



ಕ್ರಮಾಂಕ/No. MU/ACC/CR6/CBCS-PG(SLB)/2017-18/A2

ಕುಲಸಚಿವರ ಕಛೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ - 574 199
ಕರ್ನಾಟಕ, ಇಂಡಿಯಾ
Office of the Registrar
Mangalagangothri - 574 199
Karnataka, India

ದಿನಾಂಕ/Date: 8/5/2017

NOTIFICATION

Sub: III & IV semester Choice Based Credit System syllabus of
M.L.I.Sc. degree programme.

Ref: 1) This office Notification No. MU/ACC/CR7/CBCS-PG(SLB)/
2016-17/A2, dated: 17-8-2016.
2) Academic Council decision dated 3-2-2017 vide Agenda
No. 3:11 (2016-17)

In continuation to this office Notification cited under ref. (1) above, the syllabus of III & IV semester M.L.I.Sc. degree programme which approved by the Academic Council at meeting held on 3-2-2017 is hereby notified for implementation with effect from the academic year 2017-18 and onwards (for students of 2016-17 batch and onwards).


REGISTRAR

To:

- 1) The Chairman of the Department concerned/ The Coordinator of the degree programme concerned.
- 2) The Principal of the college concerned.
- 3) The Registrar [Evaluation], Mangalore University.
- 4) The Chairman of the Board of Studies concerned.
- 5) The Superintendent [ACC], Office of the Registrar, Mangalore University.
- 6) Guard file.

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 Technology–I
LSH451	Management of Libraries and Information Centres-I
LSH452	Information Technology–II
LSP453	Information Processing: Classification–II (Practice)
LSP454	Information Technology–I (Practice)
LSH501	Information Retrieval
LSH502	Management of Libraries and Information Centres-II
LSH503	Research Methods in Librarianship
LSH551	Information Systems and Services
LSH552	Information Technology – III
LSP553	Information Technology – II (Practice)
LSP554	Dissertation

Soft Core

LSP405	Information Processing: Classification–I (Practice)
LSP406	Information Processing: Cataloguing–I (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
LSS556	Conservation and Preservation of Information Resources

Open Elective

LSE456	Reference/Information Sources
LSE506	Reference/Information Services

III-SEMESTER

Course code	Title of the papers	Scheme of examination						
		IA	Univ. Exam.	Total Marks	Credit Patten			Credit Value
					L	T	P	
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 Methods in Librarianship	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	0	0	3

IV-SEMESTER

Course code	Title of the papers	Scheme of examination						
		IA	Univ. Exam.	Total Marks	Credit Patten			Credit Value
					L	T	P	
Hard Core								
LSH551	Information Systems and Services	30	70	100	3	1	0	4
LSH552	Information Technology – III	30	70	100	3	1	0	4
LSP553	Information Technology – II (Practice)	30	70	100	0	1	3	4
LSP554	Dissertation	30	70	100	0	1	3	4
Soft Core								
LSS555	Management Information System (MIS)	30	70	100	3	1	0	4
OR								
LSS556	Conservation and Preservation of Information Resources							

III SEMESTER

Hard Core

LSH501: INFORMATION RETRIEVAL

- Unit 1 : Information Processing and Retrieval: Basic concepts, meaning and definition, Retrieval Process: objectives, components and functions of IRS. **08hrs**
- Unit 2 : Information search: objectives of information search, search techniques, information search strategies, pre search interview, search logic. **06hrs**
- Unit 3 : Indexing: Concepts, theories, methods and importance. Indexing languages: Vocabulary control, semantics and syntactics. Thesauri and Subject Headings – Design and construction **08hrs**
- Unit 4 : Indexing Systems: Pre-Coordinate and Post coordinate. PRECIS, Chain Indexing, POPSI, KWIC, UNITERM Indexing, Citation indexing. **06hrs**
- Unit 5 : Evaluation of Indexing Systems criteria for evaluation: Recall and Precision, Coverage and Currency, ASLIB, MEDLARS, STAIRS, SMART, TREC, Evaluation studies. **08hrs**
- Unit 6 : Bibliographic Description: Concept, Historical Development, Standards for Bibliographic record format- ISBD, MARC 21, ISO 2709 and CCF, International Bibliographical Control, Universal Bibliographical Control, Role of International Organizations, Standards and Cooperation. **08hrs**
- Unit 7 : Trends in information retrieval-development, search and retrieval, full text retrieval user information. **06hrs**

