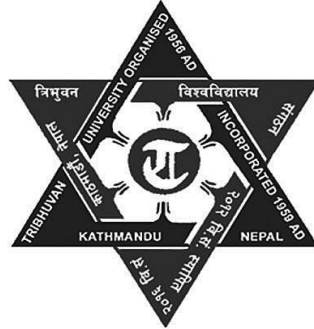


Faculty of Humanities & Social Sciences

Library and Information Science
M.A. Library and Information Science
Syllabus
SEMESTER SYSTEM
2015



Tribhuvan University
Faculty of Humanities and Social Sciences
Central Department of Library and Information Science
Kirtipur, Kathmandu
Nepal

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1. **INTRODUCTION OF Central Department of Library and Information Science**

Information plays a vital role in the society. Twenty-first Century is the age of Information. It is a power resource for meaningful decision and knowledge expansion. It is used in all areas of human life such as research and development, planning, decision making, problem solving, the learning process and day-to-day life. To obtain right information in right time to the right user, there is a requirement of adequate library and information system and services. Such a system requires professional library and information personnel of high quality in sufficient numbers. Such personnel should be able to plan, organize, manage and operate a wide range of libraries, information centers and services with the application of modern information technology. Nepal, as a developing country in the globe, has also realized the importance of information. Hence, Right to Information Act has been implemented. Library and information centers can be the authentic laboratories or place for information creation to utilization cycle. The Department of Library and Information Science, established in 1995 under Tribhuvan University structure, has supported and developed the library and information services through the production of high quality professional manpower. As per the decision of TU Council, held in 14th July, 1995, Bachelor's Degree in Library Science was established under TU educational programme.

The first Department Head was appointed on 2nd Sept., 1995. Likewise, the first Subject Committee was formed on 10th Oct., 1995 with 11 members. The first Standing Committee was also formed with 5 members on 11th Oct., 1995. Both the Committees discussed on different aspects for starting the classes of Bachelor's Degree and decided to run the classes from 15th Nov., 1995. Only 22 students were admitted initially. After running the Bachelor's Degree for 7 years, the department decided to run Master's Degree in Library and Information Science. Consequently, the general meeting of Tribhuvan University Council held on 16th July, 1999 established the Master's Degree in Library and Information Science. At present the department is running only Master's Degree Course since 2002. The Bachelor's Degree course is suspended for the time being. Now, Tribhuvan University has decided to start with Semester System in Master's Degree, to be effective from February, 2014.

2. **THE OBJECTIVES OF THE DEPARTMENT**

The objectives of the Central Department of Library and Information Science are :

- i) to train different categories of information personnel required for the country.
- ii) to provide information services to the users who attend the libraries of different types and sizes through professional support.
- iii) to conduct research in the library and information sectors.
- iv) to provide continuity of library and information science education to all categories of library and information workers.
- v) to conduct seminars, workshops, research and consultancies in the field of library and information science.

- vi) to provide counseling services, guidance, suggestions in the policy and other related matters in the field of library and information science.
- vii) to suggest the concerned authorities for legalized library and information services in the country.
- viii) to produce high skill professional human resources in the field of library and information science.
- ix) to conduct faculty development programme for quality education.
- x) to present proposals, programmes and advises to the concerned organizations and government offices according to their needs and requests for the development of information sectors.

3. COURSE STRUCTURE

The structure of course is divided into four semesters e.g. First Semester, Second Semester, Third Semester and Fourth Semester. The duration of the course is of two academic years. In the first semester, there is 18 Credits with 6 courses of 3 credits each. The second semester also contains 18 credits with 6 courses of 3 credits each. The third semester comprises of 15 credits with 5 courses of 3 credits each. The final semester comprises of 12 credits with 1 course with 3 credits as class work, another 3 credits for internships and remaining 1 course with 6 credits for preparing dissertation. Specialization papers are offered in the third semester to be chosen from the given list of courses with the approval of the Central Department. Each course require at least 3 classes per week and more than 3 classes may require in case of practical per week for lecture, problem solving and practical.

<u>Code No.</u>	<u>Subjects</u>	<u>Credit Hrs</u>
FIRST SEMESTER		
551	Library and Information Society	3
552	Library and Information Management-1	3
553	Information Control Technique [Theory]	3
554	Information Control Technique [Practical]	3
555	Cataloguing and Indexing [Theory]	3
556	Cataloguing and Indexing [Practical]	3
SECOND SEMESTER		
557	Data Communication and Computer Network in Library Services	3
558	Library and Information Management-2	3
559	Information Processing and Retrieval [Theory]	3
560	Information Processing and Retrieval [Practical]	3
561	Information and Communication Technology [Theory]	3
562	Information and Communication Technology [Practical]	3
THIRD SEMESTER		
563	Information Sources and Services-1	3
564	Research Methodology in LIS	3

565	Quantitative Techniques in LIS	3
566-1	Specialization Papers-1	3
567-1	Specialization Papers-1	3
FOURTH SEMESTER		
568	Information Sources and Services -2	3
569	Internships	3
570	Thesis	6
Specialization Papers		
566-1	Computer Programming in Library Automation-1	3
567-1	Computer Programming in Library Automation-2	3
566-2	Comparative and International Librarianship-1	3
567-2	Comparative and International Librarianship -2	3
566-3	Non-book Materials and Library Services-1	3
567-3	Non-book Materials and Library Services -2	3
566-4	Bibliographic Control-1	3
567-4	Bibliographic Control -2	3
566-5	Education for Library and Information Science-1	3
567-5	Education for Library and Information Science-2	3
566-6	Preservation and Conservation of Documents-1	3
567-6	Preservation and Conservation of Documents -2	3
Total Credit Hours		63

4. OBJECTIVES OF MLISc COURSE

Modern libraries and information centers need professionally educated and trained personnel. It is only possible by establishing proper educational institution, which can produce the library and information professionals with following qualities.

- i) As a Scholar, with love for books and other documents, and the ideas contained in them;
- ii) As Sociologist, with the understanding of pros and cons of society to whom he or she has to serve;
- iii) As Scientist, with a special knowledge of semantics logic, psychology, mathematics, statistics, probability; and work as researcher for further education and development of the subject;
- iv) As technologist, to handle everything from the miniature punch card to the computer and its applications;
- v) As an Administrator, with a special knowledge of scientific management, all in the limited time at its disposal.

With the above aims, the Central Department of Library and Information Science, Tribhuvan University has introduced MLISc course. The Objectives of the course are as follows:

- i) to give the knowledge of basic principles, theories and laws of library and information science.
- ii) to acquaint with social, cultural, educational and communication environment of libraries and information centers established in different socio-economic environments and users' group.

- iii) to obtain the knowledge of inter-disciplinary subjects for the working as a scientist and researcher to expand to boundary of LIS subject.
- iv) to provide basic skills of modern information technology for scientific management of library and information centers.
- v) to provide special knowledge of scientific management for the production of efficient administrator to all types, sizes and subjects of libraries and information centers.

5. FACULTY AND STAFF

The course is conducted by full time qualified faculty members of the department. Appointment of part time teachers, in the absent of full time faculty member, is also possible. Provision is also made to invite experts for guest lectures from inside and outside the country. Administration and financial works are supported by separate staff members. There is subject committee to look after the academic and administrative programs of the department.

6. ADMISSION REQUIREMENTS

The candidate seeking admission to the course should satisfy the following conditions:

- i) Bachelor's degree or its equivalent from any university recognized by TU
- ii) Proficiency in English
- iii) Basic knowledge in computer
- iv) Preference will be given to the students with 45 or above percentage of marks.
- v) Special consideration shall be given to the eligible candidates from
 - a. the field of Library and Information Science, Science and Technology.
 - b. employees in libraries and information centers or holding some basic qualifications in library and information science education.
- vi) Candidates has to pass an entrance test for admission, securing not less than 35% of marks. The entrance examination will be of 100 marks.

7. ATTENDANCE

It is being a professional course, a student will be debarred from appearing in the examination if he/she fails to get a minimum of 80% attendance in the class.

8. EXAMINATION and EVALUATION.

The performance of the student is evaluated by written and practical examinations. Semester examination system is followed in this regard. There is a semester examination at the end of each semester conducted by Dean's Office of Faculty of Humanities and

Social Science. Apart from semester examination, there will be term paper writing, presentations and Mid-term examination or assessment.

Each 6 credits of course will be evaluated for 100 full marks or accordingly. The marks are divided into 60-40 grading system. The student should appear in the semester examination at the end of the semester taken by the University for 60 Marks. The remaining 40 marks are awarded on the basis of internal examination system which is based on continuous monitoring by the supervisor and teachers using specific tools. The 40 marks are further divided into internal examination as follows:

<u>Subjects</u>	<u>Marks</u>
Attendance	10
Interaction in Class and Participation	5
Assignment of Term Paper or Assessment	10
Performance in the Mid-term Exam or Assessment	15

The marking system of attendance will be as follows:

(a) Up to 65%	2 marks
(b) Above 65% but up to 70%	4 marks
(b) Above 70% but up to 75%	6 marks
(c) Above 75% but up to 80%	8 marks
(d) Above 80%	10 marks

There will be internal examination which carries 40 marks as stated above. Students failure of scoring 50% marks in internal examination cannot appear in the semester examination.

The students will be assigned term paper by the class teachers on the basis of course contents and its relevant issues and problems to evaluate the understanding of the students on the subjects or problems. The term paper should be original and in the prescribed format. If students found copying without due references to the source, the term paper will be rejected. Apart from term paper, mid-term examinations or assessment will also be taken.

