



ALAGAPPA UNIVERSITY

(A State University Established in 1985)
Karaikudi - 630003, Tamil Nadu, India



<p>2017</p>  <p>Accredited with A+ Grade by NAAC (CGPA : 3.64)</p>	<p>2018</p>  <p>MHRD Govt. of India</p>  <p>UGC University Grants Commission</p> <p>Graded as Category - 1 & Granted Autonomy</p>	<p>2018</p>  <p>MHRD GOVERNMENT OF INDIA</p> <p>Swachh Campus Rank : 4</p>	<p>2019</p>  <p>nirf NATIONAL INSTITUTIONAL RANKING FRAMEWORK</p> <p>Rank : 29</p>	<p>2019</p>  <p>QS</p> <p>India Rank : 20 BRICS Rank : 104 Asia Rank : 216</p>
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DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE



M.LIB.I.Sc.

[Choice Based Credit System (CBCS)]

[For the candidates admitted from the academic year 2019-2020]



ALAGAPPA UNIVERSITY

(A State University Accredited with A+ Grade by NAAC (CGPA: 3.64) in the Third Cycle and Graded as Category I University by MHRD-UGC)
Karaikudi – 630 003, Tamilnadu, India



Department of Library and Information Science M. Lib. I. Sc. Regulations from 2019 – 2020

Programme Details

Name of the Department:	Department of Library and Information Science
School:	School of Social Sciences
Subject:	Library and Information Science
Name of the Programme:	M.Lib.I.Sc. (Master of Library and Information Science)
Duration of the Programme:	2 Years – divided into 4 Semesters (CBCS)

General Objectives of the Programme

The general objectives of the programme are:

1. To train students for a professional career in Library and Information Services;
2. To produce quality manpower for collection, compilation and dissemination of information products and services in and beyond conventional libraries and information centres;
3. To give the students an understanding of the basic principles of fundamental laws of Library and Information Science and to enable them to understand, appreciate and develop professionalism to work in contemporary “Information Age”.
4. To make students fully aware of various sources of information; and train them in techniques of dissemination of information in the context of different user groups.

Specific Objectives of the Programme

The objectives of the programme are:

1. To impart high level skills and training necessary for those aspiring to hold higher positions in library and information centres within the country and abroad
2. To prepare the library and information professionals for the changing scenario
3. To get the learners familiarized with the basic concepts of information and its communication in society;
4. To teach information processing techniques and develop capability in retrieving information efficiently by applying different search techniques;
5. To get the students acquainted with the activities and services of different information systems and introduce them to packaging and consolidation techniques;

6. To impart ICT based skills using open source software in order to make them serve competently in an automated and networked environment; and
7. To introduce modern tools and techniques to students to manage Libraries and Information Centres effectively.

Program Learning Outcomes

M.Lib.I.Sc. program will be able to ...

- Apply the field's foundational theories, principles, values, ethics, and skills to everyday practice.
- Critique and synthesize research and identify appropriate research methodologies to solve problems in the field.
- Analyze and engage in the changing cultural, educational, and social roles and responsibilities of librarians/information professionals and the environments they work in within the global society.
- Identify and evaluate systems and technologies in order to implement improvements and innovations relevant to a particular information context.
- Identify needs and connect individuals and communities with information that engages and empowers them.

Eligibility for Admission to the Programme

Eligibility: A candidate with a Bachelor's Degree in Science or Arts or Humanities of this University or any other University recognized by the syndicate of this University as equivalent thereto.

Lateral Entry: A candidate with a Bachelor's in any subject and with Bachelor of Library and Information Science of this University or any other University recognized by the syndicate of this University as equivalent there to shall be admitted in the 2nd Year of M.Lib.I.Sc. Degree Course.

Medium of Instruction: English

Selection of Admission: The selection of candidates shall be made on the basis of the Marks cored in the qualifying examination.

Intake: The total number of candidates to be admitted to the Programme would be 15 (Fifteen) only

Passing Minimum

The passing minimum for the University examination will be two-fold consisting of Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

To adopt the minimum marks as follows

ESE	- 40%
CIA	- 40%
Aggregate	- 50%

Components of Continuous Internal Assessment (25 Marks)

➤ Average score of two tests	-	15
➤ Seminar / Quiz	-	5
➤ Assignment	-	5

Total Marks		25

Attendance

Students must have earned 75% of attendance in each course for appearing for the examination. Students who have earned 70% to 74% of attendance to be applied for condonation in the prescribed fee of Rs.100/- per subject and who have earned 60% to 69%, Rs.150/- per subject along with the Medical Certificate. Students who have attended below 60% are not eligible to appear for the examination and they shall re-do the semester after completion of the course, with the prior permission of the Registrar of the University.

Equivalence of M.Lib.I.Sc. to one year B.Lib.I.Sc + one year M.Lib..Sc.

Most of the universities and other academic institutions in the country have migrated from one year BLIS and MLIS degrees to 2-Year integrated MLIS degree programme. But the recruitment rules (RR) for librarians in some government organizations like School Libraries, KVS, etc, have not been changed. The minimum qualifications required for these posts in these organizations are one year BLIS or one year MLIS which is not applicable to 2-year integrated MLIS degree holders. However, the courses taught in first year M.Lib.I.Sc. are equivalent to one year B.Lib.I.Sc degree offered in any recognized university/college/institution in the country. And the courses taught in second year M.Lib.I.Sc. are equivalent to one year M.Lib.I.Sc. Degree offered in any recognized university/college/institution. Therefore, *“the committee recommends to consider our M.Lib.I.Sc. degree as an equivalent to B.Lib.I.Sc (one year) + M.Lib.I.Sc. (one year).*

The candidates who have successfully completed the First and Second Semester examinations of M.Lib.I.Sc. (CBCS) and are unable to continue the second year studies be awarded the one year B.Lib.I.Sc. degree.

Course Completion

Students shall complete the programme within a period not exceeding 5 years from the year of completion of the period of study.

Classification:

Raw Scores	Grade	Description	Grade Points
90 and above	S	Superior	9.0 -10.0
80 to 89	A	Very Good	8.0 – 8.9
70 to 79	B	Good	7.0 - 7.9
60 to 69	C	Very Fair	6.0 - 6.9
50 to 59	D	Satisfactory	5.0 - 5.9
Less than 50	F	Failure	
	I	Inadequate Attendance	
	W	Withdrawal from the course	

Failed Candidates

A candidate who fails in any paper / papers / practical may appear again in that paper / papers / practical as per university rules.

Question Paper Pattern

Ten questions (No Choice)	Part – A	10 X 2 =20 Marks
Two questions from each unit		
Five questions (either or)	Part – B	5 X 5 =25 Marks
Two questions from each unit		
Three questions out of Five	Part – C	3 X 10 =30 Marks
One question from each unit		

Other Regulations

Besides the above, the common regulations of the University shall also be applicable to this programme.

Credit Structure for M.Lib.I.Sc. Programme

Sem	Course /Title	Course Code	Credit	Hours / Week	Marks		Total
					Internal	External	
Semester I							
I	CC-I Foundations of Library and Information Science	932101	4	4	25	75	100
	CC-III Information and Reference Sources	932102	4	4	25	75	100
	CC-III Knowledge Organization & Information Retrieval (Theory)	932103	4	4	25	75	100
	CC-IV Knowledge Organisation (Classification Practice – I: DDC and CC)	932104	5	10	25	75	100
	CC-V Information and Communication Technology (Theory)	932105	4	4	25	75	100
	EC-IElective (any one) i. Academic Library System ii. Public Library System	932501	4	4	25	75	100
Total			25	30	-	-	600
Semester II							
II	CC-VI Management of Libraries and Information Centres	932201	4	4	25	75	100
	CC-VII Information Systems and Services	932202	4	4	25	75	100
	CC-VIII Knowledge Organization (Cataloguing and Metadata Practice – II)	932203	4	8	25	75	100
	CC-IX Information Technology – Practice	932204	4	4	25	75	100
	EC-II Elective (any one) i. Marketing of Information Products and Services ii. Preservation and Conservation of Information Resources	932502	4	4	25	75	100
	Non-Major Elective – I		2	3	25	75	100
	*SLC – I	MOOCs	Extra Credit	-	-	-	-
	Library, Yoga and Career Guidance				3	-	-
Total			22 + Extra Credit	30	-	-	600
Semester III							
	CC-X Research Methodology	932301	4	4	25	75	100
	CC-XI Library Automation and Digital Library	932302	4	4	25	75	100
	CC-XII Library Automation and Digital Library (Practice)	932303	5	10	25	75	100
	CC-XIII Library Internship	932304	2	2	-	100	100

III	EC-III Elective (any one) i. Information Literacy ii. E-Publishing	932503	4	4	25	75	100
	Non-Major Elective-II		2	3	25	75	100
	*SLC - II	MOOCs	Extra Credit	-	-	-	-
	Library, Yoga and Career Guidance			3	-	-	-
	Total			21 Extra Credit	30	-	-
Semester IV							
IV	CC-XIV Knowledge Management	932401	4	4	25	75	100
	CC-XV Informetrics	932402	4	5	25	75	100
	CC-XVI Electronic Resource Management	932403	4	4	25	75	100
	CC-XVII Web Technology	932404	4	5	25	75	100
	CC - XVIII Project Work	932999	6	12	-	100	100
Total			22	30	-	-	500
Grand Total			90+ Extra Credits		-	-	2300

For the students of other Departments

Non Major Elective: 1 - Literature Search Techniques

Credit 2

Non Major Elective: 2 - Open Knowledge System

Credit 2

Semester – I			
Course code: 932101	CC-I Foundations of Library and Information Science	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To acquaint students with basic philosophy of Library and Information Science. ➤ To understand the role and evolution of Library as a social institution ➤ To create awareness about legal and ethical of information and understand the Library and Information profession. 		
Unit-I	Information: Nature, Property and Scope – Data, Information and Knowledge – Types of Libraries – Public , Academic, Special, (including digital/electronic/virtual libraries) and their functions – Role of libraries in the development of a society – Information Theory – Information Science as a discipline – Five Laws of Library Science and their implications.		
Unit-II	Information Generation and Communication – Information, Communication Process, Media and Diffusion – Communication Theories and Models, Channels and Barriers – Digital Information – Social Media.		
Unit-III	Library Policies Movement and Legislation – Library movement in India, Indian Scenario – Factors, Principles, Statutory Provisions for various types of libraries, Information Policy, Copyright Act 1957, Delivery of Books and Newspapers Act 1956, Press and Registration Act, Intellectual Property Rights, Right to Information Act 2005.		
Unit-IV	Information Profession and Professional Bodies – Librarianship as a profession: Professional ethics – Professional Associations and their roles: ILA, IASLIC, IATLIS, CILIP, ALA, IFLA, and UNESCO		
Unit-V	Information and Knowledge Society – National Information Policy – Information Infrastructure: National and Global – Information Society – Knowledge Society – Knowledge Profession – Information Economy – WSIS.		
Select Texts References and Textbooks Alma Ortega. (2017). <i>Academic Libraries and Toxic Leadership</i> , 1st Edition, Chandos Publishing, Elsevier. Anil, K. Dhiman, Yashoda Rani. (2005) <i>Learn Library and Society</i> . Ess Ess Publications Bolin, Mary. (2017). <i>The 21st Century Academic Library: Global Patterns of Organization and Discourse / 1st ed.</i> , Chandos Publishing, Buragohain, Alka (2000). <i>Various aspects of Librarianship and Information Science</i> . New Delhi: Ess Ess, Dewey, B. (Ed.). (2010). <i>Transforming research libraries for the global knowledge society</i> . Evans, Edward G., and Saponaro, Margaret Zarnosky. (2013). <i>Developing Library and Information Center Collections / 5th ed.</i> , Libraries Unlimited, Gorman, Michael (2000). <i>Our enduring Values: Librarianship in the 21st Century</i> Chicago: ALA. Khanna, J.K. (1987). <i>Library and Society</i> . Kurukshehra: Research Publisher. Kumar, P.S.G. (1997). <i>Fundamentals of information science</i> . Delhi: S.Chand. Kumar, P. S. G. (2003). <i>Foundations of Library and Information Science :(paper 1 of UGC Model Curriculum)</i> . BR Publishing Corporation. Mahapatra. P. K. (2002). <i>Human Resources Management in Libraries</i> . Ess Ess Publications. Martin, W. J. (2017). <i>The global information society</i> . Routledge.			

