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# ACADEMIC BULLETIN

## 2023-2024



*Library and Information Science*

**Dr. Zakir Husain Library**  
**Jamia Millia Islamia**  
**New Delhi-110025**

### **The University:**

Jamia Millia Islamia was founded in 1920, declared a deemed university in 1963 and a Central University in 1988 by an Act of Parliament. The objectives of Jamia are to disseminate advanced knowledge; and to provide instructional, research and extension facilities in various branches of learning. The Jamia is always striving for innovations in education leading to restructuring of programmes, new methods of teaching and learning; and integrated development of personality; and is consistently upholding its principles of national integration, secularism and international understanding. The national ethos of the Jamia is reflected in the diversity in student's population and teaching community, transcending regional, lingual, religious and even national boundary.

Besides its ten faculties, the Jamia has a number of centres of learning and research. Jamia has a campus wide network which connects its departments and offices. The Library and Information Science programmes come under Faculty of Social Sciences.

### **Dr. Zakir Husain Library:**

Dr. Zakir Husain Library is the University's central library. Established in 1920, it was named in 1973 after Dr. Zakir Husain, former President of India and Jamia's former Vice-Chancellor. Originally housed in the old building with an area of 23,038 sq. ft, the library has developed as the university evolved (deemed university in 1962 and central university in 1988). The library shifted to its present premises in 2009. The facilities of library are open to all regular students of the Jamia.

One of the important challenges facing society for decades is how to organize, control and access information. The technology development has also made information available in greater quantities and increasingly diverse forms. Books, journals, newspapers and non-book materials have joined electronic publishing, multimedia and the internet to provide multiple choices of sources for both individuals and organizations. In the rapidly changing environment it is the job of library and information science professionals to ensure that the information gets to the right user in the right place at the right time.

There are opportunities for library and information science professionals to work in organizations of every kind. They work in school, college, university, medical, public and special libraries. They are now becoming indispensable in finance, industry, voluntary sector and where ever the information is needed.

The University Library also offers three academic programmes: Master's Degree in Library and Information Science (MLISc Programme), Bachelor's Degree in Library and Information Science (BLISc Programme) and Post Graduate Diploma in Preservation, Conservation and Digitization of Libraries and Archives.

The syllabus of all the three programmes has been drafted by a team of eminent professionals having experience of working in libraries and teaching of students both. It incorporates almost all topics which are of use to students of library and information students. To make them able to work in IT environment, a large component on ICT Applications in LIS has been included in the syllabus.

### **Master of Library and Information Science (MLISc) programme:**

Bachelor of Library and Information Science programme (BLISc) was running in Jamia since 1985. Since there was no master's programme in Jamia our students were compelled to pursue their higher studies in the subject from other universities like, University of Delhi, AMU, etc. through regular mode. However only limited students get admissions there and remaining students' have to do it through distance mode. Therefore, Master of Library and Information Science programme (MLISc) was introduced in 2018 to help these students to continue their higher studies in Jamia itself without any difficulty.

The programme will help in training the students in the advanced skills of information management. The programme has great emphasis on providing hands on experience on IT applications in library and information Centres.

### **Bachelor of Library and Information Science (BLISc) programme:**

Dr. Zakir Husain Library has been offering an academic programme leading to the Bachelor degree in Library and Information Science to meet the needs of the Library and Information Science profession since 1985. The programme is intensive in nature and there by demands students who are highly motivated and dedicated to learning. These challenges bring opportunities so that the students get both intellectual satisfaction in assimilating a broad spectrum of a very new discipline for them and the best start in the career as a library and information science professional.

### **Post Graduate Diploma in Preservation, Conservation and Digitization of Libraries and Archives programme:**

Dr Zakir Husain Library has introduced, Post Graduate Diploma in Preservation, Conservation and Digitization in Libraries and Archives from the Academic Session, 2023-2024. It was started keeping in view of importance of preservation and digitization of library resources. As an introductory course, the students will be acquainted with the nature and deterioration of rare and historical documentary materials, scientific methods of conservation, repair, storage and handling of manuscripts.

A variety of teaching/learning methods are used for the programme. These include lectures, seminars, extension lectures, practical sessions, orientation and student group work. Students find the real life dimension that gives to their studies an invaluable insight.

The scholars in the specialized fields are also invited to deliver lectures on interdisciplinary subjects/topics. The Library will further promote its links to share the experiences of the practitioner in a range of library and information centers to give visiting lectures and seminars on many of the modules/units offered in the MLISc and BLISc programmes. Students find and will continue to find this "real-life" dimension that such visiting speakers give to their studies an invaluable insight.

Visit to reputed libraries of Delhi is an essential part of the programme. This helps students to have an overview of the functioning and nature of various types of libraries, viz., academic, special and public libraries. The visit is generally organized during October/November under supervision of a tutor.

Students who have obtained their degrees in Library and Information Science programme from Jamia are well-placed in reputed libraries of Delhi and other states, like Haryana, UP, Bihar, Rajasthan. The notable amongst them are British Council Library, University of Delhi, JNU, IGNC, National Open School, Tata Institute of Social Sciences etc. Some of our students pursued their higher studies in Library and Information Science in reputed institutions like DRTC, NISCAIR, University of Delhi, A.M.U etc.

### **Admission:**

The admission to all the above-mentioned programmes is based on marks obtained in Entrance test.

The total intake in MLISc is 35. The duration of the programme is two (02) semesters. The syllabus of the entrance test for MLISc is based on multiple choice questions in Library and Information science. The eligibility requirements for admission to MLISc programme are: Bachelor of Library and Information Science or an equivalent examination from recognized University or Institution with at least 50% marks in aggregate.

The total intake in BLISc is 50. The duration of the programme is two (02) semesters. The syllabus of the entrance test for BLISc is based on graduate level objective type general knowledge questions. The eligibility requirements for admission in BLISc are:

B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. from a recognized university with not less than 50% marks in aggregate or B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. with 45% marks in aggregate with five years work experience in University, College, Centre or State Library.

The total intake in Post Graduate Diploma in Preservation, Conservation and Digitization of Libraries and Archives is 30. The duration of the programme is two (02) semesters. The syllabus of the entrance test is based on graduate level objective type general knowledge questions with special emphasis on Libraries and Archives. The eligibility requirement for admission in it is: Graduation from a recognized university with not less than 50% marks in aggregate.

Since these rules are subject to revision from time to time, the students are advised to refer to the current Prospectus of the University for Admission Details. The specific eligibility requirements of the programme can also be obtained from the office of the University Librarian and Head, LIS, JMI.

As evening programme, the classes are held on Monday-Friday from 4.00 p.m. to 7.30 p.m. and on Saturday and Sunday. The timings are subject to change from time to time.

### **Reservation of seats:**

The provision for the reservation of seats is as per the university norms, as follows:

- 30 % of the total number of seats in each programme shall be earmarked for the Muslims applicants.
- 10 % of the total number of seats in each programme shall be earmarked for the Muslims Women applicants.
- 10 % of the total number of seats in each programme shall be earmarked for the Muslims applicants of "Other Backward Classes" (OBCs) and Scheduled Tribes, as per the list notified by the Central Government.
- 5% seats are reserved for persons with disabilities in accordance with the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation Act, 1995).

### **Attendance:**

The students are required to attend not less than 75% of the aggregate of classes in order to be eligible to appear in the examination. The students will have to give an undertaking at the time of admission to complete at least 75% of attendance failing which University will be at liberty to debar them from examination, as per rule. Attendance of the students shall be counted from the date of admission in the respective classes.

If a student is found to be continuously absent from the class without information for a period of 30 days or more his/her name shall be struck off the rolls. The statement of attendance is displayed on the Notice Board of the department from time-to-time. Students are advised to keep themselves acquainted with regard to the position of their attendance.

### **Method of assessment and evaluation:**

The assessment and evaluation process will be broadly divided into following TWO components:

1. **In-Semester Continuous Internal Assessments and Evaluations, and**
2. **End-Semester/Final Examination**

The weightage of Internal Assessments for Theory paper will be 25% and for Practical paper will be 50%. The remaining 75% weightage for Theory paper and 50% for Practical paper will be for End-Semester/ Final Examination of THREE hours and TWO hours durations respectively.

## 1. In-Semester Continuous Internal Evaluations:

The In-Semester Continuous Internal evaluations may be further divided into two components:

- I. **Two Sessional tests for 15% weightage, and**
- II. **The remaining 10% weight age will be based on any one or combination of the various modes of evaluation mentioned below.**

In case of Sessional tests, Best out of TWO will be awarded for those who have appeared in both the test.

### Various Modes of Evaluations (10%):

The concerned teacher may have the choice to select any one or combinations of the following modes of Evaluation such as, **Quizzes, Assignments, Seminar presentation using ppt, etc.**, as per the General Guidelines mentioned below.

### General Guidelines for In-Semester Continuous Internal Evaluation:

1. No excuse are to be entertained for late submission for Quiz / Assignment/ Seminar Presentation, etc., except with notification from the Head of the Department.
2. Students are expected to work individually, on all modes of evaluations, unless and until specifically assigned in Groups.
3. Attendance and Assessments are continuous, regular and mandatory, however, extensions may be given on serious medical or compassionate grounds, or any other bonafide reasons, with supporting documents, on the basis of formal written request to be made in advance to the Head of the Department.
4. Cheating of any sort / form / types including plagiarism is strictly prohibited may lead to zero marks with additional penalty to debar in the next assessment mode at the discretion of teacher concerned.
3. Grading System and Mark sheet will be issued as per JMI rules.

## 2. End-Semester/Final Examination

They will be governed by the following Ordinance of JMI.

