

**DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
NAGARJUNA UNIVERSITY, NAGARJUNA NAGAR**

**REGULATIONS AND SYLLUBUS OF TWO –YEAR INTEGRATED M.L.I.Sc DEGREE
EXAMINATION (SEMESTER SYSTEM) UNDER CHOICE BASED CREDIT SYSTEM
(CBCS)**

(W.E.F. 2016-2017 ONWARDS)

Objectives:

- The primary objective is to train the students in the basics of professional skills on information and knowledge management.
- To give the students understanding of the basic principles and fundamental laws of Library & Information Science.
- To acquaint the students with the development of the Universe of knowledge and methods of its organization in library and information centers.
- To train students in the techniques of Information Management and equip them with the application of Information Technologies (IT) in libraries and information centers.
- To make students aware on various sources of information and handle them effectively.

Admission:

- Candidates for two-year M.L.I.Sc Degree Examination shall be required to have passed a degree examination of this University or a degree examination of any other University recognized by the Academic Council and equivalent thereto.
- Further the candidate should be qualified in ANUCET examination to be conducted in the month of May/ June .
- The course is divided into four semesters.

Examination:

- The candidate has to appear examinations at the end of each semester as detailed in the scheme of examination.
- The medium of instruction and examination is in English
- Each paper of the examination shall, unless otherwise prescribed, be of three hours duration.
- Evaluation of the performance of the candidates in respect of each paper (except papers 403 and 404) shall consist of semester-wise examination for 70 marks.
- In addition to semester end examination, the candidate shall be required to appear two mid semester examination of 30 marks (20 marks for examinations, 5 marks for Seminars and 5 marks for class attendance) each and best of one is to be taken into consideration.
- The Scheme of Papers and the Scheme of Instruction and Examination shall be given in Annexure-I and II.
- Assessment in the semester–end examination shall be made in accordance with the regulations.
- The names of successful candidates at the examination shall be arranged in the order in which they are registered for the examination.
- Only those candidates, appear and pass the examination in all the papers of the course in first attempt are eligible to be placed in Distinction and also for the Award of Medals or Prizes by the University and to receive certificates of Rank.
- A candidate who fails to appear for semester-end examinations shall be permitted to appear for the same in the next year semester-end examinations.

Attendance:

- A minimum of 75% attendance is required to attend the examinations.

Internship Programme:

- The Internship Programme is part of the course.
- The duration of the Internship programme will be a part of 4th semester and students are required to do in the libraries assigned.
- The student must complete the Internship programme during the period specified and a detailed report on internship be submitted.
- In case students do not complete the Internship programme, the same be continued in the subsequent years.
- A total of 100 marks are allotted to Internship programme and report.

ANNEXURE - A

ACHARYA NAGARJUNA UNIVERSITY:: NAGARJUNA NAGAR DEPARTMENT
OF LIBRARY AND INFORMATION SCIENCE

Outline of M.LI.Sc. Course

Semester I

Code	Title of the Paper	Remarks
101	Information, Communication and society	Core
102	Knowledge Organization (Theory – Classification and Cataloguing)	Core
103	Management of Libraries & Information Centres	Core
104	Electives: A. Academic Library Systems B. Public Library Systems C. Special Library System	Electives

Semester II

Paper Code	Title of the Paper (Compulsory Paper)	Remarks
201	Basics of Information Technology	Core
202	Information Technology (Practical)	Core
203	Information Processing and Retrieval (Classification-Practice)	Core
204	Information Storage and Retrieval (Catalogue Practice)	Core
205	Open Elective Paper Optional Papers: A. Information Resources in Social Sciences B. Information Resources in Science and Technology	Non-Core

Semester III

Paper Code	Title of the Paper (Compulsory Paper)	Remarks
301	Research Methods and Statistical Techniques	Core
302	Library Automation and Networking (Theory and Practice)	Core
303	Information Sources and Services	Core
304	Digital Libraries	Core
305	Open Elective Paper Optional Papers: A. Digital Information Management B. Records Management	Non-Core

Semester IV

Paper Code	Title of the Paper (Compulsory Paper)	Remarks
401	Marketing of Information Services and Products	Core
402	Information Literacy	Core
403	Internship and Report Writing	Core
404	Records and Viva-voce	Core

ANNEXURE-B

SCHEME OF INSTRUCTION AND EXAMINATION

SEMESTER I :

Code	Title of the Paper	Hours per week			Total Hours	End Exam Marks	Mid Exam	Total Marks	Credits
		L	T	P					
		101	Information, Communication and society	4					
102	Information Processing and Retrieval (Theory – Classification)	4	1		5	70	30	100	5
103	1. Management of Libraries & Information Centers	4	1		5	70	30	100	5
104	Electives: A. Academic Library System B. Public Library System C. Special Library System	4	1		5	70	30	100	5

SEMESTER II

Code	Title of the Paper	Hours per week			Total Hours	End Exam Marks	Mid Exam	Total Marks	Credits
		L	T	P					
		201	Basics of Information Technology	4					
202	Information Technology (Practicals)			5	5	70	30	100	5
203	Information Processing & Retrieval (Classification Practice)			5	5	70	30	100	5
204	Information Storage & Retrieval (Cataloguing Practice)			5	5	70	30	100	5
205	Open Elective: A. Information Resources in Social Sciences B. Information Resources in Science & Technology	2			2	70	30	100	2

SEMESTER III

Code	Title of the Paper	Hours per week			Total Hours	End Exam Marks	Mid Exam	Total Marks	Credits
		L	T	P					
		301	Research Methods and Statistical Techniques	4					
302	Library Automation and Networking (Theory and Practice)	2	3		5	70	30	100	5
303	Information Sources and Services	4	1		5	70	30	100	5
304	Digital Libraries	4	1		5	70	30	100	5
305	Open Elective Paper Optional Papers: A. Information Digital Management B. Records Management	2			2	70	30	100	2

Semester I

PAPER -101: INFORMATION, COMMUNICATION AND SOCIETY

Objectives:

1. To introduce the students to the role of information and knowledge in the society
2. To acquaint the students with various theories, channels, barriers to communication and types of libraries and their functions
3. To provide an overview of the professional developments in Library and Information Science.
4. To make the students to understand the philosophical principles of LIS Profession.

Course Content:

Unit 1: Information: Definition, characteristics, nature, value and use.

Information Society Vs Knowledge Society.

Communication – Definition, Components; Communication models.

Information Transfer Cycle.

Channels of Communication; Barriers to Communication

Unit 2: Role of libraries in society.

Types of libraries – National, public, academic, special– Functions & Services

Unit 3: Five laws of library science and their implications Library Movement in Andhra Pradesh

Unit 4: Library legislation: Need Library legislation in India – an overview Detailed study of AP Public

Library Act.

