

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR(C.G.)**  
(A Central University)  
**MASTER OF LIBRARY AND INFORMATION SCIENCES**  
**ONE YEAR (TWO SEMESTERS) POST GRADUATE DEGREE PROGRAM**  
**CBCS BASED PROGRAMME**  
**Scheme of Examination w.e.f. Session: 2023-2024 Onwards**

**PROGRAM OUTCOMES**

The programme learning outcomes relating to Master's degree in Library and Information Science include the following:

- (a) To Provide the students basic knowledge of the of the applications of the information technology and quantitative techniques including statistical methods.
- (b) Demonstrate in depth knowledge of the basic concepts, principles, theories and laws related with the broad field of Library and Information Science and its sub-fields such as Knowledge Society, Information Storage and Retrieval System, library management, Information Source, System and Programmes, Research Methods and Statistical Techniques, Information Analysis, Repackaging and Consolidation.
- (c) Apply skills in carrying out professional activities such as (i) Technical writing (ii) housekeeping operations using library management software and Information and Communication Technologies; (iii) Repackaging and consolidation (iv) user studies. (V) Internet and database searching.
- (e) To give the students an understanding of application of modern management ideas and techniques.
- (f) Would develop his/her research aptitude and skills in the field of Library and Information Science.
- (g) Develop capacity to apply core ethical principles in professional and everyday practice.
- (h) Ability to seek job opportunities as library professionals capable of self-paced and self-directed learning aimed at personal and professional development for improving knowledge and skills and for re-skilling through continuing educational opportunities.
- (i) To train and expose to research problems through project works / Dissertation / Group Seminar
- (j) the learner will be able to use Library Automation and Open Source Softwares and design Library Web Page independently.
- (k) find placement in Public, Academic, Corporate and Special Libraries in India and Abroad.



Head  
P.G. Dept. of Lib. & Inf. Science  
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Jyoti Vihar-751 019



विभागाध्यक्ष  
HEAD  
पुस्तकालय एवं सूचना विज्ञान विभाग  
Deptt. of Library & Info. Science  
गुरु घासीदास विश्वविद्यालय,  
Guru Ghasidas Vishwavidyalaya,  
बिलासपुर (छ.ग.)  
Bilaspur (C.G.)

| <u>First Semester</u>         |  |                    |                          |                                |                |
|-------------------------------|--|--------------------|--------------------------|--------------------------------|----------------|
| Courses                       | Title  | Credits<br>(L:T:P) | MARKS<br>DISTRIBUTION    |                                |                |
|                               |  |                    | Continuous<br>Evaluation | Semester<br>End<br>Examination | Total<br>Marks |
| LIPATT1                       | <b>Core Courses (CC)</b><br>Knowledge Society  | 3:1:0              | 30                       | 70                             | 100            |
| LIPATT2                       | Knowledge Organization and<br>Retrieval(Theory)  | 3:1:0              | 30                       | 70                             | 100            |
| LIPATT3                       | Information Communication Technology for<br>Libraries(Theory)  | 3:1:0              | 30                       | 70                             | 100            |
| LIPALT4                       | Knowledge Organization and<br>Retrieval(Practice)  | 0:1:3              | 30                       | 70                             | 100            |
| LIPALT5                       | Library Use and User Studies<br>(Practice)   | 0:2:2              | 30                       | 70                             | 100            |
| LIPATG1<br>LIPATG2<br>LIPATG3 | <b>Generic Elective(GE)*/**</b><br>Webometrics, Informatics & Scientometrics<br>Preservation and Conservation of Library Materials<br>Media and Information Literacy | 3:1:0              | 30                       | 70                             | 100            |
| <b>TOTAL</b>                  |  | <b>24</b>          | <b>180</b>               | <b>420</b>                     | <b>600</b>     |
| <u>Second Semester</u>        |  |                    |                          |                                |                |
| LIPBTT1                       | <b>Core Courses(CC)</b><br>Information Sources, Systems and Programmes   | 3:1:0              | 30                       | 70                             | 100            |
| LIPBTT2                       | Management of Libraries and Information<br>Centers / institutions  | 3:1:0              | 30                       | 70                             | 100            |
| LIPBTT3                       | Research Methods and Statistical Techniques  | 3:1:0              | 30                       | 70                             | 100            |
| LIPBLT3                       | Information Communication Technology for<br>Libraries (Practice)   | 0:1:3              | 30                       | 70                             | 100            |
| LIPBLA1                       | <b>Ability Enhancement Compulsory Course<br/>(AECC)#</b><br>Information Analysis, Repackaging and<br>Consolidation   | 0:1:1              | 30                       | 70                             | 100            |
| LIPBLL1<br>LIPBLL2            | <b>Skill Enhancement Course (SEC)*#</b><br>Content Development and management<br>Sources of Indian Knowledge System  | 0:1:1              | 30                       | 70                             | 100            |
| LIPBPF1                       | <b>Discipline Specific Elective (DSE)**</b><br><b>Project work/ Dissertation/ Group Seminar</b>  |                    |                          |                                |                |
| <b>TOTAL</b>                  |  | <b>4</b>           | <b>30</b>                | <b>70</b>                      | <b>100</b>     |
| <b>TOTAL</b>                  |  | <b>24</b>          | <b>210</b>               | <b>490</b>                     | <b>700</b>     |

Note:\*Anyone

\*\*Student may opt anyone MOOC Course (current/upcoming) available at SWAYAM and notified by the department.

# Value Added Course

Note: Practical and Viva-voce will be conducted by internal examiner

## First Semester

### LIPATT1

### Knowledge Society

### TM100 (Internal Assessment 30+Theory70)(Credit-04)

#### **Objectives:**

- This unit will introduce the notions of information and knowledge societies and examine in some detail their basic traits and characteristics.
- The principal differences between knowledge societies and pre-knowledge societies are explained and the major issues that need to be addressed in becoming a knowledge society are outlined.