Grading Point System

To receive credit for a course, a student must be regular in attendance and satisfactorily complete all assignments, securing a passing grade according to the marking system established by Tribhuvan University. All courses will be examined at the end of the semester in which they are taken; each course will be marked in percentage, out of 100, and translated into literal grades as indicated in the table below. The pass mark in all courses will be 50 marks in each course.

Letter Grade	Cumulative Grade Point average (CGPA)	Percentage	Remark
A	4.0	90 and above	Distinction
A-	3.7-3.99	80-89.99	Very Good
B+	3.3-3.69	70-79.99	First Division
B	3.0-3.29	60-69.99	Second Division
B-	2.7-2.99	50-59.99	Pass in Individual Subject
F	0.0	Below 50	Fail

Grade Point System Semester Grade-Point Average and Cumulative Grade-Point Average represent numerically a student's quality of performance. These averages are used to determine if a student qualifies for certain academic actions.

Grade Point Average [GPA] is a mathematical calculation that indicates how well students are doing in their academic studies. The GPA is the average of the grades for only one semester.

A student's cumulative grade point average is a calculation of the average of all the grades a student has earned for all semesters of attendance at University and courses completed up to a given semester. The CGPA at the end of the Master's program is a calculation of the sum of CGPA of each semester divided by 4. The table above shows the calculation for GPA and CGPA and all grades are on a 4.0 scale.

9. CLASSIFICATION OF DIVISION

Distinction	75% and above
1 st Division	60% and above
2 nd Division	50% and above
3 rd Division	40% and above

10. TEACHING METHODS

The traditional lecture method will occupy more time for teaching. Except that following will be suggested methods of teaching for quality education and skills:

- Last 10 minutes of the lecture will be discussion time.
- Monthly seminar to be organized,
- Group discussion and cooperative projects to be followed.
- Computer technology to be used.
- Hands-on experience will be provided whenever possible and wherever required.

11. TEACHING AIDS

There are different kinds of teaching aids for scientific teaching of information science. New methods of communication are being developed and new information technologies are being used. Information Science being rapidly developed discipline. The following facilities will be provided for teaching:

- i) Overhead Projector
- ii) Slide Projector
- iii) Audio and Video Equipment
- iv) Personal Computers
- v) Necessary Computer Software
- vi) Internet

12. INTERNSHIPS

Students have to do internships to to gain real world work experiences in the LIS and related institutions in LIS and related works in the fourth semester.

13. OTHER ACTIVITIES

- i) Field Observation: Provision is made for visiting various libraries and documentation centers in the country and abroad in the students' expenditure.
- ii) Trainings, seminars and conferences: Special provision will be made to have exposure among to students on trainings, seminars, conferences, projects, presentations and lectures by visiting experts and professors.

FOR MORE DETAILS PLEASE VISIT US

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LISc. 551: Library and Information Society [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

This paper intends to enable the students to explain the development of library, information and documentation centres passed through various human civilizations. It also focuses on the library's educational and informational role to meet with the ever-growing needs and demands of users. It also familiarizes with the latest technological aids being used on library services. This paper aims to boost up the professional confidence, performance competence and work responsibilities amongst students, and ultimately produces qualified and creative manpower in Nepal's information market competent enough to work at the global level also.

The objectives of this course are:

- to enable the students to explain the development of library, information and documentation centres passed through human civilizations
- to focus on library's educational and informational role to meet with ever growing demands of users
- to familiarize with the latest technological aids being used in library services
- to boost up the professional confidence and capabilities amongst students
- to produce qualified and creative manpower in Nepal's information market competent enough to work at the global level

<u>Unit/ Course Content</u>	<u>Teaching Hrs.</u>
1. History of Libraries <ul style="list-style-type: none">– Development of information sources– Development of libraries as knowledge communication and information centre– Role of library in human society	6
2. Libraries in Nepal <ul style="list-style-type: none">– Library movements before 1951– Library development after 1951 to date– Implication of information communication technology in libraries	2
3. Libraries: Types, Functions and Services <ul style="list-style-type: none">– Academic library– Public library– National library– Special library– Private library– Depository library	10

- Digital library
- 4. Laws of Library Science 4
 - Five laws in library science by Dr. S. R. Ranganathan
 - Each laws with their impacts on library development
 - Comments and expansion of these laws, analytical study
 - Five laws and information technology
- 5. Library Legislation 2
 - Nepal
 - India
 - UK
 - USA
- 6. Library Association 2
 - History, professional contribution, training offered by these association
 - NLA
 - IFLA
 - Ethics of librarianship
- 7. Information 5
 - Meaning of information
 - Data, Information, Knowledge
 - Meaning of communication
 - Communication of information
 - Information quality
 - Information society
 - Economics of information, information industry
- 8. Social Impact of Information Technologies 7
 - Security of information
 - Computer crime
 - Cyber law
 - Privacy and library
 - Intellectual property
 - Censorship and free speech
 - The networking of society
 - The internet
 - Information superhighway
- 9. Global Information Flows 4
 - Information flows in the developing world
 - The contribution of information in development
 - The role of information policy

- Strategic for development
- Tran border data flows
- Global transformation

10. Information and Communication: Nepalese Perspectives 4
- Development of communication system in Nepal
 - Telecommunication
 - Radio
 - Television
 - Its role in the library and information field
 - Developments in computing : Application of computer and its situation in Nepal
 - Economics of information
 - Information based industries
 - Information policy, cyber law, copyright law
11. Library Advocacy 2
- Meaning
 - Concept

LISc. 552: Library and Information Management-1 [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

This course is intended to teach the students about the application of scientific management theories, principles and policy for effective, efficient and prompt functioning of a library and information centre. At the end of the course, the student will be able to gain knowledge to manage and to operate the library, information/documentation centers for better services.

The objectives of this course are:

- To introduce the theories procedure, techniques and principles of management.
- To consider their application in the management of information system and services.
- To make able to manage Libraries and Information Centers independently.
- To develop competencies and leadership qualities which can be applied in the overall including global context, information environment.

Unit/Course Content

Teaching Hrs.

1. Concepts of Organization and Management and Library House-Keeping Operations: 45
 - Organizational Structure: Library as an organization and its sub-system, organization chart
 - Selection and Acquisition: Selection of books and periodicals, acquisition policy, activities of an acquisition section, ordering, accessioning (Manual & Computerized System)
 - Processing: Need, operations, physical preparation of the document for use
 - Serials Management: Nature of periodical, periodicity, primary and secondary journals, selection, sources, acquisition methods and recording
 - Maintenance: Responsibility, stacking shelving-methods, guides, repairs
 - Circulation Control: Registration of member, functions, routines, circulation systems, inter-library loan
 - Stock-Taking: Stock-verification vis-à-vis stock rectification, Norms & standard methods, Collection, Evaluation and Weeding, Archiving, Preservation, Conservation

2. Library Statistics 5
 - Annual report
 - Library statistics and their compilation
 - Preparation of library brochures

3. Library Authority: 5

- Needs, purpose, Importance and function: Librarian and library committee, Types of library committees
 - Library rules and regulation
4. Library Finance Management : 15
- Budgeting preparation, control system, types of budgeting, PPBS, Zero Budgeting, auditing
5. Library Building: 15
- Physical Facilities: Building, furniture and fitting, environment, resources, ergonomics
 - Space management

Suggested Readings:

- Chakrabarti, Ajil K. : A Treatise on Book Selection, Delhi, 1983.
- Corbetl, Edmund (V) : Fundamental of library organisation and Administration, 1978
- Devar, Rustons : The Management Process, Latest ed.
- Dougherty (R. M.) & Heiarity (E. J.) : Scientific Management of Library Operation, 1966.
- Evans (G. E.) : Management Techniques for Libraries: New York, Academic Press. 1983.
- Feather, John : Preservation and the Management of Library Collections: London, Library Association Publishing. 1996.
- Jones (Ken) : Conflict and Change in Library Organization, People, Power and Service, 1984.
- Jones, Norogh & Jordon Peter : Staff Management in Library and Information Works, 1982.
- Khalid K. Farugi : Planning Library Building, New Delhi, Anmol Publishings Pvt. Ltd. 1988.
- Krishna Kumar : Library Manual, New Delhi, Vikas Publishing House, 1991.
- Lahiri, Ramansu : Management of Libraries: Concepts and Practice: New Delhi, Ess Ess Publications. 1996.
- Lancastu, F. W. : The Management for Library and Information Services. London, Bilterworths, 1985.

- Mittal, R. L. : Library Administration: Theory and Practice: New Delhi, Metropolitan Book. Cp. (Pvt.) Lt. 1987.
- Mokerjee (S.K.) & Sengupta (B) : Library Organization and Library Administration, 1977.
- Murdick : Information Systems for Modern Management, 1979.
- Panwar, B. S. & Vyas, S. D. : Library Management: Delhi, B. R. Publishing Corporation. 1986.
- Ranganathan S. R : Library Administration: Bangalore, Sarada Ranganathan Endowment for Library Science. 1988.
- Sharma, H. D. : Library Building and Furniture: A Handbook for Librarians, Varanasi, 1996.
- Stoner, James, A. P. : Management, 1987.
- Stueart R. D. & Eastlick J. T. : Library Management (Library science text serials) USA, Libraries Unlimited, 1981.
- UNESCO : Handbook for Information Systems and Services, 1977.
- Wasserman, Paul & Bundy M. L. : Reader in Library Administration, 1968.

LISc. 553: Information Control Techniques [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

This course is designed to provide theoretical knowledge on controlling methods through library classification. Information is available in different sizes, formats and types in plenty of numbers. Without proper organization of information, it can not be retrieved and utilized. Therefore, each and every professional should have the knowledge of controlling techniques and its different facets and tools such as history, theories types, practices, advantages, disadvantages, structure system and so on. At the end of the course student will be able to gain the knowledge on information controlling techniques through classification and subject analysis of the documents.