Intellectual property Rights – an overview; Role of WIPO; Indian Copy Right Act

Unit 5: LIS Profession and Professional ethics Professional associations and their role LIS Education in India

Books for study and reference:

1. Agarwal, S.N. Perspectives in Library and Information Science Vol.I and II. Lucknow, Print House, 1982.
2. Balakrishnan, Shyama & Paliwal, P.K.Eds. Libraries in Information Age. Delhi, Anmol, 2001
3. Chapman (E A) and Lynden (F C). Advances in Librarianship. 24V. San Diego Academic Press, 2000.
4. Devarajan, G. (Ed). 50 years of Indian Librarianship. Delhi, Ess Ess Pub., 1999
5. Feather, John. The Information Society. 2nd Ed. London, Lib. Assoc, 1998
6. Guha B (ED). In the Library and Information Science horizon. New Delhi, Allied pub, 1984.
7. Gupta, B.M. et al, Eds: Handbook of Libraries, Archives and Information Centers in India, Vols.1, 2 & 3, New Delhi, Information Industry Publications, 1986.
8. Khan, M.A. Principles and perspectives of copyrights. New Delhi: Sarup & Sons, 1996.
9. Khanna, J.K.: Library and Society, Kurukshetra, Research Publicagions, 1987.
10. Kumar, P.S.G. Foundations of Library and Information Science. Delhi, B.R.Pub., 2003
11. Kumar, P.S.G. Fundamentals of Information Science. New Delhi, S.Chand, 1998

12. Kumar, P.S.G. Information and Communication (Paper IX of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. National Knowledge Commission, India. Libraries- Gateways to Knowledge. Delhi, NKC, 2007
14. Prashar, R.G.: Information and Its Communication, New Delhi, Medallion Press, 1991.
15. Raja Rammohan Roy Library Foundation and ILA: National Policy on Library & Information Systems, Calcutta, RRRLF, 1985
16. Ranganathan, S.R.: Five Laws of Library Science. Delhi, 1957.
17. Routh, R.K. : Indian Library Legislation. N.Delhi, Ess Ess Pub., 1991.
18. Satarkar, S.P. Intellectual Property Rights & Copyright. Delhi, Ess Ess Pub. 2003
19. Sengar, Shailendra. Library and Information Science. New Delhi, Anmol Pubs., 2007
20. Sharma, Jaideep and Kishan Kumar. Library Science Education in India, Delhi, Har-anand Publications , 2009
21. Sharma, Pandey, S.K. : Development of Public Libraries in India. New Delhi, Ess Ess Pub., 1985
22. Smith, Kelvin. Freedom of information. London, Facet, 2004.
23. Vashishth, C.P & Satija, M.P. (Dr. P.S.G. Kumar Festschrift) Library and Information Profession in India. Vol. 1 Part I & Part II Reflections and Redemptions. (Vol.1, 2 parts). Delhi, B.R.Pub., 2004
24. Venkatappaiah, V.: Indian Library Legislation. 2 Vols. New Delhi, Daya Publishing House, 1990.
25. Vijaya Kumar, J. Public Library System. New Delhi, Anmol pub .2010. ISBN :978 81 261 4192 0
26. Maxine. Collaboration in Libraries and Learning Environments . Facet Pub., 2013 in Management. Delhi, Anmol, 2003
27. Scammell, Alison. Handbook of Information management. Routledge, 2001
28. Sharma, Umesh Chandra. The Infometer. (Measuring library cost-Effectiveness). Delhi, Ess 1995
29. Singh, Ram Shobhit. Encyclopaedia of library manual: A practical approach to management. New Delhi, Anmol Pub, 2008
30. St. Clair, Guy. Total Quality Management in information services. New York, K.G.Saur, 1997
31. Stewart, Robert D and Moran, Barbara B. Library and Information Center Management. 6th ed. Libraries Unlimited, 2002
32. Balakrishna Surya S. Performance Evolution

PAPER -102 KNOWLEDGE ORGANIZATION - THEORY

Objectives:

1. To introduce the concepts of knowledge organization.
2. To create awareness on principles and laws in knowledge organization

Course Content:

Unit 1: Knowledge organization – Need and purpose of classification

General theory of classification .

Growth of Universe of Knowledge; Modes of formation of subjects.

Normative Principles of classification and their application.

Species of Library classification; Standard Schemes of classification and their features (CC,UDC)

Unit2: DDC – Structure – Tables 1-7

Unit3: Planes of classification work: idea plane, verbal plane and notational plane.

Notation – types, qualities.

Call number.

Catalogue – purpose, types; principles of cataloguing.

Forms of catalogue – Inner and Outer.

Filing rules and procedures.

Unit 4: Bibliographic Description - Cataloguing codes – AACR-2.

Standardization of Bibliographic description.

ISBD (M), ISBD(S), ISBD (NBM).

Bibliographic Record Format – MARC21, UNIMARC, CCF.

Unit 5: Content representation – standards

Subject Headings - General – Sear’s List, L.C. List;

Subject oriented – MESH, SHE

Metadata- Definition and importance, types, levels, elements

Metadata Standards – Dublin core, TEI, RDF

Books for study and reference:

1. Abdul Majid Baba. Dewey Decimal Classification, Universal Decimal Classification and Colon Classification (Development Structure – Comparison). Srinagar, Gulshan Pub, 1988

2. Anglo-American Cataloguing Rules, 2nd ed. Chicago, American Library Association, 2nd Revised ed. 1988 (Modified 1993)
3. Chan, Lois Mai : Cataloguing and Classification: An introduction, New York, McGraw Hill, 1985.
4. Coates, E.J.: Subject Catalogues: Readings and structure, London, LA, 1981.
5. Fosket, A.C. Subject approach to Information. 5th Rev. Ed. London, Bingley, 1996
6. Girija Kumar and Krishan Kumar: Theory of cataloguing, 5th ed., New Delhi, Vikas, 1991.
7. Gorman and Dorner. Metadata applications and management. London, Facet, 2004
8. Gorman, G.E. Metadata applications and management. International year book of Lib. & Information Management 2003-2004. London, L.A., 2003
9. Hayenes, David. Metadata for information management and retrieval. London, Facet, 2004
10. Hunter, Eric J. Classification made simple. Grover, USA. PAP 2002
11. Hunter, Eric, J. and Fox, Nicholas, J.: Examples illustrating AACR-2, LA, 1980
12. Khan, M.A. Cataloguing in Library science. Delhi, Sarup and Sons, 2003
13. Krishan Kumar: Theory of Classification, 4th ed., New Delhi, Vikas, 1989.
14. Kumar P.S.G and Riaz Muhammad. Cataloguing Theory and Practice. 2 copies. New Delhi, S. Chand & Co , 1999
15. Kumar, P.S.G. Knowledge organization Information processing and Retrieval theory (Paper II of UGC Model Curriculum). Delhi, B.R.Pub., 2003
16. Melvil Dewey: Dewey Decimal Classification, 21st ed., 4 Vol.s, New York, Forest Press, 1996.
17. Melvil Dewey: Dewey Decimal Classification, 22nd ed., 4 Vol.s Dublin, OCLC, 2003.
18. Needham, C.D.: Organizing knowledge in Libraries: An introduction to classification and cataloguing, 2nd ed., London, Andre Deulah, 1977.
19. Ranganathan, S.R.: Elements of Library Classification, 3rd ed., Bombay, Asia, 1962.
20. Ranganathan, S.R: Prolegomena to Library Classification, 3rd Ed., Bombay, Asia, 1967.
21. Sears, M.E.: Sear's List of Subject headings, 19th ed., NY, H.W. Wilson, 2007.
22. Shabhat Husain. Library Classification Facets & Analysis : 2nd Rev. & Enlarged ed. Delhi, B.R.Pub,2004
23. Soma Raju, P.: Dewey Decimal Classification in libraries-Ed.20, 1989. (A practical work book), Visakhapatnam, Rajkamal, 1998.
24. Tripathi, S.M.: Modern cataloguing – Theory and Practice, 2nd rev. and enlarged. Ed. Agra, Shiva Lal Agarwala and Co., 1978.

PAPER -103 MANAGEMENT OF LIBRARIES & INFORMATION CENTERS

Objectives:

1. To introduce the students to the work flow of various sections of the LICs.
2. To acquaint students with various functions of library / information centers.

Course Content:

Unit 1: Concept; Functions and principles of management – their application in LICs,

Unit 2: Planning, management and organization of LICs - Concept, Need, Stages/Phases, Types, features

Physical facilities – planning of library building, furniture, equipment with standards

Unit 3: House keeping routines of Library and Information Centres in traditional and electronic environment. Acquisition; Serial control; Technical processing

Circulation control – Browne, Newark; Bar-coding and RFID

Maintenance of LICs -Library rules and regulations – library statistics – stock

verification; Reporting – annual reports.

Unit 4: Human Resource Management in LICs – staff formula, Training & Development, Performance Motivation theories; Leadership

Financial Management in LICs - Sources of finance; resource mobilization , Budgeting Techniques

Unit 5: Quality and Performance measurement of LICs, PERT/CPM

TQM – applications. Basics of Knowledge Management.

