

Unit 1: Hands-on experience of Library Automation Software
- Library Management Software: Koha/SOUL/e-granthalaya

Unit 2: Hands-on experience on Webpage Designing

- HTML /Dreamweaver
- Creation of Blog

Unit 3: Viva Voce-

Note: In practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20; C3 [Semester Exam (50 marks) + Viva voce (10 marks)] = 60 marks

SUGGESTED BOOKS

Chidrupananda, Swami. (2006). Making Sense of Library Automation: A Hands-on Guide. Kolkata: Meteor.

Forney, Mathew. (2003). Digital Reference Services. New Delhi: Dominant PuPGDLIShing.

Gopal, Krishan. (2005). Modern Library Automation. New Delhi: Authors Press.

Grewal, Gagandeep. (2004). Handbook of Library Security. New Delhi: Dominant.

LaxmanRao, N.; Vishwa Mohan, V.; SudarshanRao, S. & Yadagiri Reddy, J. (2004). Library Consortia: Papers - National Seminar on Library Consortia, 22-23 March, 2004, Hyderabad. Indian Association of Teachersof Library & Information Science.

Pandey, S. K. (2000). Organisation of Library Automation. New Delhi: Anmol Publications.

Reddy, Satyanarayana. (2001). Automated Management of Library Collections. New Delhi: Ess Ess.

Siwatch, Ajit S. et al. (2006). Approaches to Modern Librarianship. Delhi: Sanjay.

Tripathi, Aditya et al. (eds.). (2010). Open-Source Library Solutions. New Delhi: Ess Ess.

PGDLIS- Second Semester

Paper Code: PGDLIS/MJ/124
Paper Name: Media and Information Literacy

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
3	0	0	03	20	20	60	100

Objective- To make the students aware of need and concepts of information literacy and its use in libraries.

Outcome- After completion of the course, students will be in a position to understand and use the information literacy for their academic work.

Unit 1: Information Literacy
- Information Society and Information Literacy
- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

Unit 2: Media Literacy
- Computer Literacy, Information Literacy and Media Literacy
- New Media – Social Media
- Media Literacy and Bridging the Digital Divide
- Media Literacy: Impact on Academic, Public, and Special Library

Unit 3: Policy and Advocacy
- Media and Information Literacy: Major Initiatives in USA, UK and Australia
- Policies, Guidelines and Standards: UNESCO, IFLA and ALA
- Media and Information Literacy: Skills and Competencies
- Media and Information Literacy: Best Practices

SUGGESTED BOOKS/ WEB RESOURCES

Association of College and Research Libraries (ACRL).(2000). Information Literacy Competency Standards for Higher Education. Chicago: American Library Association.
http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm

Australian Library and Information Association, Information Literacy Forum.(2006). Statement on Information Literacy for all Australians. Kingston: Australian Library and Information Association.
http://www.alia.org.au/policies/information.literacy.html

Bawden, David. (2001). Information and Digital Literacies: a review of concepts. Journal of Documentation, V57(2), pp. 218-259.

Bruce, Christine. (1997). The Seven Faces of Information Literacy. Adelaide: Auslib Press.

Council of Australian University Librarians.(2001). Information Literacy Standards. Canberra: Council of Australian University Librarians.

Presidential Committee on Information Literacy, American Library Association.(1989). Final Report. Chicago: American Library Association.
http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm

Society of College, National and University Libraries (SCONUL). (1999). Information skills in higher education: a SCONUL Position Paper. London: SCONUL.
http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html

Torras, M. C. & Saetre, T. P. (2009). Information Literacy Education. Oxford: Chandos PuPGDLIShing.

PGDLIS- Second Semester

Paper Code: **PGDLIS/MN/125**
Paper Name: **Information Systems and Networks**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Objective-   *To make the students aware of the information systems and networks available at national and global level used for data and information exchange.*

Outcome-   *After completion of course, students will be aware of different information systems and networks functioning for information exchange.*

Unit 1: Information Systems
- Definition, Types and Characteristics
- Information Organizations and Systems
- Planning and Designing of Information System

Unit 2: National & Global Information Systems and Networks
- National Information System: ENVIS, BIS, PIS
- Global Information Systems: AGRIS, INIS, INSPEC, MEDLARS
- Features and Characteristics of Library Networks
- Data Networks – NICNET, ERNET, NKN

SUGGESTED BOOKS

Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi: Virgo Publications.

