

PANJAB UNIVERSITY, CHANDIGARH-160014 (INDIA)
(Estd. under the Panjab University Act VII of 1947—enacted by the Govt. of India)



FACULTY OF ARTS

SYLLABI

FOR

MASTER OF LIBRARY & INFORMATION SCIENCE

(SEMESTER SYSTEM)

EXAMINATIONS 2020- 2021

**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR
STUDENTS OF Master of Library & Information Science
(Semester System)
(EFFECTIVE FROM THE ACADEMIC SESSION 2020-21)**

1. The Syndicate has approved the following guidelines, mode of testing and evaluation including Continuous Internal Assessment of students:

- (i) Terminal Evaluation : 80%
- (ii) Continuous Assessment : 20%
- (iii) Continuous Assessment may include Written Assignments, Snap Tests, participation in discussions in the class, term Paper, attendance, etc.
- (iv) In order to incorporate an element of Continuous Internal Assessment of students, the Department will conduct the following in each semester:

(a) Written Test	:	25 (reduced to 5)
(b) Snap Test	:	25 (reduced to 5)
(c) Term Paper/Assignment	:	25 (reduced to 5)
(d) Participation in Class Discussion	:	15 (reduced to 3)
(e) Attendance	:	10 (reduced to 2)
Total	:	100 reduced to 20

2. Weightage of 2 marks for **Attendance** component out of 20 marks for Continuous Assessment shall be available only to those students who attend **75% and more** of classroom lectures/seminars/workshops. The break-up of marks for **attendance component** for each paper shall be as under:

(a) 75% and above up to 85%	:	1 Mark
(b) Above 85%	:	2 Marks

3. It shall **not be compulsory** to pass in Continuous Internal Assessment. Thus, whatever marks are secured by a student out of 20% marks, will be carried forward and added to his/her score out of 80%, (i.e. the remaining marks allocated to the particular subject) and thus, he/she shall have to secure pass marks both in the University examinations as well as total of Internal Continuous Assessment and University examinations.

4. Continuous Internal Assessment awards from the Department must be sent to the Controller of Examinations, by name, **two weeks before** the commencement of the final examination to the Examination Branch.

SPECIAL NOTE:

- (i) The theory question paper will be of 80 marks and 20 marks will be for internal assessment.
- (ii) For reappear/improvement candidates, who have not been assessed earlier for internal assessment, the marks secured by them in theory paper will proportionately be increased to maximum marks of the paper in lieu of internal assessment. The paper setter must put note (ii) in the question paper.
- (iii) In the case of Postgraduate Course in the Faculties of Arts, Science, Languages, Education, Design & Fine Arts, and Business Management & Commerce (falling under the purview of Academic Council), where such a provision of Internal Assessment/Continuous Assessment already exists, the same will continue as before.
- (iv) The marks obtained by a candidate in Continuous Internal Assessment in Postgraduate Classes from the admissions of 2004 will be shown separately in the Detailed Marks Card (D.M.C).

PANJAB UNIVERSITY, CHANDIGARH

SCHEME OF MASTER OF LIBRARY AND INFORMATION SCIENCE (SEMESTER SYSTEM) FOR THE EXAMINATION OF 2020-2021.

Paper Code	Title of the Paper	Internal Assessment	Marks		Hours
			Ext. Exam.	Total	
FIRST SEMESTER					
MLIS 01	Information Sources and Services (Practice)	20	80	100	3
MLIS 02	ICT in Libraries (Theory)	20	80	100	3
MLIS 03	Information Consolidation, Storage and Retrieval	20	80	100	3
MLIS 04	Research Methods and Statistical Techniques	20	80	100	3
SECOND SEMESTER					
MLIS 05	Information and Communication	20	80	100	3
MLIS 06	ICT in Libraries (Practical)	20	80	100	3
MLIS 07	Information Systems:				
	Option A– Social Science Information Sources and Systems	20	80	100	3
	Option B–Business Information Sources and Systems	20	80	100	3
	Option C – Health Science Information Sources and Systems	20	80	100	3
MLIS 08	Management of Library Systems				
	Option A – Public Library System	20	80	100	3
	Option B – Academic Library System:				
	College & University Libraries	20*	80	100	3
	Option C – Special Library System	20	80	100	3

***Annual Field Work:**

- i) The Annual Field Work (of four to six days duration wherein the students would be visiting different types of libraries) would be an integral part of curriculum of the course of Master of Library & Information Science (Semester System) and it would be mandatory for all students to participate in the Annual Field Work.
- ii) The students shall prepare a Tour report of the Field Work which will be considered as the Written Assignment (25 marks reduced to 5) for MLIS 08 (Management of Library systems) as per the Part of the internal assessment.
- iii) No student shall be exempted from participation in the Annual Field Work except on Medical Grounds, genuine reasons, etc. only after approval by the Faculty meeting. However, such students(s) shall have to submit the Field Work Report of the assigned Libraries.

SEMESTER - I

Paper Code: MLIS 01

Paper Title: INFORMATOIN SOURCES AND SERVICES (PRACTICE)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To impart practical knowledge to the students about the evaluation of reference and information sources and to give them practice in use thereof in answering queries of the users.

Unit – I: Evaluation of the following Information sources:

- **Dictionaries**
 - o Oxford English Dictionary.
 - o Webster's New International Dictionary.
 - o Peter Roget's International Thesaurus.
 - o Harrod's Librarian Glossary and reference book.
 - o McGraw-Hill Dictionary of Scientific Terms.
- **Encyclopaedias**
 - o New Encyclopaedia Britannica.
 - o Encyclopedia Americana.
 - o International Encyclopaedia of Social and Behavioral Sciences.
 - o McGraw-Hill Encyclopaedia of Science and Technology.
 - o Encyclopaedia of Library and Information Science (Marcel Dekker).
 - o CREDO Reference.
- **Biographical Dictionaries**
 - o India Who's Who.
 - o International Who's Who.
 - o Dictionary of National Biography (UK and India).
 - o Webster's Biographical Dictionary.