Evaluation of Library and information System

Books for study and reference:

1. Evans, G Edward. Developing Library and Information centre Collections. New York, Libraries Unlimited, 2005
2. Evans, G Edward: Management techniques for librarians, 2nd Ed., New York, Academic Press, 1983.
3. Gaur, C. Ramesh. Re-engineering Library and Information Services: process, people & technology. Mumbai, Allied, 2003
4. Gorman, G.E. International yearbook of Library and Information management 2003-2004 metadata applications and management. London, L.A., 2003
5. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.3: Managing electronic government information in libraries. Delhi, Pentagon, 2009.
6. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.2: Fundamentals of collection development and management. Delhi, Pentagon, 2009
7. Khan, M.A. The Principles and practice of Library science. Delhi, Academia Pub., 2004
8. Kishan Kumar. Management of libraries in Electronic environment. Delhi, Har-Anand Publications, 2007
9. Kishore, Jugal. Personal Management in Libraries. Delhi, Ess Ess, 1981
10. Krishan Kumar. Library Manual. Delhi, Vikas, 2003
11. Krishna Kumar. Library Administration and Management. Delhi, Vikas, 2004
12. Kumar, P.S.G. Management of Library and Information Centres (paper V of UGC Model Curriculum). Delhi, B.R.Pub., 2003
13. Lahiri, Ramansu. Management of Libraries concepts and practices. New Delhi, Ess Ess, 1996
14. Lancaster, F.W. Technology and Management in Library and Information Services. London,

- Lib. Assoc., 1997
15. Libraries as places: buildings for the 21st century: Proceedings of the Thirteenth Seminar of IFLA's Library Buildings and Equipment section together with IFLA's Public Libraries Section, Paris, France, 28 July-1 August 2003 / edited by Marie-Françoise Bisbrouck [et al.] IFLA Publication No. 109
 16. Mahapatra, Piyush Kanti, Chakrabarti, Bhubaneswar. Preservation in Libraries perspectives principles and practice. Delhi, Ess Ess, 2002
 17. Mahapatra, Piyush Kanti. Collection Management in Libraries. Delhi, Cyber Tech Pub., 2006
 18. Mittal, R.L. Library Administration: Theory and Practice. Delhi, Metropolitan Pub., 1973
 19. Mukhopadhyay K K and Guha PS. Library Conservation. Calcutta, Information Research Academy, 1990.
 20. Narayan, G.J. Library and Information Management. New Delhi, Prentice Hall, 1991
 21. Osborne, Larry N & Nakamura Margaret. Systems Analysis for Librarians and Information professionals. 2nd Ed. Greenwood Pub., 2000
 22. Poll, Roswitha et al. - Measuring quality: international guidelines for performance measurement in academic libraries. - Munich: K.G. Saur, 1996. - 171 p. - ISBN 3598218001 - (IFLA publication no. 76)
 23. Raina, Roshan Lal. TQM in Library and Information services. New Delhi, Infuse Inc., 1999
 24. Ramesh Chandra and Shrivastava, A.P. Information preservation in Library Management. Delhi, Gyan Books, 2003
 25. Ramesh Chandra and Shrivastava, A.P. Technological changes in Libraries. Delhi, Gyan Books, 2003
 26. Saini, A.K. & Pradeep Kumar. Computer Applications of University Libraries. Gyan books. ISBN : 7835-906-9 2012 .

PAPER-104: ELECTIVES:

A. ACADEMIC LIBRARY SYSTEM

Objectives:

1. To create an awareness on the evolution and development of academic library system in India
2. To make the student understand workflow in different sections of academic libraries
3. To abreast with the technology based services and practices

Course Content:

Unit 1: Higher education and academic libraries - Landmarks in Education since 19th century in India;

Academic Library as a support system in formal and informal system of education.

Growth and development of college and university libraries in India. UGC and its role in the development of academic libraries.

Unit 2: Academic Library organization and administration – organizational structure; Library Governance – authority, Committee Standards for academic libraries – recommendations of the various committees and commissions.

Unit 3: Organization and management of various sections of academic libraries -Human Resource Management, Financial management.

Unit 4: Collection development and management – Print and electronic books and serials.

Technical processing in electronic environment; copy cataloguing – World Cat; IndCat; Dewey Browser etc.

Planning and organization of information services – traditional and web based.

Unit 5: Resource Sharing and Networking, Library consortia; UGC Infonet – its functions and services,
NLIST.

Books for study and reference:

1. American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. American Library Association. Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
3. Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
4. Balakrishanan, Shyama & Paliwal, P.K. Academic Library automation
5. Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
6. Bhaskara Rao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
7. Biddiscombe, Richard, Ed. The end – user revolution. 1996. Library Associations, London.
8. Brophy, Peter. The academic library. 2000. Library Association, London.
9. Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
10. Deshpande, Neela J, & Patil, S.K. University and college Librarianship in India in the 21st century: Prof. S.G. Mahajan Festschrift.
11. Gelfand, M.A. ELFAND (M A).University libraries for developing countries. 1968. UNESCO, Paris.
12. Jordon, Peter. The academic library and its users1998. Gower, London.

13. Line, Maurice B. Ed. Academic Library Management. 1990. Library Association, London.
14. Lyle, G R. Administration of the college library. Ed. 4. 1974. Wilson, New York.
15. Metcalf, K D. Planning academic and research library building. 1965. McGraw Hill, New York.
16. Mitchel, Eleanor and Walters, Sheila A. Document delivery services: Issues and answers. 1995. Learned Information Inc., Medford, NJ.
17. Pawar, Sarbjit Singh. University Grants Commission (UGC) and Development of Library. New Delhi, Deep & Deep Pub., 1998
18. Ranganathan, S.R. School and College libraries. 1942. Madras Library Association, Madras.
19. University Grants Commission (India), Library (Committee) (1957). Report: University and College libraries. 1967. UGC, New Delhi.
20. University Grants Committee (Great Britain) Libraries (Committee) (1963). Report. 1967. HMSO, London.
21. Webb, Sylvia P. Personal development in information work. Ed 2. 1991. Aslib, London.
22. White, Carl M. Survey of University of Delhi. 1965. Planning Unit, University of Delhi.
23. Wilson and Tauber. University Library. Ed. 2. New York, Columbia University Press, 1956.

B. PUBLIC LIBRARY SYSTEM

Objectives:

1. To create an awareness on public libraries and their role in society
2. To give an idea to the student about the development of public libraries in India and with special reference to Andhra Pradesh
3. To introduce students various activities of public libraries

Course Content:

Unit 1: Introduction to Public libraries – concept, nature and characteristics
Role of public libraries in contemporary knowledge society;
Recommendations of National Knowledge Commission on Libraries

Unit 2: Development of Public libraries in India.

Library legislation in India – comparative study Critical study of model Act suggested by S.R.Ranganathan.

Library movement and legislation in Andhra Pradesh.

Unit 3: Public library Management, Human Resources Management ,Financial Management.

Unit 4: 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 5: Public library services and products, Traditional and web based services Community information services

Resource sharing and network activities of public libraries.

Books for study and reference:

1. American Association of School Librarians. Standards for school library programmes. 1969. ALA, Chicago (Latest).
2. American Library Association. Personnel organization and procedure: A manual suggested for use in college and university libraries. Ed. 2. 1978. ALA, Chicago.
3. Baker, David, Ed. Resource management in academic libraries. 1997. L.A.London.
4. Balakrishanan, Shyama & Paliwal, P.K. Academic Library automation
5. Bavakuty, M. Libraries in Higher Education. ESS ESS Pub., 1988
6. Bhaskara Rao, P. Information Networks and Resource sharing. Delhi, Reliance, 1998
7. Biddiscombe, Richard, Ed. The end – user revolution. 1996. Library Associations, London.
8. Brophy, Peter. The academic library. 2000. Library Association, London.
9. Chapman, Liz. Managing acquisitions in library and information services 2001. Library Association, London.
10. Deshpande, Neela J, & Patil, S.K. University and college Librarianship in India in the 21st century: Prof. S.G. Mahajan Festschrift.
11. Gelfand, M.A. ELFAND (M A).University libraries for developing countries. 1968. UNESCO, Paris.
12. Jordon, Peter. The academic library and its users.1998. Gower, London.