References:

1. A course in Information consolidation: a handbook for education and training in analysis, synthesis and repackaging of Information. General Information Programme and UNISIST, UNESCO, PGI, Paris. 1986.
2. Alberico, R. and Micco M.(1990). Expert systems for reference and Information retrieval. West Port : Meckler.
3. Atchison, J. & Alan G. A.(1972). Thesaurus construction: a practical manual. London: Aslib.
4. Atchison, J. & Gilchrist, A.(1972). Thesaurus construction: a practical manual. London: Aslib.
5. Austin, D.(1984). PRECIS: A manual of concept analysis and subject Indexing. 2nd ed.
6. Chowdhry, G.G.(2003). Introduction to modern Information retrieval. 2nd Ed. London, Facet Publishing.
7. Cleaveland, D. B.(2001). Introduction to Indexing and abstracting. 3rd Ed. Englewood, Colo. : Libraries Unlimited
8. Crawford, M. J.(1988). Information broking: a new career in Information work. London: LA.
9. Ford, N.(1991). Expert systems and artificial intelligence : An Information manager's guide. London : LA.
10. Ghosh, S.B. and Biswas, S.C. (1998). Subject Indexing systems: Concepts, methods and techniques. Rev. ed. Calcutta: IASLIC.

11. Lancaster, F. W. (1968). Information retrieval systems, characteristics, testing and evaluation. London: Facet Publishing.
12. Lancaster, F.W.(2003).Indexing and Abstracting in Theory and Practice. London: Facet Publishing.
13. Pandey, S.K. Ed.(2000).Library Information retrieval. New Delhi: Anmol.
14. Seetharama, S. (1997).Information consolidation and repackaging. New Delhi: ESS ESS.
15. Van, R.C. J.(1970). Information retrieval. 2nd ed. London: Butterworths.
16. Vickery, B.C.(1970). Techniques of Information retrieval. London: Butterworths

LSH502: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES-II

- Unit 1 : Planning of Library and Information Centres, Planning: Macro Planning and Micro Planning. Steps in planning Library and Information Centres. **08hrs**
- Unit 2 : Human Resource Management: Personnel management in LIC: job Analysis: Job Description, and job specification, Selection and recruitment, Procedures and methods, Motivation, Training and Development, performance appraisal, Qualities of Librarians. **08hrs**
- Unit 3 : Financial Management: Sources of Finance, Resource mobilization Budget, Types of Budget, Budgeting Techniques, PPBS. Zero based budgeting, Budgeting control, cost benefit analysis. **08hrs**
- Unit 4 : Library Building, Furniture and Equipment: planning, Design and Maintenance. **06hrs**
- Unit 5 : Performance evaluation of Librarian and Information Centres and Services: Management tools and Techniques for Assessment Library and information centres and their services: Total Quality Management (TQM), Programme Evaluation Reviewing Technique (PERT), Critical Path Method (CPM), Strength Weaknesses Opportunities and Threat (SWOT) analysis. **08hrs**
- Unit 6 : Marketing of Information products and services: Meaning, Definition, Need, Market segmentation, Positioning, Market Mix, 4P's - Product, Price, Place, Promotion, Marketing Audit, Role of Librarian in Marketing of LIS. **08hrs**
- Unit 7 : Public and Human Relations in Library Management. **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. S.K. Mookerjee and Songupta B.: Library organization and Library Administration system.

