

**SYLLABUS FOR
MASTER OF LIBRARY AND INFORMATION SCIENCE (M.L.I.Sc.) COURSE AS PER
CHOICE BASED CREDIT SYSTEM (CBCS) (SEMESTER SCHEME)**

List of Hard Core, Soft Core and Open Elective courses

Hard Core

LSH401	Foundations of Library and Information Science
LSH402	Information Processing: Classification
LSH403	Information Processing: Cataloguing
LSH404	Information TechnologyóI
LSH451	Management of Libraries and Information Centres-I
LSH452	Information TechnologyóII
LSP453	Information Processing: ClassificationóII (Practice)
LSP454	Information TechnologyóI (Practice)
LSH501	Information Retrieval
LSH502	Management of Libraries and Information Centres-II
LSH503	Research Methodology
LSH551	Information Systems and Services
LSH552	Information Technology ó III
LSP553	Information Technology ó II (Practice)
LSP554	Dissertation

Soft Core

LSP405	Information Processing: ClassificationóI (Practice)
LSP406	Information Processing: CataloguingóI (Practice)
LSS455	Information Sources and Services
LSP504	Information Processing: Cataloguing -II (Practice)
LSP505	Work Experience and Library Tour
LSS555	Marketing of Information Products and Services

Open Elective

LSE456	Reference/Information Sources
LSE506	Reference/Information Services

SEMESTER-I

Course code	Title of the papers	Scheme of examination						Credit Value
		IA	Univ. Exam.	Total Marks	Credit Patten			
					L	T	P	
Hard Core								
LSH401	Foundations of Library and Information Science	30	70	100	3	1	0	4
LSH402	Information Processing: Classification	30	70	100	3	1	0	4
LSH403	Information Processing: Cataloguing	30	70	100	3	1	0	4
LSH404	Information TechnologyóI	30	70	100	3	1	0	4
Soft Core								
LSP405	Information Processing: ClassificationóI (Practice)	30	70	100	0	1	3	4
LSP406	Information Processing: CataloguingóI (Practice)	30	70	100	0	1	3	4

SEMESTER-II

Course code	Title of the papers	Scheme of examination						Credit Value
		IA	Univ. Exam.	Total Marks	Credit Patten			
					L	T	P	
Hard Core								
LSH451	Management of Libraries and Information Centres-I	30	70	100	3	1	0	4
LSH452	Information TechnologyóII	30	70	100	3	1	0	4
LSP453	Information Processing: ClassificationóII (Practice)	30	70	100	0	1	3	4
LSP454	Information TechnologyóI (Practice)	30	70	100	0	1	3	4
Soft Core								
LSS455	Information Sources and Services	30	70	100	3	1	0	4
Open Elective								
LSE456	Reference/Information Sources	30	70	100	3	1	0	4

SEMESTER-III

Course code	Title of the papers	Scheme of examination						Credit Value
		IA	Univ. Exam.	Total Marks	Credit Patten			
Hard Core								
LSH501	Information Retrieval	30	70	100	3	1	0	4
LSH502	Management of Libraries and Information Centres-II	30	70	100	3	1	0	4
LSH503	Research Methodology	30	70	100	3	1	0	4
Soft Core								
LSP504	Information Processing: Cataloguing -II (Practice)	30	70	100	0	1	3	4
LSP505	Work Experience and Library Tour	30	70	100	0	0	0	4
Open Elective								
LSE506	Reference/Information Services	30	70	100	3	1	0	4

SEMESTER-IV

Course code	Title of the papers	Scheme of examination						Credit Value
		IA	Univ. Exam.	Total Marks	Credit Patten			
Hard Core								
LSH551	Information Systems and Services	30	70	100	3	1	0	4
LSH552	Information Technology ó III	30	70	100	3	1	0	4
LSP553	Information Technology ó II (Practice)	30	70	100	0	1	3	4
LSP554	Dissertation	30	70	100	0	1	3	4
Soft Core								
LSS555	Marketing of Information Products and Services	30	70	100	3	1	0	4

