



Syllabus

Master of Library

&

Information Science

(2 Semester)

Implemented From
Academic year 2018-19

Department of Library & Information Science
GUJARAT UNIVERSITY

MASTER OF LIBRARY & INFORMATION SCIENCE (M.Lib.I.Sc.) (Revised from 2018)

Semester	Course		Marks				Hours per week				Credits
	No.	Name	Theory	Practical	Internal	Total	Lectures	Others	Practical	Total	
1	LIB 501	Research Methodology	70	***	30	100	3	1	**	4	4
	LIB 502	Information Systems, Sources and Services-Theory	70	***	30	100	3	1	**	4	4
	LIB 503	Management of Library and Information Centers	70	***	30	100	3	1	**	4	4
	LIB 504	Information Analysis Repackaging and Consolidation - Theory & Practical	35	35	30	100	2	1	3	6	4
	LIB 505	Information Systems, Sources and Services-Practical	***	70	30	100	**	1	7	8	4
	LIB 506 EA	Resource Consortia	70	***	30	100	3	1	**	4	4
	LIB 506 EB	Web Technologies - Theory & Practical	35	35			2		3	6	
	LIB 506 EC	Manuscriptology- Theory & Practical					2		3	6	
	Total			210/245	210/175	180	600	11/13	6	17/20	34/36
2	LIB 507	Professional Ethics and Legal Issues	70	***	30	100	3	1	**	4	4
	LIB 508	Information Processing - Theory & Practical	35	35	30	100	2	1	3	6	4
	LIB 509	Networks and Internet- Theory & Practical	35	35	30	100	2	1	3	6	4
	LIB 510 EA	Communication and Technical Writing Skills	70	***	30	100	3	1	**	4	4
	LIB 510 EB	Marketing and Marketing Mix									
	LIB 510 EC	Leadership and Change Management									
	LIB 511 EA	Preservations and Conservations of Information Sources	70	***	30	100	3	1	**	4	4
	LIB 511 EB	Digital Information Management - Theory & Practical	35	35			2		3	6	
	LIB 511 EC	Disaster Management- Theory & Practical									
	LIB 512 PT	Project / Dissertation	70		30	100	**	**	**	**	4
Total			245/280	70/105	180 + 70 Diss.	600	13/11	5	9	30	24
Total		Semester 1 + 2	455/525	280/280	720	1200					

Note: Internship of 4 weeks in hi-tech libraries after 2nd Semester is mandatory.

Semester - 1

LIB 501: Research Methodology

Objectives:

1. To provide an understanding of the nature of research and the common research and statistical methods applied in library and information science.
2. To get familiar to design, carryout, interpret and present a research study.
3. To enable students to undertake research projects.

Unit 1 : Introduction to Research [16]

- ❖ Foundations of research; Nature, definition and objectives
- ❖ Types of research, Basis Concepts of research; Scientific Method; Ethical consideration of research
- ❖ Significance of research in LIS; Areas of research in LIS
- ❖ Research Design, Planning of research; Review of literature, formulation of problem
- ❖ Hypothesis-Meaning, types, functions
- ❖ Writing research proposal

Unit 2 : Research Methods, Tools and Techniques [08]

- ❖ Scientific Method, Historical Method, Descriptive Method
- ❖ Survey method and Case-Study method
- ❖ Experimental Method and Delphi Technique
- ❖ Research Technique and Tools; Questionnaire, Schedule, Interview, Sampling, Scale and Check list, Library Records and Reports

Unit 3 : Data Analysis and Interpretation [22]

- ❖ Data Analysis and Descriptive Statistics-Measures of Central Tendency
- ❖ Presentation of Data: Tabulation and Graphical. Absolute deviation, the variance and standard deviation & normal distribution
- ❖ Internal Statistics, Z-T test-Correlation, Regression-linear and non-linear, Chi Square Test
- ❖ Statistical Packages: MS Excel, SPSS and Web – based Statistical Analysis Tools
- ❖ Bibliometrics, Scientometrics, and Informetrics, Webometrics
- ❖ Steps in writing research reports
- ❖ Style Manual (Introductory): MLA, APA, CHICAGO, ISI

Unit 4: Project Management [08]

- ❖ Project planning, Identifying and selection of projects
- ❖ Funding agencies-Government agencies-UGC, DST, DSIR; Non-Government agencies-Foundations
- ❖ Writing proposals
- ❖ Project planning & execution

Recommended Books:

1. Baker, Robert K. Doing Library Research: an introduction for community college students. Colorado: Webview Press, 1981
2. Downs, Robert B. How to do Library Research. Urbana: University of Illinois Press, 1966
3. Gosh, G.B. Trends of information service in India. Culcutta: World Press, 1974