10. Mukesh K. Sahu: Library Management New Trends, Shree publishers and distributors, New Delhi, 2008.
11. S.K. Singh: Essentials of integrated library management, authors press, New Delhi, 2002.
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14. Krishna Kumar: Library Administration and Management Vikas publishing, New Delhi, 1987.
15. Anil Dhimani and Yoshoda Dhimani: Library Management, ESS-ESS.
16. Philip D. Leighton and David C. Webar – 3rd ed., Keyes D. Metcally ed.: Planning Academic and research library buildings, ESS ESS publication, 2010.
17. Ramansu Lahiri: Management of Libraries Concepts and practices, ESS ESS publication, New Delhi, 1996.
18. S.P. Singh ed.: Library Administration and Resources, Omega publications, New Delhi, 2009.
19. Dr. Subodh Gopal Nandi: Library Management: Recent thoughts and development, New Delhi, Kaveri Books, 2011.
20. Rakesh Kumar Shantila Praiapati: Theories and practices of library Management, Discovery publishing House, Pvt. Ltd., New Delhi, 2013.
21. B.S. Panwar and S.D. Vyas: Library Management, New Delhi, B.R. Publishing Corporation, 1986.
22. Ms. Kalpana Das Gupta ed.: Library Practices for effective management, Indian Library Association, New Delhi, 2001.
23. Khaisar M. Khan, Mallaiyah, 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.

LSH503: RESEARCH METHODS IN LIBRARIANSHIP

- Unit 1 : Research: Concept, Meaning, Need and Process of Research; Types of Research – **08hrs**
Fundamental and Applied including inter disciplinary and multidisciplinary approach; Role of Research in the Development of Scholarship. Ethics in research. Areas of research in LIS.
- Unit 2 : Research Design: Conceptualization and Operationlisation; Types of Research Design; **08hrs**
Identification and Formulation of problem; Hypotheses; Nominal and Operational Definition; Designing Research Proposal; Ethical aspects of Research; Literature search – print, non-print and electronic sources.
- Unit 3 : Research Methods: Scientific Method; Historical Method; Descriptive Method; Survey **06hrs**
Method and Case Study Method; Experimental Method and Delphi Method.
- Unit 4 : Research Techniques and Tools: Questionnaire; Schedule; Interview; Observation; Scales **06hrs**
and check lists; Library and Record and Reports; Sampling Techniques.
- Unit 5 : Data Analysis and Interpretation: Descriptive Statistics – Measure of Central Tendency; **08hrs**
Correlation, Mean, Mode, Median, Tabulation and Generalization; Measures of dispersion, Variance and covariance, Standard Deviation; Graphical presentation of data – Bar, pie, line-graphs, Histograms; Regression – linear and non-linear; Chi Square Test; Sociometry; Statistical Packages – SPSS and its variations.

Unit 6 : Bibliometrics, Scientometrics, and Informetrics: Concept and Definition; Bibliometric Laws: Bradford's, Zipf's, Lotka's; Bibliographic Coupling; Obsolescence; Citation Analysis; Citation Studies; Informetrics; Scientometrics, Webometrics. **08hrs**

Unit 7 : Research Reporting: Structure and components, Style, Contents; Guidelines of Research Reports; Style Manual – Chicago – MLA-APA; E-Citation and Methods of Research Evaluation. **06hrs**

References:

1. Busha, CH & Harter, SP: Research Methods in Librarianship: Techniques and Interpretation, New York Academic 1980.
2. Mohsin , SM: Research Methods in behavioural Sciences ,Kolkatta Orient Longman, 1984.
3. Sharma , RN & Sharma, RK: Research methods in Social Sciences, Bombay, Media Promoters & Publishers Pvt. Ltd., 1987.
4. Sing, Sadhu: Research Methodology in Social Sciences, Bombay, Himalaya Publishing House, 1980.
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7. Young, PV: Scientific Social Surveys and research, Ed 4, New Delhi, Prentice Hall, 1982.
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9. Fowler, F.J.: Survey research methods. New Delhi: Sage, 1993.
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11. Krishan Kumar: Research methods in Library and Information Science. New Delhi: Vikas,1992.
12. Krishnaswami, O.R.: Methodology of Research in Social Sciences. Bombay, Himalaya, 1993.
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14. Line, M.B.: Library surveys, London: Clive Bingley, 1967.
15. Nicholas D. and Ritchil, M.: Literature and bibliometrics. London: Clive Bingley, 1979.
16. Ravichandra Rao, I.K.: Quantitative methods for Library and Information Science. New Delhi: Wiley Eastern, 1985.
17. Slater, M.: Research methods in Library and Information studies. London: L.A., 1990.

Soft Core

LSP504: INFORMATION PROCESSING: CATALOGUING -II (PRACTICE)

Cataloguing of Non Book materials according to the latest edition of AACR/RDA

64hrs

LSP505: WORK EXPERIENCE AND LIBRARY TOUR

- a) Work experience: The M.L.I.Sc. students shall work 2 (two) hours per week in the library identified by the department and submit the work experience report before the commencement of theory examinations. **32hrs**
- b) There shall be a library tour, which is compulsory and student has to submit a tour observation report. Library tour will be conducted during mid-semester vacation falling between II and III semester. Each student shall submit a library tour report prepared under the guidance of the teacher and submit the same before the commencement of the theory examinations.

Open Elective

LSE506: REFERENCE/INFORMATION SERVICES

- Unit 1 : Information Services: Definitions, Need, Importance. Reference Service: Concept, Definition and types, Reference interview, planning of reference services. **08hrs**
- Unit 2 : Current Awareness Services (CAS) & Selective Dissemination of Information (SDI) services, Translation Services and Document Delivery Services – concept, definition, types and planning. **08hrs**
- Unit 3 : Indexing Services, abstracting services-concept, definition, types and planning. **08hrs**
- Unit 4 : Information Users and their Information Needs, Categories of Information Users Information Needs and Information Seeking Behavior, User Studies: Methods. **08hrs**
- Unit 5 : User Education, Objectives of user education, Technique and methods of user education programme. **06hrs**
- Unit 6 : Study of Information systems and Programmes: NISCAIR, DESIDOC, INFLIBNET, MEDLARS, INSPEC, BIOSIS, CAS, ISI. **08hrs**
- Unit 7 : Knowledge skills and Techniques required for Professionals to deal with Print, Non-Print, and electronic forms of Information System, Web Based Services. **04hrs**

References:

1. Sunitha Asija (1998): Documentation Services in India: A review of some selected documentation Centres, New Delhi, Academic Publications.
2. Guha, B (1983): Documentation and Information: Services techniques and systems, Calcutta: World Press.
3. Gupta, B M and other (1991): Handbook of Libraries, archives, Information Centres in India, New Delhi: Aditya Prakshan
4. Krishan Kumar (1990): Reference Services, New Delhi, Vikas
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8. Alan P., Gwyneth T and Goff S (1999): The library and information professionals guide to the World Wide Web, London, Facet Publishing
9. Chowdhury GG and Sudatta Chowdhury (2001): Searching CD-ROM and Online Information Sources, London: Facet Publishing.
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11. Grogan, Dennis (1984): Science & Technology: An introduction to literature, London, Clive Bingley.
12. Krishna Kumar (2003): Reference services, Ed.3, New Delhi, Vikas.
13. Prasher, R.G.: Information and its communication, Medallion Press, Ludhiana, 2003.
14. Jagtar Singh: Information democracy and South Asia Promises and perils of the web, Medallion Press, Ludhiana, 2003.
15. Prasher, R.G.: Indian Libraries in IT Environment, Medallion Press, Ludhiana, 2003.
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.