<p>Ramaiah, L. S. (1997). <i>Public Library Systems: Services and Networking: a Festschrift Presented to Prof. K. Sarada</i> (Vol. 2). Ess Ess Publication.</p> <p>Ranganatha, S. R. (2006). <i>Library Administration</i>. Ess Ess Publications.</p> <p>Ranganathan, S. R. (1931). <i>The five laws of library science</i>. Madras Library Association (Madras, India)</p> <p>and Edward Goldston (London, UK).</p> <p>Ranganathan, S. R. (2006). <i>Library Book selection</i>. Ess Ess Publications.</p> <p>Ranganathan, S. R. (1931). <i>The five laws of library science</i>. Madras Library Association (Madras, India)</p> <p>and Edward Goldston (London, UK).</p> <p>Ranganathan, S. R. (2006). <i>The Five Laws of Library Science</i>. Ess Ess Publications.</p> <p>Shiva Sukula. (2014). <i>An Introduction to Library and Information Science for class XI (In Accordance with C.B.S.E. Syllabus)</i>. Ess Ess Publications.</p> <p>Rubin, R. E. (2017). <i>Foundations of library and information science</i>. American Library Association.</p>	
Outcomes	<ul style="list-style-type: none"> ➤ Understand the historical development and role of libraries ➤ Comprehend the models of information and steps in the information transfer cycle ➤ Appreciate the roles played by professional library associations in the development of libraries and library professionals

Course code: 932102	CC-II Information and Reference Sources	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ Demonstrate the knowledge of the major information sources and reference tools which facilitate access to information; ➤ Develop evaluative skills for selecting both in print and electronic information sources; ➤ Use the major information sources to answer day-to-day user enquiries; 		
Unit-I	Basics of Information Sources: Documentary and non-documentary sources – characteristics, scope and value; non-print and electronic sources; categories of information sources – primary, secondary and tertiary.		
Unit-II	Types of Documentary Sources: Primary Sources – Periodicals, Technical reports, Patents, Standards and Specifications, Theses and Dissertations, Conference proceedings, Trade literature both in print and electronic versions; Secondary Sources – Dictionaries, Encyclopedias, Yearbooks and Almanacs, Biographical sources, Bibliographies, Geographical sources, Current sources, Statistical information sources, Handbooks and Manuals, indexing and abstracting sources, news summaries both in print and electronic versions. Tertiary Sources – Directories, Guides to reference sources, bibliography of bibliographies, monographs, list of serials, union catalogues, travel guides, textbooks both in print and electronic versions - Evaluation of Documentary sources		
Unit-III	Non-Documentary Sources: Human and institutional sources of information, government ministries and departments, R&D organizations, learned societies, publishing houses, archives, data banks, information analysis centers, referral centers, and institutional websites – Evaluation of non-documentary sources		
Unit-IV	Electronic Information Sources: Internet Information Resources – PLOS, DOAJ, E-Books, Open Access Resources, Open Educational Resources. Listserves, Subject Gateways - Evaluation of Electronic information sources		
Unit-V	Databases (Full text, Citation and Bibliographic): ACM Digital Library, IEEE/IEE Electronic Library Online (IEL), Emerald, EBSCO, PsycINFO, Elsevier Science, PubMed Central, J-Gate, JSTOR, Web of Science, Scopus, SciFinder Scholar, , and RePEc- Evaluation of Databases.		
Select Texts References and Textbooks			
Anil, K. Dhiman, Yashoda Rani. (2005). <i>Learn Information and Reference Sources and Services</i> .Ess Ess Publications.			
Cassell, Kay Ann (2012). <i>Reference and Information Services: An Introduction</i> . 3rd edition.			
Chowdhury, G., and Chowdhury, S. (2001). <i>Information sources and searching on the world wide web</i> .			
Foskett. A.C. (1958). <i>Information Services in libraries</i> . London.			
Kishor John, S. P. Sing and Sunil Tiwari. (2016). <i>Future of Library and Information Science</i> . Ess Ess Publications.			
Lal, C. and Kumar, K. <i>Understanding Basics of Library and Information Science Library</i> . Ess Ess Publications.			
Laneaster, F.W. (1988). <i>Guidelines for evaluation of Information System and Services</i> . Paris: UNESCO.			
Murty .S andSonal Singh (2006), <i>Information services, library education and Research in India</i> published, Chaura Rasta, Jaipur			

Naidu, N. G. *Librarianship in developing countries*. Ess Ess Publications.

Narendra Dodiya. (2016). *Information Sources*. Ess Ess Publications.

Navalani. K and M.P. Satija (1996), *Library and Information Services: Emerging Challenges*

Raju, A. A. N. (2012). *Facets of Library and Information Science*. Ess Ess Publications.

Ranganathan, S. R. (2006). *Reference Service*. Ess Ess Publications.

Seetharama, S. (1997). *Information Consolidation and Repackaging Framework, Methodology, Planning*.
New Delhi: Ess Ess Publications.

Sharma, C. K. (2007). *Reference Service and Sources*. Atlantic

Sharma, J. S., and Grover, D. R. (1987). *Reference service and sources of information*. Ess Ess Publ.

Stebbins, L.F. (2006). *Student guide to research in the digital age: how to locate and evaluate information sources*.

Tariq Ashraf (2004) *Library Services In Electronic Environment* published by Rakesh Goel Kaveri Ansari Road, New Delhi.

Walford, A. J. (1968-70). *Guide to Reference Materials* (3 Vols.). London: Library Association

Outcomes	<ul style="list-style-type: none"> ➤ Understand the different types of information sources; ➤ Utilize automated techniques and technologies to locate scholarly sources; ➤ Increase ability to critically examine information sources;
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Course code: 932103	CC–III Knowledge Organization and Information Retrieval (Theory)	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ Discuss the principles and philosophy of library classification; ➤ Explain the types and needs for various types of library catalogues; ➤ Be informative and practice various bibliographic formats for managing bibliographic records effectively; 		
Unit-I	<p>Library Classification & Cataloguing – Meaning, need, purpose, functions; Notation- Need and types, Qualities of a good notation; Mnemonics.</p> <p>Cataloguing- Purpose, structure and types including OPAC. Universe of knowledge – Structure and attributes – Modes of formation of subjects.</p>		
Unit-II	<p>Principles of Classification and Cataloguing – Classification- Idea, Verbal and Notational planes; Facet analysis; Characteristics of CC, UDC, LC and DDC.</p> <p>Cataloguing- Normative principles, Canons & Laws; Standard codes of Cataloguing – ISBDs and AACR, RDF</p>		
Unit-III	<p>Bibliographic Formats & Organisation of Digital Resources: ISO-2709, MARC-21, UNIMARC, CCF, Z39.50. Metadata standards – Dublin core; Markup languages; DOI; IFLA and LC initiatives – FRBR, FRAD, FRSAD, BIBFRAME 2.0.</p>		
Unit-IV	<p>Indexing Systems: Problems in subject analysis and representation- Semantics and Syntax. Indexing Language and Vocabulary Control: Thesaurus- Structure, Functions and Compilation. Indexing- Concept and Types.</p>		
Unit-V	<p>Information Retrieval Systems and Models: Concept and definition; Digital IR System- Types, File Design and Organisation; Multilingual IR; Multimedia IR; IR Models- Probabilistic, Cognitive and Vector models; Query formulation and Search strategies; Semantic Web; IR Evaluation- Criteria and Levels; Major IR Evaluation Studies.</p>		
<p>Select Texts References and Textbooks</p> <p>Krishan Kumar (1980). <i>Theory of Library Classification</i>, ED.2, New Delhi, Vikas.</p> <p>Kumar. PSG. (2003). <i>Knowledge Organization, Information Processing and Retrieval Theory</i>, Delhi: BR.</p> <p>Ramalingam, MS. (2000) <i>Library Cataloguing and Classification Systems</i>. Delhi: Kalpaz.</p> <p>Ranganathan, SR. (1957 and 1965) <i>Prolegomena to Library Classification</i>, Ed2, London, LA.</p> <p>Srivastava, A P. (1993) <i>Theory of Knowledge Classification in Libraries</i>. New Delhi, Sage.</p> <p>Ranganathan, S. R. (2006). <i>Philosophy of Library Classification</i>. Ess Ess Publications.</p> <p>Ranganathan, S.R (2006). <i>Classification and Communication</i>. Ess Ess Publications.</p> <p>Ranganathan,S.R.(2006). <i>Prolegomena to Library Classification</i>. Ess Ess Publications.</p> <p>Sanjay K. Kaushik. (2011). <i>Dewey Decimal Classification: Edition 19(1979) to Edition23</i>. Ess Ess</p>			

<p>Publications.</p> <p>Sewa Singh. (2006). <i>Colon Classification Practice</i>. Ess Ess Publications.</p> <p>Bajpai, S. K. <i>Modern Information Retrieval</i>. Ess Ess Publications.</p> <p>Bates, Marcia J. (2011). <i>Understanding Information Retrieval Systems: Management, Types, and Standards</i>. CRC Press</p> <p>Chernyi, A.I (1973). <i>Introduction to information retrieval theory</i>.</p> <p>Choudhary, GG(1995). <i>Information retrieval systems</i>. Calcutta: IASLIC.</p> <p>Chowdhury. G.G. (2013). <i>Introduction to Modern Information Retrieval /3rd ed.</i>, Neal-Schuman Publishers</p> <p>Cleaveland, D.B and Cleveland, A.D (1983). <i>Introduction to indexing and Abstracting</i>.</p> <p>Foster, Allen, Rafferty, Pauline. and Pauline, Rafferty. (2011). <i>Innovations in Information Retrieval: Perspectives for Theory and Practice</i>. Facet Publishing.</p> <p>Jerme Dinet. (2012). <i>Information Retrieval in Digital Environments (FOCUS) / 1st ed.</i>, Wiley,</p> <p>Karen E. Fisher and Sanda Erdelez. (2008). <i>Theories of Information Behavior</i>. Ess Ess Publications.</p> <p>Lancaster, F.W. (2003). <i>Indexing and Abstracting in theory and practice</i>. London, Facet Publishing.</p> <p>Rajendra K. Kumbhar. <i>Thesaurus of Library and Information Science Terms</i>. Ess Ess Publications.</p> <p>Rajendra Kumbhar.(2006). <i>Information Retrieval Thesaurus</i>. Ess Ess Publications.</p> <p>Ranganathan. S. R. (2006). <i>Documentation: Genesis and Development</i>. Ess Ess Publications.</p> <p>Satyanarayana, N.R. (2016). <i>An Introduction to Information Processing and Retrieval: For Library and Information Professionals</i>. Ess Ess Publications,</p> <p>Sewa Singh. (2014). <i>Information Analysis, Consolidation and Repacking</i>. Atlantic.</p> <p>Vandenbroek, Alicia (2012). <i>Bookmarking: Beyond the Basics</i>. Linworth Publishing,</p> <p>Wei, Chia-Hung (2013). <i>Modern Library Technologies for Data Storage, Retrieval, and Use / 1st ed.</i>, IGI Global,</p>	
Outcomes	<ul style="list-style-type: none"> ➤ Understand the structure of universe of knowledge; ➤ Comprehend the analysis of subject content organizing documents and ideas; ➤ Appreciate the principles and practices of document description including electronic documents;

Course code: 932104	CC–IV Knowledge Organization (Classification Practice – I: DDC and CC)	Credits : 4	Hours:10
Objectives	> Be familiarized with the DDC 22nd Edition; > Acquire skills required for classifying various types of documents; > Be familiarized with the CC 6 th Rev. Edition		
	Classification of Documents using Dewey Decimal Classification (22 nd Edition)		
	Classification of Documents using Colon Classification (6 th Rev. Edition)		
Select Texts References and Textbooks Comaromi, J. P., and Warren, M. J. (Eds.). (1982). <i>Manual on the use of the Dewey decimal classification edition 19</i> . Albany, NY: Forest Press. <i>Dewey Decimal Classification</i> . 23 rd Edition. (2011). Ohio: OCLC. Dhyani, Pushpa. (2006). <i>Classifying with Dewey Decimal Classification</i> , New Delhi: Ess Ess. Mortimer, M. (2007). <i>Learn Dewey Decimal Classification (Edition 22)</i> . Total Recall Pub. Sharma, P. S. (1998). <i>Practical approach to DDC: Dewey Decimal Classification made easy</i> . New Delhi: Ess Ess. Sanjay, K. Kaushik. (2012). <i>Dewey Decimal Classification: A Practical Manual of 23rd Edition</i> . Ess Ess Publications. Sanjay, K. Kaushik. <i>DDC 22: A Practical Approach</i> . Ess Ess Publications. Satija, M. P. (2013). <i>Dewey Decimal Classification: Edition 19(1979) to Edition 23(2011)</i> . Ess Ess Publications. Satija, M. P. (2005). <i>Exercises in the 22nd Edition of DDC</i> . Ess Ess Publications. Satija, M. P., John Comaromi. <i>Beyond Classification: Book numbers</i> . Ess Ess Publications. Satyanarayana, V. V. (2000). <i>Universal decimal classification: A practical primer</i> . New Delhi: Ess Ess Publications. Sehgal, R. L. (1993). <i>Handbook of Colon classification</i> . New Delhi: Ess Ess publ. Sen, B. K. (2008). <i>DDC Readymade</i> . Ess Ess Publications.			
Outcomes	> Understand the classification systems; > Comprehend the salient features of the classification schemes; > Understand the structure and layout of the classification systems.		