13. Line, Maurice B. Ed. *Academic Library Management*. 1990. Library Association, London.
14. Lyle, G R. *Administration of the college library*. Ed. 4. 1974. Wilson, New York.
15. Metcalf, K D. *Planning academic and research library building*. 1965. McGraw Hill, New York.
16. Mitchel, Eleanor and Walters, Sheila A. *Document delivery services: Issues and answers*. 1995. Learned Information Inc., Medford, NJ.
17. Pawar, Sarbjit Singh. *University Grants Commission (UGC) and Development of Library*. New Delhi, Deep & Deep Pub., 1998
18. Ranganathan, S.R. *School and College libraries*. 1942. Madras Library Association, Madras.
19. University Grants Commission (India), Library (Committee) (1957). *Report: University and College libraries*. 1967. UGC, New Delhi.
20. University Grants Committee (Great Britain) Libraries (Committee) (1963). *Report*. 1967. HMSO, London.
21. Webb, Sylvia P. *Personal development in information work*. Ed 2. 1991. Aslib, London.
22. White, Carl M. *Survey of University of Delhi*. 1965. Planning Unit, University of Delhi.
23. Wilson and Tauber. *University Library*. Ed. 2. New York, Columbia University Press, 1956.

C : SPECIAL LIBRARIES

Objectives:

1. To create an awareness on public libraries and their role in society
2. To make the students the workflow in different sections of Special libraries
3. To abreast with the technology based services and practices for specialized users

Course Content:

Unit 1: Special library – concept, evolution, scope, characteristics, functions.

Role of libraries in R and D institutions, Industries, Government departments.

Unit 2: Human resource management: education and training-related standards

Financial management – budgeting and costing – related models

Unit 3: Collection development and resource management – policies and guidelines for books, periodicals, reports, patents, standards and other special materials; Audio visual, electronic and digital sources

Library space and accommodation – design and planning

Unit 4: Planning and organization of information and dissemination services – CAS, SDI; Information consolidation and repackaging; technical information services; document delivery services; digital and virtual reference services

Unit 5: Resource sharing and networking; Consortia models for special libraries in India (CSIR Consortia, HELLIS, INDEST etc.).

Internet and emerging special library scenario

Books for study and reference:

1. Chapman, Liz. Managing acquisitions in library and information services. 2001. Library Associations; London.
2. Herson, P and Whitman, J.R. Delivering satisfaction and service quality: A customer-based approach for libraries. Chicago, A.L.A., 2001.
3. Kumar, P.S.G. Agricultural librarianship. New Delhi, B.R. Pub., 2008
4. Kumar, P.S.G. Business / Industrial librarianship. New Delhi, B.R. Pub., 2008
5. Raitt, David, *Ed.* Libraries for the new millennium. 1997. Library Association, London.
6. Renuka, P. Library and Information Science in Agricultural Education, Research and Extension. New Delhi, Akansha Pub., 2009
7. Sasikala, C. Industrial information System. Reliance Pub., 1994
8. Scammel, A. W. Ed. Handbook of special librarianship and information work. Rev. ed. 7. London, Aslib, 1997.
9. Varalakshmi, R.S.R. information Services in Medical College Libraries. New Delhi, Ess Ess Pub., 1992.
10. Wilkie, Chris. Managing film and video collections. London, Aslib, 1999

SEMESTER II

PAPER-201: BASICS OF INFORMATION TECHNOLOGY

Objectives:

1. To introduce the students the basics of information technology
2. To acquaint the students with computer technology and its development
3. To acquaint the student with the aspects of computer applications

Course Content:

Unit 1: Information Technology - Definition, scope, components

Generations and Classification of Computers

Information technology - applications to LICs

Unit 2: Components of the computer – hardware – CPU; Input/Output devices;
Internal

and external storage devices

Unit 3: Computer Software - types

System software – WINDOWS, LINUX

Application software – M S Office, DBMS

Unit 4: Data representation – Binary code;

File organization – Concept and methods

Over view of programming languages; Algorithms, flowcharts

Unit 5: Communication Technology – Definition, evolution, trends.

Networking – basic concepts.

Communication media – wire pairs, Coaxial cables, optical fiber, Satellite, VSAT; Band width;

Books for study and reference:

1. Balakrishanan, Shyama & Paliwal, P.K. Current Scenario of Information Technology. Delhi, Anmol, 2001
2. Balakrishanan, Shyama & Paliwal, P.K. Information Technology for the Next Millennium. Delhi, Anmol, 2001
3. Brophy, Rowley. The basics of information systems. London, Library Association, 1996.
4. Carter, Roger. Information Technology Handbook. London, Heinemann, 1997
5. Dhiman, A.K. Basics of Information Technology for Library and Information Scientists. 2 Vols., Delhi, Ess Ess, 2003
6. Ferris Jeffrey A. WINDOW 2000: Development and desktop management. Pearson Education, New Riders, 2000.
7. Kumar, P.S.G. Information Technology: Basics: (Paper IV of UGC Model Curriculum). Delhi, B.R.Pub., 2003
8. Mahapatra, M. and Ramesh, D.B. Information Technology Applications in Libraries: A text book for
Beginners. Bhubaneswar, Reprint, 2004
9. Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 1 Vol.1. Washington, Microsoft Press, 1998.

10. Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 2 Vol.2. Washington, Microsoft Press, 1998.
11. Microsoft Corporation. Microsoft Visual C++ 6.0 RUN - TIME Library Reference –Vol.4. Washington, Microsoft Press, 1998.
12. Mohamed Acly and Gill, Needham, Eds. M- Libraries 3: Transforming libraries with Mobil technology. Chennai: Allied, 2012.

PAPER-202: INFORMATION TECHNOLOGY (PRACTICAL)

Objectives:

1. To make the students familiar with a range of different types of hardware, software and peripherals.
2. To develop familiarity with personal computer for word processing, spread sheets and databases.

Course Content:

Unit 1: Use of Operating Systems- MS Windows

Unit 2: Use of Word processors - MS Word; Use of Spreadsheet Software-MS Excel

Unit 3: Presentation – Power point; Photo editing - Photoshop

Unit 4: Creation of database using MS Access

Unit 5: CD ROM and Internet searching and retrieval

Books for study and reference:

1. Dhiman, A.K. Basics of Information Technology for Library and Information Scientists. 2 Vols., Delhi, Ess Ess, 2003
2. Ferris Jeffrey A. WINDOW 2000: Development and desktop management. Pearson Education, New Riders, 2000.
3. Microsoft Corporation. Microsoft Visual C++ 6.0 MFC Library Reference – Part 1 Vol.1. Washington, Microsoft Press, 1998.
4. Microsoft Corporation. Microsoft Visual C++ 6.0 RUN - TIME Library Reference –Vol.4. Washington, Microsoft Press, 1998.
5. Mohamed Aclly and Gill, Needham, Eds. M- Libraries 3: Transforming libraries with Mobil technology. Chennai: Allied, 2012.

PAPER -203:INFORMATION PROCESSING AND RETRIEVAL (PRACTICE) (DDC)

Objectives:

1. To acquaint students with the recent developments in DDC
2. To train the students in practical classification using DDC 21st edition

Course Content:

Unit 1: Classification of documents representing Simple subjects

Unit 2: Use of standard subdivisions-Table-1

Unit 3: Use of tables 2, 3, 4, 5, 6, and 7

Unit 4: Classification of documents representing Complex subjects

Unit 5: Use of 'add' instruction, and citation order

Books for study and reference:

1. Dewey, Melvil: Decimal Classification and Relative Index, 21st Edition, New York, Forest Press, 1996.
2. Comaromi, John P. and Satija M.P. Exercises in the 21st Edition of Dewey Decimal Classification. Delhi, Sterling, 1998.