Unit – II: Evaluation of the following Information sources

- **Gazetteers/Geographical Dictionaries**
 - o Columbia Gazetteer of the World.
 - o Gazetteer of India (New volumes after Independence).
 - o Fodor's India.
- **Year Books**
 - o The Europa world Yearbook.
 - o The Stateman's Year book.
 - o India: A Reference Annual.
 - o World's Fact Book.
 - o Whitaker's Almanac.
 - o Universities Handbook: India.
 - o Commonwealth Universities Yearbook.
 - o The Europa World of Learning.

- Statistical Sources

- Census of India.
- UNO Statistical Abstracts.
- Statistical Year book: India

Unit – III: Evaluation of the following Information sources:

- Bibliographies

- British National Bibliography.
- Indian National Bibliography.

- Indexing and abstracting services

- Library & Information Science Abstract (LISA)
- Library Information Science Technology Abstract (LISTA)
- PubMed
- Indian Science Abstract
- SCOPUS
- Chemical Abstract Service
- BIOSIS
- ProQuest Dissertations & Theses (PQDT) (A&I).

Unit – IV: Evaluation of the following Information sources

- Aggregators

- EBSCOhost.
- ProQuest

- Databases

- Science Direct.
- PubMed Central.
- BioMed Central.
- Education Resources Information Centre (ERIC).
- Open Government Data (OGD).
- United Nations iLibrary database.
- Patent Information System (PIS)
- National Portal of India.

- Repositories

- National Digital Library of India (NDLI).
- E-Shodh Sindhu.
- arXiv.
- E-LIS.

Essential Readings:

1.All the reference sources mentioned above will actually be consulted by the students for evaluation.

Paper Code: MLIS 02

Paper Title: ICT in Libraries (Theory)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To provide students the basic knowledge of computer and its applications in library and information activities.

UNIT- I: Library Automation and Related Technologies

- Integrated Library Management Systems (ILMS): Features and modules of KOHA.
- Automatic Identification and Data Capture (AIDC): Concept and introduction to Barcode, QR-Code, NFC and Radio Frequency Identification (RFID).
- Application of RFID technology in libraries: Concept, features & components.
- Mobile based library services: Rationale and applications.
- Using mobile app for building WebOPACs: Features and steps.

UNIT- II: Libraries and the WWW

- Library 2.0: Concepts, features and applications/tools.
- Library Website/Mobile Library Website: Quality Indicators. Use of Web Analyzer for quality evaluation.
- Academic Search Engines (ASEs): Concept, need and salient features.
- Web-Scale Discovery Service (WSDS): Concept and features of EBSCO Discovery Service (EDS) and ProQuest.

UNIT –III: Digital Library Technologies

- Digital Library (DL): Concepts, importance and applications.
- Digitization: Concepts, Planning and process. Introduction to Dublin Core Metadata Element Set (DCMES).
- DL Software: Concept and approaches. Steps of building DL using Greenstone Digital Library Software (GSDL) and OMEKA.
- Cloud Computing: Concept, On-Premise Vs Cloud. Application in Libraries.

UNIT –IV: Current and Emerging Technologies:

- The Internet of Things (IoT): Concept, features and impact on libraries and library services.
- Concept and application of Immersive Technologies: VR, AR, MR, AI and ML.
- Big Data: Concept, features and application. Concept of SMAC.
- Library Services Platform (LSP): Concept and characteristics. Salient features of FOLIO.

Essential Readings:

1. Liang, X., & Chen, Y. (2018). *Libraries in Internet of Things (IoT) era .Library Hi Tech*.doi:10.1108/LHT-11-2017-0233
2. Varnum, K. J. (2019). *New top technologies every librarian needs to know*.Chicago : ALA Neal-Schuman
3. Banerjee, K., & Reese, T. (2019). *Building digital libraries: A how-to-do-it manual for librarians*. Chicago, Ill: ALA Neal-Schuman.
4. Routhier, P. (2019). *Immersive Technologies*. S.l.: BLUR B.
5. Balas, V. E. (2019). *Internet of things and big data analytics for smart generation*. Cham, Switzerland: Springer
6. *Folio: open source library services platform*. (n.d.). FOLIO: The Future of Libraries is Open website: Retrieved from September 22, 2019, <https://www.folio.org/>
7. Fernandez, P. D., &Tilton, K. (2018). *Applying library values to emerging technology: Decision-making in the age of open access, maker spaces, and the ever-changing library*. Chicago: ACRL
8. Yuvraj, M. (2019). *Cloud computing in Libraries: Concepts, tools and practical approaches*. S.l.: Saur.
9. Dowd, M. (2018). *Library Automation*. US: Trittech Digital Media.
10. Khochar, R. S., & Sudarshan, K. N. (2018). *Library automation: Issues and systems*. New Delhi: APH Publishing Corporation

11. Moore, D. R., & Shoaf, E. C. (2018). *Planning optimal library spaces: Principles, processes, and practices*. Lanham, Maryland: Rowman & Littlefield Publishing Group, Inc.
12. Hahn, J. (2017). *The Internet of Things: Mobile technology and location services in libraries*. Chicago, IL: ALA Tech Source
13. Afolayan, A. (2017). *Exploring the potential of RFID and mobile technology in your library*. Valley Cottage, NY: Scitus Academics LLC
14. Kinyanjui, D. (2017). *Application of web 2.0 technologies in libraries*. GRIN Publishing.
15. Mishra, V. K. (2016). *Basics of library automation, Koha library management software and data migration: Challenges with case studies*. New Delhi: Ess Ess Publications