1. Ordinance related to Master of Library and Information Science (MLISc) and Post Graduate Diploma in Preservation, Conservation and Digitization of Libraries and Archives: **Ordinance 15-A (XV-A)**
2. Ordinance related to Bachelor of Library and Information Science (BLISc): **Ordinance 15-B (XV-B)**

*Master of Library  
and  
Information Science*

## SCHEME OF MLISC PAPERS

### FIRST SEMESTER

Paper Code	Paper Title	Exam Duration	Credits (L-T-P)	IA Marks	UE Marks	Total Marks
<b>MLS-101</b>	Planning and Management of Library and Information Systems	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-102</b>	Advanced Knowledge Organization: (Practice)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-103</b>	Information and Communication Technology (ICT) in Library and Information Science (Theory)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-104</b>	Electronic Information Sources and Services	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-105</b>	Research Methodology	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Total Credit: 20</b>				<b>Total Marks:</b>		<b>500</b>

### SECOND SEMESTER

Paper Code	Paper Title	Exam Duration	Credits (L-T-P)	IA Marks	U E Marks	Total Marks
<b>MLS-201</b>	Research Ethics & Academic Integrity	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-202</b>	Information Storage and Retrieval	<b>2 Hours</b>	<b>0-0-4=2</b>	<b>25</b>	<b>25</b>	<b>50</b>
<b>MLS-203</b>	Information Literacy Applications in LIS	<b>2 Hours</b>	<b>0-0-4=2</b>	<b>25</b>	<b>25</b>	<b>50</b>
<b>MLS-204</b>	Information and Communication Technology (ICT) in Library and Information Science (Practical-I)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-205</b>	Information and Communication Technology (ICT) in Library and Information Science (Practical-II)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>MLS-206</b>	Project Work and Viva-Voce		<b>4-0-0=4</b>	<b>Project Work: 70 Marks Viva-Voce: 30 Marks</b>		<b>100</b>
<b>Total Credit: 20</b>				<b>Total Marks:</b>		<b>500</b>
<b>Total Credit: 40</b>				<b>Grand Total:</b>		<b>1000</b>



**MLISc**  
**SEMESTER-I**

## **MLS-101: PLANNING AND MANAGEMENT OF LIBRARY AND INFORMATION SYSTEM**

**IA: 25**  
**UE: 75**

### **Course objective:**

This paper will provide insights to students about the role of library in academic institutions along with the efforts made by the government.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Understand the development of academic libraries in India.
- Develop an understanding about role of UGC and UNESCO.
- Examine the working of prominent University libraries in India

### **Unit-1: Policy and Planning of Libraries in India**

- Present status of Libraries in India
- Role of UGC in the growth and development of Academic Libraries in India
- Committees and Commissions: Kothari Commission, Radhakrishnan Commission, Mudaliar Commission

### **Unit-2: Library Organization and Administration**

- Manpower Development: Qualifications, recruitment, Job description, job analysis, staff manual.
- Collection Development: Print and Non-Print including Electronic documents.
- Library Building, furniture and equipment: Green Library Building, Information Commons

### **Unit 3: Types of Library Systems**

- Academic Library System
- Public Library System
- Special Library System: Health, Engineering, Agriculture

### **Unit-4: Trends in Library Management Systems**

- Management Information System (MIS)
- Change Management, Disaster Management, Crisis Management
- Knowledge Management: Principles, Tools, Components and Architecture
- Marketing of Library Services

### **RECOMMENDED READINGS:**

1. Khanna, (J.K). Manual for Administering Academic Libraries, New Delhi: Beacon Pub., 1997.
2. Raman Nair, (R). Public Library Movement, New Delhi: Concept, 2000.
3. Sylvia Thomas, Guidelines For Planning of Libraries And Information Centers, 2014.
4. Barbara B. Moran and Claudia J. Morner, Library and information centre management, 9<sup>th</sup> Ed., Colorado: Libraries Unlimited, 2018.
5. Chapman (Liz). Managing acquisitions in library and information services, London: Library Association, 2001.
6. Dowler (L) Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research, London: The MIT Press, 1998.

## **MLS-102: ADVANCED KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING: (PRACTICE)**

**IA: 25**  
**UE: 75**

### **Course Objective:**

To equip the students with the practical knowledge of library classification and library cataloguing using the Universal Decimal Classification (UDC) and Anglo American cataloguing Rules (AACR-II).

### **Course Outcomes:**

After studying the paper, students shall be able to:

- Classify and construct the class numbers of simple and complex titles using UDC scheme.
- Use the AACR-2 cataloguing code for cataloguing of printed and non-printed documents in a library.

### **Unit-1: Classification of Documents according to UDC† (3rd Abridged Ed.)**

- Classification of Documents representing simple subjects.
- Classification of Documents using Auxiliary tables.

### **Unit-2: Classification of Documents according to UDC† (3rd Abridged Ed.)**

- Classification of documents representing compound subject.
- Classification of documents representing complex subject.

### **Unit-3: Non-Book Materials (AACR-II\*)**

- Manuscripts
- Cartographic Materials
- Sound Recordings
- Motion Pictures and Video Recordings
- Electronic Resources

### **Unit-4: Corporate and Periodical publications (AACR-II\*)**

- Complexities of Periodicals
- Corporate Authorship

† **DDC= Universal Decimal Classification**    \***AACR-II= Anglo American Cataloguing Rules**

### **RECOMMENDED READINGS:**

1. McIlwaine (I C). The Universal Decimal Classification: a guide to its use. 2007. UDCC Consortium, The Hague, Netherlands.
2. UNIVERSAL DECIMAL CLASSIFICATION. (Lat. Ed.). British standards institution, London.
3. Fosket (A C), Universal Decimal Classification, London: Clive Bingley, London, 1973
4. Malcolm Rigby, Automation and the UDC, 1948-1980, Fédération Internationale de Documentation, 1981.
5. AMERICAN LIBRARY ASSOCIATION. Anglo-American Cataloguing Rules-II Library Association, London
6. LIBRARY OF CONGRESS SUBJECT HEADINGS (Latest Edition). Library of Congress, Washington.
7. Wilkie (Chris), Managing film and video collections, London: ASLIB, 1999

## **MLS-103: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN LIBRARY AND INFORMATION SCIENCE (THEORY)**

**IA: 25**

**UE: 75**

### **Course objective:**

To understand the various advance applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of various library management software packages.

### **Course Outcomes:**

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

- Study the library software packages for use in different types of libraries.
- Develop an understanding of proprietary and open source software.
- Knowledge about the concept of Telecommunication and Networking in general.
- Generate awareness about various types of networks and their applications in library networks for enabling better library facilities.

### **Unit-1: Web Technologies in Libraries**

- Web 2.0: Concept, features, Tools and Services
- Cloud Computing: Concept, Benefits, Application in Libraries
- Web Directories, Subject Gateways, Library Portals, etc.
- Social Media in Libraries

### **Unit-2: Integrated Library Automation Software**

- Open Source Library Management Software
- Web based Library Management Software
- Commercial Library Management Software

### **Unit-3: Digitization and Digital Libraries**

- Digital Preservation: Need, Purpose, Planning and Issues
- Digital Libraries (DL) and Virtual Libraries: Concept, Objectives and Advantages
- Meta Data: Concept and Types
- Digital Libraries Software: Greenstone Digital Library (GSDL), Dspace, Eprints

### **Unit-4: Emerging Technologies in Libraries**

- Mobile based Library Services (WhatsApp, Quick Response (QR) codes, etc)
- Library Security Systems: RFID, Smartcard, Biometrics
- Artificial Intelligence in Libraries: Expert Systems and Robotics
- Content Management Systems: Drupal, Joomla, etc

### **RECOMMENDED READINGS:**

1. Aldini, Alessandro and Bogliolo, Alessandro. User-Centric Networking: Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014.
2. Brügger, Niels., and Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017
3. Clark, Jason A., and Kroski, Ellyssa. Free Technology for Libraries. New York: Rowman and Littlefield Publishers, 2015.
4. Dvyas, S., and others. Excellence in Information Technology, Jaipur Raj publishing house, 2000
5. Eden, Bradford Lee. (ed.). Cutting-Edge Research in Developing the Library of the Future: New Paths for Building Future Services (Creating the 21st-Century Academic Library). New York: Rowman and Little field Publishers, 2015.

6. Elizabeth, Willse and Ellyssa, Kroski. Data Visualizations and Infographics (Library Technology Essentials) /1st ed. New York: Rowman and Littlefield Publishers, 2015
7. Hennig, Nicole. Keeping Up with Emerging Technologies: Best Practices for Information Professionals. Santa Barbara: Libraries Unlimited, 2017

## **MLS-104: ELECTRONIC INFORMATION SOURCES AND SERVICES**

**IA: 25**  
**UE: 75**

### **Course objective:**

This paper will familiarize students with the electronic information sources and services.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Acquaint themselves with the different electronic information sources and services
- Evaluate the various electronic information sources and services.
- Understand various licensing criteria involved in subscription of various e-resources.

### **Unit-1: Introduction to Electronic Resources**

- Characteristics, Features, Formats, Advantages.
- Types of e-Resources: e-journals, e-books, Full text databases, Bibliographic databases, Statistical and Financial Databases, Citation Analysis Databases
- Open Access Initiative: Concept, Platforms, Categories, Open Educational Resources, Institutional Repositories & Open Access Directories.

### **Unit-2: Selection and Pricing Models of E-Resources**

- Principles and Methods of Selection of Resources
- Basic approaches to Pricing: Individual, Institutional, Consortium, Taxation.
- Pricing Models: FTE, Pay Per Use, Archive/ Perpetual Access Single/Multi Site, Formats, Remote Access
- Need, Role and Strategies of Negotiation of Price

### **Unit-3: Licensing, Supply and Access Models of E-Resources**

- Principles for Licensing e-resources, Licensing Elements
- Supply Models: Aggregators, Publisher, Consortium Models
- Access Models: Single/Multi User, Pay Per Use, Archive/ Perpetual Access, Usage Reports

### **Unit-4: E-Resource Management**

- Digital Right Management, Copyright and Creative Commons
- Federated Searching and Discovery Services
- Access, Authentication and Remote Access
- Electronic Resources Management Skills
- Evaluation and Monitoring

### **RECOMMENDED READINGS:**

1. Ashraf, Tariq and Gulati, Puja Anand. Design, Development and Management of Resources for Digital Library Services. New York: IGI Global, 2013.
2. Bhatt, A.H. Managing E-resources and electronic resources management systems (ERMS): practical tips. Oxford: Chandos, 2008.
3. Connor, Elizabeth. Electronic Resources in Medical Libraries: Issues and Solutions. New York: Routledge, 2012.
4. Curtis, D. and Scheschy, V.M. E-Journals: a how to do it manual for building, managing, and supporting electronic journal collections. London: Facet, 2005.
5. Gunjal, Bhojaraju et al. Electronic Resource Management in Libraries: Trends, Issues and Challenges. New Delhi: Ess Ess, 2016
6. Ross, Sheri V. T and Sutton, Sarah W. Guide to Electronic Resource Management. Santa Barbara: Libraries Unlimited, 2016.