#### **Learning Outcomes :**

##### **After studying this paper, students shall be able to:**

- An understanding of the differences among the notions of Data, Information and Knowledge.
- An understanding of different Acts and Laws related to information society
- The conceptual difference between information society and knowledge society .

#### **Unit1: Data, Information and Knowledge**

- Data, Information and Knowledge & Wisdom : concepts and differences
- Information generation
- Communication channels, modes barriers.

#### **Unit2:Information Society**

- Information Society and Knowledge Society :Genesis, characteristics and Implications
- Policies Programme Related to Information. National Information Policy of India
- Information Industries.
- Censorship, FairUse. Creative Commons.
- Right to Information Act; Intellectual Property Rights; Information Technology Act; Plagiarism

#### **Unit3: Information Science**

- Information Science: Definition, Scope, objectives
- Information Science as a Discipline & its relationship with othersubjects
- Theoretical Models Information Communication

#### **Unit 4: Economics of information**

- Information as an Economic Resource
- E-Commerce and E-Governance
- Marketing of Information.

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## **Unit5: Information & Knowledge Management**

- Information Management
- Knowledge Management
- Information Society Vs Knowledge Society
- Electronic Resource Management

### **Reading List :**

1. Abell Angela and Nigel Oxbrow, Competing with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publishing, 2001.
2. Blaise Cronin. ed. Information Management: from strategies to action London Aslib,1985.
3. Bikowrtx W. R.: Knowledge Management Delhi PHI. 2000
4. Chorafas D. N. Knowledge Revolution. 1968.
5. Crawford, Marshali Jean: Information Broking: a new career in information work, London: L. A. 1988
6. Dhiman A.K.: Knowledge Management for Librarians. New Delhi: EssEss, 2009
7. Galatin, Malcolm &Laiter, Robert D eds. Economics of Information London :Nijhoff ,1981
8. Gurnsey, John and White Martin. Information Consultancy London Clive Binglev 1989.
9. Koenig Michael E.D. and Shrikantaiah(Ed): Knowledge Management: lessons learned what works and what doesn't, New Delhi: EssEss, 2008
10. Koenig Michael E.D. and Shrikantaiah T.K.(Ed): Knowledge Management in Practice : connection & context, New Delhi: EssEss, 2008
11. Kumar (PSG) A Student's Manual of Library &Information Science Delhi : BR Publishing
- 12 Cawkell, A.E., Ed. (1987). Evolution of an Information society. London: ASLIB.
13. Cronin, B (1981). Marketing of Library and Information services. London: ASLIB.
14. Eileen, E. D.S. (2002). Marketing concepts for Libraries and Information services. 2ndEd. London: Facet Publishing.
15. Jain, A.K and others Ed. (1995). Marketing of Information products and services. Ahmedabad: IIM.
16. Kotler, P. (1975). Marketing for non-profit organization. Prentice-Hall

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**LIPATT2**  
**Knowledge Organization and Retrieval(Theory)**  
**TM100(InternalAssessment30+Theory70)(Credit-04)**

**Objectives:**

- To study various methods and techniques of information retrieval and search strategies
- To understand the perspectives and significance of Information retrieval in the present– context
- To develop skills in information processing, organization, and retrieval
- To familiarize students with information retrieval techniques
- To understand indexing concepts, theories, methods, and importance
- To familiarize students with current trends in information retrieval–

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Understand the objectives, components, and functions of information processing and retrieval systems
- Gain the knowledge of information search, search techniques; search strategies; and other search formations
- Clear understand the concepts, theories, methods and importance indexing languages, thesauri, and different subject headings
- Understand the different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

**Unit 1: Information Storage and Retrieval Systems**

- Concepts, Objectives, Functions and component of ISAR system
- ISAR System: Operation Design
- Evaluation of ISAR System
- Classical IR Models

**Unit2: Subjects Indexing: Principle and practices**

- Indexing: Concept, Theories and Methods, Historical Development
- Pre -coordinate Indexing system, Citation Indexing
- Post –coordinates Indexing System- Keyword, Uniterm etc.

**Unit3: Vocabulary Control & Indexing Language**

- Indexing Language: Type and Characteristics,
- Vocabulary Control : Tools, Need and Scope
- Thesaurus : Structure ,Function and Construction

**Unit4: Searching Technique and Information Retrieval**

- Man and Machine Retrieval System
- Search Strategies :Boolean Operations, Proximity Search, Heuristic Search, Navigational Search etc., Federated Search and Multimedia Databases Search
- Data Mining, Data Harvesting, : OAI/PMH, Semantic Web

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## Unit5: Advanced IR Techniques

- Cross-language retrieval
- Image retrieval
- Multimedia retrieval
- Application of Artificial Intelligence (AI) and Machine Language (ML)

### Reading List :

- 1 Alberico, R. & Micco M. (1990). Expert systems for reference and information retrieval. West Port : Meckler. Aslib Atchison, J. & Alan G. A. (1972). Thesaurus construction: a practical manual. London: Aslib.
- 2 Atchison, J. & Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: Aslib.
- 3 Austin, D. (1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.
- 4 Chowdhry, G. G. (2003). Introduction to modern Information retrieval. 2nd Ed. London: Facet Publishing.
- 5 Cleaveland, D. B. (2001). Introduction to indexing and abstracting. 3rd Ed. Englewood Colo. : Libraries Unlimited
- 6 Crawford, M. J. (1988). Information broking: a new career in information work. London: Facet publishing.
- 7 Ford, N. (1991). Expert systems and artificial intelligence: An information manager's guide. London: LA. Page 45 of 73
- 8 Ghosh, S. B., & Biswas, S.C. (1998). Subject indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.
- 9 Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet publishing.
- 10 Lancaster, F.W. (2003). Indexing and abstracting in theory and practice. London: Facet publishing.
- 11 Pandey, S.K. (2000). Library information retrieval. New Delhi: Anmol.
- 12 Seetharama, S. (1997). Information consolidation and repackaging. New Delhi: EssEss publications.
- 13 Van, R.C.J. (1970). Information retrieval, 2nd ed. London: Butterworths.
- 14 Vickery, B.C. (1970). Techniques of information retrieval. London: Butterworths.

