

SYLLABI

PANJAB UNIVERSITY, CHANDIGARH

OUTLINES OF TESTS, SYLLABI AND COURSES OF READING FOR POSTGRADUATE DIPLOMA IN LIBRARY AUTOMATION AND NETWORKING (PGDLAN) FOR THE EXAMINATIONS, 2012.

Paper Code	Title of the Paper	Marks			
		Internal Assessment*	Ext. Exam.	Total	Exam Hours
LAN- 01	Basics of Computers and Communication	20	80	100	3
LAN- 02	Library Automation	20	80	100	3
LAN- 03	Information Systems	20	80	100	3
LAN- 04	Networking and Internet Technology	20	80	100	3

Paper Code: LAN-01:

Paper Title: Basics of Computers and Communication

Objectives: To provide overall basic knowledge of Computers and also the concept of Hardware and Software.

Instructions for the Paper-Setters / Examiners:

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal cho

Jain, V.K. (2000) 'O' Level- Information Technology: BPB.

Jaiswal, S(1999).Information Technology today. New Delhi Galgotia.

Kimber, R.T. (1974). Automation in Libraries. 2nd

Unit-2

Management of Library Automation

Planning of Library Automation: various steps

Retrospective Conversion: Need for Retrospective Conversion, Standards for Retro conversion, various options in retrospective conversion

Formats and Standards: Historical perspective, MARC, UNIMARC, CCF, Bibliographic standards and the internet

Implementation and Evaluation: Library automation implementation and evaluation

Unit-3

Library Software

SOUL: Introduction, features, standards, modules and pricing policy

KOHA: Introduction, features, modules and installation of KOHA on LINUX & WINDOWS platform.

NewGenLib: Introduction, features, modules and installation of NewGenLib on LINUX & WIDOWS platform.

Unit-4

Computerized Information Services

Reference Services: Definitions of reference services, components and functions, levels, need for reference services, types of reference services, reference question, Digital reference services: advantages, models, forms

Document Delivery Services: Document delivery system, electronic document delivery service, software for EDD, methods of EDD, advantages and disadvantages of EDD

Bibliographic Services: Types of bibliography, bibliographic database, and database search interfaces, bibliographic databases on the www

Alerting Services: Current Awareness Services, Selective Dissemination of Information

Essential Readings

Duval, B.K. And Main, L. (1992) Automated Library Systems: A Librarian's Guide and Teaching

Further Readings

Bierman, K.J. (1974). Library Automation. In: Annual Review of Information Science and Technology. Vol.9 Washington: American Society for Information Science.

Saffady, William (1989) Library Automation_ An Overview. Library Trends. 37(3), 269-81.

Salemon, Stephen. Library Automation. In: Encyclopedia of Library and Information Science. Vol 14 New York: Marcel Dekker.

Vashishth, C.P. (ed.) (1988). Modernisation: in Indian Libraries. Delhi: Indian Library Association.

Paper Code: LAN-03

Paper Title: Information Systems

Objectives: To provide basic knowledge of information storage, processing and retrieval.

Instructions for the Paper-Setters / Examiners:

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distributed within the units. In no case a question should be asked from outside the syllabus. The question paper should be strictly according to the instructions mentioned above.

Unit-1

System Analysis and Design

General Systems Theory: History and developments in general systems theory, system's approach, Information systems: components and types, Information systems in Libraries

Information System Design and Development: System analysis, system design, system development methodology, systems development life cycle (SDLC), system implementation, evaluation and documentation, system description techniques

Unit-2

Type of Information Systems

Information Retrieval Systems: Information retrieval architectures, categories of information retrieval systems, purpose, components, functions and models of information retrieval systems, evaluation of Information retrieval system

Knowledge Based Retrieval Systems: Expert system; need, components or structure, operation of expert system, construction of expert system

Management Information Systems and Decision Support Systems: Concept and definition of MIS, need, structures, design and development of MIS, implementation, evaluation and maintenance of MIS, MIS and library and information centers; DSS: concept and definition, structure of DSS

Paper Code: LAN-04

Paper Title : Networking and Internet Technology

Objectives: To provide basic knowledge of networks at macro level and to study detailed information about Internet.

Instructions for the Paper-Setters / Examiners:

The Paper carries 80 marks. Duration of the paper is 3 hours. There should be 9 questions in all, out of which the candidate be asked to attempt 5 questions, selecting one question from each unit. The first question shall be short answer type, containing 15 short questions spread over the whole syllabus, to be answered in about 25-30 words each. The candidate is required to attempt any 10 short answer type questions. It shall carry 20 marks @ 2 marks for each short question and shall be compulsory question. Rest of the paper shall contain 4 units. Each unit shall have 2 questions and the candidates shall be given internal choice i.e. the candidate shall attempt one question from each unit. The questions should be evenly distribut

Essential Readings

Andrew S. Tanenbaum(2002).

Karol, E.D. and Ferguson, P. (1995) *The Whole Internet for Windows 95: User's Guide and Catalog*. O'Reilly & Associate, Inc.

Kinder, R (Editor). (1994) *Librarians on the Internet: Impact on reference services*. New York, Hawthorn Press.

Rosenberg, Mark J. *E-Learning: Strategies for Delivering Knowledge in the Digital Age*. McGraw-Hill.

Sherman, Chris and Price, Gary. *The Invisible Web: Uncovering Information Sources search*

2. **MS-OFFICE**
 - MS WORD
 - MS EXCEL
 - MS POWERPOINT
 - MS ACCESS : Creating book Database & Patron Database
3. **PC security, Tools & Services**
 - Antivirus
 - Internal security
 - Firewall
 - Free tools ,services & their usage

UNIT-2

1. **Library Automation**
 - Installation & Working with KOHA
2. **WEB OPAC's**
 - Use of_Regional ,National & International OPACs
 - Generating Bibliographies
3. **FEDRATED SEARCH**
 - Hands –on/ practical on open access federated search tools

UNIT-3

1. **Web 2.0 & Library 2.0**
 - RSS feeds: Social Tagging & Bookmarking
 - Blogs: Creation steps & implementing value added features
 - Wikis: Creation & usage
2. **Online Reference Managers**
 - Using/Installation of online reference managers like 2collab, Zotero
3. **Online Bibliographies Makers**
 - Creation of bibliographies of books, Journals, websites, newspapers .
 - According to common citation styles using free online resources.

UNIT-4

1. **INTERNET**
 - Basics of Internet
 - Framing search strategies in search engine/meta search engines like Google/ dogpile.
 - Use of Academic Search Engine
2. **NETWORKING AND RESOURCE SHARING**
 - File, folder, printer sharing
 - Networking tools and services
3. **Digital Library**
 - Installation & creating of Digital Library using Greenstone
 - Basic customization of user Interface