7. Stone, G., Anderson, R. and Feinstein, J., Eds., The E-Resources Management Handbook. [online]. Newbury: United Kingdom Serials Group. Available from: <http://uksg.metapress.com/link.asp?id=6tuu9n7wfl18> [Accessed 14 December 2009].
8. Yu, H. And Breivold, S. Electronic resource management in libraries: research and practice. Hershey: Information Science Reference, 2008  
<https://www.nielis.nikgoviresearchresourcesbioethics/whatisindex.cfm> Beall, J. (2012). Predatory publishers are corrupting open access. Nature, 489(7415), 179-179. <https://doi.org/10.1038/489179a>
9. Indian National Science Academy (INSA), Ethics in Science Education, Research and Governance (2019), ISBN:978-81-939482-1-7.  
[http://www.insaindia.res.in/pdf/Ethics\\_Book.pdf](http://www.insaindia.res.in/pdf/Ethics_Book.pdf)

## MLS-105: RESEARCH METHODOLOGY

**IA: 25**  
**UE: 75**

### Course objective:

To understand the concept of Research Design, Tools and Techniques for carrying out the research in various fields of Library and Information Science.

### Course Outcomes:

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

- Understand the concept of research design, tools and techniques.
- Understand the designing of a Research Proposal.
- Develop a thorough understanding of research data analysis, interpretation and presentation.
- Use different statistical techniques and statistical packages.
- Develop skills for writing and evaluating a research report

### Unit-1: Concept of Research

- Research: Definition, Need, and Types
- Research problem and Research design
- Hypothesis formulation
- Literature search: Print, Non-print and Electronic Sources.

### Unit-2: Research Methods, Techniques and Tools

- Research Tools: Questionnaire, Schedule, Interview, Observation, Scales and Checklist, library records and reports.
- Sampling techniques.
- Presentation of Data: Tabular, graphic, bar diagram, pie-chart, line graph.
- Computerized data analysis: Use of SPSS, Spreadsheet and R-Statistics.

### Unit-3: Data Analysis and Interpretation

- Statistical Techniques: Descriptive statistics (Mean, Mode, Median).
- Measures of Dispersion: Mean deviation, Standard deviation.
- Inferential Statistics: Correlation, T-test, Regression-linear and non-linear, Chi square test
- Structure, style, contents, guidelines of Research Report
- Referencing Styles –MLA, APA, Harvard, Chicago, IEEE

### Unit-4: Metric studies and Plagiarism

- Metric studies in Library and Information Science
- Impact Factors, h-index, g-index, i10 index
- Predatory Publishers and Journals
- Plagiarism

### RECOMMENDED READINGS:

1. Singh (SP). Research methods in social sciences: a manual for designing questionnaires. New Delhi: Kanishka, 2002.
2. Devarajan, G. Prolegomena to Research methodology. New Delhi: Ess Ess, 2011
3. Das, S. Research methodology: methods, tools and techniques. Jaipur: Yking books, 2012.
4. Sharma, J. N. Research methodology: The discipline and its dimensions. New Delhi: Deep and Deep Publications, 2011

5. Berg, Bruce L., and Lune, Howard. Qualitative Research Methods for the Social Sciences. New York: Pearson Publication, 2011
6. Creswell. John W. Research Design: Qualitative, Quantitative, and Mixed Methods Approaches/ 4th ed., New York: Sage Publication, 2014
7. Williamson, Kirsty and Johanson, Graeme. Research Methods: Information, Systems, and Contexts / 2nd ed., New York: Chandos Publishing, 2017



**MLISc**  
**SEMESTER-II**

## MLS-201: RESEARCH ETHICS AND ACADEMIC INTEGRITY

IA: 25  
UE: 75

### Course objective:

This paper will provide insights to students about ethics in research process.

### Course Outcomes:

After studying the paper, the students shall be able to:

- Understand the role of ethics in research.
- Develop an understanding in students about using ethical methods in research process.
- Examine various methods of unethical practices used in research.

### Unit 1: Philosophy and Ethics

- Introduction to Philosophy: definition, nature and scope, concept, branches
- Ethics: Definition, moral philosophy, nature of moral judgments and reactions.

### Unit 2: Scientific Conduct

- Ethics with respect to science and research
- Intellectual honesty and research integrity
- Scientific misconducts: Falsification, Fabrication and Plagiarism (FFP)
- Redundant publications: duplicate and overlapping publications, salami slicing
- Selective reporting and misrepresentation of data

### Unit 3: Publication Ethics

- Publication ethics: definition, introduction and importance
- Best practices/ standards setting initiatives and guidelines: COPE, WAME etc.
- Conflicts of interest
- Publication misconduct: Definition, concept, problems, types
- Violation of publication ethics, authorship and contributor ship
- Identification of publication misconduct, complaints and appeals
- Predatory publishers and Journals/

### Unit 4: Open Access Publishing

- Open access Publications and initiatives
- SHERPA/ RoMEO online resource to check publisher copyright and self-archiving Policies.
- Software tool to identify predatory publications developed by SPPU: UGC-CARE List of Journals.
- Journal finder/Journals suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journals Suggester, etc.

### RECOMMENDED READINGS:

1. Bird, A. (2006). *Philosophy of Science*. Routledge.
2. MacIntyre, Alasdair (1967) *A Short History of Ethics*. London.
3. P. Chaddah, (2018) *Ethics in Competitive Research: Do not get scooped; do not get plagiarized*, ISBN:978- 9387480865.
4. National Academy of Sciences, National Academy of Engineering and Institute of Medicine. (2009). *On Being a Scientist: A Guide to Responsible Conduct in Research: Third Edition*. National Academies Press.
5. Resnik, D. B. (2011). What is ethics in research & why is it important. *National Institute of Environmental Health Sciences, 1-10*. Retrieved from

## MLS-202: INFORMATION STORAGE AND RETRIEVAL

**IA: 25**  
**UE: 75**

### Course objective:

To prepare the student to understand the theoretical aspects of cataloguing and study the latest trends in cataloguing.

### Course Outcomes:

After studying the paper, the students shall be able to:

- Understand the contributions of significant people in the field of indexing and abstracting.
- Know the different indexing and abstracting services
- Understand subject cataloguing with the help of PRECIS, POPSI and Chain Indexing.
- Understand different vocabulary tools.

### Unit-1: Information Storage and Retrieval Systems

- Information Storage and Retrieval Systems: Concept and Components.
- Index and Indexing: Concept and Types
- Abstract and Abstracting: Concept, Types and guidelines in preparing abstracts.
- Library of Congress Subject Headings, Sears List of Subject Headings and Medical Subject Headings

### Unit-2: Pre-Coordinate and Post-Coordinate Indexing Systems

- Chain Indexing, PRECIS, POPSI.
- Uniterm Indexing
- Key Word Indexing: KWIC, KWAC, KWOC.
- Citation Indexing
- Study of few internationally recognized abstracting/indexing services: Scifinder, PUB-MED, Web of Science.

### Unit-3: Vocabulary Control

- Vocabulary Control: Concept, Need, and Functions
- Types of Vocabulary Control Tools
- Structure and Construction of an IR Thesaurus

### Unit-4: Information Retrieval Models and Evaluation

- Search Strategies: Techniques, Feedback and Refining
- Information Retrieval and Search models
- Evaluation of Information Retrieval Systems: Precision and Recall

### RECOMMENDED READINGS:

1. Bates, Marcia J. Understanding Information Retrieval Systems: Management, Types, and Standards. Florida: CRC Press, 2011
2. Bates, Marcia J. Understanding Information Retrieval Systems: Management, Types, and Standards. Florida: CRC Press, 2012
3. Chowdhury. G.G. Introduction to Modern Information Retrieval /3rd ed., New York: Neal-Schuman Publishers, 2013
4. Foster, Allen, Rafferty, Pauline, and Pauline, Rafferty. Innovations in Information Retrieval: Perspectives for Theory and Practice. London: Facet Publishing, 2011
5. Jerme Dinet. Information Retrieval in Digital Environments (FOCUS). New York: Wiley, 2012

## **MLS-203: INFORMATION LITERACY APPLICATIONS IN LIS**

**IA: 25**  
**UE: 75**

### **Course objective:**

To prepare the student to understand the fundamental of Information Literacy and various methods of providing information literacy.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Understand the various methods of providing information literacy.
- Know the information requirement of different sectors of society.
- Understand Information literacy products.

### **Unit-1: Fundamental of Information Literacy**

- Concept, Need and Purpose
- Areas of Information Literacy
- Standards and Models of Information Literacy

### **Unit-2: Information Literacy Programmes**

- Role of Libraries in Information Literacy
- Types of Information Literacy Programmes in Libraries
- Developing Information Literacy Module for Professional & Social Groups  
1. Lawyers 2. Doctors 3. Engineers & Architects 4. Differently - Challenged. 5. Migrants.

### **Unit-3: Information Literacy Products**

- Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin, etc.
- Information Literacy Skills

### **Unit-4: Trends in Information Literacy**

- Current trends in information literacy.
- Mobile based Information Literacy
- Fake information detection tools and services
- Fact checking policies and procedures.
- Information Ethics

### **RECOMMENDED READINGS:**

1. Alewine, Michael C. and Mark Canada. Introduction to Information Literacy for Students, 1st ed., New York: Wiley-Blackwell Publication, 2017.
2. Bravender, Patricia, McClure, Hazel and Gayle Schaub. Teaching Information Literacy Threshold Concepts: Lesson Plans for Librarians. New York: American Library Association, 2015.
3. Forster, Marc. Information Literacy in the Workplace. London: Facet Publishing, 2017.
4. Marcus Leaning. Media and Information Literacy: An Integrated Approach for the 21st Century / 1st ed., New York: Chandos Publishing, 2017.
5. Nutefall, Jennifer E. Service Learning, Information Literacy, and Libraries. New York: Libraries Unlimited, 2016

**MLS-204: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) APPLICATIONS  
IN LIBRARY AND INFORMATION SCIENCE (PRACTICAL-I)**

**IA: 25  
UE: 25**

**Course objective:**

To provide hands-on training on standard modules of popular library automation software packages viz KOHA/SOUL 2.0.