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**LIPATT3**  
**Information Communication Technology for Libraries (Theory)**  
**TM100 (InternalAssessment30+Theory70)(Credit-04)**

**Objectives:**

- To introduce the students to the basics of IT and related issues
- To train students in using information technology tools and techniques in information access, service, management, and archival activities
- To be familiar with applications of computers and information Technology in libraries.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Knowledge of automation software's and its application in the library
- Knowledge about a basic features of internet and its various tools.
- Knowledge of designing of webpage and content management.
- Concepts of digital library.

**Unit 1: Library Automation**

- Planning and Implementation of Library Automation.
- House keeping Operation of Library.
- Evaluation of Library Automation Software

**Unit2: Internet Basics Features and Tools**

- Internet: Definition, application and Tools
- Internet Connectivity
- E-mail
- Internet Protocol:
- OSI Network Model and TCP/IP Reference Model
- Network Based Information Services

**Unit 3: Web Page Designing & Content Management**

- Hypertext and Hyperlink, Hypermedia
- Basic Code of HTML5.
- Web Based Content Development,
- Content Development software: JOOMALA /Word Press etc

**Unit4: WWW and Scholarly Communication**

- Semantic Web, Invisible Web and Deep Web
- Meta search engine,
- online database,
- Information gateway
- Digital repositories

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## Unit5: Digital Libraries

- Genesis, Definition, Objectives, Scope of Digital Libraries
- Study of digital Library Software: Greenstone, D-Space
- File Format: Text, Audio, Video and Image
- Software and Hardware for Digital libraries:  
OCR, Image editing software,
- Input Capture Devices: Scanners, Digital Movie Cameras
- Digital Preservation: Definition, Issues and Strategies

### Reading List :

- 1 Ahsan, N. (2002). Computer hardware guide. Delhi: Educational publishing house.
- 2 Allen, T., & Robert, N. (2002). Programming languages. New Delhi: Tata McGraw-Hill.
- 3 Balakrishnan, S. (2000). Networking and the future of libraries. New Delhi: EssEss publications.
- 4 Bansal, S. K. (2005). Information technology and globalisation. New Delhi: A.P.H. publishing.
- 5 Basandra , S. K. (2002). Computers today. New Delhi: Golgotia.
- 6 Clements, A. (2004). The principles of computer hardware. New York: Oxford publications.
- 7 Dhiman, A. K. (2003). Basics of information technology for librarians and information scientists. New Delhi: EssEss publications.
- 8 Gill, N. S. (2016). Handbook of computer fundamentals. New Delhi: Khanna book publishing Co.
- 9 Gupta, V. (2005). Rapidex computer course. New Delhi: Pustakmahal.
- 10 Hunt, R., & Shelley, J. (2002). Computers and common sense. New Delhi: Prentice-Hall.
- 11 James, K. L. (2013). Computer hardware. Delhi: PHI Learning Pvt. Ltd.
- 12 Jeanne, F. M. (2006). A librarian's guide to the internet: A guide to searching and evaluating information. Oxford: Chandos publishing.

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**LIPALT4**  
**Knowledge Organization and Retrieval (practice)**  
**TM100(InternalAssessment30+Practice70)(credit04)**

**Objectives:**

- Practical implication of Information Storage and Retrieval systems with special reference to UDC , Cataloguing, Indexing and so on.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Retrieval practice enhance the long- term retention of information
- Understand the practical aspects of information storage and retrieval tool/ systems
- Understand the classification with special reference to UDC and different kinds of indexing systems like Pre-Coordinate and Post coordinate, PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing, etc.;

**Unit 1: Preparation of Class Number for Micro-Document using UDC.**

**Unit2:Preparation of cataloguing entries for Complex Continuing Resources And Non-book Materials.**

**Unit-3: Preparation of Indexes and Abstracts**

**Reading List :**

- 1 Alberico, R. and Micco M. (1990). Expert systems for reference and information retrieval. West Port:Meckler.
- 2 Atchison, J. and Gilchrist, A. (1972). Thesaurus construction: a practical manual. London: ASLIB.
- 3 Charles, T., Boyce, Bert R. and Kraft, Donald H. 2000. Text Information retrieval Systems. (Library and Information Science). 2nd ed. California: Academic Press
- 4 Chowdhry, G.G. (2003). Introduction to modern Information retrieval. 2nd ed. London: Facet Publishing.
- 5 Cleaveland, D. B. (2001). Introduction to Indexing and Abstracting. 3rd ed. Englewood, Colo: Libraries Unlimited.
- 6 Lancaster, F Wilfred. (2003). Indexing and abstracting in theory and practice.3rd ed. Urbana: University of Illinois.
- 7 Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.
- 8 Neelameghan, A. (1995). Online Database searching and Retrieval: Strategies, Procedures,Commands and Problems – A brief guide. Bangalore: SaradaRanganathan Endowment for Library Science.
- 9 Pandey, S.K. Ed. (2000). Library Information retrieval. New Delhi: Anmol.
- 10 Van Rijsbergen, C.J. (2004). The Geometry of Information Retrieval. Cambridge: Cambridge University Press.