Further Readings:

1. Caplan, P. (2009). *Metadata fundamentals for all librarians*. New Delhi: Indiana Publishing House.
2. Hillmann, D. I. & Westbrooks, E. L. (2004). *Metadata in practice*. Chicago: ALA.
3. Rawat, P.P. Kumar, T. (2002). *Encyclopedic dictionary of library science and information technology*. New Delhi: Crest.
4. Thanushkodi, S. (2013). *ICT applications in academic libraries*. New Delhi: SSDN Publishers & Distributors

Paper Code: MLIS 03

Paper Title: INFORMATION CONSOLIDATION, STORAGE AND RETRIEVAL

INSTRUCTIONS FOR THE PAPER-SETTERS/EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To familiarise the students about the principles and practices of information consolidation, subject indexing, abstracting and information retrieval systems.

Unit – I: Information Analysis, Consolidation and Repackaging

- Information Analysis, Consolidation and Repackaging: Concept, need and process.
- Guiding Principles for arrangement and presentation of idea in a helpful sequence.
- Information Consolidation Products: Newsletter and Reviews: Concepts, types, design, development and methodology.
- Knowledge and skills required for information analysis and consolidation.

Unit – II: Indexing Systems and Techniques:

- Assigned and Derived Indexing.
- Pre Coordinate and Post Coordinate indexing.
- Chain Indexing, PRECIS, POPSI. Key Word Indexing (KWIC, KWAC, KWOC).
- Citation Indexing: Features of Scopus and Web of Science (WoS).
- Concept of Automatic Indexing.

Unit – III: Abstracting and Searching Techniques:

- Abstract: Definition, types, characteristics and qualities of good abstracts.
- Abstracting: need and process.
- Search Methods and Strategies: Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation search, etc.
- Federated Search: Concept and features.
- Data Mining.

Unit – IV Information Retrieval System:

- IRS: Concept, definition, types, characteristics and components.
- Information Retrieval Models.
- Evaluation of an Information Retrieval System: Recall, Precision and Relevance, Relevance feedback.
- Semantic web and Linked Data: Concept and features

Essential Readings:

1. Bates, M.J. (2012). *Understanding information retrieval systems: management, types and standards*. Boca Raton, FL: CRC press.
2. Kowalski, G.J. & Maybury, M.T. (2002). *Information Storage and Retrieval System: theory and implementation*. (2nd ed.). New York: Kluwer.
3. Cleveland, D. & Cleveland, A. (2013) *Introduction to indexing and Abstracting*. (4th ed.). Englewood: Libraries Unlimited.
4. Aitchison, J., Gilchrist, A. & Bawden, D. (2005). *Thesaurus construction and use: a practical manual*. (4th ed.). London: Taylor and Francis.
5. Fransson, J. (2009). *Efficient Information searching on the web: a handbook in the art of searching for information*. Sweden: Fransson
6. Manning, C. D., Raghavan, P., & Schütze, H. (2008). *Introduction to information retrieval*, Cambridge: CUP.
7. Ali, P. M. (2014). Information Analysis, Consolidation and Repackaging. *Journal of Knowledge & Communication Management*, 4(1), 98-100.
8. Tan, P. N. (2018). *Introduction to data mining*. New Delhi: Pearson Education India.

Further Readings:

1. Bajpai, S.K. (1999). *Modern information retrieval*. New Delhi: EssEss Pub.
2. Chowdhary, C.G. (1996). *Text retrieval systems in information management*. New Delhi: New Age International Pub.
3. Ellis, David. (1996). *Progress and problems in information retrieval*. London: LA.
4. Lancaster, F.W. (1998). *Indexing and abstracting in theory and practice*. (2nd ed.). London: LA.

Paper Code: MLIS 04**Paper Title: RESEARCH METHODS AND STATISTICAL TECHNIQUES****INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To familiarize students with the various aspects of research methods and statistical techniques, and their application in the field of Library and Information Science.

Unit – I: Concept of Research

- Research: Definition, meaning and objectives,
- Types of research
- Qualitative and Quantitative Approaches: An Introduction.
- Reliability and validity: An Introduction.
- Identification and formulation of research problem.
- Literature review.
- Research questions: An Introduction.
- Spiral of Scientific method : Concept, construct, propositions, theory, laws and fact (An Introduction)
- Hypothesis: features, types and formulation.
- Research Process

Unit – II: Research Methods, Techniques and Tools

- Research Design: An Introduction.
- Research Methods: Historical, Survey, Experimental and Case Study (their application in Library and Information Science).
- Data collection tools: Questionnaire, Interview, Observation and Delphi.
- Sampling techniques: Probability and non-probability.

Unit – III: Data Analysis and Its Techniques

- Descriptive and inferential statistics: An Introduction.
- Measures of Central Tendency: Mean, Mode, Median.
- Measures of Dispersion. Mean deviation. Standard deviation.
- Correlation
- Representation of Data: Tabular and graphic.
- Computerized data analysis: Introduction to SPSS and ‘R’.

Unit – IV: Research Reporting and Metrics

- Research Report: Structure, style, contents and guidelines.
- Reference Styles: APA.
- Bibliometrics: Concept, definition and laws.
- Scientometrics, Infometrics and Webometrics: Concept, definition and their relationship.
- Altmetrics
- Research ethics.