**Course Outcomes:**

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

- Create database using KOHA/SOUL 2.0
- Familiarize with Library software package- KOHA/SOUL 2.0 for in-house operations
- Learn search techniques of various CD-ROM & Online Databases.
- Create and design Web page for a Library/ Information Centre
- Designing and Developing Library Websites
- Designing and Developing Library Blogs, RSS Feeds, Wikis
- Google Services and Resources
- Hands on Integrated Library Management Systems: KOHA/SOUL 2.0

**RECOMMENDED READINGS:**

1. Dania Bilal. Library Automation: Core Concepts and Practical Systems Analysis, / 3rd ed., New York: Libraries Unlimited, 2015.
2. Jost, Richard M. Selecting and Implementing an Integrated Library System: The Most Important Decision You Will Ever Make / 1st ed., New York: Chandos Publishing, 2016.
3. Judy Brooks. Practical Systems Analysis in Library Automation and Management. New York: Koros Press Limited, 2014.
4. Nicole Hennig. Apps for Librarians: Using the Best Mobile Technology to Educate, Create, and Engage. New York: Libraries Unlimited, 2014.
5. <http://www.google.com>
6. Web of science
7. <http://scopus.com>

## **MLS-205: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) APPLICATIONS IN LIBRARY AND INFORMATION SCIENCE (PRACTICAL-II)**

**IA: 25  
UE: 25**

### **Course objective:**

To provide advanced training to build digital library using Dspace Digital Library Software.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Design and develop Digital Library using Dspace.
- Understand different reference management tools.
- Designing and developing Digital Library using Dspace
- Hands on experience on Plagiarism Detection tools- Turnitin, Duplichecker
- Reference Management tools - Mendeley, EndNote, Zotero
- Academic Social Networking Tools- Research Gate, Academia
- MS-Word Reference Management Tool

### **RECOMMENDED READINGS:**

1. Aldini, Alessandro., and Bogliolo. Alessandro. User-Centric Networking:Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014.
2. Brügger, Niels., and Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017.
3. Clark, Jason A., andKroski, Ellyssa. Free Technology for Libraries. New York: Rowman andLittlefield Publishers, 2015.
4. Dvyas, S., and others. Excellence in Information Technology, Jaipur Raj publishing house,2000.
5. Eden, Bradford Lee. (ed.). Cutting-Edge Research in Developing the Library of the Future: New Paths for Building Future Services (Creating the 21st-Century Academic Library). New York: Rowman and Littlefield Publishers, 2015
6. Elizabeth, Willse and Ellyssa, Kroski. Data Visualizations and Infographics (Library Technology Essentials) /1st ed. New York: Rowman and Littlefield Publishers, 2015.

## MLS-206: PROJECT REPORT AND VIVA-VOCE

**Project Report: 75**  
**Viva-Voce: 25**

### Course objective:

To develop an analytical and assimilative ability among the students for developing research proposals

### Course Outcomes:

After studying the paper, the students shall be able to:

- Understand the tools and techniques of research methodology.
- Comprehend the tools of data collection
- Understand the use of graphical tools in the presentation of research.
- Preparation of research report.

The work for this Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The topics will be on areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The paper will be of 100 marks. The Project Report will carry 75 marks. It will be followed by Viva voce examination, which will be of 25 marks. The Project Report will be submitted before the commencement of II- Semester examination.

### 1.0 Types of Project Work

The Project may be of any one of the following types and preferably from the emerging areas of library and information science:

- i) Design and development of information system/ user interface/ information service and its components (action research);
- ii) Inter-institutional study aimed at inter-institutional comparison of information networks/information systems/ information services/ information products/ practices;
- iii) Comprehensive case study (covering single library/ information centre/ information network/information system);
- iv) Users' survey, field study (empirical study);
- v) Survey of literature in any discipline (bibliographic/ bibliometric study).
- vi) Users' Sensitisation
- vii) Information literacy – methods, techniques, case studies.

### 2.0 PROJECT REPORT FORMAT

**2.1 Structure:** The final report should be in the following format:

- a) Certificate
- b) Acknowledgements
- c) Table of Contents
- d) Introduction
- e) Review of related Literature
- f) Objectives of the Study
- g) Methodology
- h) Analysis and Findings
- i) Conclusion
- j) References and Bibliography
- k) Appendices, if any

## 2.2 Standard of Bibliographic References

All bibliographic references should be alphabetically listed, and given in the References and Bibliography section in the following format:

### Books:

Foskett, A.C. (1996). *The subject approach to information*. 5<sup>th</sup> ed. London: Library Association Publishing.

Ghosh, S.B. and Satpathi, J.N. (eds.) (1998). *Subject indexing systems: concepts, methods and techniques*. Calcutta: Indian Association of Special Libraries and Information Centres.

### Journal Article:

Neelameghan, A. (1990) SR Ranganathan's impact on knowledge organisation tools. *Information Studies*, 6(2), 77-80.

### Book Chapter:

Khan, A.W. (2005). Distance education for development. In: Garg, S. et. al. (Eds.) *Open and distance education in global environment: opportunities for collaboration*. New Delhi: Viva Books.

### Internet Resource:

Denton, William (2003). *How to make faceted classification and put it on the web*. <[http://www/miscatonic.org/Library/facet-web-howto.html](http://www.miscatonic.org/Library/facet-web-howto.html)> (accessed on 01/12/2005).

### Conference Paper:

Arora, Jagdish (2005). Institutional repositories as a vehicle for open access publishing. Presented in *ICDE International Conference on Open and Learning and Distance Education*, November 19-23. New Delhi: Indira Gandhi National Open University.

### Programme Material:

Gopinath, M.A. (1999). *Evaluation of information storage and retrieval (ISAR) systems*. In: MLIS-03, Block 3, Unit 12 programme materials. New Delhi: Indira Gandhi National Open University.

### Thesis:

Broze, Stefne Lenzmeier (2003). *The role of information in cancer patients' involvement in their cancer care*. PhD Dissertation. Ohio: Ohio State University.

## 2.3 Physical Format

The length of the report may be about 80 to 120 1.5 spaced typed pages not exceeding approximately 20,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible. Report should be in A4 size papers with font size of 12 points for text and in bound form. The language to be followed for the Project report should be in English. The project report should also contain the following: Certificate of Originality duly signed by the student and the supervisor and declaration duly signed by the student. Students have to submit three copies of their project reports.

## 2.4 Evaluation of Project Report

For successful completion of the projects, a student should secure a minimum of 40% marks in the Project work.

## 3.0 LIST OF PROBABLE AREAS FOR PROJECT WORK

A list of areas for which the Project Work may be carried out is given below. These are only illustrative and not exhaustive.

1. Study of the problems and constraints in initiating library automation in different organizations.
2. Library resources sharing.
3. Comparative study of library and information services of government-funded institutions and self-finance institutions.
4. Library consortia in corporate libraries.
5. Design of web-based information services for the visually challenged persons.
6. Development of Internet-based common gateway.
7. Study of campus wide information networks.
8. Impact of intellectual property rights on information services.
9. Study of professional skills requirements in the knowledge process outsourcing industry.
10. Impact of intellectual property rights on information services.
11. Study of professional skills requirements in the knowledge process outsourcing industry.
12. Study of metadata practices in digital repositories.
13. Development of special classification scheme on open and distance education.
14. Development of thesaurus on open and distance learning.
15. Study of marketing strategies in electronic information products.
16. Information seeking behavior of different types of users.
17. Development of Internet-based learning management system for information professionals.
18. Bibliometric/scientometric/webometric studies.
19. Preservation and conservation of library materials.(Case Study of a ----- )
20. Impact of electronic publishing in different types of libraries.
21. Comparative study of information infrastructure in India.
22. A comprehensive study of library associations in India.
23. Online repositories for scholarly materials.
24. Self-archiving of research publications.
25. Impact of e-journals published by Indian researchers - a webometric analysis.
26. The usage patterns of online journals vs. printed journals.
27. Cost effectiveness in consortium based subscriptions models.
28. Quality management of libraries and information centres.
29. Impact of ICT in the present society
30. Impact of ICT on library and information services.
31. Automatic indexing, web indexing etc.
32. State of the art reports on any emerging areas of Library and Information Science.

*Bachelor of Library  
and  
Information Science*

## SCHEME OF BLISC PAPERS

### FIRST SEMESTER

Paper Code	Paper Title	Exam Duration	Credits (L-T-P)	IA Marks	UE Marks	Total Marks
<b>BLS-101</b>	Foundation of Library and Information Science	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-102</b>	Library Classification (Theory)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-103</b>	Library Cataloguing (Theory)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-104</b>	Management of Library and Information Centres	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-105</b>	Information Sources and Services	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>Credits: 20</b>					<b>Total Marks: 500</b>	

### SECOND SEMESTER

Paper Code	Paper Title	Exam Duration	Credits (L-T-P)	IA Marks	UE Marks	Total Marks
<b>BLS-201</b>	Information and Communication Technology (ICT) in Library and Information Science (Theory)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-202</b>	Information and Communication Technology (ICT) in Library and Information Science (Practical)	<b>2 Hours</b>	<b>0-0-4=2</b>	<b>25</b>	<b>25</b>	<b>50</b>
<b>BLS-203</b>	Knowledge Organization and Information Processing: (Practice)	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-204</b>	Information Communication and Society	<b>3 Hours</b>	<b>4-0-0=4</b>	<b>25</b>	<b>75</b>	<b>100</b>
<b>BLS-205</b>	Project Work and Internship	----	<b>4-0-0=4</b>	<b>Project Report: 50 Internship (Report): 50</b>		<b>100</b>
<b>BLS-206</b>	Viva-Voce	---	<b>0-0-4=2</b>	---	<b>50</b>	<b>50</b>
<b>Credits: 20</b>					<b>Total Marks: 500</b>	
<b>Total Credits: 40</b>					<b>Grand Total:1000</b>	

**BLISc**  
**SEMESTER-I**

## **BLS-101: FOUNDATION OF LIBRARY AND INFORMATION SCIENCE**

**IA: 25**  
**UE: 75**

### **Course Objective:**

To develop an understanding about the foundations of Library & Information Science and importance of different types of libraries in modern society.