The objectives of this course are:

- to study and understand the theory of classification.
- to familiarize the students with the practice of the classification.
- to give the knowledge on different schemes of classification to the students for appropriate selections.
- to familiarize the students with the procedure involved in document classification and subject analysis

Unit/Course Content

Credit Hrs.

Unit I: INFORMATION

12

- Meaning of Information
- nTypes of Informatio
- Need of Information

Unit2: TECHNIQUES OF INFORMATION CONTROL

12

- Meaning of Control
- Types of Controlling Techniques
- Library Classification
- Types of Library Classification
- Need and Function of Library Classification

Unit3: SSIFICATION SCHEMEINTRODUCTION OF LIBRARY CLA

12

- Dewey Decimal Classification Scheme
- Colon Classification Scheme
- Universal Decimal Classification Scheme

Unit4: EVOLUTION OF THEORY OF LIBRAY CLASSIFICATION

12

- Defination of Theory

- Importance and Need of Theories
- sTypes of Theorie
- Unit5: Species of schemes for classification of subject
 - Enumerative Scheme
 - Almost Enumerative Scheme
 - Faceted Schemes
 - Rigidly Faceted
 - Almost Faceted
 - Freely Faceted
- Unit6: Subject Structure
 - Mode of formation of subject
 - Types of subject formation
 - e of subjectStructur
 - Development of Subject
- Unit7: Carors and Principles
 - Idea Plans
 - Verbal Plans
 - National Plans
- Unit8: Notation
 - Defination and Meaning
 - Needs and Importance
 - Function and Qualities
 - Types and Devices
 - Hospitality of National System

Suggested Readings:

- | | | |
|-----------------------------|---|--|
| British Standards Institute | : | Universal Decimal Classifications. London, B.S. 1000A, 1965 |
| Buchnan, Brain | : | Theory of Library Classification. London, Clive Bingley, 1979. |
| Chan, Lois Mai | : | Cataloguing and Classification, An Introduction. New York, MCGraw Hill, 1985. |
| Cutter, C.A. | : | Cutter Sanborn Three-Figure Author Table |
| Dewey, Melvil | : | Dewey Decimal Classification, 19th to 21 ed. New York Forest Press, 1979 to 1996 |
| Foskett, A.C. | : | The Subject Approach to Information 4th ed. London, Clive Bringley, 1982 |
| Husain, Sharbahat | : | Library Classification Facts and Analysis, New Delhi, Tata Mc Graw Hill Publication, 1993. |

- Kaula, P.N. : Treatise on Colon Classification, Delhi, Sterling, 1985.
- Krishna Kumar : Theory of Classification. New Delhi, Vikas, 1991
- Palmar, B.I. & Wells, A.J. : Fundamentals of Library Classification. London, George Allen and Unwin, 1951.
- Ranganathan, S.R. : Colon Classification. 6th ed. with Amendments. Bombay, Asia, 1963
- Ranganathan, S.R. : Elements of Library Classification. 3rd ed. Bangalore, Sarada Ranganathan Endowment, 1989.
- Ranganathan, S.R. : Prolegomena to Library Classification. 3rd ed. Bangalore, Sarada Ranganathan Endowment. 1967
- Wynar, Bohdan S. : Introduction to Cataloguing and Classification. 7th ed. by Taylor, A.G. Colorado, Libraries Unlimited, 1985.

LISc. 553: Information Control Techniques [Practical]

Full Marks: 50

Lecture Hrs.: 48

Credit Hrs.: 3

Course Objectives

This course is designed to provide knowledge on library classification. There are different schemes for library classification. Detail study on all the schemes are not possible. Therefore, only two schemes DDC and CC are selected for this course.

The objectives of this course are:

- to know the skills of assigning class numbers to the documents.
- to familiarize the students with the structure of schemes of classification.
- to give the knowledge of different steps involved in document classification

Unit/Course Content

Teaching Hrs.

Unit1: DDC

- Recognition of Mapping Structure of Dewey Decimal Classification
- Demonstration of hierarchical Formation of DDC
- Practical Classification using Main Classes
- Use of Table1 :Standard Subdivision

Unit2: CC

- Recognition of Main Classes
- Demonstration of Facet Formula
- Practical Classification Using Main Classes

Unit3: UDC

- Main Classes Recognition of
- Use of Main Tables and Auxiliary Table
- Practical Classification Using Main Classes

Unit4: Number Building Practice

- Class Number
- Book Number
- Sequence Number
- Call Number

Unit5: Steps Identification

- Steps in practical classification of DDC
- classification of compound subject DDC
- Use of table2 of DDC system
- Use of table3 of DDC system

Unit6: Classification of Complex Subject

- Use of table4 of DDC
- Use of table5 of DDC
- Use of table6 of DDC
- Use of table7 of DDC

Unit7: CC Practical Exercises of

- Use of common isolation
- Use of phase relation
- Use of facet relation
- Use of intra-array relation
- Use of devices

Unit8: Complex exercises

- Formation of complete call number
- Practice of complex class number from DDC
- m CCPractice of complex class number fro

Suggested Readings:

- British Standards Institute : Universal Decimal Classifications. London, B.S. 1000A, 1965
- Buchanan, Brain : Theory of Library Classification. London, Clive Bingley, 1979.
- Chan, Lois Mai : Cataloguing and Classification, An Introduction. New York, McGraw Hill, 1985.
- Cutter, C.A. : Cutter Sanborn Three-Figure Author Table
- Dewey, Melvil : Dewey Decimal Classification, 19th to 21 ed. New York Forest Press, 1979 to 1996
- Foskett, A.C. : The Subject Approach to Information 4th ed. London, Clive Bingley, 1982
- Husain, Sharbahat : Library Classification Facts and Analysis, New Delhi, Tata Mc Graw Hill Publication, 1993.
- Kaula, P.N. : Treatise on Colon Classification, Delhi, Sterling, 1985.
- Krishna Kumar : Theory of Classification. New Delhi, Vikas, 1991
- Palmar, B.I. & Wells, A.J. : Fundamentals of Library Classification. London, George Allen and Unwin, 1951.

- Ranganathan, S.R. : Colon Classification. 6th ed. with Amendments. Bombay, Asia, 1963
- Ranganathan, S.R. : Elements of Library Classification. 3rd ed. Bangalore, Sarada Ranganathan Endowment, 1989.
- Ranganathan, S.R. : Prolegomena to Library Classification. 3rd ed. Bangalore, Sarada Ranganathan Endowment. 1967
- Wynar, Bohdan S. : Introduction to Cataloguing and Classification. 7th ed. by Taylor, A.G. Colorado, Libraries Unlimited, 1985.

LISc. 555: Library Cataloguing and Indexing [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

This course is aimed to provide theoretical knowledge of Library Cataloguing and Subject Indexing procedures to analyze the monographs and serials. As there are different rules, regulations and codes for this purpose, only widely used and relevant codes and rules are introduced in this course. The student will be able to analyze the materials from different facets and synthesize them according to international standards after the completion of this course.

The objectives of this course are:

- To acquaint and understand the theories of cataloguing and subject indexing.
- To acquaint with the cataloging codes, rules and regulations to the students.
- To familiarize the students with procedures involved in cataloguing and subject indexing.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
Unit I: CATALOGUE	6
- Meaning of Library Catalogue	
- Objectives of Library Catalogue	
- Purpose and Function	
Unit2: PHYSICAL FORM (Outer form) (Both conventional and modern)	10
- Printed Book Catalogue.	
- Bound register form	
- Sheaf form	
- Card form	
- Micro form	
- MARC	
Unit2.1: PHYSICAL FORM (Inner form)	
- Alphabetical Catalogue	
- Classified Catalogue	
- Alphabetico Classed Catalogue	
Unit3: DEVELOPMENT OF CATALOGUING AND CATALOGUING CODES	12
- British Museum Catalogue	
- Anglo-American Code of 1908	
- AACR-1	
- AACR-2	
- Concept of RDA	

	– Classified Catalogue Code	
UNIT 3.1	Subject Cataloguing and and Subject Indexing System	
	– Subject heading lists	
	– Their meaning and purpose and objectives	
	Sears	
	Library of Congress	
	Chain Procedure	
	PRECIS	
	POPSI	
Unit 4:	DESCRIPTION AND STANDARD OF CATALOGUING	4
UNIT 5:	NORMATIVE PRINCIPLES AND CATALOGUING	4
UNIT 6:	SYMBIOTIC RELATION BETWEEN CATALOGUING AND CLASSIFICATION	4
UNIT 7:	FILING OF ENTRIES	4
	Letter by letter	
	Word by word	
Unit 8:	Tools and Materials Required in Cataloguing Department	4
	Tools	
	Reference Materials and their use	

LISc. 556: Library Cataloguing and Indexing [Practical]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

Library cataloguing and Indexing practice paper intends to provide a good skill to the students in cataloguing the universe of knowledge existed in the form of recorded knowledge and to acquaint them with monographs and non book materials and enable to catalogue them according to set standards.

The objectives of this course are:

- To acquaint with cataloguing codes and use them practically in Libraries.
- To familiarize the students with procedures in subject indexing practically.
- To provide practical skills to the students in cataloguing and subject indexing.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
Unit1: AACR-2	6
- Choice of access point for entry.	
- Identification of necessary punctuation marks and their lay out and order.	
- Identification of proper indentions	
- Entry under Single personal author/Joint authors/ More than three authors	
- Mixed and shared responsibility.	
- Editorial works	
- Choice among names and references	
- Nepalese names and references	
Unit2: CONCEPTS AND USE OF MULTI VOLUMES AND SERIALS	6
Unit3: CORPORATE AUTHOR	6
- Recognition of GOVERNMENT AND NON GOVERNMENTAL Corporate bodies.	
- Entry under Single, Joint and multiple corporate authors	
Unit4: Uniform Title	6
- Manifestation under various title.Class Number	
- Additions	
- Part of a work	
- Selections/Collections	
Unit 5:	4
- Conferences	
- Additions and omissions in names etc.	
Unit 6: Worksheet Filling	4
Unit 7: Types of entries in CCC	4

Different sections in CCC
 Single, Joint and more than three authors entry
 Editor entry.