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**LIPALT5**  
**Library Use and User Studies**  
**TM100(InternalAssessment30+Practice70)(Credit-04)**

**Objectives:**

- Get to know about the importance and implication library use, user study and user education.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Understand the basics of user studies, enumerate the scope of user studies,
- Discuss the importance of user studies,
- Know the various direct and indirect methods of Information Seeking Behavior with the practical implication

**Unit1:Information Users & Their information Needs**

- Categories of Information needs
- Information needs: Definition & models
- Information Seeking behavior(ISB), Models of ISB
- Identification and assessment of users information need

**Unit2:Techniques of Library & Information Centers Survey**

- Questionnaire Method
- Interview Method
- Records analysis method
- Survey of Libraries and Information Centers

**Unit3:User Educations & User Studies**

- User Education : Concepts, Definition and Needs
- Methods and Techniques of User Studies
- Evaluation of User Studies
- Survey of Group of Users
- Review of literature on user studies

**Unit4: Recent Trends**

- Research output on user studies.
- Online information seeking behavior
- Information needs of person with disabilities

**Reading List :**

- 1 Alvite, L. and Barrionuevo, L. (2011). Libraries for Users: Services in Academic Libraries. Oxford: Chandos Publishing.
- 2 Biblarz, D., Bosch, S. and Sugnet, C. (2001). Guide to Library User Needs Assessment for Integrated Information Resource Management and Collection Management. Maryland: Scarecrow Press, Inc.
- 3 Ford, N. (2015). Introduction to Information Behaviour. London: Facet Publishing.

- 4 Ford, N. (2015). Introduction to Information Behaviour. London: Facet Publishing.
- 5 Henry, M. and Morgan, S. (2002). Practical strategies for modern academic library. London: Aslib-IMI.
- 6 Kawatra, P. S. (1997). Library user studies: Manual for librarians and information scientists. Mumbai, Jaico.
- 6 Kumar, P. S. G. (2004). Library and Users: Theory and Practice. Delhi: B. R. Publishing Corporation.

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## Generic Elective–GE

### LIPATG1

#### Webometrics , Informatics & Scientometrics TM100 (Internal Assessment 30+Theory 70)(Credit 4)

##### Objectives:

To provide an understanding of need for library and information service support to different types of Libraries. To help students to understand the nature of information sources, Webometrics, Informatics & Scientometrics

##### Learning Outcomes:

After studying this paper, students shall be able to:

- To get knowledge about the basic concepts of Webometrics, Informatics, Scientometrics.
- Get knowledge about application of Classical Bibliometric Laws
- Get knowledge of Growth and obsolescence of literature & Science Indicators and Policy.

##### Unit 1: Information Metrics

- Basic concepts: Bibliometrics, Scientometrics, Informatics, Webometrics – Meaning, definitions and scope.
- Historical development.
- Importance of Information Metrics

##### Unit 2: Study and application of Classical Bibliometric Laws

- Study and application of Classical Bibliometric Laws –
- Lotka's law of scientific productivity,
- Bradford's law of scatter, and
- Zipf's law of word occurrence.

##### Unit 3: Study of the citation concepts

- Citation analysis, citation metrics
- bibliographic coupling and co-citation analysis,
- Journal Impact Factor, Cite Score, H-index, g-index
- Citation Databases- Scopus, Web of Science & Google Scholar, Journal Citation Reports (JCR)

##### Unit 4: Growth and obsolescence of literature

- Growth and obsolescence of literature.
- Various growth models,
- The half-life analogy,
- Determination of aging factor and half life

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## Unit 5: Science Indicators and Policy

- Science Indicators and Policy. Science Indicators.
- Science Policy Development.
- Web Impact Assessment.
- Link Analysis.
- Trends in informetrics

### Reading List:

- 1 Egghe, L. and Rousseau, R. (2001). Elementary statistics for effective Library and Information services management. London: Aslib,
- 2 Garfield, E. (1979). Citation Indexing: Its theory and applications in Science, technology and humanities. New York: John Wiley.
- 3 Meadows, A.J. (1974). Communication in Science. London: Butterworths.
- 4 Neuendorf, K. (2002). The content analysis guidebook. London: Sage.
- 5 Nicholas D. and Ritchi, M. (1979). Literature & bibliometrics. London: Clive Bingley.
- 6 RavichandraRao, I.K. (1985). Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern.
- 7 Thelwall, M. (2009). Introduction to webometrics: Quantitative web research for the social Sciences. Morgan and Claypool Publishers

21/5/2020 10:14

## Generic Elective–GE

### LIPATG2

#### Preservation and Conservation of Library Materials TM100(InternalAssessment30+Theory70)(Credit4)

##### Objectives:

- To familiarize students with the preservation and conservation of information sources;
- To know evolution of writing materials
- To understand different types of library materials, their preservation
- To study various National Archival Initiatives of different countries
- To know Digital Preservation;
- To study record management concepts and issues;
- To understand hazards to library materials and their preservation

##### Learning Outcomes :

###### After studying this paper, students shall be able to:

- Educating students on tools and techniques of preserving information sources making them aware of legal issues while digitizing and digital preservation/archives;
- Familiarize with methods and process practiced to preserve important documents in libraries;
- Knowledge of evolution of storage devices and materials used to record and preserve knowledge through ages till modern times;
- Awareness of hazards of library materials and modes used for their preservation;
- Aware of Open Archive initiatives (OAI) and nature of information accessible through those open repositories;

##### Unit1: Library Materials: Preservation and Conservation

- Need of Preservation and Conservation
- Evolution of Writing Materials
- Palm leaves and Birch Bark: Their Nature and Preservation
- Manuscripts ,books ,Periodicals ,Newspapers Pamphlets etc
- Non-Book Materials

##### Unit 2 :Hazards to Library Materials and Control Measures

- Environmental Factors
- Biological Factors
- Chemical Factors
- Disaster Management