### **Course Outcome:**

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

- Comprehend the concept, objectives and development of libraries and its importance to the society.
- Understand the professional ethics of librarianship and the five laws of library science with their implications on various services of the libraries.
- Understand the importance of Library legislation and features of library acts.
- Familiarize with the role of various National and International Library Associations and Organizations.

### **Unit-1: Library as a Social Institution**

- Social and historical foundation of Library
- Five Laws of Library Science and their implications
- Changing role of libraries

### **Unit-2: Library Development: Historical perspectives**

- Development of Libraries in India since Independence
- National Knowledge Commission (NKC) with regard to Libraries

### **Unit-3: Library Legislation**

- Library legislation-need and essential features
- Library legislation in India
- Delivery of Books (Public Libraries) Act, 1954 and Copyright Act of India, 1957
- Different types of Libraries and their distinguishing features and functions

### **Unit-4: Professional Associations and their functions**

- Professional Associations: ILA, IASLIC, ALA, ASLIB
- National and International Organisations: RRRLF, UNESCO, IFLA
- Professional skills, Ethics and Competencies

### **RECOMMENDED READINGS:**

1. Chapman (EA) and Lynden (FC). Advances in Librarianship. San Diego: Academic Press, 2000.
2. Chowdhury (GG), Burton (PF) and Mcmenemy (D). Librarianship: The Complete Introduction. New York: Neal-Schuman Publishers, 2008
3. Feather (J). The Information Society: A Study of Continuity and Change. Ed. 5. London:Facet Publishing, 2008
4. Khanna (JK).Advances in Librarianship. New Delhi: EssEss Pub., 1997.
5. Khanna (JK).Library and Society. Ed.2. New Delhi: EssEss Publication, 1994.
6. Kumar (S) and Shah (Leena). Public Library Acts in India. New Delhi: EssEss Pub., 2000
7. Ranganathan (SR).Library Manual. Bangalore: SRE for Library Science, 1989.
8. Ranganathan(SR). Five Laws of Library Science. Ed.2. Bangalore: SRE for Library Science, 1989.
9. Sharma (Jaideep). Professional Competencies in Modern Libraries. New Delhi: AuthorsPress, 2001.

10. Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. New Delhi: Bookwell, 2006.

### **WEB RESOURCES:**

1. American Library Association. <http://www.ala.org/>
2. British Library. <https://www.bl.uk/>
3. Chartered Institute of Library and Information Professionals. <https://www.cilip.org.uk/>
4. Copyright Act of India. <http://copyright.gov.in/>
5. Indian Association of Special Libraries and Institutions (IASLIC). <http://www.iaslic1955.org.in/>
6. Indian Library Association (ILA). <http://www.ilaindia.net/>
7. Information and Library Networks (INFIBNET). <https://www.inflibnet.ac.in/>
8. International Federation of Library Associations and Institutions. <https://www.ifla.org>
9. Knowledge Commission of India. <http://knowledgecommissionarchive.nic.in/>
10. Library of Congress. <https://www.loc.gov/>
11. National Library of India. [http://www.nationallibrary.gov.in/nat\\_lib\\_stat/for-publishers.html](http://www.nationallibrary.gov.in/nat_lib_stat/for-publishers.html)
12. Raja Ram Mohan Roy Library Foundation. <http://www.rrrlf.nic.in/>
13. UNESCO. <http://www.en.unesco.org/>
14. University Grants Commission (UGC). <http://www.ugc.ac.in/Information Technology Act, 2000>. [http:// www.dot.gov.in/sites/default/files/itbill2000\\_0.pdf](http://www.dot.gov.in/sites/default/files/itbill2000_0.pdf)

## **BLS-102: LIBRARY CLASSIFICATION (THEORY)**

**IA: 25**  
**UE: 75**

### **Course Objective:**

To develop an understanding of the concepts, theories and importance of library classification, and its use in the organization of knowledge in libraries.

### **Course Outcome:**

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

- Understand the meaning, purpose, functions, theories and canons of library classification
- Analyze the characteristics, merits and demerits of different species of library classification schemes
- Highlight salient features of major classification schemes
- Elucidate various facets of notation and call number
- Review current trends in library classification

### **Unit-1: Elements of Library Classification**

- Library Classification: Need, Purpose and Functions
- Species of Classification Schemes
- Library Classification Schemes: DDC, UDC and CC: An Overview

### **Unit-2: Theory of Classification**

- Normative Principles of Classification
- Work of classification in three planes: Canons and their applications in classification schemes
- Mnemonics: Definition and their types
- Hospitality in notational system: Canon and devices

### **Unit-3: Approaches to Library Classification**

- Facet Sequence: Concept and Principles
- Phase relation in Library Classification
- Postulation approach and systems approach in Practical Classification

### **Unit-4: Construction of Class Number**

- Call Number: Class Number, Book Number and Collection Number
- Modes of formation of subjects
- Universe of subjects as mapped in different schemes of classification

### **RECOMMENDED READINGS:**

1. Shabahat Hussain. Library Classification: Facets and Analysis. New Delhi: B R publications, 2004.
2. Krishan Kumar. Theory of Classification. New Delhi: Vikas Pub. House, 1993
3. Raju (AAN). Colon Classification Theory and Practice: A Self Instructional Manual. NewDelhi: Ess Ess Publication, 2001
4. Ranganathan (S.R). Philosophy of Library Classification, 2006
5. Satija (MP). A Guide to the Theory and Practice of Colon Classification, New Delhi: Ess Ess Publication, 2011

## **BLS-103: LIBRARY CATALOGUING (THEORY)**

**IA: 25**  
**UE: 75**

### **Course Objective:**

To equip the students with the theoretical aspects of cataloguing theory for developing an understanding about the concept of library cataloguing, development of catalogue codes and recent trends in cataloguing.

### **Course Outcome:**

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

- Understand the concept and objectives of library catalogue
- Know about the normative principles of cataloguing
- Comprehend various forms (inner and outer) of library catalogue
- Understand various approaches of deriving subject headings
- Understand the complexities in rendering of entries and alphabetization.

### **Unit-1: Fundamental concepts and Historical development**

- Library Catalogue: Definition, Purpose and Functions
- Library Cataloguing Codes: History and Development
- Physical forms of Library Catalogue
- Types of Catalogue: Alphabetic and Classified

### **Unit-2: Types of Catalogue Entries (AACR-II and CCC)**

- Kinds of Entries
- Cataloguing Rules according to AACR-II and CCC for Personal Authors, Joint authors, Corporate Authors and Pseudonyms and Non-print resources
- Bibliographic standards for record format: ISBD, MARC-21, CCF, RDA, Bibframe, FRBR
- Bibliographic standards for Information interchange: ISO 2709, Z39.50, Z39.7

### **Unit-3: Subject Cataloguing: Concept, Principles**

- Subject Cataloguing: Concept, Principles, List of Subject Headings
- Centralized and Cooperative Cataloguing: Need, CIS and CIP, Prenatal cataloguing
- Union Catalogue. NUCSSI, DELNET, IndCAT, WORLDCAT

### **Unit-4: Vocabulary Control and Indexing**

- Indexing: Pre-coordinate and Post-coordinate
- Vocabulary Control and Thesaurus
- Indic names: Problems and Rendering
- Filing: Rules and Alphabetization

### **RECOMMENDED READINGS:**

1. Gernert (Leigh). A Textbook of Cataloguing. New Delhi: Dominant Publishers, 2003.
2. Krishan Kumar. An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing, 2001.
3. Maxwell (Robert L). Maxwell's handbook for AACR2. New Delhi: Indiana publishing house, 2009.
4. Taylor (Arlene G). Introduction to Cataloging and Classification. Westport: LibrariesUnlimited, 2004.

### **WEB RESOURCES:**

1. Developing Library Network. <http://www.delnet.nic.in>
2. Information and Library Networks (INFIBNET). <http://www.indcat.inflibnet.ac.in>
3. International Standard Book Number. <http://www.isbn.gov.in/>
4. International Standard Serial Number. <http://www.issn.org/>
5. National Institute of Science Communication and Information Resources.  
<http://www.niscair.res.in/>
6. World Catalogue. <https://www.worldcat.org>

## **BLS-104: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

**IA: 25**  
**UE: 75**

### **Course objective:**

This paper will provide insights to students about the role of library in academic institutions along with the efforts made by the government.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- To understand library management policies.
- To find out types of problems faced by handling management techniques.
- To find out the analysis techniques of management.