Course code: 932105	CC-V Information and Communication Technology (Theory)	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ Familiar with the basics of information technology ➤ Acquaint with computer technology and its development ➤ Acquaint with the aspects of Computer Applications and Network Technology 		
Unit-I	Information Technology: Concept, definition. Computer applications in libraries and information centers: Need, advantages, areas of computer application in libraries.(Library operation and Content Management).		
Unit-II	Software: System Software: Operating Systems-MS-Windows, UNIX and LINUX. Application Software: MS-Word, MS-Excel and MS-Power point.		
Unit-III	Data Representation - Binary Codes, Character Encoding Standards: ASCII, ISCII and Unicode. File Organization – Need and Types.		
Unit-IV	Communication Technologies: Digital and Analog Signals, Modulation, Frequency, Bandwidth and Multiplexing. Sampling, Digitization, Compression, Multimedia - Digital Sound, Digital Images, Digital Video – Communication media – Coaxial, fiber optics etc.. (wired and wireless: cellular, wi-fi).		
Unit-V	Network Protocols (IP, Domain Name, port, FTP, HTTP); Network Types – Topology, Intranet. Network Security. Internet – concept and its usefulness.		
Select Texts References and Textbooks			
Amjad Ali. (2004). <i>Information Technology and Libraries</i> . Ess Ess Publications.			
Dhiman, A. K., & Rani, Y. (2005). <i>Learn computer basics and its application in libraries</i> . New Delhi: Ess Ess Publications.			
Bajpai, S. K. <i>Library Information Technology Management: A Librarians Manual</i> . Ess Ess Publications.			
Basandra, S.K. (2002). <i>Computers Today and Globalisation</i> , New Delhi: Gologtia.			
Deeson, Eric (2000). <i>Managing with Information Technology</i> , Great Britan: Kogan page Ltd.			
Devarajan Ravindran Asarik, G. (2014). <i>Information technology and Library Automation</i> . Ess Ess Publications.			
Devarajan, G. <i>Information Technology in Libraries</i> . Ess Ess Publications.			
Forrester W.H. and Rowlands, J.L. (2002). <i>The Online searcher's companion</i> . London: LA.			
Galliers, R. D., and Leidner, D. E. (Eds.). (2014). <i>Strategic information management: challenges and strategies in managing information systems</i> . Routledge.			
Gupta, Vikas (2005). <i>Rapidex computer course</i> , New Delhi:Pustak Mahal.			
Hitesh, G. Brijwasi. (2018). <i>Competitive Exercises in Library and Information Science: For Competitive Examinations</i> . Ess Ess Publications.			
Hunter and Shelly (2002). <i>Computers and Common sense</i> , New Delhi: Prentice-Hall.			
Kumar, Arvind. (Ed.). (2006). <i>Information Technology For All (2 Vols.)</i> New Delhi, Anmol.			
Sehgal, R. L., & Behl, D. K. (1996). <i>Manual on computer applications training in library science</i> . Darya			

<p>Ganj: Ess Ess Publications.</p> <p>Sehgal, R. L. (1998). <i>User education in computer based libraries</i>. New Delhi: Ess Ess Publications.</p> <p>Gandhi, V. P. (Ed.). (2002). <i>Global Sourcebook on Information Technology: Information technology: Indian rules and regulations</i> (Vol. 2). Kanishka Publishers.</p> <p>Kumar P.S.G. (2003). <i>Information Technology: Basics</i>, B.R. Publishing Corporation Delhi.</p> <p>Kumar P.S.G. (2004). <i>Information Technology: Applications</i>, B.R. Publishing Corporation Delhi.</p> <p>Ramesh Chandra. (2003). <i>Information Technology A Revolutionary Change</i>, Kalpaz Publications Delhi.</p> <p>Sehgal, R. L. <i>An Introduction of Library Network</i>. Ess Ess Publications.</p> <p>Sehgal, R. L. (1995). <i>Manual on computer user training in library science</i>. New Delhi: Ess Ess Publications.</p>	
Outcomes	<ul style="list-style-type: none"> ➤ Familiarize the students with main theories and conceptual frameworks in the field of ICT for development; ➤ Demonstrate an awareness of some of the hardware, software and communication components used in ICT systems for library automation;

Electives (any one)

Course code: 932501	EC- I a Academic Library System	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To provide basic concepts related to academic library systems and services; ➤ To introduce resources, services and management issues pertaining to academic libraries; and ➤ To get a clear idea about the application of new ICT in academic library management. 		
Unit-I	Academic Libraries and their Users: Academic libraries – definition, meaning, importance, functions and types; Users of academic libraries – types of users and their needs, user study and user education; Structure and hierarchies of academic libraries; Role of UGC, AICTE, NCTE and other bodies in academic library development; Changing role of academic libraries – National and global scenario, Standards and Best practices. Commission and Committees on Academic Library Development in India;		
Unit-II	Management of Academic Libraries: Records management and library planning; Collection Development/Resource Optimization; Human Resource Management; Financial Management; Library Co-operative Organizations and Network services.		
Unit-III	Services in Academic Libraries: Traditional services; Documentation services; ICT enabled services; Advanced Scholars specific services; and Reference and information services to Research Scholars.		
Unit-IV	Change Management in Academic Libraries: Effects of Globalization on Libraries; Generation Gap due to Knowledge based society; Change of academic environment and management style; Change of users interest and learning techniques; and Leadership style and Qualities of Librarians.		
Unit-V	Introduction of new digital applications in Academic Libraries: Application of Academic Library 2.0; International academic library scenario; Academic Library Repositories; Library e-resource management, policy and programmes; and Future trends in academic library development.		
Select Texts References and Textbooks Ranganathan, S. R. (2008). <i>Library Manual, for School, college and Public Libraries (with Revised Examples of subject classification)</i> . Ess Ess Publications. Kawatra, P. S. (1996). <i>A Dictionary of acronyms and abbreviations in education, information and computer sciences</i> . New Delhi: Ess Ess Publications. Lal, C and Kumar, K. <i>Understanding Basics of Library and information science Library</i> . Ess Ess Publications. Patricia, Potter Wilson and Roger, Leslie (2002). <i>Center Stage, Library Programs that Inspire Middle School Patrons</i> . Colorado, A Division of Greenwood publishing Group Pushplata, Srivastava (2008). <i>Copyright in Academic Libraries in Digital Environment</i> . Ess Ess Publications, New Delhi. Rachel, Singer Gordon (2009). <i>Information Tomorrow, Reflections on Technology and the Future of public and academic libraries</i> . Ess Ess Publications, New Delhi. Ranganathan, S. R. <i>New Education and School Library</i> . Ess Ess Publications. Ranganathan, S. R. (2006). <i>New Education and School Library</i> . Ess Ess Publications.			

Shilpa Satish Waghchoure (2016). *Best Practices in Academic Libraries*. Ess Ess Publications, New Delhi.

Sahai, S. (2009). *Academic library system* (2nd ed.). New Delhi: Ess Ess Publications.

Singh, S. (1992). *Twenty five years of library science writings*. New Delhi: Ess Ess Publ.

Bruce A. Shuman (2002). *Case Studies in Library Security*. A Division of Greenwood publishing Group, Inc. Chennai.

Devarajan, G. *Library Science Education and Manpower*. Ess Ess Publications.

Jpseph R. Matthews (2004). *Measuring of Results, The Dimensions of Public library Effectiveness*. London, Libraries Unlimited a Member of green wood publishing Group.

Krishan Kumar (2005). *Library Organization*. Vikas Publishing House Pvt Ltd, New Delhi.

Venkataramana V (1995). *Pattern and Development of University Libraries*. Ess Ess Publications, New Delhi.

Outcomes	<ul style="list-style-type: none"> ➤ Understand the basic concepts related to academic library systems and services; ➤ Comprehend the resources, services and management issues pertaining to academic libraries; ➤ Understand the application of new ICT in academic library management;
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Course code: 932501	EC-I b Public Library System	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To create an awareness of the role of public libraries in the society ➤ To give an idea to the student about the development of public libraries in India and Tamil Nadu ➤ To introduce students to different activities of public libraries 		
Unit-I	Introduction to Public libraries: Concept, Definition and Characteristics – Role, objectives and functions of public libraries in contemporary knowledge society; Recommendations of NAPLIS and National Knowledge Commission on Public Libraries.		
Unit-II	Development of Public libraries in India: Public Library legislations in various states in India – comparative study; Critical study of model Public Library Act suggested by S.R.Ranganathan; Library movement and legislation in Tamil Nadu		
Unit-III	Public library Management: Resource Optimization; Human Resource Management; Financial Management; Library Co-operative Organizations and Network services.		
Unit-IV	Organization of public libraries: Standards and norms for public libraries; Physical facilities - library building, furniture and equipment; Collection development – book selection and collection development policies; Technical processing		
Unit-V	Public library services and products: Traditional and web based services; Community information services; Resource sharing and network activities of public libraries. SDG- Concept and implications on public Libraries in India.		
Select Texts References and Textbooks			
Augustine, C. A., & Devarajan, G. (1990). <i>Public library system in India</i> . New Delhi: Ess Ess Publications.			
Ekbote, Gopal Rao (1987). <i>Public Library system</i> . Hyderabad.			
Ranganathan, S. R. (2008). <i>Library Manual, for School, college and Public Libraries (with Revised Examples of subject classification)</i> . Ess Ess Publications.			
Viswanathan, C. G. (1990). <i>Public library organization: With special reference to India</i> . New Delhi: Ess Ess Publications.			
Outcomes	<ul style="list-style-type: none"> ➤ Comprehend the role of public libraries in the society ➤ Understand the development of public libraries in India and Tamil Nadu ➤ Understand the different activities of public libraries 		

SEMESTER II			
Course code: 932201	CC-VI Management of Libraries and Information Centres	Credits : 4	Hours:4
Objectives	> know the meaning, evolution and purpose of management; > know how to manage library and information centres; > understand different levels of management and various managerial skills required;		
Unit-I	Introduction to Management: Concept, definition and scope, Schools of management thought - approaches, principles and functions of management and their applications in Libraries.		
Unit-II	Collection Development and Management: Collection Development Principles; Types of document selection and acquisition tools and procedures; collection development policy; problems in collection development. Library operations - acquisition, serial control, technical processing, circulation & reference. Conservation & preservation, shelving, stock verification, binding and weeding out.		
Unit-III	Human Resource Management: Objectives and functions – selection, recruitment, interviewing the candidates; training & staff development; performance appraisal, discipline and grievances. Manpower Planning – job description, job analysis, job evaluation. Motivation, leadership and ethics.		
Unit-IV	Financial Management: Financial responsibility and control, Budget planning and evaluation tools; Budgeting techniques; Cost benefit analysis and Cost effectiveness. Accountability and reporting. Planning strategies: concept – definition – need and steps –Operational planning – Gantt Charts, PERT/CPM, TQM, SWOT analysis.		
Unit-V	Management of LIC: Principles of organizational structure, organizational structure of Library and Information Centres. Library Authorities, library statistics, Library Manuals, Library rules and regulations. Managing in the 21st century LIS – today’s organizations, skill required for new managers.		
Select Texts References and Textbooks Abdul Mannan Khan. <i>Collection Development: It’s Organization and services in university libraries.</i> Ess Ess Publications. Anil, K. Dhiman and Yashoda Rani. <i>Learn Library Management.</i> Ess Ess Publications. Ashwini Kumar (2006) <i>Library Management</i> , SBS publishers and Distributors P.Ltd New Delhi. Bhaskar Mukherjee. (2013). <i>Information Communication and Society</i> . Ess Ess Publications. Dabas, K.C. (2008) <i>Quality management in libraries.</i> EssEss Publications, New Delhi. Jadhav, U.S. and Suresh Jange (2012) <i>Library and Information sources and services Regency</i> publication, New Delhi. Karisiddappa, C. R. (2012). <i>Information Control and Management In Digital Environment.</i> Atlantic Krishankumar, (1987) <i>Library administration and management.</i> Vikas publishing house PVT Ltd, New Delhi. Lallaisangzuali and Sanjeev (2016) <i>Library Management in 21st century.</i> EssEss Publications New Delhi. Mahapatra. P. K. (2002). <i>Human Resources Management in Libraries.</i> Ess Ess Publications. Mishra, K. C. (2004). <i>21st Century Library Management.</i> Ess Ess Publications. Mittal, R. L. (2007). <i>Library administration: Theory and practice.</i> New Delhi: Ess Ess Publications.			