4. Kumar, P.S.G. Research in Library and Information Science in India. New Delhi: Concept Publishing Co. 1987
5. Mishra, J.K. Indian research in library and information science. Ludhiana: Meballion Press, 2001
6. Busha, Achrls H. and Harter, Stephen P. Research methods in librarianship: techniques and interpretation. New York: Academic Press, 1980
7. Kothari, C.R. Research Methodology: methods and techniques. Ed.2.New Delhi: New Age International Publishers, 2004
8. Nirnjan, A.N. Research in LIS schools of Indian Universities. Ludhiana: Meballion Press, 2002
9. Sahegal, R.L. Applied statistics for library science research. New Delhi: Ess Ess Publications, 1998
10. Swanson, Don R. Operations research implication for library. Chicago: University of Chicago Press, 1972
11. Sinha, Suresh C. Citation analysis of research field and information technology development. New Delhi: Ess Ess Publication, 2001

Objectives:

Students will

1. Get acquainted with variety of information services
2. To enhance the real-worked virtual Reference Service experience
3. Students will able to get information about national and international information systems
4. Understand the management, structure and governance of library & information services in all type of library sectors

Unit: 1 Reference and Information Services [10]

- ❖ Philosophy and Principles of Reference and Information Service
- ❖ Information Service: Scope, Purpose, and types of services
- ❖ Reference Service: Definitions, reference queries, reference interview, types, process and methods, economics of reference services
- ❖ Subject analysis and search strategy : Formation, Evaluation of search result

Unit: 2 Reference Services [10]

- ❖ Current Awareness service (CAS)
- ❖ Selective Dissemination of Information (SDI)- personalised services - manual and Computerised profiles
- ❖ Virtual Reference Desk (VRD) : Management and Evaluation of VRD, Major VRD projects
- ❖ Personalisation: Content alert, RSS feeds etc.

Unit : 3 Indexing, Abstracting, Translations and Reprography Service [20]

- ❖ Definition of Index and Indexing, Need and Process of Indexing service, Types of Index, Indexing periodicals, Major Indexing Services
- ❖ Definition of Abstract, Need and Process of Abstracting service, Types and forms of Abstract, Qualities of good abstracts, Canons of Abstract, Abstracting periodicals, major Abstracting Services
- ❖ Concept, Need, Purpose and Necessity of translation service, Translation service in India
- ❖ Need of reprography service, Various methods of Reprography service

Unit: 4 Technology based services and Information Systems [14]

- ❖ Computer based information service
- ❖ Web based services: full text formats, Web Alert Service
- ❖ National Information Systems: NISCAIR (formerly INSDOC), DESIDOC, SENDOC, INFLIBNET, INDEST, DELNET
- ❖ International Information Systems: INIS, AGRIS

Recommended Books:

1. Amjad Ali. Reference Service and the Digital Sources of Information. 2004
2. Cheney, F. N. and Williams, W. J. Fundamental reference sources. Ed. 3, Chicago, ALA, 2000
3. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
4. Fourie, D. and Dowell, D. Libraries in the information age. New York, Libraries unlimited, 2002
5. Katz, William A. Introduction to reference work: reference service and reference process. V.2 Ed.5. New York, McGraw-Hill, 1987
6. Sewa Singh. Handbook of International sources on reference and information, 2001
7. Sewa Singh. Manual of reference and information sources, 2004
8. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can't see. 2001
9. Stebbins, L.F. Student guide to research in the digital age: how to locate and evaluate information sources. 2006

10. Walford, A. J. Guide to reference books. V.3. Ed.4. London, Library Association, 1980

LIB 503: Management of Library and Information Centers

Objective:

1. *To introduce variety of leadership and managerial pitfalls.*

2. *To develop skills to perform library operations and to evaluate library and information centre's performance.*
3. *Use of management techniques to achieve the organisational effectiveness and efficiency.*

Unit 1: Management [14]

- ❖ Application of Scientific Management principles to Library and Information Centers
- ❖ Management School of Thoughts – Global Theory of management, Approaches of Management
- ❖ Management by Objectives

Unit 2: Personnel Management [12]

- ❖ Staffing recruitments – selection – development and manpower planning – Management Inventory Chart, System approach to staffing, System approach to selection, Selection Process: Techniques and instruments
- ❖ Job designing / Job analysis, Job description, Job evaluation, Performance appraisal
- ❖ Inter – personnel relations: training and development

Unit 3: Total Quality Management [14]

- ❖ Concept, Definition, Elements of TQM
- ❖ Tools and techniques for improving quality
- ❖ Quality Audit, LIS related Standards
- ❖ Resource mobilization, Outsourcing, Library Consortia, Open Access
- ❖ Technology Management and Evaluation of IT, Job descriptions of IT manager
- ❖ Technology Assessment –Equipment, Infrastructure, Service, Staff and Self
- ❖ Technology development –updatation