### **Unit-1: Principles of Library Management**

- General and Scientific Management: Functions and Principles
- Total Quality Management (TQM): Concepts, Principles and Techniques
- Project Management: SWOT, PEST, PERT/CPM
- Marketing of Library Services and Products

### **Unit-2: Library Human Resource Management**

- Library Organizational Structure
- Library Authority, Library Committee
- Job Description and Analysis; Job evaluation, Performance Appraisal
- Different Sections of Library and Information Center and their functions

### **Unit-3: Library Finance and Budgeting**

- Sources of Finance
- Budgeting Techniques and Methods-Item Budget, PPBS, Zero Based Budgeting, Cost Effective and Cost Benefit Analysis
- Preparation of Budget for different types of Libraries

### **Unit-4: Collection Development and Preservation**

- Types of Reports, Compilation of Annual Report
- Collection Development Policies, Selection Tools, Collection Evaluation
- Weeding out policies
- Stock Verification: Policies and Procedures
- Preservation and Conservation of Library materials

### **RECOMMENDED READINGS:**

1. Burger (Robert). Financial Management of Libraries and Information Centers. California: Libraries Unlimited, 2016.
2. Evans (G E) and Aire (Camila). Management Basics for Information Professionals. New York: ALA Neal-Schuman, 2013
3. Evans (GE) and Saponaro (MZ). Developing library and information center collections. Ed. 5. London: Libraries Unlimited, 2005
4. Gupta (DK), et al. Marketing library and information services: international perspectives. Munich: K.G. Saur, 2006
5. Helinsky (Z). A short-cut to marketing the library. Oxford: Chandos Publishing, 2008
6. Krishan Kumar. Library Management in Electronic Environment. New Delhi: Haranand Publications, 2007
7. Mittal (R). Library administration: theory and practice. 2007. New Delhi: EssEss, 2007

8. Stuart (Robert D), Moran (Barbara B) and Morner (Claudia J). Library and Information Center Management. 8<sup>th</sup> Ed. California: Libraries Unlimited, 2013
9. Todaro (Julie). Library Management for the Digital Age: A New Paradigm. Lanham: Rowman, 2014

## **BLS-105: INFORMATION SOURCES AND SERVICES**

**IA: 25**  
**UE: 75**

### **Course Objective:**

To develop and understand the concept, nature and distinguishing features of various categories of information sources and services. To understand the criteria of major reference sources available in libraries.

### **Course Outcomes:**

After studying the paper, students shall be able to:

- Understand the concept of reference and information sources and services provided in libraries
- Understand criteria of evaluation of different sources of information.
- Understand the reference interview and various techniques of searching information.
- Understand the latest trends in Reference & Information Sources and Services.

### **Unit-1: Information Sources: An overview**

- Meaning, Definition, Importance, Nature and Characteristics
- Types of Information Sources and Services
- Criteria for Evaluation of Reference Sources
- Identifying and selecting information sources

### **Unit-2: Types of Information Sources**

- **Primary Sources:** Periodicals, Conference proceedings, Patents, Standards, Theses, Research reports, Trend Reports, Trade Literature, etc.
- **Secondary Sources:** Dictionaries, Encyclopedias, Biographical, Geographical, Indexes and Abstracts, Current Events Sources, Almanacs, Year Book, Handbooks, Statistical Sources, Bibliography, etc.
- **Tertiary Sources:** Bibliography of Bibliographies, Union Catalogues, Directory

### **Unit-3: Reference and Information Services**

- Users and their Information Needs
- Nature and Kinds of Reference and Information Services
- Web based Information services
- Role of Web 2.0 and social media in information dissemination

### **Unit-4: Types of Information Services**

- Documentation Services: Abstracting and Indexing Services
- User Alerting Services: CAS, SDI
- Document Delivery and Electronic Document Delivery Service

### **RECOMMENDED READINGS:**

1. Rosedale (Jeff). Managing Electronic Reserves in Digital Age. Ess Ess Pub., 2010
2. Katz (WA). Introduction to reference work (Vol.1): Basic Information Sources. 8<sup>th</sup> Ed. NewYork. McGraw Hill, 2002
3. Katz (WA). Introduction to reference work (Vol.2): Reference Services and Reference Processes. 8<sup>th</sup> Ed. New York: McGraw Hill, 2002
4. Cassell (KA) and Hiremath (U). Reference and Information Services: An Introduction. NewDelhi: DBS Imprints, 2013
5. Singh (SP). Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005



**BLISc**  
**SEMESTER-II**

## **BLS-201: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN LIBRARY AND INFORMATION SCIENCE (THEORY)**

**IA: 25**

**UE: 75**

### **Course objective:**

To understand the various advance applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of various library management software packages.

### **Course Outcomes:**

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

- Study the library software packages for use in different types of libraries.
- Develop an understanding of proprietary and open source software.
- Knowledge about the concept of Telecommunication and Networking in general.
- Generate awareness about various types of networks and their applications in library networks for enabling better library facilities.

### **Unit-1: Introduction to Computers**

- Computer: Generation, Types, Storage, Input and Output devices
- Introduction to System Software and Application Software
- Operating System: Windows/Linux
- Database Management System (DBMS)

### **Unit-2: Telecommunication**

- Telecommunication: Concept, Need and Purpose
- Network Devices
- Network Types and Topologies
- Network protocols
- Modes of Connectivity

### **Unit-3: Library Automation**

- Need and purpose of Library Automation
- Library Software packages (SOUL 2.0/KOHA): Overview and Housekeeping operations

### **Unit-4: Introduction to Internet**

- Basics of Internet
- Types of Search Engines
- Simple and Advanced Searching Techniques
- Cyber Laws with Special reference to India

### **RECOMMENDED READINGS:**

1. Bradley (Phil). Expert Internet Searching. 4<sup>th</sup> Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs. Ess Ess Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries. Ess Ess Pub., 2006
4. Ramana (V). Information Technology Application in Libraries. Ess Ess Pub., 2004
5. Westman (Stephen R.). Creating Database-Backed Library Web Pages. Ess Ess Pub., 2009

### **WEB RESOURCES:**

1. Library of Congress. <http://www.loc.gov/marc/>
2. DSpace. <http://www.dspace.org>
3. Greenstone Digital Library. <http://www.greenstone.org/>
4. Eprints. <http://www.eprints.org/>
5. Dublin Core Metadata. <http://dublincore.org/>

## **BLS-202: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) IN LIBRARY AND INFORMATION SCIENCE (PRACTICAL)**

**IA: 25**

**UE: 25**

### **Course Objective:**

To provide hands-on training on standard modules of popular library automation software packages viz SOUL 2.0/KOHA

### **Course Outcomes:**

After studying the paper, students shall be able to:

- Familiarize with housekeeping operations using library management software packages.
- Create database for different categories of documents.
- Generate barcode labels and membership cards.
- Search online databases.

### **Unit-1: Application Software**

- Creating presentations with the help of MS-PowerPoint
- Creating Spreadsheets with the help of MS-Excel
- Editing and Formatting Word Documents with the help of MS-Word

### **Unit-2: Library Software (SOUL 2.0/KOHA)**

- Hand on practice on different modules
- Searching OPAC and Printing of Catalogue/Database

### **Unit-3: Database creation using SOUL 2.0/KOHA**

- Creation of database: Import and Export

### **Unit-4: Online/Offline Searching**

- Searching of E-resources/databases
- Federated Search Engines
- Search through Library OPAC

### **RECOMMENDED READINGS:**

1. Bradley (Phil). Expert Internet Searching. 4<sup>th</sup> Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs. EssEss Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries. EssEss Pub., 2006
4. Ramana(Venkata). Information Technology Application in Libraries. EssEss Pub., 2004
5. Westman(Stephen R.). Creating Database-Backed Library Web Pages. EssEssPub., 2009

### **WEB RESOURCES:**

1. KOHA. <http://manual.koha-community.org/3.18/en/>
2. KOHA. <https://koha-community.org/documentation/>
3. Information and Library Network. <https://www.inflibnet.ac.in/soul/downloads/Soul2.0%20userManual.pdf>

## **BLS-203: KNOWLEDGE ORGANISATION AND INFORMATION PROCESSING (PRACTICE)**

**IA: 25  
UE: 75**

### **Course Objective:**

To equip the students with the practical knowledge of library classification and library cataloguing using the Dewey Decimal Classification (DDC), Colon Classification (CC), Anglo American cataloguing Rules (AACR-II) and Classified Catalogue Code (CCC).

### **Unit-1: Classification of Documents using DDC+ (19th Edition)**

- Classification of documents using Table-1 to Table-7
- Classification of documents using Relative Index

### **Unit-2: Classification of Documents using CC++ (6th Edition)**

- Classification of documents with basic subjects
- Classification of documents with compound subject

### **Unit-3: Anglo-American Cataloguing Rules-II (AACR-II\*)**

- Works of Single and Shared authorship
- Editorial Publications
- Series and Multi-Volume Publications
- Composite Books
- Works of Corporate Authorship
- Periodical Publications

### **Unit-4: Classified Catalogue Code (CCC\*\*)**

- Works of Single and Shared authorship
- Editorial Publications
- Series and Multi-Volume Publications
- Composite Books
- Works of Corporate Authorship
- Periodical Publications

**†DDC= Dewey Decimal Classification;**

**††CC=Colon Classification**

**\*AACR-II= Anglo American cataloguing Rules;**

**\*\*CCC= Classified Catalogue Code**

### **RECOMMENDED READINGS:**

1. Dewey (M).Dewey Decimal Classification with relative index. Ed.19. New York: Forest Press, 1996
2. Raju (AAN). Colon Classification Theory and Practice: a Self-Instructional Manual. New Delhi: Ess Ess Publication, 2001
3. Satija (MP). A Guide to the Theory and Practice of Colon Classification. New Delhi: Ess Ess Publication, 2011
4. American Library Association. AACR2. Ottawa: American Library Association, Canadian Library Association, and the Chartered Institute of Library and Information Professionals, 2004
5. Lal (C.) and K. Kumar. Practical Cataloguing AACR-2. New Delhi: EssEss Pub., 2006
6. Ranganathan (SR). Colon Classification. 6<sup>th</sup> Ed. Bangalore: S.R.E. for Library Science, 1990
7. Ranganathan (SR).C.C.C. with additional rules for Dictionary Cataloguing Code. Bangalore: Asia Publishing House, 1964
8. Sears (ME). Sears List of Subject Headings, 21<sup>st</sup> Ed. New York: H.W. Wilson, 2014

## **BLS-204: INFORMATION, COMMUNICATION AND SOCIETY**

**IA: 25**  
**UE: 75**

### **Course objective:**

To develop an understanding of the concept of information communication and knowledge management aspects in libraries.

### **Course Outcomes:**

After studying the paper, students shall be able to:

- To know the meaning and distinguish characteristics as well as relationships in data, information and knowledge.
- To explain the concept of communication, types, process, elements, models etc.
- To understand the concept of information society.