Essential Readings:

1. Merriam, Sharan B., and Elizabeth J. Tisdell (2015) *Qualitative research: A guide to design and implementation*, N. J.: John Wiley & Sons.
2. Patton, Michael Quinn (2015) *Qualitative Research and Evaluation Methods (4th ed.)* New York: Sage Publication, Inc.
3. Oseke, R. Donileen. (2013). *Methodological Thinking: Basic Principles of Social Research Design*. New Delhi: Sage Publication.
4. Best, J.W. & Kahn, J. (2005). *Research in education*. (10th ed.) New Delhi: Pearson.
5. Bryman, A. (2012). *Social research methods*. (4th ed.). Oxford: Oxford University Press.
6. Henn, M., Weinstein, M. & Foard, N. (2009). *A critical Introduction to Social Research*. London: Sage.
7. Kothari, C.R. (2004). *Research Methodology: Methods and Techniques*. (2nd ed.). New Delhi: New Age International.
8. Pickard, A. J. (2013). *Research Methods in Information*. (2nd ed.). London: Facet.
9. Punch, K. F. (2014). *Introduction to Social Research: Quantitative and qualitative Approach*. (3rd ed.). London: Sage.

10. Kumar, R. (2011). *Research Methodology: A step-by-step for beginners*. (3rd ed.). London: Sage.
11. Wildemuth, B. M. (2009). *Applications of Social Research to questions in information and libraries Science*. Westport: Libraries Unlimited.
12. Erdt, M., Raamkumar, A. S., Rasmussen, E., & Theng, Y. L. (Eds.). (2018). *Altmetrics for Research Outputs Measurement and Scholarly Information Management*. Singapore: Springer.

Further Readings:

1. Busha, C.H. & Harter, S. P. (1980). *Research methods in librarianship: Techniques and interpretation*. New York: Academic Press.
2. Kumar, K. (1992). *Research methods in library and information science*. New Delhi: Har-Anand Pub.
3. Powel, R. & Connaway, L. S. (2010). *Basic Research Methods for Librarians*. (5th ed.) Westport: Libraries Unlimited.
4. Creswall, J. W. (2014). *Research Design: Qualitative, Quantitative and Mix Methods Approaches*. (4th ed.). London: Sage.

SEMESTER – II

Paper Code: MLIS 05

Paper Title: INFORMATION AND COMMUNICATION

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To familiarizes students with various characteristics of information and trends in scientific communication.

Unit I: Information Communication:

- Communication: Concept, types, theories, model and components,
- Channels and Barriers.
- Academic Social Network: Concept, Features of Mendeley.
- Information industry- Generators, providers and intermediaries,

Unit II: Scholarly communication and Open Access

- Scholarly Communication: Concept and Cycle.
- Crisis in Scholarly Communication.
- Quality Control in Scholarly Communication: Peer Review and Predatory journals
- Impact Factor. h-Index. g-Index. i10 Index.
- Open Access: Concept, significance, means and mandate.
- Institutional Repositories (IRs): Concept, features and advantages.
- OA publishing models,
- SHERPA-ROMEO,
- Plan S: An Introduction

Unit III: Information literacy, information management and Information society

- Information management and knowledge management.
- Information and Knowledge Society-Role of library in knowledge Society.
- Information Literacy- Areas, standards/frameworks, types and models.
- Trends in information literacy

Unit IV: Digital initiatives and Preservation

- Digital initiatives –NDLI, TKDL, WDL, open library, DRM, Fair use
- Digital Preservation –Need, purpose, standard, methods, technique and projects
- Research data management: Concept and need, features of data management

Essential Readings:

1. Ruben, Brent D (2019). *Mediation, information and communication*. London: Routledge.
2. Graham, Mark and Dutton, William H (2019). *Society and the internet: how networks of information and communication are changing our lives*. Oxford: Oxford University.
3. Siew, N. K. (2013). *Practical knowledge management*. Singapore: Siew Ning Kan,.
4. Kelvin, J. B. (2014). *Concepts and advances in information and knowledge management*. Oxford: Chandos.
5. Rosa, T. W. (2013). *Knowledge management*. New Delhi: Random Exports.
6. John, C. C. W. (2013). *Information Literacy and Lifelong Learning: the workplace*. Oxford: Chandos.

7. Carla, J. (2013). *Information literacy & technology*. Iowa : Kendall Hunt.
8. Thomas, P. M. & Trudi, J. (2014). *Metaliteracy : reinventing information literacy to empower learners*. Chicago : ALA Neal-Schuman.
9. Scott, L & Santa, B. (2012). *Concise guide to information literacy*. Westport, California: Libraries Unlimited.
10. Walt, C. (2011). *Open access: what you need to know now*. Chicago: American Library Association.
11. Peter, S. (2012). *Open access*. Cambridge, Mass: MIT Press.
12. Pamela, B., Cindy, H. & Marisa, L. R. (2013). *The institutional repository: benefits and challenges*. Chicago :Association for Library Collections & Technical Services, American Library Association.
13. Debbie, S. & Michael J. (2013). *The future of scholarly communication*. London : Facet Publishing.
14. Tredinnick, L. (2008) *Digital information culture: the individual and society in the digital age*. Oxford: Chandos.
15. Kaufman, A., & In Kaufman, J. C. (2019). *Pseudoscience: The conspiracy against science*. Cambridge: The MIT Press.
16. Besnoy, A. L. (2009). *Ethics and integrity in libraries*. Abingdon: Routledge.
17. Szczepanska , S. (2020, in press). *How to avoid plagiarism*. S.l.: Sage.