Unit 4: Financial Management and Reporting [14]

- ❖ Sources of Library Finance in different types of libraries
- ❖ Budget techniques and method, budgetary control
- ❖ Costing library process, functions and services
- ❖ Cost effectiveness and Cost benefit analysis
- ❖ Various types of report generation, Annual report – its components
- ❖ Report writing and Library Statistics

Recommended Books:

1. Al-Abdul-Gadar, Abdullah H. Managing computer based information systems in developing countries: A cultural perspective. Hershey PA, 1999
2. Krishan Kumar. Library administration and management. New Delhi: Vikas, 1993
3. Clare, Jenkins. Collection Management in academic libraries. Bombay:Jaieo publishing House,1996
4. Mahapatra, M. (Ed.) Information Management in academic and research libraries. Ahmedabad: INFLIBNET center,1998
5. Thomas, Landau. Library Furniture and Equipment. London: (S.N.),1963
6. Anand, Ballabh. Modern Scientific Management of libraries. Delhi: Rajat Publication,2000
7. Ansari, M. M. Text book of library Management. NewDelhi: Shree pud &Dist, 2003
8. Gorman, Christine. Staff development in libraries. New Delhi: Dominant Publishers, 2003
9. Jordan, Pater. Staff management in library and information work. Bombay: Jaico Publishing House, 1996
10. Jugal Kishore. Personnel management in libraries. New Delhi: Ess Ess Publication, 1981
11. Ranganathan, S.R. Library manual. Delhi: Indian Library Association, 1951
12. Ranganathan, S. R. Library administration. 2nd Ed. Bangalore. Sarada Ranganthan Endowment for Library Science, 1989.

13. Sharma, H. D. Library building and furniture: a handbook for librarians. Varanasi. Indian Bibliographic Centre, 1996.

Objectives:

1. To design and develop marketing views
2. analysis information products and services
3. To sensitize students to the need for changing philosophy of LIS - from Free to Fee based services.

Unit 1: Information and Society [06]

- ❖ Information Society, Information Economics and Economics of Information
- ❖ Information Management
- ❖ Knowledge management

Unit 2: Information Consolidation [06]

- ❖ Information consolidation; Consolidation Products: Trend Reports, State-of-the Art Reports, Reviews, Conference proceedings etc.
- ❖ Compilation of products: Annual Reports, Manuals, Handbooks, Directories, Abstracts Bulletin, Bibliographies
- ❖ Information Products/Services: Newsletter, Digests, Dossier, Technical Inquiries, Press Clipping Services, Indexing Bulletin, Subject Bibliographies
- ❖ Analysis of Information products and services

Unit 3: Marketing [10]

- ❖ Marketing of information product and services
- ❖ Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies
- ❖ Marketing of Information Products/Services

Unit 4: Repackaging of Information [08]

- ❖ Research in progress
- ❖ Backup Services
- ❖ Electronic Document Delivery
- ❖ UAP (Universal Availability of publications)
- ❖ Database Support Services
- ❖ Database type and use; database intermediaries (searchers, editors etc.)

Practical

- ❖ Preparation of Information Product

Recommended Books:

1. Coote, Helen and Bachlor, Bridget. How to market your library services effectively. Ed.2 London: Aslib, 1997
2. Gupta,D.K.et al. Marketing Library and information services: international perspectives. Munich: K.G.Saur, 2006
3. Helinsky, Z. A short-cut to marketing the library. Oxford: Chandos Publishing, 2008
4. Jain, Abhinandan K., et al. Marketing information product and services: a prime for libraries and information professionals. New Delhi: Tata McGraw-Hill, 1999
5. Kotler, Philip. Marketing Management. Ed.12. Delhi: Prentice Hall, 2002
6. Kotler, Philip and Armstrong, Gary. Principles of Marketing. Ed.7. New Delhi Prentice Hall of India, 1996
7. Rowley, Jenifer. Information Marketing. London: Ashgate, 2001

LIB 505 PR I: Information Systems, Sources and Services: Practical**Objectives:**

1. *Students will enable to examine a realistic information problems in practice*
2. *Get acquainted with variety of information services by involving themselves*
3. *To impart skills to carry out information searches using variety of bibliographic and non bibliographic database*
4. *Interprets the information needs of users and able to translate into a coherent search strategy*
5. *To enhance the real-worked virtual Reference Service experience*
6. *To get practical experience of handling and searching from different reference tools*
7. *To impart skills to carry out information searches using a variety of bibliographic and non bibliographic database*

Unit: 1 Indexing service: Prepare index of 10 articles

Unit: 2 Abstracting service: Get practical experience of preparing 3 abstracts from various journals.