Narendra Dodiya, (2016). *Laws, Legislation, Education and Associations*. Ess Ess Publications.

Narendra Dodiya, (2016). *Libraries*. Ess Ess Publications.

Narendra Dodiya, (2016). *Management*. Ess Ess Publications.

Rabindra K. Mahapatra. (2010) *Capacity Building and Restructuring of Library and information centres*. Ess Ess Publications.

Ranganatha, S. R. (2006). *Library Administration*. Ess Ess Publications.

Ranganathan, S. R. (2006). *Library Book selection*. Ess Ess Publications.

Ranganathan, S. R. *Documentation and Communication*. Ess Ess Publications.

Ranganathan, S. R. *Library Administration*. Ess Ess Publications.

Sharma, C. K. (2005). *Library Management*. Atlantic

Singh, S K (2002), *Essentials of integrated library management*. Authors press, Delhi.

Sneha Tripathi and Aditya Tripathi. (2016). *A Text Book on Quality Management in Libraries*. Ess Ess Publications.

Tillainayakam, V., & Venkatappayya, V. (1997). *New dimensions of library scenario in India*. New Delhi: Ess Ess Pub.

Outcomes	<p>The students shall be able to:</p> <ul style="list-style-type: none"> > understand the concept of management and its approach; > appreciate the management techniques useful to Library and Information centres; > Understanding about Human Resource and Financial and Space Management;
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Course code: 932202	CC-VII Information Systems and Services	Credits : 4	Hours:4
Objectives	> To induce information systems and identify international organisations devoted to collection, processing and dissemination of information; > To explain the programmes and activities that are being undertaken by such organisations in promotion, coordination and development of library and information services; and > To discuss different types, role and function of reference services.		
Unit-I	Information Systems: Concept, purpose & types. Global & National Information Systems; UNISIST, NISCAIR, NASSDOC, INIS, AGRIS, INSPEC and MEDLARS.		
Unit-II	Resource Building and Sharing: Library networks; INFLIBNET, DELNET, OCLC etc. Library Consortia in India- CERA, CSIR E-Journals Consortium, e-ShodhSindhu, DELNET Consortium of E-Journals.		
Unit-III	Reference Process: Digital reference service, Abstracting and Indexing Services, Information Analysis & Consolidation – Subject Guides and Mapping. Role and functions of Reference Librarian..		
Unit-IV	Documentation and Information Services: CAS, SDI, Reprographic Service, Translation Service, Document Delivery Service, Referral Service, Newspaper clipping, Listserv, Blogs.		
Unit-V	Information Use & User Studies: Theories and Models of Information Seeking behavior; Information Literacy- Concept, Methods and Tools.		
Select Texts References and Textbooks Atherton, P. (1980). <i>Handbook for information systems and services. In Handbook for information systems and services.</i> UNESCO Burch, J., and Grudnitski, G. (1989). <i>Information systems: theory and practice.</i> Wiley, Singapore. Carol Collier Kuhlthau .A. (2004), <i>Process Approach to Library and Information Services second Ed .</i> Libraries unlimited a member of the greenwood publishing group Westport Connecticut London Chesnokova, A. (2016). <i>Empirical Stylistics in an EFL Teaching Context: Comparing Virtual and</i> Fourie, I. (2006). <i>How LIS professionals can use alerting services.</i> Elsevier. Dabas, K.C. (2008). <i>IT Applications for TQM and Library Marketing.</i> Ess Ess Publications. Gupta, B. M. (1984). <i>Handbook of libraries, archives and information centres in India.</i> Jagdish Saran Sharma and Grover (1987), <i>Reference Service and Sources of Information Published by Sheel Sethi.</i> Ess Ess Publications, Ansari Road, New Delhi Katz, W. A. (1974). <i>Reference services and reference processes.</i> McGraw-Hill. Lal, C and Kumar, K. (2009). <i>B.Lib.Guide (English).</i> Ess Ess Publications. Meadow, C. T. (1973). <i>The analysis of information systems.</i> New York: Wiley.			

Mills, K. (2009). *M-Libraries: Information use on the move*. *M-libraries*, 2, 235-44.

Navalani. K and M.P. Satija (1996), *Library and Information Services: Emerging Challenges*

Raghavan, K. S. (2009). *Library and Information System: From Alexandrian Heritage to Social Networking*. Ess Ess Publications.

Tariq Ashraf (2004) *Library Services In Electronic Environment published by*, New Delhi:Rakesh Goel Kaveri Ansari.

Tripathi, A., and Lal, J. (2016). *Library consortia: practical guide for library managers*. Elsevier.

Outcomes	<ul style="list-style-type: none"> ➤ understand the different types of information services; ➤ understand the program and activities of global and national information systems; ➤ Increase ability to critically examine information services;
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Course code: 932203	CC-VIII Knowledge Organization (Cataloguing and Metadata Practice – II)	Credits : 4	Hours:8
Objectives	>To give an understanding of cataloguing and bibliographic description formats and to develop ability in applying methods and tools of content description. >To enable the skills in cataloguing of books and non- book material according to AACR II, MARC 21. >To make familiar the students on indexing and cataloguing and data entry using AACR- II, MARC- 21		
Unit-I	Catalog of Single, joint authors and mixed authors.		
Unit-II	Cataloging of serials publication, multi volumes and corporate publications.		
Unit-III	Cataloging of Pseudonym author, periodicals and electronic resources.		
Unit-IV	Metadata: MARC 21 and Dublin Core.		
Select Texts References and Textbooks			
Anne Welsh Sue Batley. (2012). <i>Practical Cataloguing: AACR2, RDA and MARC 21</i> . Ess Ess Publications.			
Prasad A.(2012) <i>Digital Cataloguing</i> . New Delhi, Arise Publications.			
Krishan, Kumar (1986). <i>An Introduction to Cataloguing Practice</i> . New Delhi, Vikas Publishing House pvt LTD.			
Sharma, C. K. (2005). <i>A practice-handbook of classified catalogue</i> . New Delhi: Atlantic & Distributors.			
Sehgal R.L (1996). <i>Cataloguing Practice (Classified Catalogue Code) CCC</i> . New Delhi, Ess Ess Publications.			
Arlene G. Taylor. (2005). <i>Wynar's Introduction to Cataloging and classification</i> . A Division of Greenwood publishing Group, Inc. Westport, Connecticut.			
Muhammad, Riaz (1989). <i>Advanced Indexing and Abstracting Practices</i> . Atlantic Publishers and Distributors, New Delhi.			
Sehgal, R. L. (1996). <i>Cataloguing practice AACR-II</i> . New Delhi: Ess Ess Publications.			
Sehgal, R. L. (2003). <i>Cataloguing practice: (Classified catalogue code), CCC</i> . New Delhi: Ess Ess Publications.			
Viswanathan, C. G. <i>Cataloguing: Theory and Practice (6th Ed.)</i> . Ess Ess Publications.			
Outcomes	>Understand the cataloguing and bibliographic description formats; >Comprehend the skills in cataloguing of books and non-book material; >make familiar the students on indexing and cataloguing and data entry using AACR-II, MARC- 21;		

Course code: 932204	CC-IX Information Technology – Practice	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To familiarize students with library software's and their evaluation ➤ To provide hands-on experience in the use of library software, CD and Internet search. ➤ To prepare students in the application of ICT for selection, organization and preservation of knowledge for use. 		
Unit-I	Use of Operating Systems- MS Windows		
Unit-II	Use of Word processors - MS Word; Use of Spreadsheet Software-MS Excel		
Unit-III	Presentation – Power point; Photo editing – Photoshop		
Unit-IV	Creation of database using MS Access		
Unit-V	CD ROM and Internet searching and retrieval		
Select Texts References and Textbooks			
Forrester W.H. and Rowlands, J.L. (2002) <i>The Online searcher's companion</i> . London: LA.			
Galliers, R. D. and Leidner, D. E. (Eds.). (2014). <i>Strategic information management: challenges and strategies in managing information systems</i> . Routledge.			
Gupta, Vikas (2005). <i>Rapidex computer course</i> . Pustak Mahal, New Delhi.			
Hunter and Shelly (2002). <i>Computers and Common sense</i> . Prentice-Hall, New Delhi.			
Kumar, P.S.G (2003). <i>Information Technology: Basics</i> , B.R. Publishing Corporation, Delhi.			
Narendra Dodiya, (2016). <i>Information Technology</i> . Ess Ess Publications.			
Ramesh Chandra (2003). <i>Information Technology A Revolutionary Change</i> , Kalpaz Publications Delhi.			
Rowely, Jennifer (2001). <i>Information Systems</i> , London: Clive Bingley.			
Taxali Ravikant (2006). <i>PC software made easy</i> , New Delhi.			
Outcomes	<ul style="list-style-type: none"> ➤ Understand the library software's and their evaluation; ➤ Comprehend the use of library software, CD and Internet Search; ➤ Understand the application of ICT for selection, organization and preservation of knowledge for use. 		

Electives (any one)

Course code: 932502	EC –II (a) Marketing of Information Products and Services	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To familiarize the students about the changing philosophy of Library and Information Services from free to fee based information services; ➤ To understand the Economic value of information; ➤ To impart knowledge in product planning, product pricing and also to understand the market behaviour. 		
Unit-I	Information as a Resource - Economics of Information- Information as a Product; Range of information products; Customers; Profiling the Information Industry; Marketing environment; Pricing Information Products and Services		
Unit-II	Concept of Marketing – Marketing Mix; Kotler’s Four C’s; McCarthy’s Four P’s, Corporate Mission.		
Unit-III	Marketing Research – Branding and Corporate Identity; Marketing Research; Market Segmentation and Targeting- Geographic and Demographic Segmentation; Behavioral and Psychographics Segmentation, etc. User’s Behavior and Adoption.		
Unit-IV	Marketing Strategies and Planning – Nature and Models of marketing strategy and planning; Situation audit and analysis; SWOT analysis, 7’S framework, Boston Consulting Group Matrix, Ansoff’s Growth Matrix, Product Life Cycle, Performance and Impact Analysis.		
Unit-V	Trends in Library Marketing – Role and Use of Social Media in Marketing of Information – Case Specific Strategies.		
Select Texts References and Textbooks			
Aaker, D. A., Kumar, V., Leone, R. P., and Day, G. S. (2016). <i>Marketing research</i> . Wiley Global Education.			
Armstrong, G., Kotler, P., Harker, M., and Brennan, R. (2015). <i>Marketing: an introduction</i> .			
Bellardo, T. and Waldhart, T J. (1977). <i>Marketing products and services in academic libraries</i> , Brian Mathews. (2010). <i>Marketing today’s Academic Library-A Bold New approach to communicating with students</i> . Ess Ess Publications.			
Dabas .K.C (2008), <i>Quality Management in Libraries</i> , Ess Ess Publications, New Delhi.			
Jain, A. K. (Ed.). (1999). <i>Marketing information products and services: a primer for librarians and information professionals</i> . IDRC.			
Kelley E. J. (1965). <i>Marketing: Strategy and functions</i> . N J. Prentice Hall.			
Kotler, P. (1971). <i>Marketing decision making: A model building approach</i> . New York : Holt McDougal.			
Jain, M K (1996) <i>Library Manual</i> , Shipra Publications, Delhi.			
Bavakutty, M. and Abdul Majeed, K.C. (2005). <i>Methods For Measuring Quality of Libraries</i> Published, EssEss Publications, New-Delhi.			
Kumar, P.S.G. (2003) <i>Management of Library and Information Centres</i> , B.R. Publishing Corporation, New Delhi.			
Seetharama, S. <i>Marketing in Libraries and Information Centres</i> . Ess Ess Publications.			
Tariq Ashraf (2004) <i>Library Services In Electronic Environment</i> , New Delhi: Rakesh Goel Kaveri			

<p>Ansari. Tripathi, A., and Lal, J. (2016). <i>Library consortia: practical guide for library managers</i>. Elsevier.</p>	
Outcomes	<ul style="list-style-type: none"> ➤ Recognize the role of marketing in Library and Information Centers; ➤ Define the basic vocabulary appropriate to the field of marketing; ➤ Understand and create a marketing plan.