PAPER-204: INFORMATION STORAGE AND RETRIEVAL (CATALOGUE PRACTICE)

Objectives:

1. To impart Practical training on cataloguing of various types of documents according to the AACR-2, 1988 (1993).
2. To train the students in the techniques of cataloguing documents with different types of authorship such as single, multi and corporate authorship.
3. To train the students on cataloguing of simple periodicals and serials.

Course Content:

Unit 1: Cataloguing of printed monographs- Single personal authorship
Shared responsibility

Unit 2: Mixed responsibility - editorial direction, Multi-volume and -part documents.

Unit 3: Cataloguing of works of Pseudonymous authors; Corporate bodies; Works with Uniform titles

Unit 4: Cataloguing of simple periodicals and serials

Unit 5: Cataloguing of non – print materials – cartographic materials, manuscripts, sound recordings, motion pictures, video recordings, Computer files.

Books for study and reference:

1. Eritz, Deborah A. Cataloging with AACR2 and MARC21 for books, electronic resources, sound recording, video recordings and serials. 2ne ed. Delhi, Pentagon, 2009
2. Singh S.N and Prasad, H.N. Cataloguing Manual AACR – II. Delhi, B.R.Pub,1985
3. Weilis, Jean Ed. The Principles and Features of AACR. Ottawa, Canadian Lib., 1997

PAPER-205: OPEN ELECTIVE

A. INFORMATION RESOURCES IN SOCIAL SCIENCES

Objectives:

1. To create awareness about importance of different Information Resources in Social Sciences
2. To create awareness about availability of latest information resources on online and offline in Social Sciences

Course Content :

Unit 1: Information Resources in Social Sciences : Concept of Information Resources.

Printed Sources in Social Sciences - Primary, secondary, tertiary.

Electronic Information Resources – E-Books, E-Journals, E-Databases, E-Theses & Dissertations

Unit 2: Web Resources in Social Sciences: Web Browsers, Web Sites, Directories Web OPACs & Subject Gateways.

UGC INFONET, N-LIST, Shodhganga, J-Gate.

Books for study and reference:

1. Balakrishnan, Shyama & Paliwal, P.K. Library and Multimedia Resources. Delhi, Anmol, 2001
2. Guha, B.: Documentation and Information, 2nd Ed., Calcutta, World Press, 1982.
3. Katz, A: Introduction to Reference Work, Vol. I Basic Information Sources, New York, McGraw Hill, 1982;
4. Krishan Kumar: Reference service, 3rd Rev.Ed., New Delhi, Vikas Pub., 1987.
5. Kumar, P.S.G. Information Sources and Services: theory and practice (Paper VI and VIII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
6. Mukherjee, A.K.: Reference work and its tools, Ed. 2, Calcutta, World Press, 1971;
7. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
8. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess, 1997
9. Sweetland and Cheney, Frances Neel: Fundamentals of Reference Sources, Chicago, ALA, 2009
10. Price, Kate. E – Books in Libraries. Fact pub, 2011.
11. <http://www.Libraryspot.com>
12. <http://www.refdesk.com>
13. <http://www.infolibrarian.com>

B. INFORMATION RESOURCES IN SCIENCES AND TECHNOLOGY

Objectives:

1. To familiarize students with different categories of information Resources in print, electronic & Web media available in Science & Technology.
2. To make the students understand the electronic & web based information Resources in Science & Technology.

Course Content :

Unit 1: Information Resources in Science & Technology : Concept of Information Resources .

Printed Sources in Science & Technology - Primary, secondary, tertiary.

Electronic Information Resources – E-Books, E-Journals, E-Databases, E-Theses & Dissertations

Unit 2: Web Resources in Science & Technology : Web Browsers, Web Sites, Directories Web OPACs & Subject Gateways.

Library Consortia Based Resources – INFONET, INDEST, N-LIST, Shodhganga.

Books for study and reference:

1. Ackerman, Earnest & Hartman, Karen. The Information Specialist's Guide to Searching and Researching and Researching on the Internet and the World Wide Web. Chicago, Fitzroy Dearborn, 1999
2. Atherton, Pauline. Handbook of Information Systems and Services. Paris, UNESCO, 1977
3. Balakrishnan, Shyama & Paliwal, P.K. Library and Multimedia Resources. Delhi, Anmol, 2001
4. Guha, B.: Documentation and Information, 2nd Ed., Calcutta, World Press, 1982.
5. Katz, A: Introduction to Reference Work, Vol. I Basic Information Sources, New York, McGraw Hill, 1982;
6. Krishan Kumar: Reference service, 3rd Rev.Ed., New Delhi, Vikas Pub., 1987.
7. Kumar, P.S.G. Information Sources and Services: theory and practice (Paper VI and VIII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
8. Mukherjee, A.K.: Reference work and its tools, Ed. 2, Calcutta, World Press, 1971;
9. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
10. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess, 1997
11. Sweetland and Cheney, Frances Neel: Fundamentals of Reference Sources, Chicago, ALA, 2009
12. Price, Kate. E – Books in Libraries. Fact pub, 2011.
13. Grogan, Dennis: Science & Technology: An introduction to literature. London, Clive Bingley, 1984.
14. Subrahmanyam, K, Scientific & technical information resources. New York, Marcel Dekkar, 1981.
15. <http://www.Libraryspot.com>
16. <http://www.refdesk.com>
17. <http://www.infolibrarian.com>

SEMESTER III

PAPER- 301: RESEARCH METHODS AND STATISTICAL TECHNIQUES

Objectives:

1. To familiarize the student with the concept of research and various types of research
2. To acquaint the students with various research techniques and tools applicable in Library & Information Science.
3. To acquaint students with the process and tools of data analysis and interpretation

Course Contents:

Unit 1: Research methodology - concept-Need in library and Information Science

Scientific method of research; Kinds of research

Unit 2: Review of Literature

Formulation of the Problem/Topic

Hypothesis: Concept, Need, Qualities, Sources, Types; Research Design- Objectives - Need at different Phases

Unit 3: Research Methods—Scientific, Historical, Survey, Case Study, Experimental Delphi, etc,

Methods of data collection - techniques and tools

Bibliometrics - concept, need; Laws; Webometrics - basics

Unit 4: Sampling Technique and Methods

Data Analysis and Interpretation - Measures of Central Tendency, Mean, Mode, Median
Measures of Dispersion, Variance and Co-variance Standard Deviation, Chi-square Test
Graphical Presentation of Data-Methods

Unit 5: Statistical Packages – general features. Ex SPSS Report Writing, Style Manuals, LIS Research in India

Books for study and reference:

1. Bajpai, S.R.: Methods of social survey & Research, Kanpur, Kitabgarh, Latest Ed.
2. Busha, Charles H. and Houter, S.P: Research Methods in Librarianship. New York, Academic Press, 1980.
3. Devarajan, G. Research in Library and Information Science. Delhi, Ess Ess Pub., 2002
4. Kothari, C.R.: Research Methodology: Methods and techniques, New Delhi, Wiley Eastern, 1985.
5. Krishan Kumar: Research Methods in LIS, New Delhi, Har-Anand, 1992.
6. Kumar, P.S.G. Research methods and Statistical Techniques (Paper XII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
7. Line, M.B.: Library Surveys, 2nd Ed., London, Clive Bingley, 1982.
8. Ravichandra Rao, I.K. Quantitative methods for Library and Information Science: New Age

International, 2009

9. Ravichandra Rao, I.K.: Quantitative Methods for Library and information Science, New Delhi, Wiley Eastern, 1983.
10. Sehgal, R.L. Applied Statistics for Library science Research. Vol. I and II. New Delhi, Ess Ess Pub., 1998
11. Sehgal, R.L. Designing and Evaluation of Research in Library Science Vol.1. New Delhi, Ess Ess Pub., 1998
12. Sehgal, R.L. Statistical Techniques for Librarians. New Delhi, Ess Ess Pub., 1998
13. Sharma Pandey S.K. Universe of Knowledge and Research Methodology. Delhi, Ken Pub., 1990.
14. Simpson, I.S.: Basic Statistics for librarians, 2nd ed., London, Clive Bingley, 1983.
15. Singh, Ram Shobit. Encyclopaedia of research techniques in library and information science. New Delhi, Anmol pub, 2008
16. Vaughan, Lawmen . Statistical Technology for the Information Professional :A Practical Painless Approach to Understanding, Using and Interpreting Statistics. ISBN:978-81-7000-552-0

PAPER- 302: LIBRARY AUTOMATION AND NETWORKING (THEORY AND PRACTICE)

Objectives:

1. To acquaint the students with the planning and management of automated library systems
2. To impart practical training in the use of DBMS
3. To impart practical training in the use of Internet and its tools.
4. To give practical training in the use of library automation software

Course Content:

Unit 1: Library automation-planning and implementation.