Unit: 3 Current awareness services: Get practice of CAS and furnish actual current Awareness service to local users

Unit: 4 Students will assist research scholars in literature search.

- ❖ Virtual Reference Service
- ❖ E-mail Reference Service
- ❖ Real Time Reference Service
- ❖ Ask now
- ❖ Reference Desk Service
- ❖ Live on line Service
- ❖ Recent Addition Service [e.g. UNESCO provides this type of information through its website named <http://www.unesco.org>]
- ❖ Electronic Document Delivery Service / ILL
- ❖ Full text Sources: Ebsco. Dialog, inforitrieve database [this type of sources provides database which supply more than 3.5 million articles full text through <http://www.dindarticles.com>
- ❖ FAQs
- ❖ Library Calendar
- ❖ Collaborative Digital Reference Service
- ❖ Electronic Document Delivery Service
- ❖ Library Maps and Floor Plans
- ❖ Subject Gateways
- ❖ Library Portals
- ❖ Ask Your Librarian
- ❖ Bulletin Board
- ❖ Discussion Forum
- ❖ SMS
- ❖ Database Access [(Bibliographic DB, Referred DB, Expert DB...) INFLIBNET, UNESCO, LOC, OCLC etc are provide these type of Database] <http://www.bubl.ac.uk>
- ❖ Internet index e.g. <http://sunsite/berkeley.edu/internet/index>
- ❖ Virtual Library – e.g. <http://www.edoc.com>

Note:

This is a practical paper. Reference books listed within the content will be used for study and teaching. Hence no other reference books are listed here.

Objectives:

Students will learn and study_

1. Various Networks for resource sharing
2. Various Library Networks
3. Able to know about bibliographic utility networks
4. Develop skills to provide consortia based services

Unit: 1 Library and Information Networks [14]

- ❖ Definition, Need, History and evolution of Library Networks
- ❖ Data Networks, Introduction and activities of Data Networks in India (ITES (INDONET), ERNET, NICNET, INET, SIRNET, BITSNET etc.)
- ❖ Library and Information Networks in India
- ❖ Role of international agencies in the development of Library Networks: IFLA and UNESCO

Unit: 2 Library Networks at International Level [14]

- ❖ Online Computer Library Centre (OCLC)
- ❖ Research Library Group (RLG) RLIN
- ❖ Joint Academic Network (JANET)
- ❖ Consortium of University Research Libraries (CURL)
- ❖ China Academic Library and Information System (CALIS)
- ❖ Australian Academic and Research Library Network (AARLIN)
- ❖ Recently come up Library Networks

Unit: 3 Bibliographic Utility Networks [14]

- ❖ Objectives, Definition, History, Need and Benefits
- ❖ Working style (how it works): Centralised, Processing, Shared Processing, Cooperative and Commercial processing
- ❖ Bibliographic Standards: MARC
- ❖ Tools for Bibliographic Utility Networks
- ❖ LOC services, CIP, MARC Distribution Services, MARC Alert Services
- ❖ Major Bibliographic Utility Networks: International: OCLC, RLG, NBS, Kinetica Web, CALIS, HBZ. National: INFLIBNET, CALIBNET, ADINET, MYLIBNET, PUNENET, MALIBNET, BONET
- ❖ Major Initiatives related to Bibliographic Utilities: NCCP, PCC (NACO, SACO, BIBCO, CONSER), LSP

Unit: 4 Services of Library Consortia [12]

- ❖ Subject Gateways
- ❖ Database service
- ❖ Document Delivery Service
- ❖ Shared Electronic Reference / Real Time Reference Service
- ❖ Collective acquisition of resources
- ❖ Consortium purchase
- ❖ Joint archives and cooperative storage facility
- ❖ Shared core collection
- ❖ Shared Digital Library Project Development
- ❖ Training: Personnel and Clientele
- ❖ Technology support from member institute
- ❖ Communication service among members

Recommended Books:

1. Balakrishnan, Shyam Networking and the future of libraries. New Delhi: Ess Ess, 2000
2. Basandra, Suresh K. Computer Today. New Delhi: Galgotiya, 1999
3. <http://delnet.nic.in>
4. <http://www.angelfire.com/in/malibnet>
5. <http://www.inflibnet.ac.in>

6. <http://www.mylibnet.org>
7. Jha, Pavankumar. Library Networks and Network based Information Services in India at <http://pavankumarjha.prepod.com/dissertation/chapter3.html>
8. Kaul, S. Information Resource Sharing Models in Developing Countries: a network emerging from the World Bank supported environmental management capacity building project. <http://www.fh-posdan.de/~IFLA/INSPEL.01-1kasu.pdf>
9. Prasad, Kiran. Information and Communication Technology. New Delhi: B.R. Publishers, 2004
10. Ramamurthy, C.R. Globalisation and Library Information Networking. New Delhi: Author Press, 2003
11. Ramannair, R. Information Technology for participatory Development. New Delhi: Kaveri, 2003
12. www.alibnet.org
13. www.calibnet.org

LIB 506 EB: Web Technologies : Theory and Practical

Objectives:

1. Students will be able to understand history and basic concepts of web designing.
2. Students will be able to know commonly used software packages for web designing.
3. This paper will introduce students to content management system.
4. Students will get ample hands on for actual web designing work.