I SEMESTER

Hard Core

LSH401: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

- Unit 1 : Library as a Social Institution: Social and Historical foundations of Library; Different types of Libraries ó features, functions and services. Role of libraries in social, cultural, educational and scientific technical development. Information Society: Data, information, and knowledge, concept, meaning and features. Evolution of information society. 08hrs
- Unit 2 : Five Laws of Library Science; Implications of Five Laws in Library and Information Activities. 08hrs
- Unit 3 : Library Development: Development of Libraries in India with special reference to Karnataka. National Knowledge Commission (NKC) and its role. 06hrs
- Unit 4 : Library Legislation ó need, purpose and essential features; Library Legislation in India ó problems and prospects; Overview of Public Library Acts in India. Detailed study of Karnataka Public Library Act 1965; Press and Registration Act and Delivery of Books (Public Libraries) and News paper Act, 1954 and 1956; Copyright Act and Intellectual Property Rights (IPR). Right to Information Act. Information technology Act 2000. 08hrs
- Unit 5 : Library and Information Profession: Attributes of a Profession; Librarianship as a Profession; Professional Ethics and Qualities; LIS Education and Research. 06hrs
- Unit 6 : Professional Associations: Professional Associations ó Objectives and Functions; Role of Professional Associations in Library Development; National Library Associations- Objectives, Functions and Activities. IFLA, IATLIS, IASLIC; International Library Associations ó Objective, Functions and Activities IFLA, ALA, LA; Promoters of Library and Information Services, National level, RRRLF, International Level - UNESCO. State Library Association ó KALA. 08hrs
- Unit 7 : Public Relations and Extension Activities: Concept, Definition and Scope; Facets and Programmes; Publicity and Extension, Outreach Activities; Library Path Finder (Guides). 06hrs

References:

1. Ashburner, EH: Modern Public Libraries: their planing & designing, London, Grafton, 1948
2. Belkin, N: Information Concept for Information Science: Journal of Documentation. Vol. 34 (1) 1978 55-85
3. Kahan MS: Principles and prospective of copy right. New Delhi, Sarup and Sons, 1996
4. Khanna JK: Library and Society, Kurukshetra, Research Publication, 1987.
5. Paudey S.K. Sharma: Libraries and Society, ESS-ESS publication, New Delhi, 1987.
6. Dr. Jogesh Mishra, Alma Ramu & Sons: History of Libraries and in Librarianship in Modern India since 1850, Delhi, 1979.
7. Prof. A.A.N. Raju: Facets of Library and Information Science, ESS-ESS publication, New Delhi, 2012.
8. J.K. Khanna: Fundamentals of Library organization, ESS-ESS publication, New Delhi, 1984.