##### Unit3: Binding

- Different Types of Binding for Library Documents
- Binding Materials
- Binding Process
- Standards for Library Binding

##### Unit4: Restoration and Reformatting

- Material Repair
- Microfilming and Digitization
- Preservation of digital documents

##### Unit 5 : Digital Preservation:

- Concept, Need ,Challenges, principles
- Dimensions of digital preservation

- Strategies
- UNESCO guidelines for the digital preservation

### Reading List :

- 1 BALLOFFET (N) and HILLE (J).Preservation and Conservation for libraries and archives. 2009. EssEss.
- 2 CAPLE (C). Conservation skills: judgement, method and decision making. 2000.
- 3 HENLERSON (K L).Ed. Conservating and preservating library materials. 1983. University Graduate school of library and information science; Ithirois.
- 4 KATHPALIA (Y P).Conservationand restoration of archive materials.UNESCO manual of libraries;UNESCO. PLUMBE (W J).The preservation of books in tropical and subtropical countries. 1956. OUP; London.

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**Generic Elective –GE**

**LIPATG3**

**Media and Information Literacy  
TM50 (InternalAssessment30+Theory70)(Credit4)**

**Objectives:**

Understanding of media and information literacy for providing better library services.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- define media literacy;
- describe the process of media literacy;
- outline the core concepts of media literacy;
- evaluate the credibility of information;
- explain the power of visual images; and critically analyze media messages

**Unit 1: Media and Information Literacy**

- Media and Information literacy (MIL) definition, need and purpose,
- Role of MIL in the Society
- Theories and models of MIL
- MIL policies and strategies

**Unit 2: Information Literacy**

- Information Literacy Standards: Foundations & Implications
- Information Literacy models
- Information Literacy Guideline:UNESCO,IFLAandALA
- Curriculum development and creation of instructional manual on information literacy
- Information literacy products

**Unit 3: ICT and Information Literacy**

- Data Literacy :Definition, Importance and scope
- Digital Literacy: emerging web service
- E-literacy
- Information literacy 2.0

**Unit 4: Ethics and Laws**

- Media and information ethics: cyberlaws and ethics
- Social Media Platforms and Tools
- Misinformation in Social media



## **Unit5: Understanding media and Society**

- Defining Society and Mass Media
- Media and Public Opinion
- New Media and its Impact on Society

### **Reading List :**

- 1 Media Now: Communication Media in the Information Age, By Joseph Straubhaar, Robert LaRose, Wadsworth Thomson Learning, 2000.
- 2 Media and Society: Challenges and Opportunities, Edited by VirBalaAggarwal, Concept Publishing Company, New Delhi, 2002.
- 3 Media in Society: Readings in Mass Communication, Caren J Deming, Samuel L Becker, Scott, Foresman and Company, Glenview, Illinois, 1988.
- 4 Introduction to Mass Communication: Media Literacy and Culture by Stanley J Baran , Edition 4 , McGraw Hill New York 2007.
- 5 Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.

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## Second Semester

### LIPBTT1

### **Information Sources, Systems and Programmes TM100(InternalAssessment30+Theory70)(Credit4)**

#### **Objectives:**

Get to know about the importance and form of information source and to know difference types of information systems and program.

#### **Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Know that information sources can be categorized by type, content and media
- Get an idea about the contents of various categories of information sources
- Gather adequate knowledge about non-print media, their types and uses in libraries and information centers

#### **Unit1: Information Sources**

- Physical medium of information
- Print Media, Multimedia (Hypermedia) and Hypertext
- Non-Print Media :Microform, Electronic and Optical Media

#### **Unit2: Information Sources for Users**

- Content Analysis and its Correlation to Clientele
- Customized Organization of Information Sources
- Citation Analysis of Information Sources and their Use
- Aid to information

#### **Unit3:Information Products**

- Nature Concept and Type
- Information Newsletter, House Bulletin, In-House communications,
- Trade Reports, Technical Digest, and Trend Reports, state-of-the-art-reports
- Electronic Content Creation

#### **Unit 4:Information Sources, Systems and Programmes**

- Information sources in Humanities
- Information sources in Social Science
- Information sources in Science and Technology
- Information sources in Management Sciences

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## Unit5: Information Experts as Resource Persons

- Library and Information Personnel
- Science and Technology Information Intermediaries
- Database Designers and Managers
- Media Personnel as Sources of Information

### Reading List :

- 1 ATHERTON (Pauline): Handbook for information system and services (1997), UNESCO, Paris.
- 2 BAMAN (P): Studies on information systems, services and programs in India and abroad (1993) Ajanta, Delhi.
- 3 BARUA (B P): National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakash an, New Delhi.
- 4 KOCHTANEK (TR) and MATTHEWS (JR): Library information systems: from library automation to distributed information access solutions (2002) Libraries Unlimited, West Westport.
- 5 NEELAMEGHAN (A) and PRASAD (K N), Eds. Information systems, networks and services in India (2 vols. 1998) Ranganathan Centre for Information Studies, Chennai.
- 6 VICKERY (BC): Information systems (1973) Butterworths, Washington

21/5/2020

**LIPBTT2**  
**Management of Library and Information Centers / Institutions**  
**TM100 (InternalAssessment30+Theory70)(Credit4)**

**Objectives:**

- To train the student in the techniques of librarianship and management of library
- To understand the application of management theories in library and information area
- To study organizational structure of library and information centers.

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Familiarizing students with basic principles, practices, procedures to manage different types of libraries
- Be able to understand concepts of management, functions, and principles of scientific management
- Gain the knowledge of organizational structure
- Experience the application of management theories in library management, organization or administration.