Further Readings:

1. Jukes, I., Dosaj, A. & Macdonald, B. (2000). *Net savvy: building information literacy in the classroom*. (2nd Ed). Thousand Oaks: Corwin Pr.
2. Teresa, S. W. & Melissa, S. W. (2010). *Information literacy in the digital age: an evidence-based approach*. Oxford, U.K.: Chandos.
3. Laura, B. M. (2010). *Open access and its practical impact on the work of academic librarians: collection development, public services, and the library and information science literature*. Oxford: Chandos.
4. Willinsky, J. (2006). *Access principle: the case for open access to research and scholarship*. New Delhi: Viva Bks.

Paper code: MLIS 06

Paper Title: ICT in Libraries (Practical)

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

1. The practical examination will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
2. The examiner for the practical paper will assess the examinees on the basis of their practical performance (60 marks) and viva (20 marks)

Objectives: To acquaint the students with the working of library automation software, Digital library software and Library Website Design. To acquaint to the students with establishing and managing Virtual Reference Service (VRS/DRS).

Practical on:

1. **ILMS:** Working with modules of Open Source Software: KOHA.
2. **Digital Library:** Building Digital Library using DSpace and Zenodo (INVENIO).
3. **Library Website:** Library Website Designing using WEEBLY.
4. **Virtual Reference Service (VRS/DRS):** Synchronous VRS (SVRS): Embed Chat-Widget (Library Website and Mobile-app).

Essential Readings:

1. *Koha for beginners*. (2019). S.l.: WILLFORD PR.
2. Official website of Koha library software. (2019). Retrieved from <https://koha-community.org/>
3. Dspace—A turnkey institutional repository application. (2019). Retrieved from Duraspace.org website: <https://duraspace.org/dspace/>
4. Welcome—Invenio software.org. (2019). Retrieved from <https://invenio-software.org/>
5. Zenodo—Research. Shared. (2019). Retrieved from <https://zenodo.org/>
6. Weebly is the easiest way to create a website, store or blog. (2019). Retrieved September 22, 2019, from Weebly.com website: <https://www.weebly.com>
7. 100% FREE live software application for your website!. (2019). Retrieved from <https://www.tawk.to/>
8. Dobbs, A. W., In Sittler, R. L., Cook, D., & Library and Information Technology Association (U.S.). (2013). *Using LibGuides to enhance library services: A LITA guide*. Chicago, Ill. : ALA TechSource
9. Kulkarni, S., & Shewale, N. (2017). *Enhancing library services using open source software Koha: Prototype model of centralized library system of Sinhgad Institute's Higher Education libraries*. S.l.: Lambert Academic Publishing
10. Markey, K. (2019). *Online searching: A guide to finding quality information efficiently and effectively*. S.l.: Lanham: Rowman & Littlefield

Further Reading:

1. Prabakaran, R., & Lihitkar, S. R. (2019). *Webometric analysis of library websites: Emerging research and opportunities*. Hershey PA: Information Science Reference
2. Francabandera, L. (2018). *Making library websites accessible: A practical guide for librarians*. Lanham: Rowman & Littlefield
3. Faruk, M. O. (2017). *User-centered library website design*. S.l.: Lambert Academic Publishing
4. Dobbs, A. W., & Sittler, R. L. (Eds.). (2016). *Integrating LibGuides into library websites*. Lanham, Maryland: Rowman & Littlefield.
5. Ahmad, Y. M., Kamaruddin, A., & Babakura, A. (2016). *Improved model for usability evaluation of academic library websites*. S.l.: Lambert Academic Publishing

Paper Code: MLIS 07**PAPER TITLE: INFORMATION SYSTEMS:****OPT. ("A"): SOCIAL SCIENCE INFORMATION SOURCES AND SYSTEMS****INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To acquaint the students about the Information Sources and Network in the field of Social Sciences.

Unit – I: Structure and Development of Social Sciences:

- **Social Sciences:** Definition, scope, landmarks and research trends.
- **Political Science:** Definition, scope, landmarks and research trends.
- **Economics:** Definition, scope, landmarks and research trends.
- **Sociology:** Definition, scope, landmarks and research trends.
- **Psychology:** Definition, scope, landmarks and research trends.
- **History:** Definition, scope, landmarks and research trends.

Unit – II: Social Science Institutions engaged in Information generation and dissemination:

- Role of Social Science Institutions:
 - o Centre for Policy Research.
 - o Indian Council of Social Science Research.
 - o Indian Council of World Affairs.
 - o Indian Institute of Public Administration.
 - o National Council for Applied Economic Research.
 - o National Institute of Public Finance and Policy.
 - o Tata Institute of Social Sciences.
 - o Indian Council of Historical Research.
 - o Institute of Economic Growth.
 - o United Nation Educational Scientific and Cultural Organisation (UNESCO).

Unit – III: Social Science Information System, Associations and Networks:

- Information System: Concept and evaluation.
- Information Associations in Social Sciences:
 - o International Political Science Association.
 - o International Sociological Association.
- Information Networks in Social Sciences:
 - o SocioSite
 - o Social Science Research Network (SSRN).
- Social Science Council and Committee
 - o International Social Science Council (ISSC).
 - o International Committee for Social Science Information and Documentation (ICSSD)

Unit – IV: Social Science Aggregators, Databases and Repositories:

- Evaluation of the following Databases:
 - o ProQuest.
 - o J-STOR.
 - o EBSCOhost.
 - o J-Gate.
 - o Population Information Online (POPLINE).
 - o Project Muse.
 - o UNESDOC Digital Library
 - o Shodhganga
 - o Networked Digit Library of Theses and Dissertations (NDLTD).
 - o IndiaStat
 - o UN Data.
 - o OpenDOAR (Directory of Open Access Repositories)
 - o DOAJ. (Directory of Open Access Journals)

Essential Readings:

1. Association of Librarians and Information Professionals in the Social Sciences. (2010). *Innovations in social sciences information and research support*. London: Association of Librarians and Information Professionals in the Social Sciences.
2. Harmon-Jones, E. &Winkelman, P. (2006). *Fundamentals of social science*. New York: Guilford.