Automation and networking of Library

Housekeeping routines- Acquisition, Cataloguing, Circulation, Serials control, Information Retrieval and Services, Office Management

Unit 2: Databases – use of visual Basic and SQL, Networks – topologies; types

Networking of libraries in different environments - LAN, WAN, Internet, intranet; Online databases and web resources Practice

Unit 3: Creation of Database using CDS/ISIS and WINISIS– Search and Retrieval; Training in open source library automation software KOHA

Unit 4: Training in open source library automation software NewGenlib

Unit 5: Creation and hosting of Web blog with links to various library OPACs; online libraries; open source – e-books, e- journals, e-learning packages.

Books for study and reference:

1. Agarwal, Vibhuti. Library Networking: Challenges & Opportunities. Delhi, Rajat Pub., 2000
2. Arunima Baruah ed. Library Database Management. Delhi, Gyan Books, 2002
3. Bradley, Phil. World Wide Web: How to Design and construct Web pages. 2nd edition. London, Europa Publications Ltd., 2000
4. Chellis, James, Charles Perkins, Matthew Strebe. Networking Essentials: MCSE Study Guide. BPB Pub., 1998
5. Chopra, Y.L. & Chopra, Mamta (ed). Challenges before Library and Information science new Millennium. Delhi, Ess Ess, 2001
6. Elemenri and S. Navathe. Fundamentals of Database System. Delhi, Dorling Kindersley, 2008
7. Faruqi, KK and Alam, M. Library Information systems and E- Journal Archiving. New Delhi, Authors Press, 2005.
8. Garkoti, G.K. Concise Encyclopaedia of Library and Information Technology. Delhi, Ess Ess, 2001
9. Gopal, Krishan. Library Online Cataloguing in Digital Way. Delhi, Authors Press Pub, 2000
10. Gopal, Krishan. Technological future of Library and Information Science. Delhi, Authors Press, 2001.
11. Haravu, L.J. Library Automation – design, principles and practice. New Delhi, Allied, 2004.
12. Kashyap, Madan Mohan. Computer based library systems designing techniques. New Delhi, Sterling, 1999

13. Kochtanek and Matthews. Library Information Systems. Connecticut, Libraries Unlimited, 2004
14. Kochtanek, Thomas R & Matthews, Joseph R. Library Information systems: from Library Automation to Distributed Information Access solutions. Connecticut, Libraries Unlimited, 2002
15. Kumar, P.S.G. Information Technology: Applications (Theory & Practice (paper XI and XIV of UGC Model Curriculum). Delhi, B.R.Pub., 2004
16. Mahender Pratap Singh. Use of Information Technology in Library and Information Science. Delhi, Abhijeet Pub, 2004
17. Malavya V.C. Library Information Technology for the next Millennium. Delhi, Ess Ess, 1999
18. Milan Milen Kovic. Operating System Concepts and Design. New York, Tata McGraw Hill, 2008
19. Mishra, R.C. Information Warfare & Cyber Security. Author Press, 2003
20. Palmer, Martin. Making the RFID most useful in libraries. London, Facet, 2009
21. Pandey, S.K. Electronic Media and Library Information Technology. Delhi, Anmol, 2000
22. Pedley, Paul. Free Business and Industry Information on the Web. London, Taylor & Francis Ltd, 2001.
23. Prasanna Kumar H.E. Multimedia: Its application in Library and Information Science. Delhi, Ess Ess, 2002
24. Rai, A.N. Communication in the Digital Age. Delhi, Authors Press, 2000
25. Ramamurthy,C.R. Globalisation & Library Information Networking. Delhi, Authors Press, 2003
26. Rowley, Jennifer. The Electronic Library. 4th Ed. London, Lib. Assoc., 1996
27. S.K.Basandra & S. Jaiswal, Local Area Networks. Delhi, Galgotia Pub., 2001
- 28.Sashikala Subbarao V. Library Management through Automation and Networking. Bombay, Allied pub, 1999.
29. Satyanarayana B and Others. Multimedia: Its Applications in Library and Information Science. Chennai, TR Pub, 1998
30. Satyapriya Bhattacharjee. Data Communication and Networks. Delhi, Dominant Pub, 2002
31. Silberschatz and Galvin. Operating System Concepts. 8th Ed. International Student Edition. Delhi, Wiley India, 2009
32. Singh, Shanker.,Ed. World Wide Web Handbook for Librarians. Delhi, Ess Ess, 2000
33. Somasekhara Rao and others. Eds. Advances in Library and Information Science (Festschrift in honour of Dr Sai Ramesh). Visakhapatnam, Sai Pub., 2008
34. Sooryanarayana, P.S. & Mudhol, M.V. Communication Technology its Impact on Library and Information science. Delhi, Ess Ess. 1999
35. William Stallings. Operating Systems. Delhi, Dorling Kindersley (India), 2009
36. Balasubramaniam, P. E-Learning for library professionals. New Delhi: Regal pub., 2013.
37. Hopkinson, A. and Buxton, A.: The CDS/ISIS Handbook, LA, London, 1994.
38. Raman Nair, R. Basics of CDS/ ISIS for DOS. New Delhi Ess Ess Pub, 1999

PAPER-303: INFORMATION SOURCES AND SERVICES

Objectives:

1. To familiarize students with different categories of information sources in print, Non-print and electronic media.
2. To develop evaluation and practical skills on information sources.
3. To acquire skills for using reference and information services.
4. To make the students understand the digital information sources and web based services

Course Content:

Unit 1: Information Sources – Definition, characteristics, importance, types – Primary, secondary, tertiary; Documentary and non-documentary (human and organizational)

Study and evaluation of print and electronic reference sources: Encyclopedias, Dictionaries
Biographical sources, Geographical sources

Unit 2: Study and evaluation of print and electronic ready reference sources: Yearbooks, Almanacs, Directories, Handbooks and Manuals, Statistical sources, Current event sources

Print and electronic Bibliographic sources: bibliographies; Union Catalogues; Indexing, Abstracting and reviewing periodicals

Unit 3: Users – categories of users; Information needs of users – models; User studies- methods, techniques; User education.

Reference services – concept, trends; different types of reference services.