Lihitkar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and PuPGDLIShers.

Lucy A. Tedd and Andrew Large. (2004). Digital Libraries: Principles and Practice in a Global Environment. Munchen : G.G. Saur.

Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.

Rowley, J. E. (1996). The Basics of Information Systems. London: Facet PuPGDLIShing.

Shuman, Bruce A. (2004). Issues for Libraries and Information Science in the Internet Age. Englewood. Libraries Unlimited Inc.

PGDLIS- Second Semester

Paper Code: PGDLIS/MN/127

Paper Name: E-Resources

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
2	0	0	02	20	20	60	100

Objective: To make the students aware of different types of e-resources and their use.

Outcome: After completion of the course, students will be able to differentiate and utilize e-resources for their learning and research activities.

Unit 1: E-Resources: Concepts and Types
- E-books, E-journals, E-reports, ETD
- Access to E-Resources through Library Consortia (e-ShodhSindhu, National Knowledge Resource Consortium)
- Open Educational Resources

Unit 2: Web Resources
- Science & Technology
- Humanities
- Social Sciences
- Evaluation of Web Resources

SUGGESTED BOOKS

Frank Rennie & Robin Mason. (2011). e-Learning and Social Networking Handbook: Resources for Higher Education. Amazon.com

James E. Bobick and G. L. Berard (2011). Science and Technology Resources: A Guide for Information Professionals and Researchers (Library and Information Science Text Series). Amazon.com

Karin Wikoff. (2011). Electronic Resources Management in the Academic Library: A Professional Guide. Amazon.com

PGDLIS- Second Semester

Paper Code: **PGDLIS/APTS/126**

Paper Name: **Organization of Knowledge – Cataloguing: Practice**

Credit Distribution			Total Credits	Internal Marks		Semester Exam	Total Marks
L	T	P	L+T+P	C1	C2	C3	C1 + C2 + C3
0	0	4	04	20	20	60 (50+10)	100

Objectives: *To acquaint the students with the cataloguing practical of various types of library resources.*

Outcome: *After completion of the course, students will be able to catalogue library resources by using AACR IIR and use of subject headings.*

(A) Preparation of Main and Added Entries of Documents according to AACR – IIR (Latest edition) having the following items

- Single Responsibility and Shared Responsibility, Mixed Responsibility
- Corporate Author, Continuing Resources (Serials), Pseudonyms and Anonymous works
- Classics, Non-Book Materials (Cartographic Materials & e-resources)
- Assigning Subject Heading to Documents according to Sears List of Subject Heading (Latest edition)

(B) Viva Voce

Note: In Practical Paper total marks will consist as under:

C1 = 20 marks; C2 = 20 marks; and C3 [Semester Exam (50 marks) + Viva- voce (10 marks)] = 60 marks.

SUGGESTED BOOKS

American Library Association. (1978). Anglo-American Cataloguing Rules. 2nd Ed, 2002 revision, 2005 update. Chicago: American Library Association.

Khan, M. T. M. (2005). Anglo-American Cataloguing Rules. New Delhi: Shree PuPGDLIShers.

Krishan Kumar. (1986). An introduction to cataloguing practice. 3rd Rev Ed. New Delhi: Vikas

PuPGDLIShing. Ranganathan, S. R. (1988). Classified Catalogue Code with additional rules for

dictionary catalogue. Bangalore:
Sarada Ranganathan Endowment for Library Science.

Satija, M. P. (2007). Introduction to Nineteenth Edition (2007) of Sears List of

Subject Headings.Sears, M. E. (2010). Sears List of Subject Headings. 20th Ed. New

York: H. W. Wilson.

Singh, S. N. & Prasad, H. N.(1985). Cataloguing Manual AACR-II. Delhi: B. R. PuPGDLIShing Corporation.

