



**GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT (20%) FOR REGULAR  
STUDENTS OF POST GRADUATE COURSES of Master of Library & Information Sciences  
(Semester System)  
(*EFFECTIVE FROM THE ACADEMIC SESSION*)**

**PANJAB UNIVERSITY, CHANDIGARH**

**SCHEME OF MASTER OF LIBRARY AND INFORMATION SCIENCES (SEMESTER SYSTEM) FOR THE EXAMINATION OF 2018-2019.**

Paper Code	Title of the Paper	Internal Assessment	Ext. Exam.	Marks	
				Total	Exam. Hours
<b>FIRST SEMESTER</b>					
M. LIB-01	Information Sources and Services (Practice )	20	80	100	3
M. LIB-02	Information and Communication Technology : Applications (Theory and Practice)	20	80	100	3
M. LIB-03	Information Storage and Retrieval	20	80	100	3
M. LIB-04	Research Methods and Statistical Techniques	20	80	100	3
<b>SECOND SEMESTER</b>					
M. LIB-05	Information and Communication	20	80	100	3
M. LIB-06	Information Analysis, Consolidation and Repackaging	20	80	100	3
M. LIB-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
M.LIB-08	Management of Library Systems* :				
	Option A – Public Library System	20	80	100	3
	Option B – Academic Library System	20	80	100	3
	Option C – Special Library System	20	80	100	3

\*The Tour Report of the field work will be considered as the written Assignment (25 marks reduced to 5) for M.Lib -08 (Management of Library Systems) as the part of Internal Assessment.

**SEMESTER - I**

**Paper Code: M.Lib.-01**

**Year Books:** The Europa world Yearbook. The Stateman's Yearbook. India: A Reference Annual. World's Fact Book. Library and Book Trade Almanac. Whitaker's Almanac. Universities Handbook: India. Commonwealth Universities Yearbook. The Europa World of Learning.

**Statistical Sources :** Census of India. UNO Statistical Abstracts. Statistical Abstracts : India

### **Unit – III**

**Study and Evaluation of the following Bibliographical Sources :**

**Bibliographies:** British National Bibliography. Indian National Bibliography. Books in Print.. Indian Books in Print. American Book Publishing Record. Ulrich's Periodicals Directory.

**Union Catalogue:** National Union Catalogues of Scientific Periodicals in India (NISCAIR). Union Catalogues of Social Science Periodicals and Serials in India (NASSDOC). Union Catalogues of CD-ROM Databases in Social Science Libraries (NASSDOC).

### **Unit – IV**

**Study and Evaluation of the following Bibliographical Sources :**

**IndexeII**

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

There shall be **9** questions in all. The first question is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are required to attempt any 10 short answer type questions carrying 20 marks i.e. 2 marks for each. R.30341(pr)-14.8262(e)30.9554(a)-6p6pe i.e.

## Essential Readings:

1. Hussain, A. (2013). *ICT based library and information services*. New Delhi: Ess Ess Publications.
2. Albrecht, K. McIntyre, L. S. (2006). *How major corporations and government plan to track your every move with RFID*. New Delhi: Dorling Kindersley.
3. Bradley, P. (2007). *How to use Web 2.0 in your library?* London: Facet.
4. Brown, D. E. (2007). *RFID implementation*. New Delhi: Tata McGraw-Hill.
5. Cooney, E. M. (2007). *RFID+: the complete review of radio frequency identification*. New York: Thomson Learning.
6. Dahl, M., Banerjee, K., & Spalti, M. (2006). *Digital libraries: integrating content and systems*. Oxford: Chandos.
7. Dale, P., Beard, J. & Holland, M. (2011). *University libraries and digital learning environments*. Surrey: Ashgate.
8. Farmer, L. S. J. (Ed.) (2007). *Human side of reference and information services in academic libraries: adding value in the digital world*. Oxford: Chandos.
9. Ganguly, R.C. (Ed.). (2007). *Technology in digital libraries*. Delhi: Isha Bks.
10. Lahpamer, H. (2008). *RFID design principles*. Norwood: Artech House.
11. Marie, W. D. (2007). *Complete RFID handbook : a manual and DVD for assessing, implementing and managing radio frequency identification technologies in libraries*. New York: Neal- Schuman Publishers.
12. Nagia, R. (2012). *Making of software packages for library automation*. New Delhi: Cyber Tech Pub.
13. Kawatra, P. S. (2013). *Fundamentals of information and communication technologies (ICT)*. Delhi: B.R. Pub. Corp.
14. Pandian, M.P. (2010). *RFID for libraries: a practical guide*. Oxford: Chandos Publishing.