9. Shivram Varma: Foundation of Library & Information Science, Shree publishers & distributors, New Delhi, 2005.
10. Sanjay Kumar Singh: Historical foundations of library and information science, Anmol publication Pvt. Ltd., New Delhi, 2013.
11. S.R. Ranganathan: Library Manual, Asia publication, Bombay & Bangalore, 1954.
12. Anil K. Dhiman & Yashoda Rani: Learn Library and Society, ESS-ESS publication, New Delhi, 2005.
13. S.R. Ranganathan, Sharad Ranganathan Endowment: Five Laws of Ranganathan/Library Science, DRTC, Bangalore.
14. J.B. Sharma: Elements of library science, New Delhi, Kanishka publishers distributors, 1996.
15. Dr.(Mrs.) Sridevi and Miss. Shalini Vyas: Library and society, Shree publishers and distributors, 2005.
16. Rakeshkumar Shantilal Praiapati: Foundations of library and information science, New Delhi, Discovery publishing house Pvt. Ltd., 2013.
17. P.S.G. Kumar: A students manual of library and information science (on the lines of the NET syllabus of UGC), New Delhi, B.R. publishing, corporation, 2002. Volume -2.
18. C.P. Vashisnth and M.P. Satija ed.: Library and information profession in India, New Delhi, B.R. Publishing Corporation, 2004. Volume-1, Part-I.
19. Bhag watiben, Govindbhai Prajapathi: Library and information science, discovery publishing, New Delhi, 2013.
20. Krishan Kumar: Library Manual, New Delhi, 1982.
21. P.S.G. Kumar: Library Movement and libraries development in Karnataka, B.R. publishing corporation, New Delhi, 1946.
22. Venkatapaaiah: Indian Library Legislation (Vol.1), Daya publishing house, Delhi, 1990.
23. K.A. Isaac: Library legislation in India, ESS-ESS publication, New Delhi, 2004.
24. K.S. Deshpande: University Library system in India, sterling publishers, New Delhi, 1985.
25. P.N. Mishra: Principles of library and information science, Alfa publication, New Delhi, 2010.
26. H.K. Srivastava: Foundation of Library and Information Science, Mohith publications, New Delhi, 2011.
27. Prasher, R.G.: Information and its communication, Medallion Press, Ludhiana, 2003.
28. Jagtar Singh: Information democracy and South Asia Promises and perils of the web, Medallion Press, Ludhiana, 2003.
29. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.
30. Khaisar M. Khan, Gopa Kumar V., Vishala B.K.: Proceedings of the National conference on 'Empowering Library Professional in Managing Digital Resources and Providing Extension Activities' Library and Information Centre, St. Agnes College Mangalore, 2010, ISBN: 978-81-0-98546-0-6.

LSH402: INFORMATION PROCESSING: CLASSIFICATION

Unit 1	: Library classification: Definition, meaning, objectives, purpose and functions. General theory of classification, Theory of knowledge classification, Theory of book classification	06hrs
Unit 2	: Universe of Knowledge: Structure, attributes, Modes of formation of subjects.	08hrs
Unit 3	: Postulational approach to classification: Planes of work and Canons of Classification	08hrs

Unit 4	: Fundamental categories: Facet analysis and facet sequence, Phase relations, Common Isolates.	08hrs
Unit 5	: Notational system: Meaning, need, functions and types, Call Number, mnemonics. Hospitality in array and chain, Devices.	08hrs
Unit 6	: Study of selected schemes of classification: Dewey Decimal Classification, Universal Decimal Classification, Colon Classification.	08hrs
Unit 7	: Classification of e-resources ; Trends in Classification	04hrs

References:

1. Krishna Kumar: Theory of Classification, Ed, 2. New Delhi, Vikas, 1980
2. Parkhi, RS : Library Classification: Evolution and Dynamic Theory, Bombay, Asia, 1960
3. Ranganathan SR: Colon Classification. Ed 6, Bombay, Asia, 1963
4. Ranganathan, SR: Prolegomena to Library Classification, Ed 2, London, Library Association, 1965.
5. Sehgal R.L.: Number Building in Dewey Decimal Classification Universal Decimal Classification & Colon Classification, ESS-ESS publication, New Delhi, 1993.
6. Bake Well K.G.B.: Classification and Indexing Practice, Clive Bingley & Linnet Books, London.
7. Ranghanathan S.R. ed. Palmer B.I.: Sharada Ranghanathan endowment for library science: Elements of library classification, Bangalore, 1991.
8. P.N.: A Practice on Colon Classification, Sterling publishers private limited, New Delhi.
9. Raju A.: Universal Decimal Classification, T.R. Publishers, 1991.
10. Krishan Kumar: Theory of classification, Vani educational books, New Delhi, 1985.
11. Sharma C.K. and Sharma Amit K.: Library classification, Atalantic publishers & Distributors, 2007.
12. Raju A.A.N: Decimal Universal & Colon Classification, Ajanta publication, 1984.
13. Pushpa: Library classification: Theory and principles, Wishwa prakashan, New Delhi.
14. Kumar Krishna: Theory of classification, Vikas publishing house, New Delhi, 1979.
15. Ohdedara A.K.: Library Classification, The world press Pvt., Ltd., Calcutta, 1973.
16. Satija M.P. and Agrawal S.P.: Book Numbers, concept publishing company, New Delhi.