### **Unit-1: Information: Nature, Property and Scope**

- Data: Definition, Types, Nature, Properties and Scope
- Information: Definition, Types, Nature, Properties and Scope
- Knowledge: Definition, Generation and Utilization

### **Unit-2: Information Generation and Communication**

- Generation of Information: Modes and Forms
- Communication Process and Media

### **Unit-3: Information and Society**

- Social Implications of Information
- Effective use of Information; methods of controlling fake news
- Information Policies: National Library and Information Policy of India
- Role of Information in Planning, Management and Research

### **Unit-4: Study of Information Systems and Networks**

- National Information Systems and Networks: NASSDOC, DESIDOC, INFLIBNET
- International Information Systems and Networks: AGRIS, INIS, MEDLARS, Patent Information System (PIS)
- Resource Sharing Networks: OCLC and DELNET

### **RECOMMENDED READINGS:**

1. Barua (B P). National Policy on Library and Information Systems and services for India. Bombay: Popular Prakashan, 1992.
2. Dutt (Alistairs). Information Society Studies. New York: Rout-Ledge, 2000.
3. Feather (John). Information society Ed 2. London: Library Association, 2000.
4. Gupta (B.L) Knowledge Communication and Libraries. Jaipur: Print Well, 1987.
5. Kumar (PSG). Fundamentals of Information Science. Delhi: S. Chand, 1998.
6. Neelameghan (A). Introduction, communication and society. Library Science with a start to documentation. 17 (1), 1980 1-5 pp.
7. Prasher (R.G) Information and its Communication. New Delhi: Medallion Press, 1991.
8. <http://www.altnews.in>

## **BLS-205: PROJECT WORK AND INTERNSHIP**

**UE: 100**

**[Project Report: 50  
Internship (Report): 50]**

### **Course Objective:**

- To train the students in literature searching using print and online sources on the assigned area of study.
- To train the students in preparing bibliography and documentation list on the assigned area of study.
- To expose the students with the real working environment of a library by assigning them a topic related with the library operations.
- To train them in preparing the state-of-the-art report on the assigned area of study.
- To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries during winter vacations.
- To train them in preparing the practical training report in a prescribed format based on their practical training and learning.

### **Course outcome:**

After this project work and training, students shall be able to:

- Understand working of the library in much better way

### **Note: -**

The work for Paper shall start in the beginning of the Second semester for which each student will be allotted a topic for Literature search and documentation by the concerned teacher.

### **Note: -**

Each student shall have to undergo a practical training at a library within Jamia Library System, selected by the Department during winter vacations.

**THE STUDENTS WILL APPEAR FOR VIVA-VOCE (BLS-206) BASED ON THE PROJECT WORK AND PRACTICAL TRAINING AT THE END OF THE SECOND SEMESTER.**

## **BLS- 206: VIVA-VOCE**

**UE: 50**

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Equate with the functioning of different types of libraries so as to give the student practical exposure.

Viva-voce examination will be conducted preferably after completing II-Semester examination by one external examiner and Head of the Department.

*Post graduate Diploma in  
Preservation, Conservation  
And Digitization in Libraries &  
Archives*

**POST GRADUATE DIPLOMA IN PRESERVATION, CONSERVATION AND  
DIGITIZATION IN LIBRARIES & ARCHIVES**

**FIRST SEMESTER**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Exam Duration</b>	<b>Credit (L-T-P)</b>	<b>IA Marks</b>	<b>UE Marks</b>	<b>Total Marks</b>
<b>PGD-101</b>	Introduction to Preservation & Conservation in Libraries and Archives	3 Hours	5-0-0=5	25	75	100
<b>PGD-102</b>	Physical Deterioration and Rehabilitation of Library and Archival Material	3 Hours	5-0-0=5	25	75	100
<b>PGD-103</b>	Information Communication Tools & Technologies	3 Hours	5-0-0=5	25	75	100
<b>PGD-104</b>	Digitization and Digital Preservation	3 Hours	5-0-0=5	25	75	100
<b>Credits</b>			<b>20</b>	<b>Total Marks: 400</b>		

**SECOND SEMESTER**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Exam Duration</b>	<b>Credit (L-T-P)</b>	<b>IA Marks</b>	<b>UE Marks</b>	<b>Total Marks</b>
<b>PGD-201</b>	Preservation and Conservation of Paper, Non- Paper and Electronic Records	3 Hours	5-0-0=5	25	75	100
<b>PGD-202</b>	Preservation Management, Access and Retrieval: Recommended Practices	3 Hours	5-0-0=5	25	75	100
<b>PGD-203</b>	Information Communication Tools & Technologies: Practical	3 Hours	5-0-0=5	25	75	100
<b>PGD-204</b>	Dissertation/Field Report	----	5-0-0=5	25	75	100
<b>Credits</b>			<b>20</b>	<b>Total Marks: 400</b>		
<b>Total Credits: 40</b>					<b>Total Marks: 800</b>	

**POST GRADUATE DIPLOMA IN  
PRESERVATION, CONSERVATION  
AND DIGITIZATION IN  
LIBRARIES & ARCHIVES**

**SEMESTER-I**

## **PGD-101: INTRODUCTION TO PRESERVATION and CONSERVATION IN LIBRARIES AND ARCHIVES**

**IA: 25**  
**UE: 75**

### **Course objective:**

To introduce students with preservation and conservation of library materials.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Understand basics of preservation and conservation of library materials
- Know importance of preservation and conservation of library materials

### **Unit 1: Organisation of Archives and Library**

- Archives: Concept, Theories, Functions, and Organization
- Types of Libraries and Archival Material: Physical and Digital Resources
- Legal and Ethical Concerns for Archives and Libraries
- Problems in Preservation in Libraries and Archives

### **Unit 2: Archives in India**

- History of Archives: Ancient and Medieval Periods
- National Archives of India and Indian Historical Records Committee (IHRC): An Overview
- Preservation and Conservation practices at National Archives of India
- Preservation and Conservation practices at Manuscript Libraries: Rampur Raza Library, Khuda Bakhsh Oriental Library, Saraswati Mahal Library

### **Unit 3: Preservation, Conservation and Restoration: An Overview**

- Preservation, Conservation and Restoration: Concept, Need, and Approaches
- Documentary Heritage Repositories: National Manuscripts Mission (NMM), Indira Gandhi National Centre for Arts (IGNCA), UNESCO (Memory of World)

### **Unit 4: Paper Preservation: History, Constituents and Issues**

- Evolution of Writing Material
- Paper Making: History, Composition and Processes
- Acidity in Paper, Ink, and Covering Material: Manufacturing, and Storage Issues

### **RECOMMENDED BOOKS:**

1. ACRL Board of Director. "Guidelines for University library Services to Undergraduate Students" (June 2005). [www.ala.org](http://www.ala.org).
2. ALA. "Guidelines for Preservation and Conservation, and Restoration of Its Local History and Local Genealogical Materials." ALA User Menu. (1996): 2-6. file:///D:/Preservation Guidelines for Preservation, Conservation, and Restoration.
3. Ambika and Begum, Khaiser Jahan. "A study on Preservation and Conservation Practice and Techniques Law Collage Libraries in Karnataka Affiliated to Karnataka State Law University, Hubli." International Journal of Library and Information Studies. 7, no.4, (October-December 2017).
4. <http://www.ijlis.org>.

## **PGD-102: PHYSICAL DETERIORATION AND REHABILITATION OF LIBRARY AND ARCHIVAL MATERIAL**

**IA: 25**  
**UE: 75**

### **Course objective:**

To describe different physical deterioration methods library materials and how to rehabilitate them.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Know different physical deterioration methods library materials
- Able to rehabilitate these materials

### **Unit 1: Agents of Deterioration and Damage**

- Chemical Deterioration: Inherent and Atmospheric Pollutants
- Biological Deterioration
- Physical Deterioration
- Human Factors: Theft, Negligence, Vandalism
- Natural Disaster

### **Unit 2: Preventive Conservation Techniques**

- Storage and Environmental Condition
- De humidification
- Pest Control and Cleanliness
- Physical Inspection of Collection
- User and Staff Education

### **Unit 3: Curative Conservation Techniques**

- Principles of Restoration: Examination and Rules for Repair
- Traditional and Modern Techniques
- Cleaning and Stain/Patch Removal and Minor Repair
- Ink Testing and Fixing of Water Soluble Ink

### **Unit 4: Restorative Conservation Techniques**

- Various Fumigation Techniques
- De acidification Techniques
- Lamination, Inlaying, Encapsulation
- Binding :Techniques and Processes

### **RECOMMENDED BOOKS:**

1. Bohem, Hilda. Disaster Prevention and Disaster Preparedness. Berley, California: University of California, 1978.
2. Buchanan, Sally A. Disaster Planning: Preparedness and Recovery for Libraries and Archives. Paris: Unesco, 1988.
3. Dewe, Michael. Planning Public Library Buildings. London: Ashgate.2006.
4. Harvey, Ross. Preservation in Libraries: Principles, Strategies and Practice for Librarians. London: Bowker Saur, 1992.
5. Jenkin, Ian Tregarthen. Disaster Planning and Preparedness: An Outline of Disaster Control Plan. Boston Spa: The British Library, 1987.
6. Jenkin, John H. Rare Books and Manuscript Thefts: A Security System for Libraries, Booksellers and Collectors. New York: Antiquarian Booksellers Association of America, 1982.
7. Morris, John. Managing Library Fire Risk .2nd ed. California, Berkley: University of California, 1979.

## **PGD-103: INFORMATION COMMUNICATION TOOLS AND TECHNOLOGIES**

**IA: 25**  
**UE: 75**

### **Course objective:**

To understand the various advance applications of Information Technology in libraries.

### **Course Outcomes:**

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

- Study the software packages for use in libraries.
- Develop an understanding of proprietary and open source software.

### **Unit 1: Information Communication Technologies in Libraries**

- Computer Hardware and Software: Basics, Generations, Classification, Storage and Applications.
- Operating Systems: LINUX, Windows.
- File Systems: FAT, NTFS, UNIX File system.