15. Thanushkodi, S. (2013). *ICT applications in acad*

2. Caplan, P. (2009). *Metadata fundamentals for all librarians*. New Delhi: Indiana Publishing.
3. Chowdhury, S. & Chowdhury, G. G. (2003). *Introduction to digital libraries*. London: Facet Pub.
4. Haynes, D. (2004). *Metadata for information management and retrieval*. London: Facet Pub. .
5. Hillmann, D. I. & Westbrook, E. L. (2004). *Metadata in practice*. Chicago: ALA.
6. Rawat, P.P. Kumar, T. (2002). *Encyclopedic dictionary of library science and information technology*. New Delhi: Crest.

**Paper Code: M.Lib.-03**

Paper Title: INFORMATION STORAGE AND RETRIEVAL



### Unit – III

#### Information Searching and Media:

Search Methods and Search Strategy: Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation search.etc. Information Searching in Different Media: Print, Electronic and Internet. Federated Search: Concept and Features. Web-Scale Discovery System (WSDS): Concept and Features. Search engines, Meta search engines, Z39.50 and metadata. DOI: Concept. Data Mining,

### Unit – IV

#### Information Retrieval System:

Concept, definition, types, characteristics, components of ISRS. Information Retrieval Models. Library information retrieval systems: Web-OPAC, digital libraries, etc., Evaluation of an Information Retrieval System: Recall, Precision and Relevance, Relevance feedback.

#### 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*. (2<sup>nd</sup> ed.). New York: Kluwer.
3. Cleveland, D. & Cleveland, A. (2013) *Introduction to indexing and Abstracting*. (4<sup>th</sup> ed.).  
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**Paper Code: M.Lib.-04**

## Unit – IV

### Research Reporting and Bibliometrics:

Structure, style, contents, guidelines of Research Reporting, Style Manuals-MLA and APA, methods of Research Evaluation. Bibliometrics : Concept , definition, laws. Scientometrics, Infometrics and Webometrics: Concept, Definition and their Relationship.

### Essential Readings:

1. Best, J.W. & Kahn, J. (2005). *Research in education*. (10th ed.) New Delhi: Pearson.
2. Bryman, A. (2012). *Social research methods*. (4<sup>th</sup> ed.). Oxford: Oxford University Press.
3. Henn, M., Weinstein, M. & Foard, N. (2009). *A critical Introduction to Social Research*. London: Sage.
4. Kothari, C.R. (2004). *Research Methodology: Methods and Techniques*. (2<sup>nd</sup> ed.). New Delhi: New Age International.
5. Pickard, A. J. (2013). *Research Methods in Information*. (2<sup>nd</sup> ed.). London: Facet.
6. Punch, K. F. (2014). *Introduction to Social Research: Quantitative and qualitative Approach*. (3<sup>rd</sup> ed.). London: Sage.
7. Kumar, R. (2011). *Research Methodology: A step-by-step for beginners*. (3<sup>rd</sup> ed.). London: Sage.
8. Sehgal R.L. (1998). *Statistical methods for Libraries*. New Delhi: Ess Ess Pub.
9. Sinha, S.C. & Dhiman, A.K. (2002). *Research Methodology*. (Vol. 2). New Delhi : Ess Ess. Pub.
10. Wildemuth, B. M. (2009). *Applications of Social Research to questions in information and libraries Science*. Westport: Libraries Unlimited.

### 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. Slater, M. (Ed.) (1990). *Research methods in library and information studies*. London :

**SEMESTER – II**

**Paper Code: M.Lib.-05**





8. Teresa, S. W. & Melissa, S. W. (2010). *Information literacy in the digital age: an evidence-based approach*. Oxford, U.K.: Chandos.
9. 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 Pub.
10. Willinsky, J. (2006). *Access principle: the case for open access to research and scholarship*. New Delhi: Viva Bks.

### Unit – III

#### Content Analysis, Abstract and Abstracting:

Content Analysis: Concept types and processes. Abstract: Definition and types, Characteristics and Qualities of good abstracts. Abstracting: need, process. Computers and Abstracting. Abstracting organizations and Services.

### Unit – IV

#### Planning, Management and Marketing of an Information Analysis & Consolidation Unit:

Planning and Management of Information Analysis and Consolidation Units. Marketing of Information Concept, need and benefits; 5 Ps of Information Marketing; Marketing of profit and non- profit organization; Trends in marketing of Information Services; and Information Marketing in India.