LSH403: INFORMATION PROCESSING: CATALOGUING

Unit 1	: Library Catalogue-meaning, definition, need. Purpose and functions of library catalogue. Physical forms, Inner forms; Different kinds of entries	08hrs
Unit 2	: Normative Principles: Laws, Canons and Principles of Catalogue	08hrs
Unit 3	: Subject Headings: Chain Procedure, Sears List of Subject Headings, Library of Congress Subject Headings	08hrs
Unit 4	: Study of major Catalogue Codes; AACR (latest edition); RDA (Resource Description Access); Filing rules and procedures; Online Public Access Catalogue (OPAC)	08hrs

Unit 5	: Standardization of Bibliographic Description- ISBD (M), ISBD(S), ISBD (NBM); Metadata-Definition and meaning, types and users. Metadata Standards; UNIMARC, CCF, MARC21, Dublin Core, Z39.50 and Web OPAC.	08hrs
Unit 6	: Co- operative, Centralized and Union Cataloguing.	06hrs
Unit 7	: Current trends in Cataloging.	04hrs

References:

1. Ranganathan SR : Cataloguing Practice, Ed 2, Bombay, Asia, 1964.
2. Ranganathan SR : Classified catalogue code with additional rules for Dictionary catalogue, Ed 5, Bombay, Asia, 1963.
3. Ranganathan SR : Library Catalogue: Fundamentals and Procedure, Madras, Library Association, 1950.
4. Viswanathan, CG : Cataloguing Theory and Practice, 1990.
5. Ranghanathan S.R.: Cataloguing practice, sharada Ranghanthan Endowment for library science.
6. Dr. Janaki Raman C.: Online cataloging, Pacific books international, New Delhi, 2011.
7. Vishwanathan C.G.: Cataloguing: Theory and Practice, Print house, Lucknow, 1954.
8. Ranghanathan S.R.: Classified catalogue code: with additional rules for dictionary catalogue code, associated by Neela Meghan A: Sharada Ranghanathan endowment for library science, Bangalore.
9. Girija Kumar & Krishan Kumar: Theory of cataloguing, Vani educational books, New Delhi, 1975.
10. Krishan Kumar: An introduction to AACR-2, Vikash publishing house, 1986.
11. Khan M.T.M.: Anglo American Cataloguing Rules (AACR), Shree publishers & distributors, New Delhi, 2005.
12. Bidgut Mal: Practical cataloguing, Shree publishers & Distributors, New Delhi, 2005.
13. Eric J Junter & Bakewell K.G.B.: Cataloguing, Clive Bingley, London.
14. Mishra A.R. & Ahmad M.D.: Issues in Digital Cataloging, Shree Publishers & Distributors, New Delhi, 2004.
15. Krishna Kumar: An Introduction to Cataloguing & Practice.

LSH404: INFORMATION TECHNOLOGY – I

Unit 1	: Information Technology-Concept, Meaning and components; Computers: History and Development of Computers, Generations of Computers, Types of Computers.	06hrs
Unit 2	: Computer Hardware: Components of computers - Arithmetic/Logic Unit, Control Unit, Input Unit, Output Unit and Memory Unit.	06hrs
Unit 3	: Computer Software: Systems Software - Operating Systems - MS WINDOWS, Multi - User Operating Systems like Linux, Unix, Application Software ó Word Processing (MS Word) MS Excel, MS Power point presentation.	08hrs
Unit 4	: Data Representation and File Organization: Binary code, Bit, Byte, Standards- ASCII, ISCII, UNICODE, File Organization.	08hrs
Unit 5	: Programming Languages: Machine Languages, Assembly Languages, High-Level languages, Generations of Programming Languages, Flow- Charting.	08hrs

Unit 6 : Multimedia Technology: Concept, scope, and developments, Hypertext and hypermedia, 08hrs
Hardware and Software Requirements, Animations ó Dimensions, Tools.