Unit: 1 Introduction to WWW [06]

- ❖ Web: Definition, History, Importance and Characteristics
- ❖ Web Browsers (I-explorer, Mozilla, Opera, Safari etc.)
- ❖ Evaluating Web

Unit: 2 Markup languages [06]

- ❖ HTML, DHTML, XML: syntax and commands, text, tables, images, links, frames, style sheets and layering
- ❖ Microsoft FrontPage, Dreamweaver, etc.

Unit: 3 Web Applications [06]

- ❖ Web 1.0, Web 2.0, Semantic Web
- ❖ Web 2.0 tools and applications (Blogs, Wiki, Youtube etc.)
- ❖ Networking sites (Orkut, Facebook, Twitter, Google+)

Unit: 4 Designing of Websites & Portals [12]

- ❖ Website/Portal design: Applications & tools
- ❖ CMS (Joomla/Drupal/Wordpress etc.)
- ❖ Features, Advantages and comparison of CMS

B : Practical

- ❖ Web page / Home page using HTML [10]
- ❖ Web 2.0 tools and applications [20]
- ❖ Website designing with CMS OR Portals [30]

Recommended Books:

1. Bayross. Web Enable Commercial Application Development Using HTML, DHTML, Javascript, Perl CGI, BPB Publications, 2000
2. Chirs Bates, Web Programming, New York: John Wiley, 2nd Edition
3. E.V.Kumar and S.V.Subramanyam. Web Services. New Delhi:Tata Mc Graw Hill, 2004.
4. G.Buczek. ASP.NET Developers Guide, TMH, 2002
5. Gopalan, N.P. and Akilandeswari J. Web Technology: Developer's perspective. New Delhi: Prentice Hall, 2007
6. J. Jaworski. Mastering Javascript, BPB Publications, 1999
7. Niederst,J. Web Design in a Nutshell: a desktop quick reference. Mumbai: Shroff, 1999
8. Powell, T.A. Web Designing: The complete reference. New Delhi: Tata McGraw Hill, 2000
9. Raj Kamal Internet and web Technologies. New Delhi: Tata McGraw Hill, 2002.
10. T. A. Powell. Complete Reference HTML (Third Edition),TMH, 2002

Objectives:**Students will study, evaluate and analyse:**

1. Importance of manuscripts a treasure of heritage
2. Manuscript as a rich source of information
3. Various types of material of manuscript
4. Various script of manuscript
5. Acquire skills to preserve and conserve manuscripts
6. Get acquainted with National mission for Manuscripts of India
7. Conserve manuscripts incorporating both modern and indigenous methods of conservation and training a new generation of manuscript conservators

Unit: 1 Introduction to Manuscriptology [06]

- ❖ Definition, History of manuscripts, Evolution of writing in India
- ❖ Manuscript: a literary evidence
- ❖ Indian and foreign sources of manuscript collections and repositories
- ❖ Legendary literature in the form of manuscript
- ❖ Physical forms: Palm leaf, Paper, Birch Bark, Metals
- ❖ Script (Introduction to various scripts)

Unit: 2 Manuscript Management and Processing [10]

- ❖ Management: Accessing, Completing and Grouping, Intacting, Labeling, Transcribing and Storage
- ❖ Technical processing: Need, Purpose and scope
- ❖ Cataloguing: Descriptive and Physical and Intellectual coverage, Metadata

Unit: 3 Classification and Indexing [06]

- ❖ Classification
- ❖ Technical terms of Manuscript
- ❖ Ornamentations: Decoration, Size, Calligraphy, Illustrations, Colophon, Post Colophon, Margin and Scribe

Unit: 4 Manuscript Preservation and conservation [08]

- ❖ Needs and purpose
- ❖ Factors for deterioration
- ❖ Handling and use of manuscript
- ❖ Preservation methods and Indigenous Conservation
- ❖ Fumigation
- ❖ Rules for conservation
- ❖ Conservation or Restoration methods
- ❖ Clearing, Washing, Flattering, De-acidification, Repairing, Tissue repair, Chiffon repair, Mounting, Inlaying and Lamination
- ❖ Disaster Management and Recommendation of National Mission for Manuscripts

Practical:

Unit: 1 Cataloguing of Manuscripts by using AACR-IIR

Unit: 2 Script Deciphering

Unit: 3 De-acidification and Repairing (Visiting a library of Manuscript collection/
Evaluation of manuscripts/ Evaluation of Scripts)

Unit: 4 Digital Preservation / Micro filming

Recommended Books:

1. Shivaganesha, Murthy. Introduction to Manuscriptology. Delhi: Sharada Publishing House, 1996
2. Altekar, A.S. Education in Ancient India
3. Farquhar, J.N. An outline of religious literature of India
4. Cultural Heritage of India Vol.I-IV
5. Katre, S.M. Introduction to Indian Textual Criticism
6. Belvalkar, S.V. Descriptive Catalogue and Govt. Commissions of Manuscripts deposited in the Deccan College, Poona, Vol.I Vedic Literature part
7. <http://www.hmml.org/preservation/Projects.htm>
8. <http://www.hmml.org/preservation/preservation.htm>
9. <http://www.lirg.org.uk/lir/pdf/article84c.pdf>
10. <http://www.clir.org/PUBS/reports/pub80-smith/pub80.pdf>
11. <http://archivists.metapress.com/content/2682415408112w76/fulltext.pdf>
12. http://www.accu.or.jp/ich/en/training/casestudy_pdf/09_10/case_study_report_india.pdf
13. <http://www.namami.org/conservation%20of%20concept.htm>

Semester - 2

LIB 507: Professional Ethics and Legal Issues

Objective:

Students will

1. *Understand and managed ethical and legal dilemmas relating to information creations, use and supply*
2. *Able to discriminate between the key ethical issues involved in professional life*
3. *Able to critically analysed detailed implications of key legislation*
4. *Can understand vocabulary related to ethical and legal issues*

Unit: 1 Professionalism [16]

- ❖ Characteristics of Library professional
- ❖ Competences within professionals
- ❖ Education required for the profession
- ❖ Responsibilities in Librarianship
- ❖ Scholarly communication and Professional Aptitude

Unit: 2 Professional Issues and supports [12]

- ❖ Academic issues
- ❖ Administrative issues
- ❖ Recruitment rules
- ❖ Service issues
- ❖ Professional Standards
- ❖ Research and publication
- ❖ Resource sharing
- ❖ Financial support: scholarship, fellowship, awards and rewards

Unit: 3 Professional ethics and technology [10]

- ❖ Awareness of IT in library service environment
- ❖ Personnel training
- ❖ Internet and telecommunication skills
- ❖ Scholarly information sources - OAI

Unit:4 Legal Issues [16]

- ❖ Freedom of information and privacy
- ❖ Intellectual property in media
- ❖ Database rights
- ❖ Patents and Tread Marks
- ❖ Quality issues and liabilities of information provider
- ❖ Legal aspects of e-resources

Recommended Books:

1. Chopra, Hans Raj. Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
2. Coblans, Herbert. Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited, 1974
3. AALL Ethical Principles - <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
4. Code of Ethics for Information Scientists - <http://cool.conservation-us.org/bytopic/ethics/asiseth.html>
5. Code of Ethics of the American Library Association - <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>
6. Codes of Ethics Online - <http://ethics.iit.edu/index1.php/Programs/Code of Ethics>
7. MLA Code of Ethics - <http://www.mlanet.org/about/ethics.html>
8. Professional Codes of Ethics/Conduct - <http://archieive.ifa.org/faife/ethics/code.htm>

LIB 508: Information Processing: Theory and Practical

Objective:

1. *To understand the concept of Indexing.*
2. *To get acquainted with different types of vocabulary control devices.*
3. *To get an insight into the provisions in a thesaurus and methodology of its construction with reference to application of computers.*
4. *To recognize different tools and techniques associated with Artificial Intelligence-based subject indexing systems.*
5. *To explore the strengths and weaknesses of different indexing techniques*

Unit 1: Indexing [08]

- ❖ Information Retrieval Systems – Needs, objectives, types and components
- ❖ Indexing: meaning and functions, process of indexing
- ❖ Indexing languages-Need, Purpose, Characteristics, Types
- ❖ Vocabulary control-Semantics, Syntactic
 - ◆ Subject heading list : LCHS and SLSH
 - ◆ Thesaurus: meaning, functions and construction of thesaurus

Unit 2: Indexing Systems and Techniques [08]

- ❖ Pre coordinate indexing system: Chain indexing, PRECIS, POPSI
- ❖ Post coordinate indexing system: UNITERM
- ❖ Automatic indexing: KWIC, KWOC
- ❖ Non conventional indexing – Citation indexing , Web indexing

Unit 3: Information Retrieval Systems [08]

- ❖ Quality control in indexing
- ❖ Bibliographic description and standards for standards record format – ISBD, FRBR
- ❖ Online Retrieval System
- ❖ Metadata: MARC 21 – 856 Field, Dublin core, TEI, METS
- ❖ Information Retrieval Systems – Needs, objectives, types and components