Unit 4: Current awareness services – CAS, SDI

Information analysis and consolidation services - Digest Services, State of the Art and Trend reports and latest trends in electronic environment

Document delivery services – Inter library Lending, Translation services

Unit 5: Internet based information services; Library 2.0 and 3.0. Application of Cloud Computing- Basics

Books for study and reference:

1. Ackerman, Earnest & Hartman, Karen. The Information Specialist's Guide to Searching and Researching and Researching on the Internet and the World Wide Web. Chicago, Fitzroy Dearborn, 1999
2. Atherton, Pauline. Handbook of Information Systems and Services. Paris, UNESCO, 1977
3. Balakrishnan, Shyama & Paliwal, P.K. Abstracting practices in Libraries. Delhi, Anmol, 2001
4. Balakrishnan, Shyama & Paliwal, P.K. Library and Multimedia Resource. Delhi, Anmol, 2001
5. Balakrishnan, Shyama & Paliwal, P.K. Modern Information Retrieval. Delhi, Anmol, 2001
6. Bradley, Phill. How to use web 2.0 in your library. London, Facet, 2008
7. Chowdhury, G.G. Introduction to modern information retrieval. 2nd Ed. London, Facet, 2006
8. Crawford, John. Evaluation of Library and Information Services. UK, ASLIB, 2000
9. Ganguly, R.C. Transformation of library services. Delhi, Isha books, 2007
10. Girija Kumar and Krishnan Kumar: Bibliography, 2nd Rev. Ed., New Delhi, Vikas Pub. House, 1981.
11. Guha, B.: Documentation and Information, 2nd Ed., Calcutta, World Press, 1982.
12. Kahn, Mirian B. Studies in Library and Information Science. 4 Vol. Vol.1: Fundamentals of technical services management. Delhi, Pentagon, 2009

13. Katz, A.: Introduction to Reference Work, Vol. II Reference Services and Reference Processes. New York, McGraw Hill, 1982
14. Katz, A: Introduction to Reference Work, Vol. I Basic Information Sources, New York, McGraw Hill, 1982;
15. Krishan Kumar: Reference service, 3rd Rev.Ed., New Delhi, Vikas Pub., 1987.
16. Kumar, P.S.G. Information Analysis, Repackaging consolidation & Information retrieval (paper X and XI of UGC Model Curriculum)). Delhi, B.R.Pub., 2003
17. Kumar, P.S.G. Information Sources and Services: theory and practice (Paper VI and VIII of UGC Model Curriculum). Delhi, B.R.Pub., 2003
18. Kumar, P.S.G. Library and Users: theory and Practice (Paper VIII of UGC Model Curriculum) Delhi, B.R.Pub., 2003
19. Lancaster, F.W.: Information Retrieval Systems: Characteristics testing and evaluation, London, Butterworth, 1981
20. Mukherjee, A.K.: Reference work and its tools, Ed. 2, Calcutta, World Press, 1971;
21. Pandey, S.K. Ed. Library Information Retrieval. Delhi, Anmol, 2000
22. Prasher, R.G: Information & its communication, New Delhi, Medallion Press, 1991.
23. Raman Nair, R. Internet for Library and Information Services. New Delhi, Ess Ess Pub, 1999
24. Rowley, J.E. and Turner, M.D. The Dissemination of Information, London, Andre Deutsch, 1978.
25. Rowley, J.E: Abstracting and Indexing. London, Clive Bingley, 1982.
26. Seetharama, S. Information Consolidation and Repacking: Framework, Methodology, Planning. New Delhi, Ess Ess Pub, 1997
27. Sehgal, R.L. User Education in Computer Based Libraries. Delhi, Ess Ess, 1998
28. Sharma, Jagdish Saran and Grover, D.R. Reference service and Sources of Information. Delhi, Ess, 1997
29. Sweetland and Cheney, Frances Neel: Fundamentals of Reference Sources, Chicago, ALA, 2009
30. Tedd, Wilson: Guidelines for Developing and Implementing a National Plan for Training and Education in Information Use, UNESCO, 1981
31. Walford's Guide to Reference Material, 7th Ed. 3 Vols., London, LA, 1996
32. Price, Kate. E – Books in Libraries. Fact pub, 2011.

PAPER-304: DIGITAL LIBRARIES

Objectives:

1. To make the student understand the concept of digital libraries and digital library Initiatives
2. To create an awareness on management of digital resources
3. To make them familiar with digitization techniques and their application

Course content:

Unit 1: Digital Library –Definition, evolution; nature and scope; Types
Digital Library Initiatives – an overview

Unit 2: Digital library technologies
Digital data formats
Digital representation and compression
Digital library software Open source software - Basic features of Fedora,GSDL, E-Prints, DSpace

Unit 3: Digitization process Selection of material; Copyright and licensing, Preparation / curation, Image capturing and production

Creation of metadata, Creation of full text and file management

Unit 4: Digital libraries access - economic, ethical and social issues

User interfaces – tools and techniques, Digital Rights Management

Data security and privacy

Unit 5: Management of digital libraries H.R. needs for digital libraries Financial management, Digital preservation and archiving, Evaluation of digital libraries

Books for study and reference:

1. Balakrishnan, Shyama & Paliwal, P.K. Library Digital Technology. Delhi, Anmol, 2001
2. Brogan, Martha L. A survey of Digital Library Aggregation service. Washington, Digital Library Federation, 2003
3. Brogan, Martha L. Contexts and Contributions: Building the distributed library. Washington, Digital Library Federation, 2003
4. Deegan and Tanner. Digital Futures. London, L.A., 2002
5. Ganguly, R.C. Digital libraries: Challenges and prospects. Delhi, Isha books, 2007
6. Hughes, Lorna M. Digitizing Collections: strategic issues for the information manager. Newyork, Neal Schuman Pub., 2004
7. Iorna and Hughes. Digitizing Collections. London, Facet, 2004
8. Pedley, Paul. Digital Copyright. 2nd ed. London, Facet, 2009
9. Singh, Ram Shobhit. Encyclopaedia of digital libraries. 2 Vols, Vol.1&2. New Delhi, Anmol Pub, 2008
10. Chowdhury, G.G. and Foo,Schubert, Eds. Digital Libraries and Information Access: Research perspectives. Facet pub, 2012.

PAPER-305: OPEN ELECTIVES

A. DIGITAL INFORMATION MANAGEMENT

Objectives

1. To understand the concept of digital content Management
2. To apply electronic formats in creating digital documents

Course content:

Unit 1: Digital Collection Libraries – Evolution – Definition, Features and Functions.

Meta data Standards – Concept – Types – Dublin Core.

Unit 2: Digital Content Creation and Management, Requisites and Digital Preservation
Evaluation of Digital Resources – Need – Criteria, Tools & Techniques

Books for study and reference:

1. Open information standards for the web, including HTML and XML available in Word Wide Consortium ([http:// www.w3.org](http://www.w3.org))
2. eb XML – an open XML – based infrastructure enabling the interchange of electronic business information globally: ([http:// www.ebxml.org](http://www.ebxml.org))
3. The cover pages information about XML standards and vocabularies: ([http:// www.coverpages.org](http://www.coverpages.org))
4. HTML4 – HTML 4.01 specification: ([http:// www.3.org/TR/REC-html40](http://www.w3.org/TR/REC-html40))
5. International Organization for standardization (ISO): ([http:// www.iso.org/iso/en/ISOOnline.openerpage](http://www.iso.org/iso/en/ISOOnline.openerpage))
6. Unicode Consortium : ([http:// www.unicode.org](http://www.unicode.org))
7. Planet PDF, an independent global resource for Adobe Acrobat PDF products, tools and information : ([http:// www.planetpdf.com](http://www.planetpdf.com))

B. RECORDS MANAGEMENT

Objectives:

1. To understand records management concepts and records management in library.
2. To learn different types of inventory records and their maintenance
3. Creating awareness on electronic records and their management

Course Content:

Unit 1: Records management-concept, evolution and principles, Function of Records.

Electronic records: definition, scope and purpose

Unit 2: Physical Retention & Preservation - Development of preservation policy; Evaluation of the records for long-term retention and preservation; Binding; Microforms; digitization; Problems of mutilation and theft.