Unit 7 : DTP and Graphics 06hrs

References:

1. Davies, G B. Introduction to Computers. New York: McGraw- Hill, 1977
2. Donald H Sanders : Computer concepts and applications, McGraw Hill, 1987
3. Hunt R and Shelly J. Computer and Commonsense. New Delhi: Prentice, 1980
4. N Subramanian: Introduction to Computers, Tata McGraw-Hill
5. Rajaraman, V. Fundamentals of Computers.. New Delhi: Prentice- hall of India, 1981
6. Rowley, J. Computer Fundamentals: Concept, Systems and Applications Ed 2. New Delhi: BPB, 1992.
7. Paul Perry Multimedia developers guide. Sams publishing 1995.
8. P K Sinha: Computer Fundamentals. BPB Publication, 2000, ISBN :9788176567527
9. R Rajagopalan. Understanding Computers. Tata McGraw-Hill, 1987, 233p
10. Winn L Rosch : Multimedia bible Indianapolis, Sams publishing 1995
11. Tay Vaughan : Multimedia making it work, Osbome McGraw-Hill, 1998
12. Thomas C. Bartee : Digital Computer fundamentals Sixth Ed. McGraw Hill, 1991.
13. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.
14. Khaisar M. Khan, Mallaiah, Vishala B.K.: Proceedings of the National Conference on -Democratization of Information using ICT: Role of Libraries for Social Enlightenment (DEMICT-2014), DLISc., Mangalagangothri, 2014, ISBN: 978-93-82845-33-1.

Soft Core

LSP405: INFORMATION PROCESSING: CLASSIFICATION – I (PRACTICE)

Classification of documents according to the latest edition of DDC. 64hrs
(Each student shall maintain practical records and submit the same at the time of practical examination).

LSP406: INFORMATION PROCESSING: CATALOGUING – I (PRACTICE)

Cataloguing of Simple, compound and composite documents and serials according to latest edition of AACR/RDA 64hrs
(Each student shall maintain practical records and submit the same at the time of practical examination).

II SEMESTER

Hard Core

LSH451: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES-I

- Unit 1 : Management Concept, definition and scope, Management styles and approaches, Principles and functions of management, Principles of Scientific Management. 08hrs
- Unit 2 : Organizational structure: Principles of Organizational structure, Organizational structure of Library and Information Centres 08hrs
- Unit 3 : Collection development: Types of documents and selection and acquisition: Tools, Procedures and Policies, Problems of Collection development 08hrs
- Unit 4 : Technical Processing and Preparation of documents for use: shelving, Circulation work, Methods of book circulation- charging and discharging systems. 06hrs
- Unit 5 : Maintenance, Preservation and Conservation of Information Resources- procedure policies and techniques, stock verification, Binding and weeding out 08hrs
- Unit 6 : Library committee, Library statistics, Annual reports: Compilation, Contents and style, Library rules and regulations. 08hrs
- Unit 7 : Records Management Concepts and Issues. 04hrs

References:

1. Application of Management Technique to Library and Information Systems, 12th IASLIC Conference, Roorkee, 1979
2. Chatterjee, AK: Introduction to Management: Its Principles and Techniques, Kolkatta, World Press.
3. Davar, RS: The Management process, 1982
4. Jones, N & Jordan, P: Staff Management in Library and Information work, 1982.
5. Katz, WA: Collection Development: Selection of Materials for libraries, New York, HRW, 1980
6. Krishna Kumar: Library Administration and Management, Delhi, Vikas, 1987
7. Mittal RL: Library Administration: theory and Practice, Ed 4 , Delhi, Metropolitan ,1984
8. Sharma JK: Personnel Management in Libraries, 1981.
9. Philip D. Leighton and David C. Weber, Keyes D. Metcalf ed: Planning academic and research library buildings, ESS-ESS publication, New Delhi, 2010.
10. Ramansu Lahiri: Management of libraries concepts and practices, ESS-ESS publication, New Delhi, 1996.
11. S.P. Singh ed: Library Administration and Resources, Omega publications, New Delhi, 2009.
12. Dr. Subodh Gopal Nandi: Library Management: Recent thoughts and development, Kaveri Books, 2011.
13. Rakesh Kumar Shantila Praiapati: Theories and practices of library management, Discovery publishing house, Pvt. Ltd, 2013.
14. B.S. Panwar and S.D. Vyas: Library Management, B.R. publishing corporation, New Delhi, 1986.

15. Ms. Kalpana Das Gupta ed: Library practice for effective management, Indian Library Association, New Delhi, 2001.
16. Khaisar M. Khan, Mallaiiah, Vishala B.K.: Proceedings of the National Conference on -Democratization of Information using ICT: Role of Libraries for Social Enlightenment (DEMICT-2014), DLISc., Mangalagangothri, 2014, ISBN: 978-93-82845-33-1.

LSH452: INFORMATION TECHNOLOGY – II

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|--------|--|-------|
| Unit 1 | : Library Automation: Meaning and Definition, Need, Areas of Library Automation, Strategies for Library Automation. | 08hrs |
| Unit 2 | : Infrastructure Requirements for library automation- Hardware, Software, Humanware. | 06hrs |
| Unit 3 | : Automations of Housekeeping features- Acquisitions, cataloging, file and data structures. | 08hrs |
| Unit 4 | : Automation of Housekeeping operators: Circulation and Serials Control, file and data structures, OPAC, Web OPAC. | 08hrs |
| Unit 5 | : Retrospective conversion of records: Meaning Retrospective Conversion Process, Strategies and Techniques. | 06hrs |
| Unit 6 | : Library Software Packages ó Propretryó SOUL, Libsys, Open Source Software ó KOHA, NewGenLib, e-Granthalaya, Evaluation of Library Automation Software. | 08hrs |
| Unit 7 | : Current Trends in Information Technology and Application to Library and Information work | 06hrs |

Reference:

1. Brown, K R : Challenge of Information Technology. 1983.
2. Burns, A : New Information Technology. 1984.
3. Edmunda, R A : Prentice Hall Encyclopedia of Information Technology, Essential Guide dBase plus in Libraries. 1988.
4. Ffaruqui Khalid Kamal : Automation in Libraries. New Delhi, Anmol, 1997.
5. Faruthi, S N Ed. : Library Techniques and Technologies Perspectives in Multimedia Library Development. New Delhi, Kanishka, 1997.
6. Gupta, Sangita : Manpower Needs of Automated Libraries. New Delhi, Ess Ess Publications, 1995.
7. John M Cohn et al Planning for library automation: A practical handbook. London Library Association.
8. Kent, A and Galvin, T J Ed.: Information Technology: critical Choice for library Decision Makers. 1992.
9. Madras Library Automation. MLA, 1992
10. Menon, V V and Prasad, H N Ed.: Information Technology and National Development. Agra, Y K Publishers, 1994/
11. Michael D Cooper. Design of library automation systems: File structures, Data structures and tools John Wiley, 1996.
12. Moorthy, A L : Information Technology applications in academic Libraries in India with emphasis on networking services and information sharing, Ahmedabad, INFLIBNET, 1997.
13. Ojha, D C, Edd. : Computer Applications in Library and Information Science. Jodhapur, Scientific Publication, 1995.