पुस्तकालय और सूचना विज्ञान पर हिंदी में कुछ विचारोतेजक पुस्तकें

त्रिपाठी, एस. एम्., ग्रंथालय समाज एवं ग्रंथालय विज्ञान के पांच सूत्र तथा प्रौढ़ शिक्षा में ग्रंथालयों की भूमिका, आगरा, वाई के. पब्लिशर्स. १९९९।

पाण्डेय, एस. के. शर्मा, पुस्तकालय और समाज, नई दिल्ली ग्रन्थ अकादमी, १९९५ ।

दि पब्लिक लाइब्रेरी इन अमेरिकन लाइफ, इमेस्तिन रोज, कोलंबिया यूनिवर्सिटी प्रेस, न्यूयॉर्क १९९५ ।

श्रीवास्तव, श्यामनाथ और वर्मा, सुभाषचंद्र (१९७८) पुस्तकालय संगठन एवं संचालन : सिद्धांत व् व्यवहार, राजस्थान हिंदी ग्रन्थ अकादमी, जयपुर ।

शर्मा, बी. के. सी. लाल और के. कुमार (१९९९) ग्रंथालय एवं सुचना विज्ञान, वाई. के. पब्लिशर्स, आगरा ।

रंगनायन, एस. आर (१९९४) द्विबिंदु वर्गीकरण, पुस्तकालय विज्ञान के लिए शारदा रंगनायन न्यास, बैंगलूर ।

रंगनायन, एस. आर., (१९६२) एलेमेंट्स ऑफ़ लाइब्रेरी क्लासिफिकेशन, एशिया पब्लिशिंग हाउस, मुंबई, संस्करण ३ ।

शर्मा, अरविन्द कुमार (२०१०) एन एन्सिक्लोपेडिक डिक्शनरी ऑफ़ लाइब्रेरी एंड इनफार्मेशन साइंस टैक्निकल टर्म्स, नई दिल्ली २ खंड ।

शर्मा, अरविन्द कुमार (२०१०) ग्रंथालय एवं सुचना विज्ञान शब्दकोष (अंग्रेजी-हिंदी), एस. एस., नई दिल्ली ।

त्रिपाठी, एस. एम्., आधुनिक ग्रंथालय वर्गीकरण सिद्धान्तिक विवेचन, श्रीराम मेहरा एंड कंपनी, आगरा ।

गौतम, जे. एन. एवं सिंह, निरंजन (१९९६), डेवी डेसीमल वर्गीकरण पद्धति (२०वा संस्करण) मूल्यांकन एवं समालोचनात्मक विवेचन, ग्रंथालय विज्ञान, खंड २७, अंक १-२ पृ ११-२३ ।

गौतम, जे. एन. एवं सिंह, निरंजन (१९६६), डेवी डेसीमल वर्गीकरण पद्धति : क्रियात्मक विश्लेषण, (संस्करण १९ एवं २०), वाई, के पब्लिशर्स, आगरा ।

सूद, एस. पी., क्रियात्मक सूचीकरण: ए.ए.सी.आर.-२, जयपुर, राज पब्लिशिंग हाउस, २००२ ।

गौतम, जे. एन., प्रैक्टिकल मैनुअल ऑफ़ ए.ए.सी.आर.-२, एसोसिएट पब्लिशिंग, आगरा ।

त्रिपाठी, एस.एम्. एवं गौतम, जे.एन. : सूचना एवं सन्दर्भ के प्रमुख स्रोत – आगरा, वाई.के. पब्लिशर्स, २००१ ।

युदंशी, पृथ्वीराज: सन्दर्भ सेवा एवं सन्दर्भ स्रोत, नई दिल्ली, यूनिवर्सिटी पब्लिकेशन, २००९ ।

लाल, सी. एवं कुमार, एम्. : प्रलेखन एवं सुचना विज्ञान, वॉल्यूम १, नई देल्ली, एस.एस. पब्लिकेशन, २००१ ।

सूद, एस.पी. एवं जोतवानी, डी. : सूचना स्रोत, प्रलेखन एवं सूचना विज्ञान/ सं. सूद, एस. पी.- जयपुर, राज पब्लिशिंग हाउस, १९९८ ।

सिंह, शंकर, (२००३), सूचना प्रौघोगिकी और पुस्तकालय, एस. एस. पब्लिकेशन्स हाउस, जयपुर ।

मिश्र, महेंद्र कुमार, (२०१०) कंप्यूटर परिचय एवं सूचना प्रौघोगिकी, राज पब्लिशिंग हाउस, जयपुर ।

शर्मा, रविन्द्र, (२००५) कंप्यूटर के मूल सिद्धांत, राज पब्लिशिंग हाउस, जयपुर ।

सिंह, शंकर (२००२). सूचना प्रौघोगिकी के नए आयाम, नई दिल्ली : साइबर टेक पब्लिकेशन्स ।

जिंदल, सुरेश कुमार, सं (२०१३). सूचना प्रबंधन, दिल्ली: डेसीडॉक ।

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