**Unit1:Advanced Management Perspectives**

- Concepts and schools of Management thoughts
- Management Information Science
- Change Management: concept and need

**Unit2:Human Resource Management**

- Human Resource Management: Selection, Recruitment, Training, Development, Performance Appraisal
- Organizational Behavior
- Managerial Quality and Leadership
- Job Analysis and Description ; Job Evaluation

**Unit3: Financial Management**

- Budgetary Control and Techniques
- Costing Techniques
- Cost Analysis
- Resource Mobilization and Outsourcing

**Unit4: System Analysis and Design**

- Library Planning: Basic Concepts, Types and Procedures,
- SWOT (Strength, Weakness, Opportunities, Threat), DFD (Data Flow Diagram)
- Monitoring and Control Techniques,

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## Unit5: Collection management in electronic environment

- Electronic resources
- E-consortia
- E-Resources Life Cycle
- Selection and Acquisition of E-Resources

### Reading List :

- 1 Bakewell, K. G. B. (1997). Managing user-centred libraries and information services. 2nd ed. London: Maxwell.
- 2 Bryson, J. (1996). Effective library and information management. Bombay: JaicoPub.House
- 3 Chatterjee, A.K. (1982). Introduction to management: Its principles and techniques. Kolkatta: World Press.
- 4 Crawford, J. (1997). Evaluation of library and information services effectively. 2nd ed, London: Aslib.
- 5 Evans, G. E. (1983). Management techniques for librarians. 2nd ed. New York: Academic Press.
- 6 Evans, G. E. &Layzell, P. (2007). Management basics for information professionals. 2nd ed. London: Libraries Unlimited.
- 7 Gautam, J. N. (1991). Library and information management. New Delhi: Prentice Hall India.
- 8 Georgi, C., Bellanti, R., & Holbrook, F. K. (2013). Excellence in library management. Hoboken: Taylor & Francis.
- 9 Gupta, K. D. (2001). Library practice for effective management, New Delhi: Indian Library Association.
- 10 Hayes, R. M. (2001). Models for library management, decision-making, and planning. San Diego: Calif: Academic Press.
- 11 Hernon, P., & Altman, E. (1998). Assessing service quality: Satisfying the expectations of library customers. Chicago: American Library Association.
- 12 Hendry, J. D., &Batchelor, B. (1997). How to market your library services effectively. London: Aslib.
- 13 Jain, A. K. (1999). Marketing information products and services: a primer for library and information professionals. New Delhi: Tata McGraw-Hill

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## LIPBTT3

### Research Methods and Statistical Techniques TM100(InternalAssessment30+Theory70)(Credit4)

#### Objectives:

- To familiarize students with concepts and types of research
- To know the research techniques and tools
- To understand the research methods and process
- To understand data analysis and interpretation
- 

#### Learning Outcomes :

##### After studying this paper, students shall be able to:

- Familiar with theory of research and its methodology
- Familiar with identifying research problems and doing subject literature
- Sample size and research instrument for data collection
- Understanding the mode of data collection and data analysis
- Knowledge use of statistical tools and techniques for data analysis and interpretation of research findings

#### Unit1:Research Methods

- Research: Definition,Purpose, Characteristics andTypes.
- Research Methods : Historical, Experimental, Descriptive, Delphi, etc.
- Scientific Methods: Features, Spiral of Scientific Method.

#### Unit2:Research Design

- Selection and Formulation of Research Problem,
- Research design: definition, purpose, types
- Characteristics & advantages of a good research design
- Hypothesis: Concept, Types

#### Unit3: Research Techniques

- Data Collection: Meaning, Need, Purpose.
- Methods of Data Collection.
- Sampling Technique.

#### Unit 4: Statistical Applications

- Fundamental of Statistics
- Data Analysis and Interpretation
- Measures of CentralTendency,Dispersion, Variability and Correlation.
- T-test, Z-test, Chi-Square, etc.
- Statistical Packages.

#### Unit 5: Research Reporting

- Research Report: Structure, Style, Contents, and Guidelines.
- Style manuals – Chicago, MLA, APA, e-Citation, etc.
- Evaluation of Research Report.
- Plagiarism.

24/12/2020

## Reading List :

- 1 Bhandarkar. P.L,& Wilkinson. T. S. (1992). Methodology & techniques of social research Ed.9. Bombay: Himalaya.
- 2 Busha, C H & Harter, SP. (1980). Research methods in librarianship: Techniques and interpretation. New York: Academic.
- 3 Charles, H. et.al. (1993). Research methods in librarianship: Techniques and interpretations. New Delhi: Sage.
- 4 Fowler, F.J. (1993). Survey research methods. New Delhi: Sage.
- 5 Goode, W.J. &Hatt, P.K. (1980). Methods in social science research. New Delhi: McGraw Hill.
- 6 Gopal, M.H. (1990). An introduction to research procedudre in social sciences. Bombay: Asia,
- 7 Kothari. C.R. (1990). Research methodology. New Delhi: Wishwaprakashan.
- 8 Krishna Kumar (1992). Research methods in library in social science. New Delhi:Vikas.
- 9 Krishna, S. O. R. (1993). Methodology of research in social sciences. Bombay: Himalaya.
- 10 Krishnaswami, O.R.(1993). Methodology of research in social sciences. Bombay: Himalaya.
- 11 Leddy, P. D. (1980). Practical research: Planning design. London: Clive-Bingley.
- 12 Line, M.B. (1967). Library surveys. London: Clive Bingley

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**LIPBLT3**  
**Information Communication Technology for Libraries (Practice)**  
**TM100(InternalAssessment30+Practice70)(Credit4)**

**Objectives:**

- To give practical training in the use of library automation software
- To familiarize students with open source library software
- To familiarize the students with various operating systems
- To familiarize the students about information technology and its application to Library and– Information work
- To give basic knowledge about the software aspects and library automation packages

**Learning Outcomes :**

**After studying this paper, students shall be able to:**

- Able to understand and work on experience with IT products and services
- Have the knowledge of working with computer hardware, software
- Be trained to work with library automation and management tool
- Overall knowledge of library automation and the parts of its operations using different types of software
- Gain knowledge of both system software and application software related to library automation and management.