3. Indian Association of Social Science Institutions. (2012). *National social science information system On-going and completed research projects in society related study area (2008-10)*. New Delhi: Indian Association Social Science Institutions
4. British Library. (2006). *Social science search: the complete research service*. London: British Library.
5. Tyagi, K.G. & Johry, N. (Eds.). (2001). *Directory of social science libraries and information centres in India*. New Delhi: NASSDOC.
6. Fisher, David and Price, Sandra. (2018). *Information Sources in the Social Science*: Saur.

Further Readings:

1. Herron, N. (Ed.). (2002). *Social Sciences: A Cross disciplinary guide to selected sources*. (3rd ed.). Libraries Unlimited.
2. McKenzie, W.J.M. (Ed.). (1996). *Guide to Social Sciences*. London: Weidenfied and Nicolson.
3. Walford, A.J. (2000). *Guide to reference material: Social and Historical Science, Philosophy and Religion*. (Vol. 2). London: Library Association.

Paper Code: MLIS 07

Paper Title: INFORMATION SYSTEMS:

OPT. ("B"): BUSINESS INFORMATION SOURCES AND SYSTEMS

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives:

To make the students aware of the Business Information System.

Unit – I Business Information:

- Nature and characteristics: Its role, generation and utilization.
- Systems view of business information.
- Components of Business Information Systems: Resources, centres, consultants, suppliers, financial organisations, industrial promoters, etc.
- Users of business information: Categories, role, functions, and need.

Unit – II Business Information Sources and Products

- Sources of Information: Directories, Digests, Market, Research Reports, Trade Literature, Technical Notes, Company Profiles, Patent, Design and Trade Marks, Standards, Databases.
- Information services: CAS, SDI, Technical Enquiry Service, other computerised services.

Unit – III Business Information Institutions and Networks:

- Information Networks: overview of Business Information Networks.
- Activities of: National Industrial Development Corporation of Swaziland (NIDCS), Indian Institute of Foreign Trade (IIFT), India Trade Promotion Organisation (ITPO), Confederation of Indian Industry (CII), Federation of Indian Chambers of

Commerce and Industry (FICCI), United Nations Industrial Development Organization (UNIDO), United Nations Conference on Trade and Development (UNCTAD)

Unit – IV: Organising Business Information for End user Support

- Database System: Business Measurement System
- Business Planning System. Text Management System: Text retrieval system
- Office systems Management Support Systems: Decision support systems; information centres.

Essential Readings:

1. Atherton, P. (1980). Handbook for information systems and services. In *Handbook for information systems and services*. Paris: UNESCO.
2. Curtis, G., & Cobham, D. (2008). *Business information systems: Analysis, design and practice*. NY: Pearson Education.
3. Ahituv, N.I.V. (1994) *Principles of Information System for Management*. USA: Business and Educational Technologies.

Further Readings:

1. Dossett, P. (Ed.). (1992). *Handbook of special librarianship and information services* (6th ed.). London: ASLIB.
2. Garland, J. L. (1986). *How to develop Business information systems for End User*.
3. Wasserman. (1983). *Encyclopaedia of business information sources*. Boston: Cengage.

Paper Code: MLIS 07

PAPER TITLE: INFORMATION SYSTEMS:

OPT. (“C”): HEALTH SCIENCE INFORMATION SOURCES AND SYSTEMS

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To make the students aware of the Health Science Information System.

Unit – I Health Science Information

- Growth and development of Health Science.
- Types of Health Science libraries/information centres.
- Information Services: Current Awareness Service, SDI service, Indexing and abstracting service.
- Literature search.
- Users of Health Science information.

Unit – II Health Science Information Sources:

- Sources of Information:
- Printed
- Non-print. (List to be provided by the concerned teacher).

Unit –III Health Science Information Institutions:

- National Medical Library (NML).
- World health Organisation (WHO).
- Indian council of Medical Research (ICMR).

- Department of Biotechnology (DBT).
- Council of Ayurveda and Siddha.
- Council of Homeopathy.
- National Institute of Health and Family Welfare.
- Central Drug Research Institute (CDRI).
- Central Institute of Mining and Fuel Research (CFRI).
- Central Food Technological Research Institute (CFTRI)
- National Institute of Nutrition (NIN).
- National Institute of Immunology (NII).
- National Informatics Centre (NIC)

Unit – IV: Information Systems and Networks:

- Health Literature, Library, and Information Services (HELLIS).
- Medical Literature Analysis and Retrieval System (MEDLARS)
- BioSciences Information Service (BIOSIS).
- Trends in Health Science Information System.
- Application of Hypertext, Hypermedia, Multimedia.
- Expert System and Artificial Intelligence.

Essential Readings:

1. Carmel, M. (Ed.). (1995): *Health care librarianship and Information work*. (22nd ed.). Library Assn Pub Limited.
2. Dixit, R.P. (1995). *Information management in Indian medical libraries*. New Delhi: New Concepts.
3. Gupta, S.P. (1993). *Information technology and health science libraries*. New Delhi: MLAI SP. Pub.