Unit 8: Subject Headings	6
Sears List of Subject Heading	
Library of Congress Subject Heading	
Unit 9: Use of Key words using different thesaurus	6

Suggested Readings:

A. L A	:	Guidelines for Book Catalogue, Chicago 1977.
America Library Association	:	A. L. A. Rules for Filing Catalogue Cards, Chicago ALA, 1968
American Library Association et. al	:	Anglo American Cataloguing Rules 2 nd revised ed. Chicago: ALA, 1988.
Boll, John J.	:	Introduction to Cataloguing, New York: McGraw-Hill, 197 V in 2 Vols.
Hunter, Eric J & Bakewell, K.G.B.	:	Cataloguing 3 rd rev. ed. London, Library Association, 1991.
I.G.N.O.U.	:	Library Cataloguing Theory BLS, 1-4, New Delhi, 1989.
Krishna Kumar & Girija Kumar	:	Theory of Cataloguing 5 th revised ed. New Delhi Vikas Publishing House Pvt. Ltd.
Krishna Kumar	:	An Introduction to Anglo American Cataloguing rules 2 nd ed. New Delhi, Vikas, 1987.
Kumar, P.S.G. & Raiz, Muhammed	:	Cataloguing Theory and Practice, New Delhi, S. Chand., 1999.
Library of Congress	:	Library of Congress Subject Headings, 27 th ed. Washington: LC, 2005.
Miller, Joseph & Goodsell, Joan	:	Sears List of Subject Heading, New York: H.W. Wilson, 2004.
Ranganathan, S. R.	:	Classified Cataloguing Code 5 th ed. Bombay, Asian Publishing House, 1964.
Riaz, Mohamnd:	:	Modern Techniques of Documentation and Information Work, Delhi, Royal Publications, 1992.
Viswanathan, C.G.	:	Cataloguing Theory and Practice, 6 th rev. ed., New Delhi, Ess Ess Publication, 1990.

- Weihs, Jean : Non-book Materials, the Organization of Integrated Collection: 3rd ed. Ottawa, CLA, 1989.
- Westby, B. M. Ed. : Sears Lists of Subject Heading, 16th ed. New York
- Wynal, Bodhans : Introduction to Cataloguing and Classification, 7th edition. Littleton, Libraries Unlimited, 1985.

LISc. 557: Data Communication and Computer Network in Library Service [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

The objectives of the course is to develop skills in library science students in designing analyzing troubleshooting and general knowledge and maintained knowledge of use of computer network in the network of library and library network.

The objectives of this course are:

- to enable the students about the computer networks and how it works .
- to familiarize with the latest computer networking terminologies and how it works.
- to make confidence in operational aspects of computer networks in libraries.
- to make understand use of computer networks in the library and information centers.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
1. Introduction to Computer Networks: Classification : LAN, MAN, WAN: Internet, Intra-net, Extra-net Network Topologies: Bus, Ring, Star, Mesh Numbering Systems : Binary, Decimal, Octal, Hexadecimal and transformation	8
2. Networking Models: OSI, TCP/IP reference Model	4
3. Switching Techniques and Network Devices: Switching Techniques: Circuit Switching, Packet Switching Network Devices: NIC, Modem, Amplifier, Repeater, Hub, Bridge, Switches, Router, Wi-Fi devices	3
4. Network Connectivity: Dial-up, Leased Line, ISDN, RF, ADSL etc.	3
5. Network Addressing : MAC address, port address, Domain Address, IP address	3
6. Protocols and Services : IP, TCP, DNS, SMTP, PoP, FTP, Telnet, HTTP, Search engine, Proxy, Firewall, Web server	3
7. Transmission media : Guided: Twisted-Pair, Coaxial, Optical Fibre Unguided: Wireless, Microwave	4
8. Network Security : Authentication, Digital signatures, Firewalls,	5
9. Network Models – Application Layer : Client-server paradigm, addressing, email	3
10. Network Models – Transport Layer : Duties, UDP, TCP	3

11. Network Models – Network Layer : Addressing, Routing, Packetizing, Fragmenting 3
12. Network Models – Data link Layer : Duties, packet zing, addressing 3
13. Network Models – Physical Layer : Digital, Analog, Transmission modes, Line configurational, Duplexity 3

Suggested Readings:

- Boss, Kausik : Information Networks in India: Problems and Prospects, New Delhi; ESS ESS Publications, 1994.
- Foruzan , B.A. : Data Communication and Networking, New Delhi: Tata McGraw-Hill, 2000.
- Keshav, S. : An Engineering Approach to Computer Networking. Longman: Addisen Wesely, 1997.
- Krishna Kumar : Library Organization, New Delhi, Vikas Publishing, 1993.
- Lemer, D. E. : Internetworking with TCP/IP. Vol. 1. 3rd ed. PHI, 1995.
- Ramaiah, L. S. et al. : Information and Society, New Delhi, ESS ESS Publications, 1997.
- Rao, I. K. Ravichandra : Library Automation. New Delhi; New Age International (P) Ltd. Pub. 1996.
- Rauganathan, S. R. : The Five Laws of Library Science, Bangalore: Sarada Rauganathan Endowment for Library Science, 1988.
- Sehgal, R. L. : An Introduction to Library Network, New Delhi; ESS ESS Publication, 1996.
- Sharma, Pandey S. K. : Library computerization: Theory and Practice, New Delhi; ESS ESS Publications, 1993.
- Stalling W. : Data and Computer Communications. 5th ed. PHI, 1997.
- Stevens, W.R. : TCP/IP Illustrated, Vol. 1, Vol. 2, Vol. 3. Addisen Wesely.
- Tanebaum, A.S. : Computer Networks. 3rd ed., PHI, 1996.

LISc. 558: Library and Information Management [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

This course is intended to teach the students about the application of scientific management theories, principles and policy for effective, efficient and prompt functioning of a library and information centre. At the end of the course, the student will be able to gain knowledge to manage and to operate the library, information/documentation centers for better services.

The objectives of this course are:

- To introduce the theories procedure, techniques and principles of management.
- To consider their application in the management of information system and services.
- To make able to manage Libraries and Information Centers independently.
- To develop competencies and leadership qualities which can be applied in the overall including global context, information environment.

Unit/Course Content

Teaching Hrs.

- | | |
|---|----|
| 2. Management Theory and Principles: | 10 |
| - Management: definition and scope | |
| - schools of various management (Fayol, Taylor, thought (Evan | |
| - Principles of Scientific Management | |
| - POSDCORB | |
| 3. Motivation Theories: | 10 |
| - Maslow's theory, | |
| - Herzberg's theory and | |
| - McGregor's theory | |
| - Leadership: Behavior approaches, styles of leadership, contingency models of leadership and leadership challenge. Leadership VS Manager | |
| 4. Organizing and Organization Culture: | 8 |
| - Organization: Organizational structure, libraries as organization, organization charts | |
| - Organizational Culture: Artifacts, Espoused values, basic assumptions | |
| 5. Human Resources Management: | 10 |
| - Organizational Structures in Personnel Management: Staffing requirement, Recruitment process, Job analysis/description, Staff development, Staff training and staff manuals | |
| 6. Personal Management: | |

- Human Resources Planning-Recruitment,
- Selection-induction and orientation-
- Training and Development-
- Performance Appraisal-
- Promotion and Demotion.

7. Systems Analysis and Design: 10
- Systems approach
 - Project management
 - PERT/CPM
 - Work analysis
 - Management Information System (MIS)
 - Total Quality Management (TQM)

Suggested Readings:

- | | | |
|--------------------------------------|---|---|
| Chakrabarti, Ajil K. | : | A Treatise on Book Selection, Delhi, 1983. |
| Corbetl, Edmund (V) | : | Fundamental of library organisation and Administration, 1978 |
| Devar, Rustons | : | The Management Process, Latest ed. |
| Dougherty (R. M.) & Heiarity (E. J.) | : | Scientific Management of Library Operation, 1966. |
| Evans (G. E.) | : | Management Techniques for Libraries: New York, Academic Press. 1983. |
| Feather, John | : | Preservation and the Management of Library Collections: London, Library Association Publishing. 1996. |
| Jones (Ken) | : | Conflict and Change in Library Organization, People, Power and Service, 1984. |
| Jones, Norogh & Jordon Peter | : | Staff Management in Library and Information Works, 1982. |
| Khalid K. Farugi | : | Planning Library Building, New Delhi, Anmol Publishings Pvt. Ltd. 1988. |
| Krishna Kumar | : | Library Manual, New Delhi, Vikas Publishing House, 1991. |
| Lahiri, Ramansu | : | Management of Libraries: Concepts and Practice: New Delhi, Ess Ess Publications. 1996. |

- Lancastu, F. W. : The Management for Library and Information Services. London, Bilterworths, 1985.
- Mittal, R. L. : Library Administration: Theory and Practice: New Delhi, Metropolitan Book. Cp. (Pvt.) Lt. 1987.
- Mokerjee (S.K.) & Sengupta (B) : Library Organization and Library Administration, 1977.
- Murdick : Information Systems for Modern Management, 1979.
- Panwar, B. S. & Vyas, S. D. : Library Management: Delhi, B. R. Publishing Corporation. 1986.
- Ranganathan S. R : Library Administration: Bangalore, Sarada Ranganathan Endowment for Library Science. 1988.
- Sharma, H. D. : Library Building and Furniture: A Handbook for Librarians, Varanasi, 1996.
- Stoner, James, A. P. : Management, 1987.
- Stueart R. D. & Eastlick J. T. : Library Management (Library science text serials) USA, Libraries Unlimited, 1981.
- UNESCO : Handbook for Information Systems and Services, 1977.
- Wasserman, Paul & Bundy M. L. : Reader in Library Administration, 1968.