Unit 4: Information Retrieval Process and Techniques [06]

- ❖ Electronic IRS – Purpose, function and features
- ❖ OPAC – Electronic Databases (online and CD – ROMs)
- ❖ E-Journals, Digital Libraries, Web Resources
- ❖ Artificial Intelligence and Expert Systems
- ❖ Evaluation of Information Retrieval System

Practical

1. Preparing Indexes
2. Use of Indexing techniques
3. Thesaurus construction

Recommended Books:

1. Chaudhary, G.G. Introduction to modern information retrieval. London: Library Association, 1999

2. Cleveland, Donald B. and Cleveland, Ana D. Introduction to indexing and abstracting. Colorado: Libraries Unlimited, 2001
3. Foskett, A.C. Subject approach to information. Ed.5. London: Library Association, 1996
4. Gosh, S.N. and Satpathi, J.N. Subject indexing system: concepts, methods and techniques. Calcutta: IASLIC, 1998
5. Korfhage, R.R. Information storage and retrieval. New York: John Wiley, 1997
6. Lancaster, F.W. Vocabulary control for information retrieval. Ed.2. Arlington: Information Resource Press, 1985
7. Lancaster, F.W. Indexing and abstracting: theory and practice. Ed.3. Urbana: University of Illinois, 2003
8. Rowley, J. The basics of information system. Ed.2. London, Library Association, 1996
9. Soergel, D. Indexing languages and thesauri: construction and maintenance. New York: John Wiley and Sons, 1974
10. Walker, G. and Janes, J. Online retrieval: a dialogue of theory and practice. London, Libraries Unlimited, 1993

LIB 509: Networks and Internet : Theory and Practical

Objectives:

Student will understand

1. Data Communication, its applications and various channels
2. Networking components (Hardware & Softwares), Various models and protocols related to networking
3. Networking types, topologies and techniques
4. Network and Internet Security

Unit 1: Data Communication and Channels [06]

- ❖ **Basics of Data Communication**- Digital, Analog, Synchronous, Asynchronous, Parallel, Serial, Simplex, Semi-Duplex, Full Duplex Communication, Multiplexing
- ❖ **Application of Data Communications**- Information Search & retrieval, Information Transmission, Multimedia
- ❖ **Communication Channels**- Wired Transmission, Telephone Lines, Coaxial Cable, Microwave, Infrared, Laser, Radio communication, Satellite Communication, Fiber Optics,

Unit 2: Network Components, Models and protocols [06]

- ❖ Hardware : Network Devices (NIC, Modem, Router, Bridge, Gateway, Repeater, Hub, Switches)
- ❖ Software : Network Operating Systems
- ❖ OSI
- ❖ TCP/IP

Unit 3: Networking Types, Topology and Techniques [06]

- ❖ Types of Network: LAN, MAN, WAN, Internet, Intranet, VPN etc.
- ❖ Network Topologies – Bus, Ring, Star, Mesh, Hybrid etc.
- ❖ Switching Techniques – Circuit, Message, Packet etc.

Unit 4: Network, Internet and Internet Security [12]

- ❖ Internet architecture and organization
- ❖ Internet protocols
- ❖ Internet addressing
- ❖ Internetworking
- ❖ Network management
- ❖ Internet Security and its Privacy, Authentication, Access Control, Integrity, Virus

B : Practical [60 hours allotted]

- ❖ Internet search through various search engines
- ❖ Network based information services

Recommended Books:

1. Ahmadayaz, A. handbook for Information Technology. New Delhi: Anmol Publication, 2003
2. Asit Narayan. Internet Marketing, E-commerce and Cyber Laws. Delhi, Authors Press, 2000
3. Bansal, S.K. Information technology and globalisation. New Delhi: A P H Publication, 2001
4. Bansal, S.K. Internet Technologies. New Delhi: A P H Publication, 2001
5. Batra, B.B. Information Technology: challenges and opportunities. Delhi: Kalpaz Publications, 2001
6. Chandra, Ramesh. Technological changes in Libraries. Delhi: Kalpaz Publications, 2003
7. Chandra, Ramesh. Information Technology in 21st century. New Delhi: Kalpaz Publications, 2003
8. Kent, Allen. The structure and governance of Library Networks. New York. Marshall Deccker, 1979
9. Lan Winship. The students guide to the internet 2000-2001. London: Library Association Publication, 2000
10. Markuson, Barbara Evans. Network for Networks: critical issue in cooperative library development, New York: Neal Schuman Publisher Inc., 1980
11. Molyneux, Robert E. The internet under the hood. London: Libraries Unlimited, 2005