Further Readings:

1. British Library. (2006). *Social science search: the complete research service*. London: British Library.
2. Harmon-Jones, E., & Winkelman, P. (2006) *Fundamentals of social science*. New York: Guilford.
3. Association of Librarians and Information Professionals in the Social Sciences. (2010). *Innovations in social sciences information and research support*. London: Association of Librarians and Information Professionals in the Social Sciences.
4. Indian Association of Social Science Institutions. (2012). *National social science information system On-going and completed research projects in society related study area (2008-10)*. New Delhi: Indian Association Social Science Institutions
5. UNESCO, Social & Human Sciences Documentation Centre. (1988). *Selective inventory of social science information and documentation services* (3rd ed.). Berg: UNESCO.
6. Binwal, J.C., Chandel, A.S., & Saraf, V. (Eds.). (1990). *Social science information: problems and prospects*. New Delhi: Vikas Pub.
7. Birdsall, W. F. (1994). *Myth of electronic library: librarianship and social change in America*. Westport: Greenwood.
8. Tyagi, K.G. & Johry, N. (Eds.). (2001). *Directory of social science libraries and information centres in India*. New Delhi: NASSDOC.
9. Varalaxshmi, R.S.R. (1993). *Information services in medical college libraries*. New Delhi: EssEss Publications.

Paper Code: MLIS 08

Paper Title: MANAGEMENT OF LIBRARY SYSTEMS:

OPT. ("A"): PUBLIC LIBRARY SYSTEM

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.

(ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To acquaint the students with the present set up of public library system in India.

Unit – I: Public Libraries

- Public Libraries: Meaning, importance, functions.
- Role of Public Library in literacy and mass education.
- Public Library Movement in India: Recommendation by S.R. Ranganathan, Advisory Committee for India
- Role of Raja Ram Mohan Roy Library Foundation (RRRLF) and National Library (Kolkata).
- UNESCO manifesto
- Organisation of Public Library System: National, regional and State, Library governance.

Unit – II: Public Library Legislation in India and Library and Information Policy

- Library acts in India: Salient features of library acts of Tamil Nadu, Andhra Pradesh, Karnataka, Maharashtra, West Bengal, Manipur, Kerala, Haryana, Goa and Mizoram.
- Library and Information Policy: Library and Information Policy at National and International level.

Unit – III: Organisation of a Public Library

- Manpower Development: Qualifications, recruitment, job description. job analysis, staff manual. Library Finance: Sources, budgeting, accounting and auditing.
- Library Building: Planning, Concept of Modular Equipment Building.
- Library Furniture and Equipment.
- Collection Development: Print, Non Print (including Electronic documents).
- Organisation of various Sections: Periodical, Technical, Reference, Circulation and Maintenance Section.

Unit – IV: Resource Sharing and Automation

- Networking, Integrated public library system.
- Library Automation: Automating the housekeeping services in various sections in the public libraries.
- Library services to special groups of people including physically handicapped, mentally challenged, visually impaired, Prisoners and Children.

Essential Readings:

1. Leorke, D., & Wyatt, D. (2019). *Public Libraries in the Smart City*. Palgrave Macmillan.
2. Moore, D. R., & Shoaf, E. C. (2018). *Planning optimal library spaces: Principles, processes, and practices*. Lanham, Maryland: Rowman & Littlefield Publishing Group, Inc.
3. Hille, R. T. (2019). *The new public library: Design innovation for the twenty-first century*.
4. In Wyatt, N., & In Spires, K. (2019). *Public library core collection: A selection guide to reference books and adult nonfiction*. Ipswich, Massachusetts: H.W. Wilson.
5. *Public Library Core Collection: Nonfiction, 17th Edition, 2019 Collection development recommendations, by Librarians for Librarians*. (2019).
6. Faruqui, K. K. (Eds.) (1997). *Planning budget in libraries*. New Delhi: Anmol.

Further Readings:

1. Iyengar, S. (Eds). (1996) *Library services for the disadvantaged*. New Delhi: Anmol.
2. Mishra, S & Kumar, S. (1999). *Staff development for library and information services*. New Delhi: EssEss.
3. Nair, R. R. (2000). *Public library movement*. New Delhi: Concept.

Paper Code: MLIS 08**Paper Title: MANAGEMENT OF LIBRARY SYSTEMS: OPT. ("B"): ACADEMIC LIBRARY SYSTEM: COLLEGE AND UNIVERSITY LIBRARIES****INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i)The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii)The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To acquaint the students with the present set up of academic library system in India

UNIT- I: Academic Libraries

- Academic Libraries: Definition, Aims, Objectives and Types.
- Brief account of role of UGC in the development of academic library system in India
- Role of INFLIBNET in Strengthening Academic library system in India.
- Current National Education Policy and Academic Libraries: An Overview.
- Academic Library as a Space/Place: Concept, Significance and Components.
- Library Learning Commons. Library Makerspaces in Academic Libraries.
- Library Research Support (LRS): Concept, Relevance and Scope.
- Evidence Based Librarianship (EBL) and Embedded Librarianship: Concept, Relevance and Characteristics.

UNIT- II: Collection Development and Evaluation

- Collection Development Policy (CDP): Concept, Need and Elements.
- Evidence-Based Acquisition Model (EBA): Concept, Significance and Features. Concept of Demand-driven Acquisition (DDA)/Patron-Driven Acquisition (PDA).
- Collection Evaluation and Assessment Methods: Quantitative and Qualitative Techniques.
- E-resource Usage: Concepts and Need. Features of Project COUNTER.
- Creative commons (CC): Concepts & Types of Licenses.

UNIT- III: HRM and Library Quality Management

- Performance Appraisal: Need, Importance & Evaluation Process in Indian Academic Libraries.
- Professional Development of Library Staff: Concepts & Need. Opportunities for Continuous Professional Development (CPD).
- Library Quality: Concept and Components of TQM and Six-Sigma. Features and Components of LibQUAL⁺.
- NAAC Quality Indicators in Library and Information Services: College and University Libraries.