Semester – II			
Course code: 932502	EC-II (b) Preservation and Conservation of Information Resources	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> > explain the evolution of various information carriers; > discuss the effect of various disasters and calamities on the Library collections; and > explain the need for preservation and conservation. 		
Unit-I	Elements of Preservation and Conservation - Need for Preservation and Conservation; Evolution of Writing Materials – Inscription on caves/Rocks, Clay Tablets, Palm Leaves `Birch' Bark, Parchment paper etc; Manuscripts; Preservation and Conservation Techniques of Print and Non-Print Media.		
Unit-II	Hazards to Library Materials and Control Measures – Environmental Factors, Biological Factors, Chemical Factors, Disaster Management.		
Unit-III	Binding – Types of Binding, Binding Materials, Binding Process, Standards for Binding.		
Unit-IV	Restoration and Reformatting – Material Repair, Micrographic conversion- Micro Filming and Microfiche; Digitization of Print Media- Concept, Process, OCR and Complexities.		
Unit-V	Emerging Trends – Digital Archiving, Digital Preservation, Digital Curation, Cloud Storage.		
Select Texts and References:			
<p>Balloffet, Nelly (2009). <i>Preservation and Conservation for Libraries and Archives</i>. New Delhi: Ess Ess Publications.</p> <p>Mahapatra, P. K and Chakrabarti B. (2002). <i>Preservation in Libraries: Perspectives Principles and Practices</i>. Ess Ess Publications.</p> <p>Nelly Balloffet and Jenny Hille. (2009). <i>Preservation and Conservation for Libraries and Archives</i>. Ess Ess Publications.</p> <p>Rajiv Adhikari (2002), <i>Library Preservation and Automation</i>, Rajat Publications, New Delhi.</p> <p>Danuta .A. Nitecki and Curtis L.Kendrick (2001). <i>Library off-site Shelving</i>, Global Ltd, Chennai.</p> <p>Rashmi Upadhyay. (2011), <i>Management and Preservation in Digital Libraries</i>, Alfa Publications, New Delhi.</p> <p>Ganguly.R.C((2007), ISHA Books, New Delhi.</p>			
Outcomes	<p>The students shall be able to:</p> <ul style="list-style-type: none"> > understand the evolution of various information carriers; > evaluate various disasters and calamities on the library collections; > understand the need for preservation and conservation. 		

Semester - III			
Course code: 932301	CC-X Research Methodology	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To understand the role and importance of research in Library and Information Science ➤ To introduce different methods and techniques of research; ➤ To familiarize in the use of statistical tools of research and to develop research report skills. 		
Unit-I	Basics of Research: Concept, Definition, Objectives, Types and Significance; Research Problem – Identification, Selection and Formulation; Literature Review – Sources, Process, and Limitations; Ranganathan’s Spiral of scientific method.		
Unit-II	Research Design: Definition, Need, Types and Components; Hypothesis – Definition, Formulation, Types and Testing; Sampling – Concept, Need and Types of Sampling Techniques, Derivation of Sample, Sample Bias and Error; Preparation of a Research Proposal – Components and Steps.		
Unit-III	Methods and Tools: Survey, Experimental, Case-study, Historical, and Scientific; Sources of Data – Primary, Secondary, and Tertiary; Data Collection Tools - Questionnaire, Interview, Observation; Delphi – Measures and Scaling Techniques.		
Unit-IV	Statistical Tools: Need and Importance, Descriptive and Inferential Statistics; Statistical methods and Tools- Measures of Central Tendency, Standard Deviation, T-Test, Chi-Square Test, ANOVA, Correlation Analysis; SPSS.		
Unit-V	Presentation and Reporting: Presentation of Data – Creation of Tables, Charts and Figures and their Interpretation; Report Writing – Components and Evaluation of a Research Report; Style Manuals – Chicago, MLA, APA; Reference management tools– Mendeley, EndNote; Ethics in Research– Plagiarism.		
<p>Select Texts References and Textbooks</p> <p>Devarajan, G. (2002). <i>Research in Library and Information Science</i>. Ess Ess Publications.</p> <p>Goode, W.J and Hatt, P.K (1989). <i>Method of Social Research</i>. McGraw Hill. Auckland.</p> <p>Kothari, C.R. (1990). <i>Research Methodology</i>: Ed2 Wishwa. New Delhi.</p> <p>Krishna Kumar (1992). <i>Research methods in library in social science</i>. Vikas, New Delhi.</p> <p>Narendra Dodiya. (2016). <i>Research Methodology</i>. Ess Ess Publications.</p> <p>Prakritiranjana, Goswami, (1996). <i>Statistical Information system and libraries</i>, Anmol Publication Pvt Ltd-New Delhi.</p> <p>Sambasivan, K. (2000). <i>Investigating Library Resources: Problems and Perspectives of Researchers in the Internet Age</i>. Ess Ess Publications.</p> <p>Sardana.J.L. (1982). <i>Statistical methods for Librarians, Department of Library and Information Science</i>, New Delhi.</p> <p>Stevens, Rolland, E. (1971). <i>Research methods in librarianship</i>. Clive Bingley, London.</p> <p>Tabuer, M.F and Stephens, I.R (1968). <i>Library surveys</i>. Columbia University Press, New York.</p> <p>Wilson, E.S. (1952). <i>Introduction to scientific research</i>. McGraw Hill, New Delhi, 1952.</p> <p>Sambasivan, K. (2000). <i>Investigating Library Resources: Problems and Perspectives of Researchers in the Internet Age</i>. Ess Ess Publications.</p> <p>Sardana.J.L. (1982). <i>Statistical methods for Librarians, Department of Library and Information Science</i>, New Delhi.</p>			

Young, P.V. (1982). *Scientific social surveys and research. Ed4.* Prentice Hall of India, New Delhi.
Seetharama, S. (2015). *Guidelines for Technical Writing for Librarians and Information Professionals.*
Ess Ess Publications.

Outcomes	<ul style="list-style-type: none">➤ Comprehend the concept of library automation and implementation in libraries;➤ Understand the various software available and services rendered in libraries and information centres.➤ Understand a digital library software and how to design
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Course code: 932302	CC-XI Library Automation and Digital Library	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To understand the role and importance of research in Library and Information Science ➤ To introduce different methods and techniques of research; ➤ To familiarize in the use of statistical tools of research and to develop research report skills. 		
Unit-I	Foundations to Integrated Learning Management System – Historical Perspective, Need and Purpose; ILMS as Discovery Solutions; Approaches to Library Automation; Planning and Implementation of Library Automation; Housekeeping Operations – Acquisition Control, Serials Control, Cataloguing, Circulation; Retrospective Conversion, Library Management Solutions and Data Services.		
Unit-II	ILMS based Innovative and Value Added Services – Alerting Services, Bibliographic Services, Document Delivery Services, Reference Services; Meta-searching and Unified Point of Discovery; Interoperability among ILMSs; ILMS' Seamless Integration with other Systems.		
Unit-III	Digital Libraries: Definitions, Characteristics and Collections; Digital Library Initiatives, Open Archives Initiatives (OAI) and similar developments; Design and Organisation of Digital Libraries- Architecture, Interoperability, Protocols, Standards and User Interfaces; Open Data Repositories; Institutional Repositories.		
Unit-IV	Digital Content Creation and Management: Digitization Process – Method and Equipment; File formats; Digital Resource Management System–DSpace, GSDL; Access to Digital Libraries; Digital Storage; Digital Preservation – Concepts and procedure.		
Unit-V	Future Trends: Transforming Today's Library/Information Environment to Next-Gen Intelligent and Smart Information Systems; Green Library; E-Resource Management Systems; Library Commons and Human Library.		
<p>Select Texts References and Textbooks</p> <p>Amba, S., and Raghavan, K. S. (1999). <i>CDS/ISIS: a primer</i>.</p> <p>Chopra, H. S. <i>Librarianship in Digital Era</i>. Uttam Publishers</p> <p>Chowdhury, G. G., and Chowdhury, S. (2003). <i>Introduction to digital libraries</i>. Facet publishing.</p> <p>Cooper, Michael D. (1996). <i>Design of Library Automation Systems: File Structure, Data Structures and Tools</i>. New York: John Wiley.</p> <p>Devarajan, G. (2006). <i>Library and Information Studies in Digital Age</i>. Ess Ess Publications</p> <p>Dilli, K. T. (2009). <i>Library and information science in a digital era</i>. Atlantic Publishers and Distributors.</p> <p>John M. Cohn, Ann L. Kelsey and Keith Michael Fiels. (1998). <i>Planning for Library automation: A Practical Handbook</i>, London: Library Association.</p> <p>Bose, K. (1994). <i>Information networks in India: Problems and prospects</i>. Ess Ess Publication..</p> <p>Carpenter, L., Shaw, S., and Prescott, A. (1998). <i>Towards the digital library (the British Library's initiatives for Access Programme)</i>.</p> <p>Mahapatra, P. K., and Chakrabarti, B. (2000). <i>Book Byte and Beyond Library Without Walls</i>. Ess Ess Publications.</p> <p>Narendra Dodiya, (2016). <i>Automation, Networks and Information Systems</i>. Ess Ess Publications.</p>			

Parveen Kumar. (2018). *Changing Dimensions of Libraries in the Digital Age*. Atlantic.

Pushplata Srivastava. *Copyright Act and Digital Millennium Act: Emerging Trust Areas in Library and Information Science*. Ess Ess Publications.

Uma, V and Suseela V.J. (2017). *Automation of Library Integrated Operations, A How to do Manual*. New Delhi, Ess Ess Publications 2017. “2- Books”.

Vinod, Kumar Mishra. (2016). *Basics of Library Automation, KOHA Library Management Software and Data Migration: Challenges with case studies*. New Delhi ,Ess Ess Publications.

Thomas, P. A. (1971). *Task analysis of library operations*.

Raman Nair, R. *Academic Library Automation*. Ess Ess Publications.

Satyanarayana, N. R., and Khan, A. M. (2014). *A manual of library automation and networking*. Ess Ess Publications.

Sehgal, R. L. (1999). *Hand book of library software packages*. New Delhi: Ess Ess Publications.

Uma, V and Suseela V. J. (2017). *Automation of Library Integrated Operations: A How to do Manual*. Ess Ess Publications.