IV SEMESTER

Hard Core

LSH551: INFORMATION SYSTEMS AND SERVICES

- Unit 1 : Information systems: Basic concepts, Meaning, Objectives and Functions. - Components of Information System: Structure, Functions and Services, Libraries, Documentation Centres, Information centres, Data centres, Information analysis centres, Clearing houses, Data banks, Data Curation centres, Museums, Memories, Institutional Repositories, Open Archives, Referral, Translation Centres, and Publishing Houses. **08hrs**
- Unit 2 : Reference service: Types -Short and Long Range with examples. Reference process, Steps in providing reference services, Virtual Reference Desk (VRD), Management, technology and resources. Referral service. Reference Collection, Knowledge, Skills and Qualities of a Reference Librarian. **08hrs**
- Unit 3 : Compilation of CAS and SDI, Indexing and Abstracting Bulletins, Translation Service. On-line Services: Alerting services-Listservs and Subject portals, FAQs -Developing FAQs - methods and techniques. Document Delivery Services -Needs and Importance, Types of Document Delivery Services. **08hrs**
- Unit 4 : Resource Sharing and Networks: Consortia- Importance and objectives. Study of Information networks- OCLC, INFLIBNET, UGC-INFONET, DELNET, , and INDEST. - Information policies and programmes. Planning, Design and Evaluation of Information systems. **08hrs**
- Unit 5 : Bibliographic Services -Importance, Types and its role in Information access and use Preparation of bibliographies, Trend Reports, State of the Art reports and Digests. **04hrs**
- Unit 6 : National Documentation Centers and Information Systems: NISCAIR, DESIDOC, NASSDOC and SENDOC **06hrs**
- Unit 7 : International Information Systems and Services: Identification, Features and Use: BIOSIS, INSPEC, ERIC, AGRIS, INIS and MEDLINE **08hrs**

References:

1. Sunitha Asija(1998). Documentation services in India: A review of some selected documentation centres. New Delhi: Academic Publications.
2. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Calcutta: World Press.
3. Krishan Kumar (1990). Reference service. New Delhi, Vikas.
4. Vickery, B.(1987). Information systems. London: Butterworths.
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8. Ranganathan, SR: Reference Service Ed 2. Bangalore, Sarada Ranganathan Endowment for Library Science, 1992.

9. Rowley, JE and Turner: CMD: Dissemination of information, London, Andru Deutach, 1975.
10. Rowlay, JE and Turner: Reference Service and sources of Information. New Delhi, Ess Ess Publications, 1987.
11. Sewa Singh: International Manual of Reference and Information Services. Delhi, Beacon Book, 1997.
12. Sharma, JS and Grover, DR: Reference Service and Sources of Information. New Delhi, Ess Ess publishers, 1992.
13. Prasher R.G.: Information and its communication, New Delhi, Medallion, 1937
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15. Gurudev Singh: Information Sources, Services and Systems, PHI learning Private Limited, Delhi, 2013
16. Walford, A.J: Guide to Reference Materials, London, Library Association, 1990, 3V.
17. Subramanayam, K : Scientific and Technical Information Resources, New Delhi: Anmol, 2001
18. Katz, W A.: Introduction to Reference Work. New York: McGraw- Hill, 1992