UNIT- IV: OER, Green Library & Marketing

- Open Educational Resources (OERs): Concepts and Significance. NMe-ICT OER initiatives (ePG-Pathshala and SWAYAM),NPTEL. Role of Academic Libraries

- Green libraries: Concept, Need & Features.
- Marketing of Library Products & Services: Concepts & Rationale. Marketing Mix in Academic Libraries.
- Remote/Off-Campus Access to e- resource: Rationale& Features of Kopernio, OA Button & unpaywall.

Essential Readings:

1. Verishagen, N. (Ed.). (2019). *Social media: The academic library perspective*. Cambridge, MA: Chandos Publishing.
2. *Academic library services for graduate students: Supporting future academics*. (2020). S.I.: Libraries Unlimited.
3. Daniel, L. N. (2019). *The changing academic library: Work culture and operations*. New Rochelle, New York: Magnum Publishing.
4. Lure, M. (2019). *Rethinking reference for academic libraries: Innovative developments*. New Rochelle, New York: Magnum Publishing.
5. Zhou, M.Y. (2019). *Open educational resources (OER) pedagogy and practices*. Hershey, PA: Information Science Reference.
6. Lashley, J., Wesolek, A. & Langley, A. (2018). *OER: A field guide for academic librarians*. Forest Grove, OR: Pacific University Press.
7. Gronwald. (2017). *Integrated business information systems: A holistic view of the linked business process chain ERP-SCM-CRM-BI-Big data*. Berlin, Heidelberg: Springer.
8. Koufogiannakis, D. & Brettle, A. (2016). *Being evidence based in library and information practice*. London: Facet Publishing.
9. Burke, J. & Tumbleson, B. (2016). *Learning management systems: Tools for embedded librarianship*. Chicago, Illinois: ALA TechSource.
10. Willingham, T., Stephens, C., Willingham, S., & De Boer, J. (2018). *Library makerspaces: The complete guide*. Lanham: Rowman & Littlefield.
11. Carr, M. M. (2013). *The green library planner: What every librarian needs to know before starting to build or renovate*. Lanham: The Scarecrow Press, Inc.

Further Readings:

1. Smallwood, C. (2011). *Library management tips that work*. Chicago: American Library Association.
2. Liebowitz, J., Frank, M. S., & Raton, B. F. L. (2011). *Knowledge management and elearning*. US: Auerbach Publications.
3. Woodward. J. A. (2011). *Creating the customer-driven academic library*. Chicago: American Library Association.
4. Bavakutty, M., Azeez, A., & Nasirudheen, T. P. O. (Eds.). (2018). *ICT application in academic library management: Festschrift volume in honour of Dr. T.P.O Nasirudheen*. New Delhi: Ess Ess Publications.
5. Nelson, R., & Staggers, N. (2018). *Health informatics: An interprofessional approach*. St. Louis, Missouri: Elsevier

Paper Code: MLIS 08

Paper Title: MANAGEMENT OF LIBRARY SYSTEMS:

OPT. ("C"): SPECIAL LIBRARY SYSTEM

INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:

- (i) The theory question paper will be of 80 marks of 3 hours duration and 20 marks will be for internal assessment.
- (ii) The syllabus has been divided into four units.

There shall be **9** questions in all. The first question will be compulsory consisting of 15 short answer type questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates will be required to attempt any 10 short answer type questions carrying 20 marks (i.e., 2 marks for each). Rest of the paper shall contain **4** units. Each unit shall have **two** questions of 15 Marks each, and the candidates shall be given internal choice of attempting one question from each Unit.

Objectives: To acquaint the students with the present set up of Special library system in India.

Unit – I: Special Libraries

- Special Libraries: Concept, role, characteristics, and functions.
- Development of special libraries in India.
- Role of IASLIC.
- Library and Information Policy at National Level in India.

Unit – II: Library Organisation and Administration:

- Collection Development and Management: Government documents, maps, manuscripts, newspaper clippings, serials, specifications (patents and Standards) technical reports, theses.
- Financial Management auditing: Sources of finance, budgeting techniques. Accounting and Auditing.
- Manpower development and recruitment: Qualifications, Job Description, Staff Manual.

Unit – III: Information Service and Library Building

- Library Building: Principles, planning and features.
- Information Services:
 - o Current Awareness (CAS) and Selective Dissemination (SDI)
 - o Digest, Documentary Delivery
 - o Indexing and Abstracting
 - o Referral
 - o Bibliographic Services
 - o Translations
 - o Consultancy
 - o Trend Report

Unit – IV: Resource Sharing and Marketing of Information

- Resource Sharing: Concept, areas and factors of Development.
- Public library Networking.
- Marketing of Information Products and Services.

Essential Readings:

1. Scammell, A. (Ed). (1997). *Handbook of special librarianship and information work*. London : ASLIB.
2. Robertson, G. (2019). *Disaster planning for special libraries*. Chandos
3. *Creative planning of special library facilities*. (2020). S.I.: Routledge.
4. In Yap, J. M., In Perez, M. J. V., In Ayson, M. C. I., & In Entico, G. J. E. (2016). *Special library administration, standardization, and technological integration*.
5. Matarazzo, J. M., & Connolly, S. D. (2016). *Knowledge and special libraries*. London; New York: Routledge/Taylor & Francis Group.

Further Readings:

1. Bernstein, I. H. & Havig, P. (1999). *Computer literary*. London : Sage Publications.
2. Faruqui, K. K. (1998). *Planning library building*. New Delhi: Anmol Publications.
3. Liu, C., Peek, J., Jones, R., Buus, B., & Nye, A. (1994). *Managing Internet information services*. NY: O'Reilly.
4. Radhakrishna K.K.A. (1998). *Selective Dissemination of information services*. New Delhi: Anmol Pub.