Outcomes	<ul style="list-style-type: none"> ➤ To understand the role and importance of research in Library and Information Science; ➤ To introduce different methods and techniques of research; ➤ To familiarize in the use of statistical tools of research and to develop research report skills.
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Course code: 932303	CC- XII Library Automation and Digital Library (Practice)	Credits : 4	Hours:10
Objectives	<ul style="list-style-type: none"> ➤ To impart practical training in the use software to develop bibliographic databases; ➤ To give practical training in the use of library automation software; and ➤ To impart practical training in design & development of web pages and web blog 		
Unit-I	Introduction to Library Automation Software Packages – Proprietary and Free and Open Source Software (FOSS): KOHA, NEWGENLIB and SOUL.		
Unit-II	Hands on Practice of DBMS - WINISIS or MS Access; Hands on Practice on KOHA.		
Unit-III	Introduction to Digital Library and Content Management System (CMS) Software – Proprietary and Free and Open Source Software (FOSS): DSpace, GSDL and Eprint.		
Unit-IV	Hands on Practice on DSpace or GSDL.		
Unit-V	Hands on Practice on CMS - Drupal or Joomla.		
Select Texts References and Textbooks			
Fārūqī, K. K. (1997). <i>Automation In Libraries</i> . Anmol Publications PVT. LTD..			
Manohar Nanda (2006), <i>Library Automation</i> , Anmol Publications Pvt Ltd, New Delhi.			
Piyushkanti Mahapatra and Bhubaneswar, Chakrabarti (1997). <i>Redesigning the Library</i> . New Delhi, EssEss Publications 1997.			
Rajiv, Adhikari (2000). <i>Library Serial Automation</i> . Rajat Publication, Delhi.			
Raman Nair. <i>Basics of CDS/ISIS for DOS</i> . Ess Ess Publications.			
Rajat, Sinha (2011). <i>University Library Administration</i> . Mohit publications. New Delhi,			
Vidya Sagar, P. (2005). <i>Networking in Library Science</i> . Sonali Publications, New Delhi.			
Vinod Kumar Mishra. (2016). <i>Basic of Library Automation, Koha Library Management Software and Data Migration: Challenges with case studies</i> . Ess Ess Publications.			
Outcomes	<ul style="list-style-type: none"> ➤ comprehend the use of software to develop bibliographic databaes; ➤ understand the use of library automation software ➤ utilize design and development of web pages and web blog 		

Course code 932304	CC-XIII Library Internship	Credit 2	Hours:2
Objectives	<ul style="list-style-type: none"> ➤ To instruct practical training in library system and services of the library. ➤ To give practical training in the use of library automation software; and other software's ➤ To understand the daily library activities and to learn the library Management works. 		
Outcomes	<ul style="list-style-type: none"> ➤ understand the use of Library Management software in libraries of various section ➤ library internships are focused on students planning for a career in fields related to librarianship ➤ The practical experience of a library internship appeals to students unsure about how their chosen majors can serve them post-graduation 		

Each student shall take up internship during Summer Vacation between Second and Third Semesters for period of one month in reputed libraries, archives and museums in the country.

Electives (any one)

Course code: 932503	EC-III (a) Information Literacy	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ Understand the concept of information literacy ➤ familiar with the various models of information literacy and their application ➤ orient on national and international standard and models of information literacy 		
Unit-I	Information literacy - Meaning, definition, objectives and Importance; Information Literacy and User Orientation programs; Information literacy in an information society; Information literacy and lifelong learning.		
Unit-II	Information literacy in Academic Institutions - Effect on education; Information literacy programs in schools and higher education institutions including distance education.		
Unit-III	Information literacy models - Features and examples; Instructional techniques and Methods; ILP and technology		
Unit-IV	Information literacy standards and guidelines - ACRL, ALA, IFLA, National Forum on Information Literacy; ILP - Online resources - Example PRIMO (Peer Reviewed Instructional Materials Online database) of ALA -Purpose and scope.		
Unit-V	Information literacy programs - Planning, Developing and implementation; Collaboration with Academics, Administration and Public Information literacy curriculum - Components, Assessment and Evaluation of information literacy programs.		
<p>Select Texts References and Textbooks</p> <p>Alewine, Michael C., and Mark Canada. (2017). <i>Introduction to Information Literacy for Students</i>, 1st ed., Wiley-Blackwell Publication.</p> <p>Tariang, B. L. (2012). <i>Essays on library and information science education</i>. New Delhi: Ess Ess Publ.</p> <p>Bravender, Patricia., McClure, Hazel., and Gayle Schaub. (2015). <i>Teaching Information Literacy Threshold Concepts: Lesson Plans for Librarians</i>. American Library Association.</p> <p>Broussard, Mary Snyder. (2017). <i>Reading, Research, and Writing: Teaching Information Literacy with Process-Based Research Assignments</i>. American Library Association.</p> <p>De Abreu, B. S., Mihailidis, P., Lee, A. Y., Melki, J., and McDougall, J. (Eds.). (2017). <i>International Handbook of media literacy education</i>. Taylor and Francis.</p> <p>Devarajan, G. (1999). <i>50 years of Indian librarianship</i>. New Delhi: Ess.</p> <p>Dominika, Dechiel. (2016). <i>Data Information Literacy: Librarians, Data and the Education of aNew Generation of Researchers</i>. Scitus Academics LLC.</p> <p>Downey, A. (2016). <i>Critical information literacy: Foundations, inspiration, and ideas</i>. Library Juice, Press.</p> <p>Eisenberg, M.B. (2004). <i>Information literacy: essential skill for the information age. Ed-2</i>, West Port, Libraries unlimited.</p> <p>Forster, Marc. (2017). <i>Information Literacy in the Workplace</i>. Facet Publishing,</p> <p>Fourie, D. K., and Loe, N. E. (2016). <i>Libraries in the Information Age: An Introduction and Career Exploration: An Introduction and Career Exploration</i>. ABC-CLIO.</p> <p>Marcus Leaning. (2017). <i>Media and Information Literacy: An Integrated Approach for the 21st Century</i></p>			

<p><i>Ist ed.</i>, Chandos Publishing,</p> <p>Nutefall, Jennifer E. (2016). <i>Service Learning, Information Literacy, and Libraries</i>. Libraries Unlimited.</p> <p>Perdew, Laura. (2016). <i>Information Literacy in the Digital Age(Essential Library of the Information Age) Library Binding / Essential Library</i>.</p> <p>Sabuj K. Chaudhuri. (2017). <i>An Introduction to Fair use and copyright Management of Universities in India</i>. Ess Ess Publications.</p> <p>Satarkar, S. P. (2002). <i>Intellectual Property Rights and Copyright</i>. Ess Ess Publications.</p> <p>Savanur, S. K. (2011). <i>Development and sustenance of reading habit</i>. Ess Ess Publications.</p> <p>Srivastava.P.L.(2008). <i>Copyright in Academic Libraries in Digital Environment</i>. Ess Ess Publications.</p>	
Outcomes	<ul style="list-style-type: none"> ➤ Comprehend the concept of information literacy; ➤ Understand the various models of information literacy and their applications ➤ Utilize national and international standard and models of information literacy

Course code: 932503	EC-III (b) E-Publishing	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ demonstrate the knowledge of the major design tools for e-publishing that are required for developing electronic documents; ➤ digitize and edit text, graphics, audio and video information; ➤ acquire authoring skills required for developing e-documents; 		
Unit-I	Desktop Publishing (DTP) – History, typography, methods of DTP, DTP software, Other requirements – Scanners, Digital cameras, Design software etc..		
Unit-II	Types of Documents – Periodicals, promotional, informational, stationary, instructional, and presentational; Layout and design principles, basic elements of popular DTP; Using DTP software – importing and positioning text, understanding typography, enhancing documents with graphics, tables, colors, indexes and tables of contents for large size publications; Printing and publishing – Proofing, Pre-flight, Portable Document Format (.PDF), EPUB, etc..		
Unit-III	Image Editing – Images (analogue/digital);Image processing – Digital image processing; Image file formats - .jpg, .tif/.tiff, .psd, .bmp, .ai; Resolution - monitor, printer, scanner; Color management – RGB, CMYK; Image manipulation - adjustment and correction tools and techniques, layering images, channels and masks, adding text, filters.		
Unit-IV	Web Publishing – Web design and layout concept differences – Head content and location, formatting text, images file formats – DjVu, MrSid etc. size; Enhancing for print Vs. web, accessibility and navigation. Adding and configuring audio, creating play and stop buttons. Adding video, setting video playback options and placing video into a document. Adding local HTML, CSS and JavaScript content into an overlay, Author Publishing, Aggregator as model of E-Publishing.		
Unit-V	Technological Trends – Multimedia publishing, DRM Technology and standards, Internet publishing law, ethics in publishing – copyright, privacy etc.. E-Reader – Kindle.		
Select Texts References and Textbooks			
Adobe Systems (2013). <i>Adobe Creative Suite 6: Design and Web Premium: Classroom in a Book</i> .			
Adobe Systems (2012). <i>Adobe Photoshop CS6 Suite 6: Classroom in a Book</i> . The official training workbook from Adobe Systems, Inc.			
Botello, Chris (2008). <i>Adobe In Design or similar software CS3 Revealed</i> . Thomson Course Technology, a division of Thomson Learning, Inc.			
Botello, Chris, and Reding, Elizabeth Eisner (2007). <i>Photoshop CS3 and Illustrator CS3</i> . Course Technology. ISBN: 978-1428319622.			
Burns, D., and Cohen, S. (2014). <i>Digital Publishing with Adobe InDesign CC: Moving Beyond Print to Digital</i> . Pearson Education.			
Gabriel, M. R. (1989). <i>Guide to the Literature of Electronic Publishing: CD-ROM, Desktop Publishing, and Electronic Mail, Books, and Journals</i> . JAI Press, Inc..			
Gorman, G. E. (Ed.). (2005). <i>Scholarly publishing in an electronic era</i> (Vol. 2004). Facet Publishing.			
Sul H. Lee, (2007). <i>Print vs. digital: the future of coexistence</i> . Binghamton, NY: Haworth Information Press.			
Lake, S., and Bean, K. (2007). <i>Digital Desktop Publishing Business and Design</i> .			
<i>The Design Collection Revealed (Adobe InDesign or similar software CS3)</i> (2008). Thomson Learning,			

Inc.	
Kasdorf, W. E. (Ed.). (2003). <i>The Columbia guide to digital publishing</i> . Columbia University Press.	
Outcomes	<ul style="list-style-type: none">➤ Understand the knowledge of major design tools for e-publishing;➤ Comprehend the digitize and edit text, graphics and audio video information;➤ Increasing skills required for developing e-documents

Semester - IV			
Course code: 932401	CC–XIV Knowledge Management	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To understand the concept and role of Knowledge management ➤ To understand knowledge creators, Knowledge architecture and knowledge codification. ➤ To identify knowledge management tools and techniques. 		
Unit-I	Knowledge Management: Concept and definitions – Need for Knowledge Management in the emerging and changing business environment.		
Unit-II	Types of Knowledge – Explicit and Tacit Knowledge – Knowledge works - changing role of Library and Information Professionals.		
Unit-III	Knowledge Creation and Capturing: Knowledge creation models, Capturing and use of tacit knowledge.		
Unit-IV	Knowledge Codification and Organization: Knowledge Base, Knowledge Mapping, Decision trees, Decision tables, Frames, Knowledge Graph (WordNet, BableNet. etc.)		
Unit-V	Tools and Techniques of Knowledge Management: Machine Learning, Data Mining.		
<p>Select Texts References and Textbooks</p> <p>Ashu Shokeen ,I.V. Malhan T.D. and Tilwani (2001). <i>Information Management sources another studies, (vol.II)</i>, EssEss Publications, New Delhi.</p> <p>Bavakutty. M and Veeran M.C.K, (2002). <i>Organization of Libraries and information centres in 21st century</i>, EssEss Publications, New Delhi.</p> <p>Kantisrikantaiah. T and Micheal, E.D. Koenig (2008). <i>Knowledge Management for the information professional</i>, Ess Ess Publication.</p> <p>Mahapatra, P. K., and Chakrabarti, B. (2002). <i>Knowledge management in libraries</i>. Ess Ess Publications.</p> <p>Malhan.I.V and Trishanjitkaur, (2016).<i>Transformation LIS education, Libraries and information services for knowledge society (vol.II)</i> ,New Delhi: Ess Ess Publications,.</p> <p>Neelameghan, A. and Greg Chester. (2016). <i>Community Knowledge Management</i>. Ess Ess Publications.</p> <p>Sreekumar, M. G, Sunitha, T., Sreejaya, P., and Ashok Pathak. <i>Digital Libraries in Knowledge Management</i>. Ess Ess Publications.</p> <p>Vikastaneja and Sakshi Parashar, (2011). <i>E-Knowledge</i>, Alfa Publications, , New Delhi, 2011</p>			
Outcomes	<ul style="list-style-type: none"> ➤ Understand the need for knowledge management and differentiate explicit knowledge from tacit knowledge. ➤ Demonstrate how knowledge is created and captured using knowledge creation models; ➤ Create and maintain content management sites using Joomla and Drupal. 		