LISc. 559: Information Processing and Retrieval [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

Information processing and retrieval (IPR) system refers to a series of activities carried out in any library and information centre ranging from selection and collection of relevant information i.e. documents to processing, organization, storage, dissemination, retrieval and delivery of information required by users and evaluation of these activities for further improvement of the IPR system. It is IPR system which determines the success or failure of any library and information system. On this background, this course is designed to provide detail and in-depth theoretical knowledge in every aspect of IPR covering from the basic concepts of IPR to organization of knowledge content analysis, knowledge representation, advanced cataloguing and classification, knowledge base system, planning and designing of information retrieval system, indexing concepts, indexing languages, thesaurus construction, information consolidation and repackaging, retrieval process such as searching and search strategies, evaluation of information retrieval system etc.

The course aims at imparting detail theoretical knowledge about information processing and retrieval (IPR) system among students in order to make them capable of designing and developing an efficient IPR system suitable for storing, searching, retrieving and presenting information tailored to clientele's needs, The major objectives of the course are to :

- Introduce basic concept of IPR and its various activities;
- Provide basic knowledge in designing and developing IPR system;
- Impart in-depth knowledge in advanced cataloguing specially for non- book materials for both manual and computerized systems;
- Familiarize with advanced classification schemes like UDC, CC classification schemes etc.;
- Enhance in-depth knowledge in indexing concepts system and indexing languages;
- Develop skill for designing and constructing thesaurus;
- Acquaint with theoretical knowledge and skill in information consolidation and repackaging techniques;
- Provide detail knowledge in literature search and search strategy using different search operations in order to search required information form local databases CD-ROM databases and on line database through INTERNET and INTRANET; and
- Give basic knowledge about evaluation of IPR system.

Unit/Course Content

Teaching Hrs.

:Unit 1 Information Retrieval System	8
– Basic concept	
– Information generators, Users and managers	
– Information processing for retrieval	
– Information delivery and feedback	
:Unit 2 Intellectual Organization of Information	8
– Bibliographic control	
– Advance classification schemes	
– Knowledge of Universal Decimal Classification	
:Unit 3 Knowledge Representation	8
– Introduction to variety of models for representing knowledge	
– pology and Different approaches of models as psychology, antro	
– linguistics	
– tutional approach to classificationPos	
:Unit 4 Planning and Designing of Information Retrival System	4
– Objectives	
– Function	
– Performance	
:Unit 5 lidationoInformation Processing for Cons	8
– Abstracting services : informative, indicative, etc.	
– Importance and needs	
– Techniques, style and methods	
– Types	
Unit 6 : Indexing	8
– Meaning and Purpose	
– Objective	
– Natural Indexing language	
– Controlled Indexing Language	
– Free Indexing Language	
– Pre-coordinate Indexing Systems	
– Post-coordinate indexing Systems	
Unit 7: Evaluation of Information Retrieval System	4
1. Purpose and Objectives	
2. Methods.	

Suggested Readings:

- Aitchison J and Gilchrist : Thesaurus Construction : A Practical Manual London, Aslib 1972
- American Library Association et. Al. : Anglo-American Cataloguing Rules. 2nd rev. ed. Chicago, ALA, 1988.
- Bajpai, S.K. : Modern Information Retrieval. New Delhi, Ess. Ess. Pub. 1999.
- British Standard Institute : Universal Decimal Classification; London, BS 1000a,1995.
- Chawdhary, G.G. : Information Retrieval System. London, Library Association, 1999.
- Cleveland, D. B. and Cleveland A. : Abstracting. 2nd ed. Libraries Unlimited, 1990
- Fosket, A. C. : The Subject Approach to Information 5th ed. London, Library Association Publishing 1996
- IASLIC : Indexing Systems : Course Materials for IASLIC Special Courses Calcutta IASLIC 1976.
- ISO Handbook on Documentation and Information 1985.
- Krishna Kumar : Theory of Classification, New Delhi, Vikas, 1991
- Lancaster, F. W. : Indexing and Abstracting in Theory and Practice. Library Association, 1991.
- Lancaster, F. W. : Information Retrieval Systems Characteristics, Testing and Evaluation 2nd ed. New York, Wileny 1979
- Macro-thesaurus for Information Processing in the Field of Economy and Social Development/ updated by Amme Di Lauro and Alis Watson. 4th ed. Paris, OECD /UN, 1998
- Prasher, R. G. : Indexing and Indexing System. New Delhi, Medallion Press, 1989.
- Ranganathan S. R. : Colon Classification 6th ed. with Amendments Bombay, Asia 1963.
- RAO, I. K. Ravichandra : Library Automation. 2nd ed. New Delhi, New Age International, 1992.

- Riaz, Mohamand : Modern Techniques of Documentation and Information work Delhi Royal Publication 1992.
- Richard, Fothergil and Ian, Bulchart : Non-book Materials in Libraries a Practical Guide 3rd ed. London, Library Association, 1990.
- Seetharama, S : Information Consolidation and Repackaging. Framework, Methodology, Planning, New Delhi, Ess-Ess Publications, 1997
UNESCO Thesaurus. Paris, UNESCO, 1995.
- Weihs, Jean : Non-book Materials, The Organization of Integrated Collection. 3rd ed. Ottawa Canadian library Association 1989..
- Westby, B. M. ed. : Sears Lists of Subject Headings, 16th ed., New York.

LISc. 560: Information Processing and Retrieval [Practical]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

The course is designed to acquaint students with practical knowledge and skills in cataloguing specially cataloguing non-book materials using AACR-2 both for manual and computerized systems in advance classification using UDC and CC schemes, in in-depth subject indexing using PRECIS and other thesaurus, in abstract writing and literature search using different research operators from local, CD-ROM and online data bases.

The major objectives of this practical course are to:

- Provide practical knowledge and skill in cataloguing of non-book materials.
- Develop skill in classification using UDC & CC.
- Train in in-depth subject indexing
- Impart practical knowledge and skill in writing different types of abstracts and
- Provide practical knowledge and skill in literature search from different databases local, CD-ROM and on-line.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
1. Cataloguing: Cataloguing of Non-Book Materials like: Indexing Practical Abstracting Service	8
2. Classification Practical: UDC - Handling Practices of Faceted Classification Scheme (Universal Decimal Classification Scheme) - Mapping Pattern of UDC - Instruction for Eguthers of Isolated and Subject - Identification and Use of Different Signs used in UDC - Information or Use of Main Table and Auxiliary Tables	10
3. Classification Practical: CC - Use of Systems and Specials - Use of Devices - Use of Facet Formulas	8
4. Repackaging and Consolidation - Abstract writings - Indexing	12

- Newsletter and brochure preparation
- Bibliography preparation
- Preparation of Periodical Index
- Preparation of Reference List According to APA Pattern

5. Basic concepts in Search: 10
- Manual Search
 - Bibliographic Search on Union Catalogue
 - CD-Rom Search
 - Electronic Database Search
 - Electronic resources search

Suggested Readings:

- | | | |
|---------------------------------------|---|--|
| Aitchison J and Gilchrist | : | Thesaurus Construction : A Practical Manual London, Aslib 1972 |
| American Library Association et. Al.: | : | Anglo-American Cataloguing Rules. 2 nd rev. ed. Chicago, ALA, 1988. |
| British Standard Institute | : | Universal Decimal Classification; London, BS 1000a,1995. |
| Cleveland, D. B. and Cleveland A. | : | Abstracting. 2nd ed. Libraries Unlimited, 1990 |
| Lancaster, F. W. | : | Indexing and Abstracting in Theory and Practice. Library Association, 1991. |
| Lancaster, F. W. | : | Information Retrieval Systems Characteristics, Testing and Evaluation 2nd ed. New York, Wiley 1979 |
| | | Macro-thesaurus for Information Processing in the Field of Economy and Social Development/ updated by Amme Di Lauro and Alis Watson. 4th ed. Paris, OECD /UN, 1998 |
| Prasher, R. G. | : | Indexing and Indexing System. New Delhi, Medallion Press, 1989. |
| Ranganathan S. R. | : | Colon Classification 6th ed. with Amendments Bombay, Asia 1963. |
| Richard, Fothergil and Ian, Bulchart | : | Non-book Materials in Libraries a Practical Guide 3rd ed. London, Library Association, 1990. |
| Seetharama, S | : | Information Consolidation and Repackaging. Framework, Methodology, |

Planning, New Delhi, Ess-Ess Publications,
1997

UNESCO Thesaurus. Paris, UNESCO,
1995.

- Weihs, Jean : Non-book Materials, The Organization of
Integrated Collection. 3rd ed. Ottawa
Canadian library Association 1989..
- Westby, B. M. ed. : Sears Lists of Subject Headings, 16th ed.,
New York.

LISc. 561: Information and Communication Technology

Group A: Information and Communication Technology [Theory]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

Course Objectives

The course is designed to provide theories, principles and hands-on practices of Information Technology with reference to textual database, retrieval mechanism, storage and backup system and web page design with html.

The goal of the course is to introduce students about information and communication technology development in libraries, information centres and other settings.