Books for study and reference:

1. A.L.A. American Library Laws (includes records management laws) Ed.3. Edited by Alex Landenson. Chicago, A.L.A., 1979
2. Cox, Richard J. Managing institutional archives: Foundation, principles and practices. New York, Greenwood press, 1992
3. Cox, Richard J. Managing records as evidence and information. Westport, CT., Quorum Books, 2001
4. McLeod, Julie and Hare, Catherine, Eds. Managing Electronic Records. London, Facet Pub., 2005
5. Read, Judith and Ginn, May Lea. Records Management. New York, South-Western Educational Pub., 2006
6. Robertson, Guy. Paper crazy no more: Records management for Library chaos junkies. <http://www.provenacea.ca/2002-vol.4/articles/RM-robertson2002.html>
7. Schwartz, Candy and Herson, Peter. Records management and the library: issues and Practices. Norwood, NJ., Ablex pub., 1993
8. Stewart, Jeffrey and Melesco, Nancy M. Professional records and information management. 2 Ed. New York, McGraw Hill, 2000

SEMESTER IV

PAPER-401: MARKETING OF INFORMATION SERVICES AND PRODUCTS

Objectives:

1. To introduce the students to the concepts of marketing and their application in information work.
2. To familiarize the student with marketing strategies and promotion of information products and Services.
3. To acquaint the student with the information industry and its agencies.

Course content:

Unit 1: The Marketing Concept-Definition –Relevance and Application in the Information Field

Economics of Information costs, value, benefit, transaction, Production

Unit 2: Planning and Design of Marketing Strategy- Types, Stages-Marketing Audit Measurement and

Forecasting-

Applying Marketing Strategies in Libraries and IC's

Unit 3: Marketing Research-Objectives and Strategies Marketing Segmentation and Targeting-Methods-

Consumer /User Behavioral Analysis-Models Application to Library and IC Users

Unit 4: Marketing Mix-New Product Development and Designing Products; Product Life Cycle Pricing

Decisions; Promotion Strategies Dissemination and Delivery Systems

Product Development and Dissemination in L & IC's

Unit 5: The Information Industry-Components Information and Information Product Marketing-

Agencies and Services-in India and abroad INFORMATICS, NISCAIR SERVICES, BLAISE.

Books for study and reference:

1. Bellardo, Trudi & Waldhart, Thomas, J.: "Marketing products and services in academic libraries, *Libri*, 27(3), September 1977.
2. Berry, John: "The Marketisation of Libraries", *Library Journal*, 106(1), Jan. 1981 Brindley, Lynne J.: "Information service and information product pricing", *Aslib Proceedings*, 45(11/12), Nov/Dec. 1993.
3. Blaise, Cronin, Ed.: *Marketing of library and information services*, Aslib, London, 1992.
4. Bryson, Jo: *Effective library and information Centre management*, Jaico Publishing, Bombay, 1996.
5. Carroll, Daniel: *Library Marketing: Old and new truths*, *Wilson Library Bulletin*, 57, 1982.
6. Casper, Cheryl A.: *Pricing policy for library services*, *JASIS*, 30(5), May 1979.
7. Chopra, H.S., Ed.: *Information marketing*. Delhi, Rawat Pub., 1996
8. Christou, C.: "Marketing the information centre: a blueprint for action", *Wilson Library Bulletin*, 62(8), August 1988.
9. Condous, C.: "Non-profit marketing – library's future", *Aslib Proceedings*, 35(10), Oct., 1983.
10. Cronin, Blaise: "New technology and marketing – the challenge for libraries", *Aslib proceedings*, 34(9), Sept., 1982.

11. De Saez, E.E.: Marketing concepts for libraries and information centres, LA, London, 1993.
12. Eileen Elliott, De Saez. Marketing Concepts for Libraries and Information Services. 2nd Edition. New York, Neal-Schuman Publishers, 2002
13. Flaton, Trine Kolderup ed. Management, marketing and promotion of library services based on statistics analysis and evaluation. Munchon, K.G. Saur Verlage Pub., 2006
14. Gorchels, Linda, M.: "Trends in Marketing services", Library Trends, 43(3), Winter, 1995.
15. Hannabuss, S.: "Measuring the value and marketing the service: an approach to library benefit", Aslib Proceedings, 35(10), Oct., 1983.
16. Jain, Abhinandan et.al., Ed.: Marketing of library and information services, IIM, Ahmedabad, 1995.
17. Kapoor, S.K., Ed.: Marketing of library and information services in India: XIIIth IASLIC All India Conference held at Calcutta in 1988, IASLIC, Calcutta, 1988.
18. Kotler, Philip and Armstrong, Gary. Principles of Marketing. 12th Ed. Delhi, Dorling Kindersley (India) Pvt. Ltd, 2008
19. Massey, M.E.: "Market analysis and audience research for libraries", Library Trends, 24(3), January, 1976.
20. Narayan, G.J. Library and Information Management. New Delhi, Prentice Hall, 1991
21. Pickup, J.A.: "What business are we really in", Aslib Proceedings, 39(10), October 1987.
22. Rowlands, G.: "Towards an information market model", Aslib Proceedings, 40(1), Jan.1988.
23. Seetharama, S. Libraries and information centres as profit making Institutions. New Delhi : Ess Ess Publications , 1998
24. Smith, R.: "Marketing the library", Aslib Proceedings, 39(9), September 1987. Woods, B.: "Evaluation of marketing information: some current practices and trends, Aslib proceedings, 44(10), October 1992.
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PAPER- 402: INFORMATION LITERACY

Objectives:

1. To create awareness among the students about the concept of information literacy and its importance
at every stage of learning.
2. To teach the students various information skills required in the contemporary information society to
live a dynamic, successful, secured and happy life.

Course content:

Unit 1: Information literacy – Meaning, definition, objectives and Importance.

Information literacy skills in Educational and research environment.

Information literacy and lifelong learning

Unit 2: Information literacy models – Features and examples.

Instructional techniques and methods.

Information Literacy Programmes – planning & design.

Unit.3: Information Literacy Skills for Students – Print literacy skills, Computer Skills, Internet search

Skills and Multimedia literacy skills.

Unit 4: Digital literacy skills, Media literacy skills, Legal and ethical literacy skills.

Information access and use-implications of Copy right, Plagiarism and fair use.

Unit 5: IL skills for evaluation of print and online information and information sources.

Tests and Assignments to evaluate information literacy skills and competencies of target groups.

Books for study and reference:

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2. Blanchett, Helen. A guide to teach Information Literacy. London, Facet, 2010
3. Corral, Sheila. Information literacy through inquiry. London, Facet, 2010
4. Devine, Jane. Going Beyond Google: The invisible web in learning and teaching. London, Facet, 2009
5. Godwin, Peter and Parker, Jo. Eds. Information literacy meets Library 2.0. London, Facet, 2008
6. Martin, Allan and Rader, Hannelore. Information and IT Literacy: Enabling learning in the 21st century. London, Facet, 2003
7. Information Age. V 3 (3) July 2009
8. Proceedings of the *National Seminar on Information Literacy for Higher Education*, January 29-30, 2007. Organized by Dept. of Library and information Science, University of Madras.

9. Information Literacy in the Wild (free downloadable e-book) Edited by Kristin Fontichiaro [www.sla.org.uk > Blog/News](http://www.sla.org.uk/Blog/News); <http://www.smashwords.com/books/view/115254>
It is also available as a formatted-for-print PDF: <http://bit.ly/infowild>
10. Overview of information literacy resources worldwide. **Compiled by Dr Forest Woody Horton Jr.** Paris, UNESCO, 2013. Freely downloadable e-book available at: <http://unesdoc.unesco.org/images/0021/002196/219667e.pdf>
11. Understanding information literacy: a primer. **compiled by Dr Forest Woody Horton Jr.** Paris, UNESCO, 2008. Freely downloadable e-book available at: <http://unesdoc.unesco.org/images/0015/001570/157020e.pdf>
12. The Information Literacy User's Guide: An Open, Online Textbook. Ed by Greg Bobish and Trudi Jacobson. SUNY Albany, 2014. Downloadable since Feb. 2015 from site: <http://textbooks.opensuny.org/the-information-literacy-users-guide-an-open-online-textbook/>
403 Internship and Report Writing/ 404 Records and Viva-voce

ANNEXURE - C

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