**Unit 1: Integrated Library Management Software**

- Integrated Library Software packages: SOUL / Koha
- Modules such as Acquisitions, Cataloguing, Circulation, Serial Control, Administration and OPAC
- Installation and Customization of ILMS Software

**Unit 2: Digital Library Software**

- Overview of Digital Library Software: D-Space, Greenstone, e-prints,
- Creation of Digital Repository through D-Space and /or Greenstone

**Unit3: Web designing**

- Creation of web page using HTML
- Creation of blogs

**Unit4: Content Management Software**

- Function and use of any Content Management Software : Joomla / Drupal / Wordpress

**Note :** This is only a broad outline, the coverage of topics in this paper will be elaborated by the concerned teacher.

*Dr. S. S. S. S. S.*



## Reading List :

- 1 CHOWDHURY (GG)and CHOWDHURY (Sudatta): Searching CD-ROM and Online Information Sources (2000) Library Association, London.
- 2 CHOWDHURY (G G) and CHOWDHURY (Sudatta): Organizing Information - from the shelf to the web (2007), Facet Publishing, London.
- 3 COOPER (Michael D): Design of Library Automation Systems: File Structures, Data Structures and Tools (1996), John Wiley, New York.
- 4 INFLIBNET: Software for University Libraries User Manual (2003), INFLIBNET, Ahmedabad.
- 5 NEELAMEGHAN (A) and LALITHA (SK): Tutor +: A Learning and Teaching Package on Hypertext Link Commands in WINISIS (2001), SaradaRanganathan Endowment for Library Science, Bangalore.
- 6 NEGUS (Christopher): Linux Bible. (2005), John Wiley, New York.
- 7 SIMPSON (Alan): Windows XP Bible. (2004), John Wiley, New York.
- 8 UNESCO. CDS/ISIS for windows: reference manual (vo1.5, 2004), UNESCO, Paris.
- 9 WALKENBACH (John): et al. Office 2007 Bible (2007) John Wiley, New York.
- 10 WINSHIP (Ian) and McNAB (Alison): The Student's Guide to the Internet (2000), Library Association, London.

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## **Ability Enhancement Compulsory Course–AECC**

### **LIPBLA1**

#### **Information Analysis, Repackaging and Consolidation**

#### **TM100(InternalAssessment+Practice70)(Credit2)**

##### **Objectives:**

- To know about the repackaging, consolidation and analysis of information and their use and importance.
- This paper focuses to enhanced the ability of the students to know difference tools and products of IAR and how to prepare and used in practical scenario

##### **Learning Outcomes :**

###### **After studying this paper, students shall be able to:**

- highlight the impediments and difficulties associated with fruitful use of existing information
- explain the concepts of information consolidation and repackaging
- trace the origins of the concepts of information consolidation and repackaging
- assess the need for such service and explain the processes involved in information consolidation
- discuss how the concept of appropriate or consolidated information developed in conjunction with the concept of appropriate technology and technology transfer
- assess the value and benefits of consolidated information to different user communities or groups

##### **Unit1: Repackaging and Consolidation**

- Packaging and Re-Packaging: Concept, Need ,Purpose and Criteria
- Content Analysis
- Information Intermediaries

##### **Unit2: Information Analysis and Consolidation Centre's**

- Genesis of Information Analysis and Consolidation (IAC) centre's
- IAC Centre's in India

##### **Unit3: Tools for IAR**

- **Abstracting: Types and guidelines in preparing abstract**
- Indexes, Reviews, Digests, Markets Surveys

##### **Unit4: IndexingPracticeusing PRECIS , KWIC and content aggregation and aggregators**

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## Reading List :

- 1 Alberico, Ralph and Micco Mary. (1990). Expert Systems for reference and information retrieval. West port : Meckler.
- 2 Austin, D. Precs, (1984). A manual of concept analysis and subject indexing. 2nd ed.
- 3 Baeza-Yates, R. A. and Ribeiro-Neto, B. (2010). Modern Information Retrieval (2nd ed.).Reading, Massachusetts: Addison-Wesley.
- 4 Barbara Allan. (2002). E-learning and Teaching in library and Information Services. London : Facet Publishing.
- 5 Bikowitz, W. R. (2000). Knowledge Management. Delhi: PHI.
- 6 Chowdhry, G. G. (2003). Introduction to Modern Information Retrieval. 2nd edn. London, Facet Publishing.
- 7 Cleaveland, D. B., Cleveland, A. D. (1988). Introduction to Indexing and Abstracting. 1983. Crawford, Marshall Jean. Information broking: a new career in information work. London: LA.
- 8 Ford, Nigel. (1991). Expert Systems and artificial intelligence : An information manager's guide London: LA.
- 9 James Dearnley and John Feather (2001).The Wired World: An introduction to the theory and practice of the information society. London : Facet Publishing.
- 10 Jean Atchison & Alan Gilchrist. (1972). Thesaurus construction: a practical manual. London: Aslib

2022/09/14

## **Skill Enhancement Course –SEC1**

### **LIPBLL1**

#### **Content Development and management TM100(InternalAssessment30+Practice70)(Credit2)**

#### **Objectives:**

To understand the Structure and Functions of Technical Communication, Content Analysis, Content Developments.

#### **Learning Outcomes :**

**After studying this paper ,students shall be able to:**

- To know the technicalities of technical writing and technical communication,
- Get to know the process of content development techniques and strategies through software.