Objectives:

- to introduce and review computers and computer technology and their application in libraries and information centres
- to create awareness about the impact of automated integrated library system
- to introduce about new trends in the use of technology in information based settings
- to implement textual based database in the library in stand alone computer

Unit/Course Content

Teaching Hrs.

- | | |
|---|---|
| 1. Information Technology Basics: | 5 |
| – Introduction, Information Technology (IT), Components of Information Technology, Role of Information technology in library, business, in public sector in media and education. Information Technology and internet. | |
| 2. Computer Organization and Architecture: | 5 |
| – Introduction, Input Devices, Central Processing Unit (CPU): Arithmetic Logic Unit, Registers, Control Unit, Main Memory, Secondary Storage Devices, Output Devices. | |
| 3. Computer Software: | 7 |
| – Introduction, Application software with reference to textual database, Operating System: function and types. | |
| 4. Multimedia: | 7 |
| – Introduction, definition, Building blocks of multimedia, multimedia system, data compression, multimedia application. | |

5. Library Automation: 7
 - Definition of Library automation and ILS (Integrated Library System), Advantages and features of ILS, The Acquisition, Cataloguing, Circulation and Serials Module, Potential difficulties of LIS.

6. Internet as an Information Resource: 7
 - Definition, history, Factors making the Internet work, e-mail and discussion group.

7. Web Page Concept: 3
 - Making familiar with the terminology: World Wide Web (WWW), web browser, web page, home page and website.

8. Digital Libraries and Open Sources: 7
 - Meaning, role, factor and responsibilities in building digital libraries concept and meaning of open source software.

Suggested Readings:

<http://www2.unescobkk.org/elib/publications/ICTEIP/> (Cited on March 15, 2009).

- ITL Education Solution : Introduction to Information Technology, India, Pearson Education, 2005.
- V Rajaraman : Introduction to Information technology, New Delhi, Prentice Hall of India, 2003.
- Pradhan, Mohan : Information and Communication Technology in Library and information Science (Theory), Kathmandu, Healthnet Nepal, 2012.
- Pradhan, Mohan : Information and Communication Technology in Library and information Science (Practical), Kathmandu, Healthnet Nepal, 2012

LISc. 562: Information and Communication Technology

Group B: Information and Communication Technology [Practical]

Full Marks: 50
Lecture Hrs.: 48
Credit Hrs.: 3

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
1. Database Management System with Reference to WINISIS: – Installation, creating four components of Winisis: FDT (Field Definition Table), FST (Field Select Table), PFT (Display Format) and FMT (Worksheet) , Modifying the components, entering data, editing data, retrieve information using different query formulations, producing different types of output: printed and on screen, backup databases.	15
2. Creating Web pages using HTML: – Meaning of HTML, Tools for crating web pages, HTML editor, adding content and elements web page.	15
3. Information Seeking in and Electronic Environment: – Steps in Information Seeking, Using Information resources and tools.	8
4. Communication applications: – INTERNET: using INTERNET without a WWW browser (i.e. TELENET and FTP), advanced use of WWW browser, search techniques required for INTERNET	10

Suggested Readings:

<http://www2.unescobkk.org/elib/publications/ICTEIP/> (Cited on March 15, 2009).

ITL Education Solution	:	Introduction to Information Technology, India, Pearson Education, 2005.
V Rajaraman	:	Introduction to Information technology, New Delhi, Prentice Hall of India, 2003.
Pradhan, Mohan	:	Information and Communication Technology in Library and information Science (Theory), Kathmandu, Healthnet Nepal, 2012.

Pradhan, Mohan

: Information and Communication
Technology in Library and information
Science (Practical), Kathmandu, Healthnet
Nepal, 2012

LISc. 563: Information Sources and Services I

Credi Hrs.: 3
Teach Hrs.: 48

Course Objectives

This course is intended to develop advanced skills required to manage a library/Documentation/Information system/centre. Students require in-depth study of varieties of information sources, information content on them. Students need to develop an analytical skill required to locate, pertinent information, abstract to provide summary of the document, extract relevant information from a large mass of information media. Impart skills to prepare a digest, explore and exploit electronic information sources.

The objectives of this course are:

- * To enable the students to identify documentary sources, non-book materials and electronic information sources, which they need to acquire, organize and generate services.
- * To impart the skills to make use of the relevant sources to meet the information need of users.
- * To acquire knowledge on development of services in libraries.
- * To enable the students to retrieve the required information from electronic sources.
- * To develop skills to provide general awareness services and personalized services with emphasis on developing analytical skills required to prepare information product and services.

Unit/Course Content

Teaching Hrs.

1. Documentary Sources:

12

Primary sources

- * Journals, thesis, Govt. publications, patents, gray literature
- * Secondary Sources
- * Dictionaries, Encyclopedias books, Biographical dictionaries, year books etc.
- * Reference and Information Sources Practical:

A. Encyclopedias

- * Encyclopedia Americana
- * Encyclopedia of Library and Information Science
- * International Encyclopedia of the Social Sciences.
- * Mc. Graw Hill Encyclopedia of Science & Technology
- * New Encyclopedias Britannica
- * Some other newly published Encyclopedias.

B. Dictionaries

- * Oxford English Dictionary.

- * Raghu Vira's English Hindi dictionary.
 - * Webster's Third New International English Dictionary.
 - * Random House Dictionary of English Language.
 - * Angreji Nepali Sajha Samchhipta Sabdakosha, Sajha Prakashan.
 - * Some other standard and newly published dictionaries.
- C. Year Books
- * Europe Year Book.
 - * India: A Reference Book
 - * Statesman's year Books.
- D. Biographical Dictionaries
- * International who's who.
 - * Who's who Nepal
 - * Mc Graw Hill Encyclopedia of world Bibliography.
 - * Webster's Biographical Dictionary.
 - * Some other standard and newly published biographical dictionaries.
- E. Bibliographies
- * Nepalese National Bibliography.
 - * Books in Print
 - * British Books in Print
 - * Indian Books in Print.
 - * Indian National Bibliography
 - * British National Bibliography.
- F. Directories
- * Ulrich's International Periodicals Directory
 - * World of Learning.
 - * IFLA's Directory.
- G. Geographical Sources
- * Webster's New Geographical Dictionary
 - * World Almanac and Book of Facts
 - * Columbia Lippincott Gazetteer
- H. News Summaries
- * Asian Recorder
 - * Nepal Press Digest
 - * Keesing's Contemporary Archives
- I. Hand Book
- * Universities Handbook India.
 - * Handbook of Library and Information Science.
 - * Tertiary Sources
 - * Advances, Annual reviews.
2. Non-Book Materials: 5
- * Maps, Photos, posters, Audio-visual materials
 - * Cassettes, disk, micro film, micro fiches, slides etc.
3. Electronic Resource: 16
- Databases
- * Bibliographical databases

- * Full text databases
- E-books
- Online journals
 - * Free e journals
 - * Commercial e journals
- CD ROM
- Databases and Internet search
 - * National, regional, international
- Evaluation practical
 - * HINARI
 - * WIKIPEDIA

4. Information Literacy 12
- * Definition of information literacy
 - * Components of information literacy
 - * Evolution of information literacy
 - * Resource based learning
 - * The challenges of human resources
 - * Information literacy research
5. Human Sources and Institutional sources: 3
- * Preparation of directories human sources in a specialized area.
 - * local, regional, international
 - * Mission or discipline oriented institution's directories
 - * Local, regional, international.

Suggested Readings:

Bose, H.	:	Information Science: Principle and Practice. New Delhi, Sterling, 1986.
Bunch, Allan	:	The Basics of Information Work. London, Clive Bingley, 1985. Butterworths series of information sources for research and development. Butterworths, London
Foskett, DJ.	:	Information Service in Libraries. London, Crosby Lackwood, 1958.
Girija, Kumar and Krishna Kumar.	:	Philosophy of User Education. New Delhi, Vikas, 1983.
Guha, B.	:	Documentation and Information Service, Techniques and Systems, Rev. ed. 2, Calcutta, World Press, 1983.

- Katz, William A. : Introduction to Reference Work. vols. 1-2, New York, Mc Graw Hill, 1969.
- Kent, AK : Information as power, ASLIB proceedings. 31(1), 1979
- Krishna Kumar : Reference service. New Delhi; Vikas 1994
- Mukharjee, AK. : Reference Work and its Tools. ed. 3, Calcutta, World Press, 1975.
- Olle, James G. : A Guide to Sources of Information in Libraries. Aldershot Hants, UK, Gower, 1984.
- Parasher, RG : Information and its Communication. New Delhi, Medallion Press, 1991
- Rajan, TN: ed : Indexing systems concepts models and techniques. Calcutta, IASLIC
- Roeley, JE and Truner, CMD : The dissemination of information. London, Ardere Deutsch, 1978
- Seetharama, S : Guide lines for planning of libraries and information centres, Calcutta, IASLIC, 1990
- Shera, Jesse H. : Documentation and the Organization of Knowledge. ed. by D.J. Foskett. London; Crosby Lack Wood, 1966.
- Shera, Jesse H : The foundation of education for Librarianship. New York, Wiley Becker, 1972
- Vickery, BC. : Information Systems. London, Butter Worths, 1973.
- Vishwanathan, CG. : Elements of Information Science, New Delhi, Today and Tomorrow, 1976.

LISc. 564: Research Methodology in Library and Information Science

Credit: 3
Teach Hrs.: 48

Course Objectives

The course aims to familiarize students with basic research methodology in library and information management. It presents a variety of research methodologies as well as to the relevant techniques of data collection, analysis of data statistical tools and techniques required for preparation of research project.