#### Essential Readings:

1. Bhattacharyya, G. & Gopinath, M.A. (Eds). (1981). *Information analysis and consolidation: Principles, procedures and products*. In DRTC Annual seminar No. 18. Bangalore: D.R.T.C.
2. Cleveland, D. & Cleveland, A. (2013) *Introduction to indexing and Abstracting*. (4<sup>th</sup> ed). Englewood: Libraries Unlimited.
3. Drotner, K. & Schroder, K. C. (2010). *Digital content creation: perception, practices and perspectives*. New York: Peter Lang.
4. Gupta, B.M. (Ed.). (1988-2000). *Handbook of libraries, archives and information centres in India*. (Vols 16.) New Delhi: Information Industry pub.
5. Koltay, T. (2010). *Abstracts and abstracting: a genre and set of skills for the 2<sup>1st</sup> century*. Oxford, Chandos .
6. Saracevic, T. & Wood, J.S. (1981). *Consolidation of information: A handbook of evaluation, restructuring and repackaging of scientific and technical information*. Paris: UNESCO.
7. Seetharama, S. (1997). *Information consolidation and repackaging*. New Delhi: Ess Ess Pub.
8. Singh, S. (2014). *Information Analysis and Consolidation*. New Delhi. Atlantic Publishers.

#### Further Readings:

1. Brandert, M. (1982). *Specialised information analysis centres in international development: Report of a meeting held at Montebello*. Quebec, Canada: I.D.R.C..
2. Carroll, B. T. & Maskewitz, B. F. (1980). *Information analysis centres*. In Williams, Martha E. (Ed) Annual review of information science and technology. (Vol. 15).
3. Crawford, J. (2003). *Evaluation of library and information services*. Routledge.
4. Kertesz, F. (1978). *Guidelines for establishing and operating information analysis centres*. Paris: UNESCO.



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### **Unit – III**

#### **Social Science Information Institutions:**

Study of the following Social Science Institutions engaged in information generation and dissemination: Centre for Policy Research. ICSSR. ICWA. Institute for Defence Studies and Analysis. Indian Institute of Public Administration National Council for Applied Economic Research. National Institute of Public Finance and Policy. Tata Institute of Social Sciences. UNESCO. Indian Council of Historical Research. Institute of Economic Growth.

### **Unit – IV**

#### **Social Science Information System:**

Concept and evaluation. Evaluation of existing Information Associations, Systems and Networks in Social Sciences at national and international level. International Political Science Association.

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units. Each unit shall have **two** questions, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**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.

3. Garland, J. L. (1986). *How to develop Business information systems for End User*.
4. Neelamegham, A. (1974). *DRTC reference course on information services for business and industry*. Bangalore: DRTC.
5. Wasserman. (1983). *Encyclopaedia of business information sources*. Boston: Cengage.

**Paper Code: M.Lib.-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, 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 is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are 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, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**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 Services

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## **Unit – IV**

### **Information Systems and Networks:**

HELLIS, MEDLARS, BIOSIS. Trends in Health Science Inf



Kerala. Haryana. Goa and Mizoram. Library and Information Policy: Library and Information Policy at National and International level in India.

### **Unit – III**

#### **Organisation of a Public Library:**

Manpower Development: Qualifications, recruitment, job description. job analysis, staff manual.

Library Finance: Sources, budgeting, accounting and auditing. L



**Paper Code: M.Lib.-08**

Paper Title: MANAGEMENT OF LIBRARY SYSTEMS:

OPT. ("B"): ACADEMIC LIBRARY SYSTEM

**INSTRUCTIONS FOR THE PAPER-SETTERS / EXAMINERS AND CANDIDATES:**

- (i) The theory question paper will be of 80 marks, 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 is **compulsory** and shall be short answer type, containing 15 short questions spread over the whole syllabus to be answered in about 25 to 30 words each. The candidates are 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, and the candidates shall be given internal choice of attempting one question from each Unit. Each question will carry 15 marks.

**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 Roles. Role of UGC in the development of academic libraries in India. Library Services: National Knowledge Commission (NKC) Recommendations.

**UNIT- II**

**Collection Development and Evaluation:**

## UNIT- IV

### **Consortia Initiatives and Marketing:**

Library Consortia: Concept, need and advantages. Features of UGC INFONET Digital Library Consortia and NLIST. Accessing Consortia e-resources: Features of J-Gate. E-Resource Usage Data: Need, Purpose and Tools (Brief introduction to MINES and COUNTER). Marketing of Academic Library Services and Products. Activities and tools of marketing in academic libraries.

### **Essential Readings:**

1. Amy, H. & Scott, E. R. (2008). *Gaming in academic libraries: collections, marketing, and information literacy*. Chicago: Association of College and Research Libraries.
2. Arpita R C. (2013). *Academic library management: universities, colleges and institutions*. Jaipur: Vista Pubit74(t)-4.60815(a)-12.52154.3478(i)-4.60948(n)21.u(i)17.131(c)-12.5215(60948(n)21.9(2008



**Paper Code: M.Lib.-08**