### **Unit 2: Application Softwares**

- Microsoft Office: Word, Excel, PowerPoint
- DBMS: SQL, PSQL

### **Unit 3: Digital Library Softwares: An Overview**

- Dspace
- Greenstone
- Eprint

### **Unit 4: Emerging Trends in Digitization**

- Digital Curation, Cloud Storage
- Case study of few important digitization projects

### **RECOMMENDED READINGS:**

1. Aldini, Alessandro and Bogliolo. Alessandro. User-Centric Networking: Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014
2. Brügger, Niels., and Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017
3. Clark, Jason A., and Kroski, Ellyssa. Free Technology for Libraries. New York: Rowman and Littlefield Publishers, 2015
4. Eden, Bradford Lee. (ed.). Cutting-Edge Research in Developing the Library of the Future: New Paths for Building Future Services (Creating the 21st-Century Academic Library). New York: Rowman and Little field Publishers, 2015
5. Elizabeth, Willse and Ellyssa, Kroski. Data Visualizations and Infographics (Library TechnologyEssentials) /1st ed. New York: Rowman and Littlefield Publishers, 2015
6. Hennig, Nicole. Keeping Up with Emerging Technologies: Best Practices for Information Professionals. Santa Barbara: Libraries Unlimited, 2017

## PGD-104: DIGITIZATION, DIGITAL LIBRARIES AND DIGITAL PRESERVATION

IA: 25  
UE: 75

### Course objective:

To provide advanced training to build digital library using Dspace Digital Library Software.

### Course Outcomes:

After studying the paper, the students shall be able to:

- Design and develop Digital Library using Dspace.
- Understand different reference management tools.

### Unit-1: Digitization

- Digitization: Need, Process, Functions
- File Formats, Standards and Content Migration
- Digital Library Software: Open Source Software – Eprints, Dspace, Fedora, GSDL
- Proprietary/Commercial Software

### Unit-2: Digital Libraries

- Definitions, Theories, Architecture and Models.
- Conceptual Framework
- Digital Library Components: Identifiers, Handles, Digital Object Identifier (DOI), Persistent Uniform Resource Locator (PURL)
- Interoperability and Security

### Unit-3: Digital Preservation

- Policy, Strategy, Approaches Tools, Standards and Evaluation.
- Preservation Metadata Maintenance Activity (PREMIS) And Preservation Projects Archiving: Concepts, Methods And Procedures.
- Digital Collection Management and Evaluation – Issues and Strategies

### Unit-4: Emerging Trends

- Digital Libraries: Role in Education and Research. Project Management, Best Practices and Case Studies
- Digital Humanities: Concepts, components and tools.
- Academic and Research Perspective
- Challenges and Concerns For Digital Library

### RECOMMENDED READINGS:

1. Aldini, Alessandro and Bogliolo. Alessandro. User-Centric Networking: Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014
2. Brügger, Niels., and Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017
3. Clark, Jason A., and Kroski, Ellyssa. Free Technology for Libraries. New York: Rowman and Littlefield Publishers, 2015
4. Dvyas, S., and others. Excellence in Information Technology, Jaipur Raj publishing house, 2000
5. Eden, Bradford Lee. (ed.). Cutting-Edge Research in Developing the Library of the Future: New Paths for Building Future Services (Creating the 21st-Century Academic Library). New York: Rowman and Little field Publishers, 2015
6. Elizabeth, Willse and Ellyssa, Kroski. Data Visualizations and Infographics (Library Technology Essentials) /1st ed. New York: Rowman and Littlefield Publishers, 2015
7. Hennig, Nicole. Keeping Up with Emerging Technologies: Best Practices for Information Professionals. Santa Barbara: Libraries Unlimited, 2017

**POST GRADUATE DIPLOMA IN  
PRESERVATION, CONSERVATION  
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**SEMESTER-II**

## **PDG-201: PRESERVATION AND CONSERVATION OF PAPER, NON- PAPER AND ELECTRONIC RECORDS**

**IA: 25**  
**UE: 75**

### **Course objective:**

To describe different preservation and conservation methods library materials.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

Know different preservation and conservation methods library materials

### **Unit 1: Manuscripts Collection: Concept and Importance**

- Historical, Informative and Research Value
- Paper and Non Paper Manuscripts: Clay Tablet, Parchment, Birch Bark, Palm Leaf
- Manuscript Collection in India: Private, Institutional and Religious

### **Unit 2: Preservation and Conservation of Manuscripts in Libraries and Archives**

- Preservation of Manuscripts: Problems and Restoration
- National Manuscripts Mission: Significance, Role and Initiatives
- Guidelines for Care, Handling and Storage

### **Unit 3: Preservation of Intellectual Content through Reformatting**

- Meaning, Need and Importance of Reformatting
- Techniques of Reformatting: Photocopy, Microforms, Digitization
- Digital archiving :Born Digital and Converted to Digital

### **Unit 4: Preservation of Electronic records**

- Electronic Records: Concept, Type, and Requisites for their Preservation
- Deterioration of Electronic Records
- Care, Handling and Storage

### **RECOMMENDED READINGS:**

1. Caplan, P. (2004). Building a digital preservation archives: tales from the front. The journal of Information and knowledge Management Systems, 34, (1) 38 – 42
2. Elaturoti, D. F. (1982). Management of media centres in Nigeria: the Abadina media resource centre experience. Lagos Librarian, 9 (1); pp 77 – 80
3. Enright, B. J. (1972). New media and library in education: London: Clive Bingley
- Evans, G. E. (1995). Developing library and information centre Collection 3 rd ed. Englewood, Colorado: Libraries Unlimited, Inc.
4. Feather, J. and Sturges, P. (1997). International encyclopedia of Information and library science. London: Routledge p 371
5. Garret, S and Walters, O. (1996). Preservation and digital information: Report of the Task force on Archiving of digital Information.
6. Haag, O. (2002). Digital preservation Testbed white paper XML and digital preservation.
7. Harvey, V. (1993). Preservation in libraries: Principles, strategies and practices for libraries. London; Bowker.

## **PDG-202: PRESERVATION MANAGEMENT, ACCESS AND RETRIEVAL: RECOMMENDED PRACTICES**

**IA: 25  
UE: 75**

### **Course objective:**

To explain preservation management, access and retrieval methods for library materials.

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Understand various preservation management, access and retrieval methods for library materials.
- Able to do preservation of these materials

### **Unit 1: Structural and staff requirements**

- Location and Storage
- Environment Control Management
- Pest Control Management
- Reading Room Furnishing
- Stock Verification, Record Retention and Weeding Out
- Training of Staff

### **Unit 2: Disaster Management and Security Planning**

- Prevention, Response and Recovery
- Role of UNESCO, IFLA and ICA
- Restoration of Maps, Water Socked and Charred Documents

### **Unit 3: Requisites for a Restoration Unit: Tools and Material**

- Cleaning and Fumigation
- De acidification
- Re strengthening
- Binding and Repair

### **Unit 4: Organization of Collection**

- Access, Reference Services, Reprographic Services
- Finding Aids-Catalogues, Calendars, Indexing, Hand Book, Guide
- Public Outreach: Exhibitions, Cultural Exchange Programmes, Workshops, Seminars, Electronic and Print Media.

### **RECOMMENDED READINGS:**

1. Johnson, Arthur W. (1988). The Practical Guide to Book Repair and conservation. London: Thames and Hudson. Alper, Diana. (1993).
2. Bogart, John Van. (1995). Magnetic Tape Storage and Handling. Available at: <http://www.clir.org/pubs/reports/pub54/>
3. BonaDea, Artemis (1995) Conservation Book repair: A Training Manual. Available at: <http://www.library.state.ak.us/hist/conman.html>
4. Byers, Fred R.(2003). Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists. CLIR. Available at: <http://www.clir.org/pubs/reports/pub121/pub121.pdf>
5. Carlsen, Ray (2005) Repairing Audio Cassettes. Available at: <http://personalpages.tds.net/~rcarlsen/cbm/fixcass.txt>
6. Cherry, Bob (1996) Repairing Scratched CD. Available at: <http://www.cybergrass.com/Articles/021096.htm>
7. Dalton, Steve (2004). Microfilm and Microfiche. Available at: <http://www.nedcc.org/plam3/leaf51.htm>

## **PDG-203: INFORMATION COMMUNICATION TOOLS AND TECHNOLOGIES (PRACTICAL)**

**IA: 25  
UE: 75**

### **Course objective:**

To provide hands-on training on standard software packages and digital library softwares.

### **Course Outcomes:**

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

- Create a digital library
- Practice on various softwares packages

### **Unit 1: Application Software**

- Creating presentations with the help of MS-PowerPoint
- Creating Spreadsheets with the help of MS-Excel
- Editing and Formatting Word Documents with the help of MS-Word

### **Unit 2: Website Development**

- Introduction
- Principle and Tools
- Markup Language- HTML, DHTML, CSS, XML
- Hoisting etc

### **Unit 3: Digital Library Softwares**

- Hands on Practice on DSpace or GSDL
- Hands on Practice on CMS - Drupal or Joomla

### **Unit 4: Data Management Tools for Librarians**

- Data Storage, Protection and Security.
- Data Repositories: Types and functionalities. Resources and Software for Data Repositories- CKAN, DKAN, etc

### **RECOMMENDED READINGS:**

1. Aldini, Alessandro., and Bogliolo. Alessandro. User-CentricNetworking: Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014
2. Brügger, Niels., and Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017
3. Clark, Jason A., and Kroski, Ellyssa. Free Technology for Libraries. New York: Rowman andLittlefield Publishers, 2015

## **PGD-204: DISSERTATION/FIELD REPORT**

**Project Report: 75**  
**Viva-Voce: 25**

### **Course objective:**

To develop an analytical and assimilative ability among the students for developing research proposals

### **Course Outcomes:**

After studying the paper, the students shall be able to:

- Understand the tools and techniques of research methodology.
- Comprehend the tools of data collection
- Understand the use of graphical tools in the presentation of research.
- Preparation of research report.

The work for this Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The paper will be of 100 marks. The Project Report will carry 75 marks. It will be followed by Viva voce examination, which will be of 25 marks. The Project Report will be submitted before the commencement of II- Semester examination.

# *Library and Information Science*



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