LSH552: INFORMATION TECHNOLOGY – III

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|--------|---|--------------|
| Unit 1 | : Database: Design, Development and Management, Database Models, DBMS, RDBMS. Data mining and Data warehousing: Decision Support Systems (DSS) and Online Analytical Processing (OLAP). | 06hrs |
| Unit 2 | : Study of WINISIS and MS-Access: System Overview, system Installation, Database Construction, Techniques, Menus, Tools and Creation of database | 08hrs |
| Unit 3 | : Networks: Concept, Definition, Need, Uses. Network Topologies, Types of Networks LAN, MAN and WAN. Network Architecture, Network Protection and Security - TCP/IP, IPX. | 06hrs |
| Unit 4 | : Web design: Web Server, Web hosting, using web graphics, medias, Design tools – HTML, XHTML, Dreamweaver, CSS, Javascripts. Website – types, Web standards. | 08hrs |
| Unit 5 | : Internet: History, ISP, Internet Tools and Services, Electronic resources available on the Internet, WWW, E-Mail, Telnet, FTP, Internet Relay Chat. Search Engine, Gopher, Archie, Veronica, WAIS, Usenet/List Forum, PING, Web sites, Browser, Blogs, Semantic Web, Social Network, Cloud Computing, Regulation of Cyber Laws. | 06hrs |
| Unit 6 | : Digital Librareis: Meaning, Definition, Functions, Scope; Infrastructure required for setting up a Digital Libraries – Hardware, Software and Human ware, Library Materials, Digital Materials; Advantages and Disadvantages of Digital Libraries. Institutional Repositories | 08hrs |
| Unit 7 | : Digital Library Standards, Storage, Security and Open Source Software: Standards-MARC or MARC-21, Dublin Core Metadata, Z39.50. Storage-database and Security. Open source software like Greenstone, DSpace and Eprint, Digital Library Projects. | 08hrs |

References:

1. Beiser, Karl: Essential guide to dbase III+ in Libraries. London, Meckler, 1987
2. Biddiscombe, Richard: End user revolution: CD-ROM, Internet and change role of the Information Professional. London, Library association, 1996
3. Burns, A: New Information Technology. 1984
4. Edmunda, R A: Prentice Hall Encyclopedia of Information Technology, 1987 Essential Guide dBase plus in Libraries. 1988
5. Faruthi, S N Ed.: Library Techniques and Technologies Perspectives in Multimedia Library Development. New Delhi, Kanishka, 1997
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7. Martin M: Schaum;s outline of Theory and problems of data processing
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12. Rouse, Rowena: CD_ROM and online computing, Electronics and Telecommunication databases, London, ASLIB, 1994
13. Satyanarayana, R : Information Technology and its facts. New Delhi, Manak, 1998
14. Unesco, Reference Manual and CDS/ISIS Pascal Manual, 1989
15. Zokoczy, P : Information Technology, : An Introduction. Ed.2 1985
16. UNESCO. Information and communication technologies in development A. UNESCO perspective prepared - Paris UNESC, 1996
17. UNESCO. Reference Manual and CDS/ISIS Pascal Manual, 1989.
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19. 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.

LSP553: INFORMATION TECHNOLOGY – II (PRACTICE)

Unit 1	: Creation of Database: CDSISIS / WINISIS	10hrs
Unit 2	: Networking and Internet.	10hrs
Unit 3	: Internet Tools and Services.	10hrs
Unit 4	: Online Database searching.	10hrs
Unit 5	: Web design and Web hosting.	10hrs
Unit 6	: Greenstone.	10hrs
Unit 7	: D-Space.	02hrs

LSP554: DISSERTATION

64hrs

- M.L.I.Sc. students shall have to choose a topic for dissertation and preliminary preparation be carried out under the guidance of a teacher during M.L.I.Sc. 3rd semester.
- M.L.I.Sc students shall have to submit the dissertation on the chosen topic, before the commencement of the theory examination of M.L.I.Sc. 4th semester.

Soft Core

LSS555: MANAGEMENT INFORMATION SYSTEM (MIS)

- Unit 1 : Introduction to fundamental issues of information systems (IS), MIS-concept, meaning and definitions, components and objectives of MIS. **08hrs**
- Unit 2 : Understanding of the overall information needs of an organization: analysis of organization information requirements, and prioritizing IS project, Analysis of information needs, specification of system requirements, analysis of alternatives, design of alternatives. **08hrs**
- Unit 3 : Overview of managerial applications of information technology (IT) to increase effectiveness of organizations, cooperative work, organizational competitive advantage and inter- organizational communication. **08hrs**
- Unit 4 : Knowledge Management: Concept, Definition, Purpose of KM, Need and Scope, Historical Development, Role of KM, Impact on Society, Knowledge Management Approaches, Information Technology and Knowledge Management. Application of Knowledge Management in LIS centers, Role of Information Professionals in Knowledge Management. **08hrs**
- Unit 5 : Information Systems planning: Use of case methods in planning Information Systems. **06hrs**
- Unit 6 : Decision Support Systems, ERP, state-of-the-art techniques for information systems specifications and design, Real- time structured analysis and design, and object- oriented analysis and design. **06hrs**
- Unit 7 : Quantitative methods and tools for analysis and decision making. **06hrs**