The objectives of this course are:

- * To teach the students how to carry out, interpret and present a research study.
- * To enable the students to undertake research project and to prepare the presentation of a dissertation.
- * To know the importance of research in the library and information fields.
- * This course deals with to develop skills in systematic analysis of library and information science.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
1. Research Methods in Library and Information Science: Meaning and nature of research Research in librarianship Steps in research process Types of research: scope and objective Scientific research process: problem identification theoretical framework hypothesis formulation, research design, collection of data, data analysis and generalization, role of research in library and information centres, library research methods.	12
2. Review of Literature: Need of literature review, composing bibliography from different sources. Reviewing literature in bibliography Organizing library and internal findings	6
3. Research Design: Concept of research design Types of research design: Historical research, descriptive research, developmental research, case study, comparative study, field study research, experimental research The sample, hypothesis, reliability and validity, pilot study and pre-testing	10
4. Data Collection and Data Analysis:	10

Source of information: Sampling, types of sampling, collection of primary and secondary data
 Methods of data collection: Observation, survey method
 Questionnaire construction, research interview: principles of interviewing
 Data Analysis: presentation of data, questionnaire coding and tabulating, contents analysis, tables and figures, statistical method of analyzing data

5. Topic Selection and Formulation of Proposal: 10
 Topic selection, problem definition: research problem, research question and research hypothesis
 Theoretical framework and submitting a research proposal
 Research report writing: Research report, types of reports, procedures for writing
 Format of the reports: Preliminaries title page, preface, abstract, acknowledgements, catalogue of the thesis, table of contents, lists of tables and figures, list of abbreviation
 Body of the report: Introduction, review of literature, focus of the study, research methodology, analysis and presentation of data, summary, conclusions and recommendations, bibliography and appendices

Suggested Readings:

Pant, Prem R. : Social Science Research and Thesis Writing. 6th ed. Kathmandu, Buddha Academic Publishers and Distributors Pvt. Ltd. 2012.

Panda, B.D. : Research Methodology for Library Science with Statistical Methods and Bibliometrics, New Delhi, Anmol Publications Pvt. Ltd., 1997.

Busha, Charles H. & Sephen P. Harter: Research Methods in Librarianship: Techniques and Interpretation. New York. Academic Press, 1980

Howard K. Wolff & Prem R. Pant : Handbook for Social Science Research and Thesis Writing: Kathmandu, Nepal. 1975.

I. K. Ravichandra Rao : Quantitative Methods for Library and Information Science, New Delhi, Wiley Eastern Limited, 1985.

Krishna Kumar : Research Methods in Library and Information Science. Vikas Publishing House, New Delhi, 1992

Koul, Lokesh : Methodology of Educational Research, New Delhi, Vikas Publishing House, 1972.

- Maurico B. Line : Library Surveys: An Introduction to the use, Planning Procedure and Presentation of Surveys. 2nd ed. London Bingly, 1982
- Moore, Nick & Marton Hops : The Basics of Writing Reports Etceteras, London, Bingly, 1985
- Stephen, Peter & Susan Hornby : Simple Statistics for Library and Information Professionals, 2nd edi. London Library Association Publishing, 1997.
- Sardana, JL & RL Sehgal : Statistical Methods for Librarians. New Delhi, EEP, 1982
- Gupta, S.P. : Statistical Methods, New Delhi, Sultan Chan & Sons, 2006.
- Ranjit Kumar : Research Methodology. 4th ed. New Delhi, Sage Publications, 2010.

LISc. 565: Quantitative Techniques in Library and Information Science

Credit: 3
Teach Hrs.: 48

Course Objectives

The course aims to familiarize students with basic research methodology in library and information management. It presents a variety of research methodologies as well as to the relevant techniques of data collection, analysis of data statistical tools and techniques required for preparation of research project.

The objectives of this course are:

- * To teach the students how to carry out, interpret and present a research study.
- * To enable the students to undertake research project and to prepare the presentation of a dissertation.
- * To know the importance of research in the library and information fields.
- * This course deals with to develop skills in systematic analysis of library and information science.

Unit/Course Content

Teaching Hrs.

- | | |
|---|----|
| 1. Introduction to Statistics: | 12 |
| Meaning, Scope and limitation of statistics, Types and sources of data, methods of collection of primary and secondary data collection. | |
| Sampling: | |
| theoretical bases of sampling | |
| methods of sampling | |
| random sampling methods: simple, stratified, systematic | |
| size of sample | |
| merits and limitation of sampling | |
| probability | |
| introduction definition and concept | |
| calculation of probability | |
| Bayes' theorem | |
| 2. Interpretation of data | 10 |
| Data classification (Need, meaning, objectives and types of classification) | |
| construction of frequency distribution and its principles. | |
| Presentation of data. | |
| Tabular Presentation | |
| Diagrammatic presentation (Bar diagram, Pie diagram, | |
| 3. Statistical Measures: | 6 |
| Measures of central Tendency: Mean, Median, Mode, Weighted average and general limitation of an average. | |

- Measure of dispersion: absolute and relative measures, range, quartile deviation, standard deviation, coefficient of variation.
4. Correlation and regression analysis , Karl person's coefficient, Regression equations, properties of regression co-efficient. 8
 5. Hypothesis Testing : 6
 Test of significance, T- test, Z- test for testing significance, F test, chi square test, area of application of chi square test
 6. Origin of Bibliometrics, Bibliogmetric distribution , Law of scattering, citation analysis, library use studies 6
 Zipf Law
 Bradfad Law

Suggested Readings:

- Pant, Prem R. : Social Science Research and Thesis Writing. 6th ed. Kathmandu, Buddha Academic Publishers and Distributors Pvt. Ltd. 2012.
- Panda, B.D. : Research Methodology for Library Science with Statistical Methods and Bibliometrics, New Delhi, Anmol Publications Pvt. Ltd., 1997.
- Busha, Charles H. & Sephen P. Harter: Research Methods in Librarianship: Techniques and Interpretation. New York. Academic Press, 1980
- Howard K. Wolff & Prem R. Pant : Handbook for Social Science Research and Thesis Writing: Kathmandu, Nepal. 1975.
- I. K. Ravichandra Rao : Quantitative Methods for Library and Information Science, New Delhi, Wiley Eastern Limited, 1985.
- Krishna Kumar : Research Methods in Library and Information Science. Vikas Publishing House, New Delhi, 1992
- Koul, Lokesh : Methodology of Educational Research, New Delhi, Vikas Publishing House, 1972.
- Maurico B. Line : Library Surveys: An Introduction to the use, Planning Procedure and Presentation of Surveys. 2nd ed. London Bingly, 1982
- Moore, Nick & Marton Hops : The Basics of Writing Reports Etceteras, London, Bingly, 1985
- Stephen, Peter & Susan Hornby : Simple Statistics for Library and Information Professionals, 2nd edi. London Library Association Publishing, 1997.

- Sardana, JL & RL Sehgal : Statistical Methods for Librarians. New Delhi, EEP, 1982
- Gupta, S.P. Statistical Methods, New Delhi, Sultan Chan & Sons, 2006.
- Ranjit Kumar : Research Methodology. 4th ed. New Delhi, Sage Publications, 2010.

LISc. 566-1: Computer Programming in Library Automation

Group A: Computer Programming in Library Automation [Theory]

Teaching Hrs: 48

Credit Hrs.: 3

Course Objectives

The courses designed to provide foundation in computer programming to beginner using the programming language, Pascal. This course consists of algorithms and computers, concept of high level languages and their translation, basic data types and statements of PASCAL, procedures and functions, Pascal structuring facilities-arrays, strings, etc.

Objectives

- To familiarize students with use of computer technology and its application
- To provide students and understanding of the introduction and running of automated library operations and information services
- To introduce students the concepts and methods of designing information systems
- To provide familiarity with at least one information retrieval package
- To understand the elements of programming and to teach a simplest programming language i.e. Pascal.

Unit/Course Content

Teaching Hrs.

- | | |
|---|----|
| 1. Software Development Life Cycle | 10 |
| Flow charting and system design: purpose and use, symbols of flow chart, constructing chart | |
| Algorithms, | |
| characteristics of computers, | |
| developing algorithms, | |
| analysis of systems study | |
| 3. Higher level languages for computer | 5 |
| Generations of Languages, Assemblers, Interpreters and compilers | |
| the Pascal language on the description of programming language | |
| description of syntax rules | |
| constants and scalar variables | |
| 4. Definition variables | 8 |
| input/output statements | |
| expressions | |

Arithmetic Hierarchy	
5. A simple computer program notes on style examples	5
6. Conditional statements implementing loops in program	5
7. Procedures and function: declaring and using function syntax rules for function declaring and using procedures syntax rules for procedures	5
8. Defining and manipulating arrays: array initializing initializing character array initializing numeric array operating with array reading and writing arrays examples of for loops with arrays	10

Suggested Reading:

- Champan, Edward & Paul St. John : Library system analysis guidelines. New York: Wiley Inter-science, 1970.
- Rao, I. K. Ravichandra : Library Automation. New Age International (P) Limited, Publishers, New Delhi, 1990.
- Sharma, Pandey S. K. : Fundamental of Library Automation, ESS ESS Publication, New Delhi, 1985.
- Sharma, Pandey S. K. : Library Computerization: Theory and Practice. ESS ESS Publication, New Delhi.
- Shukla, R. K. : Automation of Libraries and Information Centres: Using dBASE III Plus, New Delhi; Concept Publishing Company.
Turbo Pascal Tutor, USA: Borland International, 1987.
UNESCO. CDS/ISIS version 2.3. 1989.
- Welsh, John and Elder John : Introduction to Pascal. 2nd ed. N. J.: Prentice Hall, 1982.
- Gottfried, Byron S. : Theory and Problems of Programming with Pascal. 2nd ed. New Delhi, Tata McGraw-Hill Publishing Company Limited, 1993.
- Rajaraman, V. : Computer Programming in PASCAL. 2nd ed. New Delhi, Prentice Hall of India Private Limited, 2000.