#### **Unit1:Structure and Functions of Technical Communication**

- Structure: Definition, Purpose, Characteristics and Functions
- Collection, Organization and Presentation of Data including Illustration
- Characteristic Features of Technical Writing
- Linguistic as medium of Expression of Thought

#### **Unit2: Content Analysis**

- Concept and Scope
- Technical Quantitative and Qualitative
- Content Analysis-Applications (generation of Information Services and products)

#### **Unit3:Content Developments**

- Content Development: Context setting, Norms and Guidelines
- Content Development software:Joomla, DRUPAL etc.
- Abstract Development, Citation styles

*Dr. S. S. S. S. S.*

## Reading List :

- 1 ALRED (G J), BRUSAW (C T) and OLIU (W E), Ed. Handbook of technical writing.2003.
- 2 Martin's Press.BALAKRISHNAN (S) and PALIWAL (P K).Abstracting Practices in Libraries. 2001.
- 3 Anmol ELANEGHAN (A).Technical writing, presentation of ideas. 1975.
- 4 GUHA (B).Documentation and Information. 1978. World Press; Calcuuta.
- 5 HARRIS (J S) & BLACKKE (R H).Technical writing for social scientists. 1976.
- 6 ICASTER (F W).Indexing and abstracting in theory and practice 1991.University of Illinois.
- 7 KWARTA (P S).Fundamentals of documentation. 1989. Sterling.
- 8 LTHA (D J).Technical literature search and the written report. 1976.
- 9 MAHAPATRA (P K) and CHAKRABARTY (B).Organising information in Libraries. 1999. EssEss. 10 NEELAMEGHAN (A).Technical writing, presentation of ideas. 1975.
- 11 RANGANATH (S R).Documentation and its facets. 1963. Asia.
- 12 SAMSON (D C Jr.).Editing technical writing. 1993.OUP; New York.
- 13 SAMSON (D C Jr.).Editing technical writing.1993.OUP; New York.Editing problems in technical writing. 1988.
- 14 SEETHARAMA (s).Information consolidation and repackaging. 1997.
- 15 ESS Solving problems in technical writing. 1988

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## **Skill Enhancement Course –SEC2**

### **LIPBLL2**

### **Sources of Indian Knowledge System**

**TM100 (InternalAssessment30+ Practice70)(Credit2)**

#### **Objectives:**

- To understand about the classics information of Indian Knowledge Systems in fields of various Discipline.
- Identify the concept of Traditional knowledge and its importance.

#### **Learning Outcomes :**

##### **After studying this paper ,students shall be able to:**

- To know about the various ancient literatures and their owners of different disciplines
- To make the students understand the traditional knowledge and analyze it and apply it to their day to day life.
- Get to know the importance of Indian literatures & their salient features
- It seek to promote interdisciplinary research on all aspect of IKS
- The program helps students develop their communication and leadership skills.

#### **Unit 1:Indian Knowledge system**

- Definition, Purpose, Concepts, Scope and Importance.
- History and Developments
- Preservation and documentation of manuscripts.
- Digital Repositories on Traditional Knowledge- TKDL,

#### **Unit 2: Traditional Knowledge**

- Definition, Purpose, Importance and their types
- Use of Traditional Knowledge in daily life
- Protection of Traditional Knowledge bill 2016

#### **Unit 3:Evaluation/sources of Indian Knowledge Literature**

- Philosophy and Religion
- Sciences & Technology
- Medicine & Therapeutics
- Literatures and Languages

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Reading List :

1. Traditional Knowledge system in India, by AmitJha, 2009.
2. Knowledge traditions and Practice of India by kapilKapoor
3. Introduction to Indian Knowledge system : Concepts and Applications by B. Mahadevan ,Vinayak RajatBhat ,Nagendra Pavana
4. Indian Knowledge system Vol 2 By KapilKapoor
5. Ancient Indian Knowledge : Implication to Education System by Boski Singh
6. Chanakya Niti Evam Kautilya Arthshastra : The Principles he Effectively appied on Politics , administration Statecraft, Espionage , Diplomacy by Prof. SrikantPrasoon
7. Science In Ancient Indian : Reality versus Myth by Breakthrough Science Society (BSS)

सिद्धि

## Discipline Specific Elective –DSE

### LIPBPF1

#### Project Work/ Dissertation/ Group Seminar

#### TM100 (Practice70 + Internal Assessment 30)(Credit4)

#### Objectives:

- To understand the structure and development of the specific subject/discipline.
- To Prepare specialized professional manpower in the subjects/disciplines for handling information related activities.
- To provide in-depth knowledge and specialized skills in handling documentary and non-documentary sources in specific field of knowledge.
- To enable the students to design and develop information system in new emerging areas / discipline
- To explore feasibility of application of information technology and the related aspects in their implementation.

#### Learning Outcomes :After studying this paper, students shall be able to:

- Conduct research independently on library and information sciences.
- Develop analytical and logical thinking in the process of conducting research.
- Apply the implications of library science research in generating new knowledge

#### Themes For DSE :

- **Business Information System**
- **Environmental Information System**
- **Biotechnology Information System**
- **Health science Information System**
- **Archival, Museum and Archaeological Information System**
- **Legal Information System**
- **Agricultural Information System**
- **Social Science Information System**
- **Industrial Information System**
- **Rural and Community Information System**

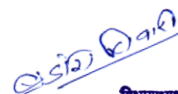
#### \*Evaluation Criteria and Distribution of marks:

|  |    |
|--|----|
| (a) Concept Note including the formulation of objectives and hypothesis- | 30 |
| (b) Review of Literature-  | 30 |
| (c) Justification of scope-  | 10 |
| (d) Presentation skill including ability to answer the questions-        | 20 |
| (e) Resources used-  | 10 |

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Total= 100  
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