References :

1. Singh, S.K.: Essentials of Integrated Library Management, Worldwide circulation through authors press Global Network, Prist Published 2002 by Authors press, New Delhi.
2. Prajapathi Rakesh Kumar Shantilal: Theories and Practices of Library Management, Discovery publishing House, Pvt. Ltd., New Delhi, Tilak Wasan, First edition 2013.
3. R.V. Kulkarni and M.J. Joshi: Role of Management Information System for university administration, ESS Ess publication, New Delhi, First published 2007.
4. Muneesh Kumar: Business Information systems, Vikas Publishing house Pvt. Ltd., New Delhi, Reprint 1999.
5. R.V. Franks: Management Information Systems, Published by Kogan Page Ltd., London, 1988.

6. J. Sadagopan: Management Information Systems, Prentices Hall of India Private limited, New Delhi, 2007.
7. William A. Bocctino: Management Information Systems, Prentice-Hall International, Inc, London 1972.
8. Effy oz: Management Information Systems, Cengage learning India Pvt., Ltd, New Delhi, 2006.
9. Gardon B. Davis, Margrethe H. Olson: Management Information Systems: Conceptual Foundations, Structure and Development, second edition, published by Tata McGraw-Hill Publishing Company limited, New Delhi, 1974.
10. Gordon B.: Management Information System: Conceptual Foundations, Structure and Development, Davis, McGraw-Hill Book Company, New York, 1974.
11. Gory W. Dickson and James C. Wetherbe: The Management of Information Systems: McGraw-Hill Book Company, New York, 1985.
12. Kenneth C. Laudon and Jane Price Laudon: Management Information Systems Organization and Technology, Prentice-Hall of India private limited, New Delhi, 2002.
13. Devid M. Kroenke: Management Information Systems, McGraw-Hill, New York, 1992.
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.

LSS556: CONSERVATION AND PRESERVATION OF INFORMATION RESOURCES

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| Unit 1 | : Introduction to Concepts of Archiving, Preservation and Conservation. Need and significance of Archiving, Preservation and Conservation of Information Resources. | 06hrs |
| Unit 2 | : Evolution of writing materials- Clay, papyrus, metallic plates, skin, parchment, vellum, palm leaves, Palm leaves, Papyrus, Parchment and Vellum - Their history, nature, use as writing materials and their preservation. History of Paper making, Different types of paper and their nature. | 08hrs |
| Unit 3 | : Different types of library materials, their preservation and maintenance: Paper Based materials - Book and Non Book materials, Library Binding, Binding Standards. Preservation and conservation of non-print materials: Microforms, AV records, Magnetic Plates, Tapes & Diskettes, Optical media, Magneto Optical Discs. | 08hrs |
| Unit 4 | : Hazards to Library materials and their preservation: Environmental Hazards, Biological Hazards and Humanbeing as an enemy of library materials. Disaster Prevention and Recovery. | 08hrs |
| Unit 5 | : To Study various National Archival Initiatives of different countries: NARA of US, Australian National initiatives, Public Archives of Canada. | 06hrs |
| Unit 6 | : Records Management Concepts and Issues Involved. Information Resource Management., to include Electronic Resource Management Code of Ethics for Archivists. | 08hrs |
| Unit 7 | : Digital Preservation: Tools and techniques, legal issues in digitalization. | 06hrs |

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