Course code: 932402	CC–XV Informetrics	Credits : 4	Hours:5
Objectives	<ul style="list-style-type: none"> ➤ To learn the concept, use, theories, laws and parameters of bibliometrics, informetrics, scientometrics, webometrics and altmetrics ➤ To understand citation analysis and operation research ➤ To teach the students the application of bibliometrics to study the literature in different subjects. 		
Unit-I	Introduction: Concept, definition, need and historical overview and application of Bibliometrics, Librametry, Informetrics, Scientometrics, Webometrics, Cybermetrics and Altmetrics		
Unit-II	Classical Bibliometric Laws: Lotka’s Law, Zipf’s Law, and Bradford’s Law – Application of Bibliometric laws; Growth and Obsolescence of Literature; Various growth models		
Unit-III	Citation Analysis: Definition, Citation indexing, including bibliographic coupling and co-citation analysis. Citation Indices - Formulae for measuring Citations: H-index, Journal Impact Factor, Immediacy index. Citation Indexing Databases and Services: Web of Knowledge, Scopus, Google Scholar, others.		
Unit-IV	Mapping of Science: Journal – Journal, Authors, Citation – Mapping Indicators – Mapping & Data Analysis Tools – VOS Viewer, Pajek, Bibexcel, Histcite, etc.		
Unit-V	Application of Informetrics: Science and Technology policy decision support for countries, organisations etc.. Evaluation of Research output, Performance Appraisal.		
Select Texts References and Textbooks			
AshwiniTiwari (2006.) <i>Bibliometrics, Informetrics and Scientometrics: Opening New Vistas of InformationScience</i> . Jaipur: RBSA publishers.			
De Bellis, Nicola. (2009). <i>Bibliometrics and citation analysis: From the Science Citation Index to cybermetrics</i> . Lanham, MD: Scarecrow Press.			
De Solla Price, Derek J (1963). <i>Little Science, Big Science</i> . New York: Columbia University Press.			
Devarajan.G, (1997). <i>Bibliometric Studies</i> . New delhi: Essess Publications.			
Garfield, Eugene(1979). <i>Citation Indexing</i> . New York: John willley and Sons .			
Gayatrimahapatra (2000). <i>Bibliometric studies</i> . New Delhi: Crest publishing House.			
Gayatrimahapatra (2009). <i>Bibliometric studies in the Internet Era</i> . New Delhi: Indiana publishing House.			
Gogoi Mrs, M., and Barooah, P. K. (2016). <i>Bibliometric analysis of Indian Journal of Chemistry, Section B to study the usage pattern of information in the field of Material Science</i> .			
Jena, Kamal Locha (2012). <i>Modern Approach to Bibliometric Studies</i> . New Delhi: SSDN Publishers.			
Manisha, Dawra (2004). <i>Reference Services and Bibliographies</i> . Rajat Publications, New Delhi.			
Danuta A. Nitecki and Curtis L.Kendrick. (2005). <i>Library off – Site Shelving Guide for High-Density Facilities</i> . Libraries Unlimited, Inc Englewood. Colorado			
Ashwini, Tiwari (2006). <i>Bibliometrics, Informetrics and Scientometrics: Opening New vistas of information science</i> . Jaipur ,Rbsa Publishrs.			
Devarajan, G (1997). . <i>Bibliometric Studies</i> . Ess Ess Publications, New Delhi.			
GangulyR.C. <i>Preservation of Electronic Information</i> . 2007) Delhi, ISHA Books.			
Mahapatra, P.K and Chakrabarti B. (2003). <i>Preservation in Libraries Perspectives Principles and Practice</i> . Ess Ess Publications, New Delhi ,			

<p>Nicholas, D and Ritchie, M.(1978).<i>Literature and Bibliometrics</i>.London : Clive Bingley. 61</p> <p>Peter Ingwerson. (2012). <i>Scientometric Indicators and Webometrics and the poly Representation principle Information Retrieval</i>. Ess Ess Publications.</p> <p>Ravichandra Rao, I.K. and Neelameghan, A. (2014) <i>Scientometric</i>. Ess Ess Publications.</p>	
Outcomes	<p>The students shall be able to:</p> <ul style="list-style-type: none"> ➤ Understand the historical development and meaning of metric studies. ➤ Apply bibliometric and scientometric laws for a given literature ouput; able to check whether a given research output fits Zipf’s law, Lotka’s law, Bradford’s law and Price theory or not. ➤ Conduct and interpret the results of cluster analysis, correspondence analysis, co-word analysis, media and audience analysis for a selected list of articles.

Course code: 932403	CC–XVI Electronic Resources Management	Credits : 4	Hours:4
Objectives	<ul style="list-style-type: none"> ➤ To learn about selection, licensing, and evaluation of electronic resources. ➤ To critically examine the laws and policies that made an impact on electronic resource management. ➤ To know the critical technologies and standards behind electronic resource management. 		
Unit-I	Electronic Resources Overview: Concept, Definition, Evolution, Need, Characteristics, Benefits and Drawbacks – E-Resource life cycle.		
Unit-II	Electronic Resource Management Systems (ERMS): Selecting, acquiring/ subscription/ purchasing, implementation, evaluation and renewing electronic resources/ cancellation. Consortia: Concept, need, purpose & limitations; E-ShodhSindhu: Consortium for Higher Education Electronic Resources; Techniques for Electronic Resource Management (TERMS), Strategic planning for ERM – Media and Format Migration.		
Unit-III	Collection Development Process: Formulating policy, budgeting, evaluation of e-resources; Organization & description of e-resources. Metadata: requirements, types; User awareness and capacity building; Electronic usage statistics, standards and guidelines (SUSHI – COUNTER) – LOCKS, CLOCKS		
Unit-IV	Web-based Resources: Scope, types and evaluation; Economics of E-resources – Pricing. Access management of e-resources: authentication and access management of e- resources. Subscription models: copyright, licenses and tactics and terms in the negotiation for e- resources license.		
Unit-V	Recent Trends in ERM: Future of ERMS, hardware and software changes, user behaviour and expectations, disintegration of the ILS, Intellectual Property and perpetual access and archiving		
Select Texts References and Textbooks			
Dhiman, A. K. and Yashoda Rani. (2005). <i>Learn Library and Society</i> . Ess Ess Publications.			
Emery, J., and Stone, G. (2013). <i>Techniques for Electronic Resource Management (Library Technology Reports)</i> . Chicago: Amer Library Assn.			
Hawthorne, D. (2008). History of electronic resources. In <i>Electronic resource management in libraries: Research and practice</i> . IGI Global			
Yu, H., & Breivold, S. (2008). <i>Electronic resource management in libraries research and practice</i> . Hershey: Information Science Reference.			
Jennings, L. (2009). <i>Electronic resources management for electronic resources librarians: a bibliography</i> . Bath: University of Bath.			
Pandey, D. K. (2013). <i>Library and Information Science</i> . Atlantic			
Patra, N. K. (2014). <i>Electronic Resource Management: A Case Study of Management School Libraries In India</i> . Sampalpur: Sampalpur University.			
Outcomes	<ul style="list-style-type: none"> ➤ Understand the selection, licensing and evaluation of electronic resources; ➤ Comprehend the laws and policies and impact on electronic resource management; ➤ Understand the technologies and standards behind electronic resource management 		

Course code: 932404	CC–XVII Web Technology	Credits : 4	Hours:5
Objectives	<ul style="list-style-type: none"> ➤ Explain the evolution of Internet and Web; ➤ Discuss the functions and features of the Web browsers and Search Engines; and ➤ Differentiate the Websites based on the way they function and categorize them based on the content and the client it caters to. 		
Unit-I	Web Technology – An Overview –Web Servers, Web Clients – Distributed Information System and Services – Web 2.0, Lib 2.0, Semantic Web, Cloud Computing. Use of Web Server (e.g., Microsoft IIS, Apache Web Server).		
Unit-II	Web Browsers and Services – History, Function, Features of Browsers (IE, Firefox, Chrome); Command Line Browser (e.g., CURL); Browser Developer Tool (e.g., Chrome).		
Unit-III	Mark-up Languages and Scripting Languages – Functions & Features of HTML, XML, DHTML, XHTML, CSS, JavaScript, CGI, PHP, Perl, Python or other scripting languages		
Unit-IV	Websites – Tools and Techniques; Types of Websites, Web contents, Static web contents, Dynamic Web Contents – MySQL, PostgreSQL. MVC (Model, View, Control) architecture; Information Architecture.		
Unit-V	Search Engines – Types, Features, Functions, Evaluation – Search Algorithms – Security Issues – Database Connectivity. Open Source Search Engines (e.g., Lucence).		
Select Texts References and Textbooks			
Dash, N. K., Mishra, S., Senthilnathan, S., and Misra, P. K. (2018). <i>Block I: Communication Technology: Basics</i> .			
Godbole , Achyut (2003). <i>Web Technologies: TCP/IP to Internet Application Architectures</i> . New Delhi: Tata McGraw-Hill Education			
Kavanagh, M. J., and Johnson, R. D. (Eds.). (2017). <i>Human resource information systems: Basics, applications, and future directions</i> . Sage Publications.			
Kumar, R. (2017). <i>Application of Cloud Computing Technology in Libraries</i> .			
Pedley, Paul (2001). <i>The invisible Web: Searching the hidden parts of the Internet</i> . London: Aslib-IMI.			
White, C. M. (2016). <i>Social media, crisis communication, and emergency management: Leveraging Web 2.0 technologies</i> . CRC press.			
Outcomes	<ul style="list-style-type: none"> ➤ Comprehend the evolution of Internet and Web; ➤ Understand the functions and features of the Web browsers and Search Engines; ➤ Apply the Websites based on the way they function and categorize them based on the content 		

Course code: 932999	CC-XVIII Project Work	Credit 6	Hours-12
Objectives	<ul style="list-style-type: none"> ➤ To acquaint students with basic knowledge of user studies. ➤ To study information needs, use and user studies, information literacy ➤ To encourage students to evaluate the user studies using new techniques. 		

The students will prepare a project in not less than 40 pages on any one topic / problem in Library and Information Science and submit on or before the last working day of the final semester

The project will be evaluated for 100 marks

Non- Major Elective

For the students of other Departments

Course code:	Non- Major Elective: 1 - Literature Search Techniques	Credit : 2	Hours:2
Objectives	<ul style="list-style-type: none"> ➤ To create awareness about the importance of systematic search of literature in different environments and for different purposes; ➤ To know the tools and techniques of literature search; ➤ To teach the students how to plan, design and execute the literature search for precise retrieval of information in the electronic and digital environment. 		
Unit-I	Literature Search-Meaning, definition and scope. Importance of literature search in Various contexts. Literature search and information retrieval. Skills required for effective literature search.		
Unit-II	Types of Literature search- Retrospective and current; Manual vs. automated; Offline Vs. online; CD-Rom vs. Online. Method of conducting literature search-step by step process. Search Strategy. Tools and techniques of literature search.		
Unit-III	Searching and locating library resources- Use of a library catalogue, Searching in-house databases, CD-Rom databases, OPAC, Institutional Repositories and digital Archives		
Unit-IV	Searching and retrieving online sources- Internet and WWW resources. Online Databases, Open source resources in different subjects.		
Unit-V	Methods and techniques to evaluate print and online information and information Sources.		
<p>Select Texts References and Textbooks</p> <p>Hart, Chris (2001). <i>Doing a literature search: a comprehensive guide for the social sciences</i>. London; Thousand Oaks, Calif.: Sage.</p> <p>De Brún, Caroline (2009). <i>Searching Skills toolkit: Finding the evidence</i>. Wiley-Blackwell: Chichester, West Sussex, UK.</p> <p>Fink, Arlene G. (2010). <i>Conducting Research Literature Reviews: From the Internet to Paper</i>. 3rd Ed. Los Angeles, Sage.</p> <p>Booth, Andrew, Papaioannou, Diana and Sutton, Anthea (2012). <i>Systematic approaches to a Successful literature review</i>. London: Sage.</p> <p>Learning to research in the library.Tutorials available at: http://www.ipl.org/div/aplus/library.htm</p>			
Outcomes	<p>The students shall be able to:</p> <ul style="list-style-type: none"> ➤ Understand the importance of literature search in different environments ➤ Comprehend the tools and techniques of literature search; ➤ Understand the literature search for precise retrieval of information in the electronic and digital environment. 		