LISc. 567-1: Computer Programming in Library [Practical]

Course Objectives

The courses designed to provide foundation in computer programming to beginner using the programming language, Pascal. This course intends to provide practical knowledge on basic data types and statements of PASCAL, procedures and functions, Pascal structuring facilities-arrays, strings, etc. The course has provision of Viva-voce upto percentage of marks.

Objectives

- To familiarize students with use of computer technology and its application
- To provide students and understanding of the introduction and running of automated library operations and information services
- To introduce students the concepts and methods of designing information systems
- To provide familiarity with at least one information retrieval package
- To understand the elements of programming and to teach a simplest programming language i.e. Pascal.

Teaching Hrs: 48
Credit Hrs.: 3

Unit/Course Content

Teaching Hrs.

- | | |
|---|----|
| 1. Data types and declarations:
data types
integer, real, char, Boolean, enumerated, subrange
data declaration
constants and constant definition, type definition, variable declaration
statement expressions and assignments
statements, expressions, the assignment statement
simple input and output of data
transferring information to from the program, input in PASCAL, output in PASCAL | 10 |
| 2. Statements:
compound statements
repetitive statements
the while statements,
the for statements
the case statement | 11 |
| 3. Procedures and functions:
the procedures concept, block structure and scope
parameters | 12 |

variable parameters, value parameters
functions
side effects of functions
procedures
functions as paramagnets

4. Arrays:

15

the arrays concept
two dimensional concept
whole array operations
packed array
strings
string assignments
the length function
the concat function
the copy function
the pos function
the delete and insert procedure
representing string as arrays
string comparisons
numeric conversions
formatting numeric output
string to number
the val procedure
passing string to procedures

Suggested Reading:

- Champan, Edward & Paul St. John : Library system analysis guidelines. New York: Wiley Inter-science, 1970.
- Rao, I. K. Ravichandra : Library Automation. New Age International (P) Limited, Publishers, New Delhi, 1990.
- Sharma, Pandey S. K. : Fundamental of Library Automation, ESS ESS Publication, New Delhi, 1985.
- Sharma, Pandey S. K. : Library Computerization: Theory and Practice. ESS ESS Publication, New Delhi.
- Shukla, R. K. : Automation of Libraries and Information Centres: Using dBASE III Plus, New Delhi; Concept Publishing Company.
Turbo Pascal Tutor, USA: Borland International, 1987.
UNESCO. CDS/ISIS version 2.3. 1989.
- Welsh, John and Elder John : Introduction to Pascal. 2nd ed. N. J.: Prentice Hall, 1982.
- Gottfried, Byron S. : Theory and Problems of Programming with Pascal. 2nd ed. New Delhi, Tata McGraw-Hill Publishing Company Limited, 1993.
- Rajaraman, V. : Computer Programming in PASCAL. 2nd ed. New Delhi, Prentice Hall of India Private Limited, 2000.

MLISc. 568: Information Sources and Services II [Theory]

Credi Hrs.: 3
Teach Hrs.: 48

Course Objectives

This course is intended to develop advanced skills required to manage a library/Documentation/Information system/centre. Students require in-depth study of varieties of information sources, information content on them. Students need to develop an analytical skill required to locate, pertinent information, abstract to provide summary of the document, extract relevant information from a large mass of information media. Impart skills to prepare a digest, explore and exploit electronic information sources.

The objectives of this course are:

- * To enable the students to identify documentary sources, non-book materials and electronic information sources, which they need to acquire, organize and generate services.
- * To impart the skills to make use of the relevant sources to meet the information need of users.
- * To acquire knowledge on development of services in libraries.
- * To enable the students to retrieve the required information from electronic sources.
- * To develop skills to provide general awareness services and personalized services with emphasis on developing analytical skills required to prepare information product and services.

<u>Unit/Course Content</u>	<u>Teaching Hrs.</u>
1. Reference Service:	12
* Origin and development of reference service	
* Need of reference service	
* Types of reference service	
* Preparation/organization of reference service/department	
* Reference service in academic, Special and Public Libraries	
* Role of reference service in national development	
* Reference service in the age of technology	
* Impact of emerging technologies on reference services	
2. Preparation of Awareness Services:	12
* Need of general awareness services	
* Characteristics of awareness services	
* Types of awareness services	
* Arrangement/preparation of awareness services	
* Exhaustive/Current approach	

- * Preparation of Personalized Services
- * Historical background
- * Characteristics of personalized services
- * Purpose of personalized services
- * Planning of personalized services
- * Steps involved in personalized services
- * Flow charts of personalized services
- * Advantages/disadvantages of personalized services

3. Analytical Services:

12

- * Need of analytical services
- * Types of analytical services

Abstracting Services:

- * Introduction of abstract
- * Types of abstract
- * Indicative abstract
- * Informative abstract
- * Slanted abstract
- * Parts of abstract
- * Stages of abstracting
- * Auto abstracting
- * Abstracting services

Index Services:

- * Introduction index and indexing services
- * Need of index and indexing services
- * Types of index and indexing services
- * POPSI, PRECIS, Key-word, Indexing

Indexing services:

- * General, science and technology
- * Social sciences

Information Analysis and Consolidation Products (IA+C):

- * Introduction of IA+C products
- * Need of IA+C products
- * Types of IA+C products
- * State of the Art-Report(STOAR)
- * Digest, Trend Report
- * Pre-requisites for IA+C products
- * Stages in the preparation of IA+C products
- * Initiation step
- * Scope determination
- * Collection of information
- * Appraisal of information collected
- * Scope re definition
- * Testing of the draft
- * Finalization

4. Marketing of Information Services:

12

- * Introduction of marketing
- * Need of information marketing
- * Guidelines for marketing
- * Scope and audience
- * Methodology
- * Planning of marketing programme
- * Implementation
- * Evaluation

Suggested Readings:

- Bose, H. : Information Science: Principle and Practice. New Delhi, Sterling, 1986.
- Bunch, Allan : The Basics of Information Work. London, Clive Bingley, 1985.
Butterworths series of information sources for research and development. Butterworths, London
- Foskett, DJ. : Information Service in Libraries. London, Crosby Lackwood, 1958.
- Girija, Kumar and Krishna Kumar. : Philosophy of User Education. New Delhi, Vikas, 1983.
- Guha, B. : Documentation and Information Service, Techniques and Systems, Rev. ed. 2, Calcutta, World Press, 1983.
- Katz, William A. : Introduction to Reference Work. vols. 1-2, New York, Mc Graw Hill, 1969.
- Kent, AK : Information as power, ASLIB proceedings. 31(1), 1979
- Krishna Kumar : Reference service. New Delhi; Vikas 1994
- Mukharjee, AK. : Reference Work and its Tools. ed. 3, Calcutta, World Press, 1975.
- Olle, James G. : A Guide to Sources of Information in Libraries. Aldershot Hants, UK, Gower, 1984.
- Parasher, RG : Information and its Communication. New Delhi, Medallion Press, 1991
- Rajan, TN: ed : Indexing systems concepts models and techniques. Calcutta, IASLIC
- Roeley, JE and Truner, CMD : The dissemination of information. London, Ardere Deutsch, 1978
- Seetharama, S : Guide lines for planning of libraries and information centres, Calcutta, IASLIC, 1990
- Shera, Jesse H. : Documentation and the Organization of Knowledge. ed. by D.J. Foskett. London; Crosby Lack Wood, 1966.

- Shera, Jesse H : The foundation of education for Librarianship. New York, Wiley Becker, 1972
- Vickery, BC. : Information Systems. London, Butter Worths, 1973.
- Vishwanathan, CG. : Elements of Information Science, New Delhi, Today and Tomorrow, 1976.

MLISc. 569: Internships in Library and Information Science

Credit: 3
Teach Hrs.: 48

Students will be sent to do internships to observe and practice in real world work experiences in the LIS and related institutions in LIS and related works in different type of libraries/institutions.

The Internship is a 3-credit work experience in the fourth semester. During internships, students' will get a professional field with the opportunity to work in a professional environment under the supervision of an experienced librarian or information specialist or alike with the guidance of a faculty member. This opportunity allows students to integrate the theory and knowledge of course content with the application of principles and practices in a work environment, including these specific objectives:

- To gain practical experience based on the understanding and application of theoretical knowledge.
- To observe the analysis of and solutions to problems arising in professional work settings.
- To interact with colleagues in a professional work environment.
- To participate in a representative range of professional activities in the work setting.
- To develop a professional self-awareness.

Students have the freedom and responsibility to choose the institution or the Central Department will choose the institution that best meets student interests and career goals. However, while students choose the institution, the Central Department has to give approval. Students initiate the process by identifying library or information centers of interest to them, contacting staff at the institution to identify a potential institute and meeting with the institutional head/related personnel to discuss the parameters of the Internship. Students also identify and meet with their teacher to secure Central Department's approval for the Internship. In order to allow sufficient time to make proper internship arrangements, students should begin the process in the *prior* to the semester. After the completion of the internship, student has to submit internship report as per the format prescribed by the Central Department. The internship will be evaluated by the institution where the student does internship, the supervisor from Central Department and the Central Department/Board evaluate by 25, 25 and 50% of marks after the presentation of the report. The duration of internship is 1 month in general.

MLISc. 570: Thesis

Credit: 6

Library Science students have to do thesis equivalent to 6 credits compulsorily. As Librarians, particularly in academic, research institutions have to do work academically, writing thesis is the must to develop research and analytical capabilities. So that LIS professionals should be able to teach and guide in research process of researchers. The thesis should be prepared as per the format provided by the Central Department. The thesis should be submitted before examination of fourth semester.