14. Parthasarathy, S : Computer application to Libraries, IR and Networking. Bangalore, Sarada Ranganathan Endowment for library science, 1986.
15. Satyanarayana, R : Information Technology and its facts. New Delhi, Manak, 1998.
16. V.S. Subrahmanian Principles of multimedia database systems. Morgan Kaufman, 1998.
17. Zokoczy, P : Information Technology, : An Introduction. Ed.2 1985.
18. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.
19. Khaisar M. Khan, Mallaiiah, Vishala B.K.: Proceedings of the National Conference on -Democratization of Information using ICT: Role of Libraries for Social Enlightenment (DEMICT-2014), DLISc., Mangalagangothri, 2014, ISBN: 978-93-82845-33-1.

LSP453: INFORMATION PROCESSING: CLASSIFICATION - II (PRACTICE)

Classification of Books and other documents according to the latest edition of UDC 64hrs
 (Each Student shall maintain practical record and submit the same at the time of practical examination)

LSP454: INFORMATION TECHNOLOGY – I (PRACTICE)

Unit 1 : Command line operating systems UNIX	9 hrs
Unit 2 : GUI based operating systems ó Windows, Linux.	9 hrs
Unit 3 : MS óWord	9 hrs
Unit 4 : MS-Excel	9 hrs
Unit 5 : MS-PowerPoint	9 hrs
Unit 6 : SOUL	9 hrs
Unit 7 : KOHA	9 hrs

Soft Core

LSS455: INFORMATION SOURCES AND SERVICES

Unit 1 : Information Sources: Meaning, Definition, importance, Characteristics, Functions, evolutions -both print and non-print.	06hrs
Unit 2 : Types of Information Sources: Primary, Secondary and Tertiary sources of information; Documentary Sources and Non óDocumentary Sources, Human and Institutional sources; Nonóprint and Electronic sources.	08hrs
Unit 3 : Primary Sources (Print and Electronic Versions): Periodicals, Technical reports, Patents, Standards and Specifications, Theses and Dissertations, Conference and Seminar proceedings, Trade literature.	08hrs
Unit 4 : Secondary Sources (Print and Electronic Versions): Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Bibliographies, Geographical sources, Current sources, Statistical, information sources, Handbooks and Manuals.	08hrs

- Unit 5 : Tertiary Sources (Print and Electronic Versions): Directories, Guides to reference sources, Bibliography of bibliographies, Monographs, Union catalogues, Textbooks. **06hrs**
- Unit 6 : Non documentary Sources and their Electronic Versions: Human Sources: Technological gatekeepers, invisible colleges, consultants, experts/resource persons, personal home pages, representatives of firms, and others; Institutional / Organisational Sources: Government ministries and departments, R& D organizations, learned societies, publishing houses, archives, data banks, information analysis centers, referral centers, Institutional web sites. Current Trends in Information Sources: CD-ROM, Internet resources, Discussion Forums and Information Gateways. **08hrs**
- Unit 7 : Library and Information Services in Academic Libraries: Reference Service/Referral; Library Use and Information Literacy; Documentation and Information Services ó National and International; Current Awareness and SDI Service; Abstracting and Indexing Services; Information Product Development Services; Document Delivery Services **06hrs**

References:

1. Davinson Donald: Reference Service, London Clive Bingley, 1980
2. Katz, WA : Introduction to Reference work ,Ed5, New York Mc-Graw Hill, 1974
3. Parker , CC & Purely: Information sources in science and Technology ,Ed.2. 1986
4. Ranganathan, S R : Reference Service, Ed2 . Bangalore, Sharada Ranganathan
5. Endowment, for Library Science, 1992
6. Sewa Sing: International Manual of Reference and Information Sources, New Delhi, Beacon Books, 1997
7. Sharma, JS & Grover, DR : Reference Service and Sources, Chicago ALA 1992.
8. Chenny F.N and Williams W.J: Fundamental reference sources. Ed2., Chicago, ALA, 1980.
9. Fjallbrant N and Stevenson M.: User education in libraries, London, Clive-Bingley, 1978.
10. Gale Group: Information industry association. Information sources, The association, 1988, pp300.
11. Grogan D.J.: Science and technology: An introduction to the literature. Ed4. London: Clive-Bingley, 1982.
12. Katz, W.A.: Introduction to reference work, New York, McGraw-Hill, 1992.
13. Krishankumar: Reference service Rev Ed3., New Delhi, Vikas, 1987.
14. Lambart J and others: How to find information in Science and technology, London, Library association, 1991.
15. Rogers R.: Teaching information skills: A review of the research and its impact on education, London, Bowker-saur, 1993.
16. Sharma J.S. and Grower D.: Reference service and sources of information, New Delhi, ESS, 1987.
17. Shores Louis: Basic reference sources, Chicago, ALA, 1959.
18. Subramanyam K: Scientific and technical information resources, New York, Marcel Dekker, 1981.
19. Prasher, R.G.: Information and its communication, Medallion Press, Ludhiana, 2003.
20. Jagtar Singh: Information democracy and South Asia Promises and perils of the web, Medallion Press, Ludhiana, 2003.
21. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.

Open Elective

LSE456: REFERENCE/INFORMATION SOURCES

- Unit 1 : Information Sources: Concept, Types, Characteristics and uses. 04hrs
- Unit 2 : Primary Sources: Periodicals, Conference Proceedings, Technical Reports, Patents, Standards and Specifications, Trade Literature, Theses and Dissertations, Reprints, Preprints and Monographs. 06hrs
- Unit 3 : Human Sources: Technological gatekeepers, Invisible colleges, Information consultants, Experts/Resource persons, Representatives of firms, Personal home pages, common men (priest, village head, postman, receptionist, etc.) and others. Institutional/Organizational Sources: Government, Ministries and departments, R& D organizations, Learned societies, Publishing houses, Press, Broadcasting stations, Museums, Archives, Data banks, Information analysis centers, Referral centers, Exhibitions & trade fairs. Institutional web sites, etc. 10hrs
- Unit 4 : Electronic sources: Internet Information resources, Databases (Bibliographic, Numeric and Full text). E-books, Open Access Resources. List servers, Subject gateways. Mini Project: Study of the features and functionality of any one source (E.g. Dictionary.com, Encyclopedia Britannica, Wikipedia, ACM digital Library, IEEE / IEE Electronic Library Online (IEL), Emerald, EBSCO, PsycINFO, Elsevier Science, PubMed Central, J-Gate , J-Store, Web of Science, SCOPUS, SciFinder Scholar, PLOS, DOAJ, RePEc, etc.) 10hrs
- Unit 5 : Non-documentary Sources: (a) Human Sources -Consultants, Experts, Extension Workers, Technology gatekeepers, Invisible Colleges, Information Brokers. 06hrs
(b) Institutional Sources -National and International agencies, Govt. Departments, R&D Organizations, Academic Institutions
- Unit 6 : Electronic Information Resources: Meaning and Definitions, Types – E-journals, E-books, E-theses, E-newspapers, Blogs and Wikis. Online Dictionaries and Encyclopedias: Free and Proprietary. 08hrs
- Unit 7 : Current Trends in Information Sources: CD-ROM, Internet resources, Discussion Forums and Information Gateways/Portals. 06hrs

References:

1. Davinson Donald: Reference service. London, Clive Bingley, 1980.
2. Grogan, Denis: Science and Technology, Ed.4. London, Clive Bingley, 1982
3. Guha, B: Documentation and Information Services: Techniques and Systems. Rev. Ed.2. Calcutta, World Press, 1983
4. Hanson, CW: Introduction to science information work. London, ASLIB, 1973
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