Course code:	Non Major Elective: 2 - Open Knowledge System	Credits : 2	Hours:2
Objectives	<ul style="list-style-type: none"> ➤ To provide concepts, features, scopes and advantages of open access resources; ➤ To introduce open access sources, policies and licensing; and ➤ To explore the use of open contents in education, research and their integration with library systems. 		
Unit-I	<p>Introduction to Open Knowledge System: Scholarly communication and Open knowledge movement (history and landmarks); Open Access (OA) resources – nature, features, need and advantages (including citation advantages through article-level metrics); Open library system (O3 library) – open contents, open source software and open standards; OA declarations – global and national; OA initiatives – global and national levels.</p>		
Unit-II	<p>Mandate, Policies and Licensing: OA mandate and policies – need and types; OA policy levels – institutional, publishers, and funders; OA rights (author addenda) and licensing (Creative Commons and others); OA policy framework and legislations; OA policy tools – SHERPA/RoMEO, SHERPA/JULIET, OpenDOAR.</p>		
Unit-III	<p>Open Access Sources and Services: OA Pathfinders – DMOZ, DOAB, OATD; Gold path of OA – DOAJ and Green path of OA - OpenDOAR, ROAR; Open Data; OA gateways – SSRN, PloS, OA federation – BASE, CORE; OA educational resources and OA citation services.</p>		
Unit-IV	<p>Open Access Interoperability: OA interoperability – what and why; OA interoperability initiatives – metadata-level, content-level, network-level, identifier level, object-level and usage data-level; OA interoperability standards – Z 39.50, SRU/SRW, OAI/PMH, ORE and others; Linked Open Data (LOD); Trends and future.</p>		
Unit-V	<p>Management and Integration of Open Contents: OA content management - overview; OA content management workflow; Content management in Gold OA; Content management in Green OA; Integration of OA contents.</p>		
<p>Select Texts References and Textbooks</p> <p>Bailey, C. W., and Association of Research Libraries. (2005). <i>Open access bibliography: Liberating scholarly literature with e-prints and open access journals</i>. Washington, DC</p> <p>Chan, L., and Chan, Leslie. (2012). <i>Re-imagining research impact in the open knowledge environment</i>.</p> <p>Crawford, W. (2011). <i>Open access: what you need to know now</i>. Chicago: American Library Association.</p> <p>D'Antoni, S. and Savage, C (2009). <i>Open educational resources: Conversations in cyberspace</i>. Paris: United Nations Educational, Scientific and Cultural Organization.</p> <p>Fong, Y. S., and Ward, S. M. (2004). <i>The changing landscape for electronic resources: Content, access, delivery, and legal issues</i>. Haworth Information Press. Binghamton, NY.</p> <p>Mukhopadhyay, P. (2014). <i>Interoperability initiatives</i>. In UNESCO course on Open Access (Module 4: Interoperability and Retrieval in OA – Unit 2). New Delhi: CEMCA/UNESCO.</p> <p>Willinsky, J. (2006). <i>The access principle: the case for open access to research and scholarship</i>. Cambridge, Mass: MIT Press.</p>			
Outcomes	<ul style="list-style-type: none"> ➤ Understand the concepts, features, scopes and advantages of open access resources; ➤ Comprehend the open access sources, policies and licensing ➤ Understand the use of open contents in education and research 		

Profile of the BBBOS Chairman

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Educational qualification: M.A., B.Ed., M.L.I.S., M. Phil., Ph.D., M.L.

Professional experience: 24

Honours and Awards:

- Alagappa Excellence Award for Research (2017)
- UGC Research Award (2016)
- Outstanding Research Faculty for the academic year 2017-18 by CAREERS 360.
- SALIS – National Best LIS Teacher Award 2017 for his Outstanding Contributions, Services and Achievements to the Library and Information Science Profession.

Recent Publications:

Thanuskodi, S. (2013). Students' attitudes towards library facilities and information resources of university libraries in Tamil Nadu: A survey. In *Challenges of Academic Library Management in Developing Countries* (pp. 1–15). <https://doi.org/10.4018/978-1-4666-4070-2.ch001>

Thanuskodi, S. (2016). Gender differences in internet usage among college students: A comparative study. *Library Philosophy and Practice*, 2016, 1–12.

Thanuskodi, S. (2019). Information literacy skills among library and information science professionals in India. *Library Philosophy and Practice*, 2019. Retrieved from Scopus.

Thanuskodi, S. (2012). Assessing the efficacy of library services of district central libraries in tamil nadu from users perception. *DESIDOC Journal of Library and Information Technology*, 32(6), 485–492. <https://doi.org/10.14429/djlit.32.6.2845>

Kannan, P., & Thanuskodi, S. (2019). Bibliometric analysis of Library Philosophy and Practice: A study based on Scopus Database. *Library Philosophy and Practice*, 2019. Retrieved from Scopus.

Total Citation: 1101

h-index:20

i10-index: 28

Profile of the BBBOS Members

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Educational qualification: M.A., M.L.I.S. M.Phil., P.G.D.C.A., Ph.D.,

Professional experience: 21 Years

Honours and Awards:

- UGC Research Awardee (No.F. 30-1/2013 (SA-II/RA-201-14) on 20, December, 2013 by University Grants Commission, New Delhi .
- Best Paper Award in the 1st International Conference on Scholarly Communication and Knowledge Management in Higher Educational Institutions (ICSKH 2014) on 28th - 29th November 2014 organized by Central Library, K.L. University, Vijayawada.
- Best Paper Award in the “UGC-SAP National Seminar on Scientometrics and Informetrics” on 9th - 10th March 2012, Organised by DLISc, Annamalai University, Chidambaram.

Recent Publications:

Jeyshankar, R., Ramesh Babu, B (2009) Websites of universities in Tamil Nadu: a Webometric study. *Annals of Library and Information Studies*, 56(2): 69-79.

Jeyshankar, R., Ramesh Babu, B & Nageswara Rao, S. (2010). Websites of Central Universities in India: A Webometrics Analysis. *DESIDOC Journal of Library & Information Technology*, 30 (4): 33-43.

Jeyshankar, R., Ramesh Babu, B (2011) Research output of CSIR-Central Electro Chemical Research Institute (CECRI): A study. *Annals of Library and Information Studies*, 58 (4): 301-306.

Nishavathi, E., & Jeyshankar, R. (2018). Mapping the Science of Law: A Jurimetrics Analysis. *Library Philosophy and Practice*, 1-10.

Nishavathi, E., & Jeyshankar, R. (2018). Research Productivity of All India Institute of Medical Sciences (AIIMS): A Scientometric Analysis. *Library Philosophy and Practice*, 1-20.

Total Citation: 380

h-index:8

i10-index: 7

Profile of the BBBOS Members

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Address: Professor, Graduate Institute of Library & Information
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Educational Qualification: M.Sc (CS), Ph.D

Professional experience: 25

Recent Publications:

- Tourism information technology research trends: 1990-2016, *Tourism Review* 74 (1), 5-19.
- Resources and Evaluations of Automated Chinese Error Diagnosis for Language Learners
Computational and Corpus Approaches to Chinese Language Learning, 235-252.
- Information Retrieval Technology: 14th Asia Information Retrieval Societies Conference, AIRS
2018, Taipei, Taiwan, November 28-30, 2018, Proceedings

Total Citation: 2152

h-index: 19

i10-index: 33

Profile of the BBBOS Members

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Educational qualification: Ph.D

He has around 32 years of experience in the field of Library and Information Science. He has written 5 books and published more than 15 articles both in the national and international journals. He was a member board of Korea University Library Association. He also served as a consultant in the LAOS National University Library of Luang Prabang New Construction Project.

Profile of the BBBOS Members

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Educational qualification: Ph.D

Professional experience: 20

Recent Publications:

Singh, A., & Kushwaha, A. (2019). Analysis of Segmentation Methods for Brahma Script. *DESIDOC Journal of Library & Information Technology*, 39(2), 109-116. <https://doi.org/10.14429/djlit.39.2.13615>

Yuvaraj, M. & Singh, A.P. (2013). Open source cloud computing software and solutions for libraries. *International Journal of Information Dissemination and Technology*, 3(1), 42-48.

Yuvaraj, M. & Singh, A.P. (2013). Cloud computing research around the globe in different universities: An overview. *International Journal of Information Dissemination and Technology*, 3(4), 230-235.

Total Citation: 260

h-index: 10

i10-index: 10

Profile of the BBBOS Members

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Educational qualification: M.L.I.Sc., Ph.D.,

Professional experience: 25 years

Honours and Awards:

- Dr. Harish Chandra Sushila Chandra National Best Librarian Of 2017 (2018)
- Dr. A.P.J.Abdul Kalam Best Librarian Award (2016)
- 50 Most Influential Knowledge Management Professionals (2015)

Recent Publications:

- Elavazhagan, K &Kohila, G.T. (2016).Green Library Initiatives InIndia: Anna Centenary Library - A Case Study. 96-107.
- Balasubramani, R., Elavazhagan, K&Kohila, G.T(2016).Worldwide Research Productivity In The Field Of Data Mining From 2010 To 2015: A Bibliometric Analysis. 54-71.
- Kohila, G.T. &Elavazhagan, K (2016).Global Bibliometric Analysis Of 'Information Systems' Subject Category From ScimagoCountry &Journal Rank (2006–2015). 443-450
- Kohila, G. T., &Elavazhagan, K. (2015). Empowering Libraries With Discovery Tools. 195-200.

Total Citation: 27

h-index: 2

i10-index:

Profile of the BBBOS Members

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Educational qualification: M.L.I.Sc, M.Phil, Ph.D.

Professional experience: 20 Years

Honours and Awards:

Distinguished Professor Award 2019 by Arunai International Research Foundation, Chennai

APJ Abdul Kalam National Award 2018

Best Researcher National Award 2018 by Human Care Human Rights Protection

Recent Publications:

- SadikBatcha, M and Chatrubhuj S B, "Analysis of Scholarly Communication on Phonology during 2000 - 2017: A Scientometric Study.", *Library Philosophy and Practice (e-journal)*, Volume 2295, Number 1, Apr 2019, pp. 2295-2308. 2019.
- Gupta, Ekta; Natarajan, R.; Gulati, Anjali; Batcha, M. S, "Implementation of Green Library Techniques at C.S.J.M. University Library: A Viability Study.", *International Journal of Research in Engineering, IT and Social Sciences*, Volume 8, Number 6, Jun 2018, pp. 46-50. 2018.
- Ahmad, Muneer; Batcha, M Sadik; Wani, Basharat Ahmad; Khan, Mohammad Idrees; Jahina S, Roselin, "Research Output of Webology Journal (2013-2017): A Scientometric Analysis.", *International Journal of Movement Education and Social Sciences*, Volume 7, Number 3, Jun 2018, pp. 46-58. 2018.

Total Citation: 129

h-index:8

i10-index: 5

Profile of the BBBOS Members

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Educational qualification: M.L.I.Sc., Ph.D.,

Professional experience: 20

Honours and Awards:

SALIS Best Librarian Award

Recent Publications:

E-resource usage by Management Institute students: A study, PEARL: A Journal of Library and Information Science 2 (1), 35-4.

A Study of information seeking behaviour of users of Vinayak Mission's Kirupananda Variyar College library in Salem, International Journal of Library and Information Science 3 (8), 179-186.

Enhance user Empowerment through Information Communication Technology in engineering college library at Coimbatore District: a Study. Indian Journal of Science, 2015, 21(72), 201-207

Total Citation: 14

h-index: 2