12. Nair, R. Raman. Internet for information services. New Delhi: Ess Ess Publications, 2002
13. Pandey, V.C. Information and Communication technology. Delhi: Isha Books, 2004
14. Poulter, Alan. The library and information professional's guide to the World Wide Web. London: Library Association Publishing, 1999
15. Rao, N.V.Jagga. Books to bytes: library and information technology in the new millennium. New Delhi: Ess Ess Publications, 2000
16. Rouse, Willium B. Management of Library Networks. New York: John Wiley, 1980
17. Satyanarayana, N.R. A manual of Library Automation and Networking. Lucknow: New Royal Book Co. 2003
18. Sehgal, R.L. An introduction to library network. New Delhi: Ess Ess, 1996
19. Singh, Sankar. Information Technology in libraries. New Delhi: Ess Ess, 2003

Objectives:

1. To aware student with written communication skills
2. To built up confidence relating effective communication skills
3. Students will get enrich with vocabulary
4. To built up expressive power among students

Unit:1 Effective Communication [12]

- ❖ Types of Communication – Verbal, Non-Verbal, Written
- ❖ Effective Communication Skills, Oral and Written Communication Skills
- ❖ Body language and common gestures
- ❖ Meeting, Telephonic Communication and Presentation Skills
- ❖ Good Questioning and Listening Skills

Unit:2 Technical Communication [14]

- ❖ Structure, function and types of Technical Communication
- ❖ Definition, purpose, characteristics of Technical Communication
- ❖ Technical papers / Articles, Review articles, Technical Reports, Monographs, Dissertations, In-House bulletins
- ❖ Information analysis, Consolidation and Repackaging Products- Technical Digest, Trend Reports, State-of-the-art Reports, Annual Reports, Manuals, Handbooks and Directories

Unit:3 Business Writing [14]

- ❖ Business Plan and Mission Writing
- ❖ Terms and Condition with Book Sellers, Publishers, Venders, Service Providers
- ❖ MOUs – Licensing, Contract Writing
- ❖ Effective Covering Letters - Publisher, Book Seller, Binders, Users-Patrons-Clienteles
- ❖ H R policy Writing

Unit:4 Office Communication [14]

- ❖ Report Writing : Annual Report, Daily Progress Report, Event Report, Promotion Report, Confidential Report, User Satisfaction Report
- ❖ Office Writing: Notice Writing, Memo Writing, Letter Writing – Publisher, Book Seller, Binders, Users-Patrons-Clienteles,
- ❖ Presentation: Body language, Book review, At the time of Library Committee meeting, Staff meeting, Condolence meeting, Business meeting, Orientation, Conference, Seminars or Workshop – Training Programme

Recommended Books:

1. Booth, V. Communicating in Science: writing a scientific paper and speaking at scientific meetings. Ed. 2 , 1993
2. Christopher, T. Effective writing: improving scientific, technical and business communication, 1989
3. Hicks, T.G. Vaorie, C.M. Handbook of effective technical communications, 1989
4. Lanon, J.N. Technical writing.
5. Mills, G.H. and Walter, J.A. Technical writing, 2000
6. Saravanavel, P. Research and report writing, 1993
7. Truck, M.T. Effective writing, 1982

LIB 510 EB: Marketing and Marketing Mix

Objectives:

Students are introduced to _

1. *Principles of marketing*
2. *Role of marketing management*
3. *Able to explain the importance of marketing oriented and customer focus*
4. *Able to explain the key requirements for an effective marketing strategies in the competitive market*
5. *Able to solve marketing problems*

Unit: 1 Marketing Management [20]

- ❖ Definition, Fundamentals of Marketing, Pillars of Marketing
- ❖ Evolution of Marketing: conventional approach and contemporary approach
- ❖ Components of Marketing, Marketing environment, Marketing paradigms
- ❖ Marketing strategies: types and strategic models, promotion and promotional goals, advertising, sales promotion
- ❖ Marketing planning: aims and objectives, detail plans and programmes
- ❖ Consumer and Buyer behavior, Customer focus marketing
- ❖ Marketing Ethics: fundamental issues and specific issues
- ❖ Marketing Research

Unit: 2 Information Marketing [20]

- ❖ Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies
- ❖ Design of Information product and services
- ❖ Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies
- ❖ Marketing of information product and services
- ❖ Information providers: Libraries, Information Centers, Referral Centers, Analysis Centers, Data Centers, Bibliographic Utilities, Vendors etc.

Unit:3 Products and Brand Management [08]

- ❖ Market segmentation
- ❖ Targeting and positioning the Market
- ❖ Relationship Marketing
- ❖ Digital Marketing
- ❖ E-marketing

Unit: 5 Marketing Mix [06]

- ❖ Nature of Marketing Mix
- ❖ Consequences of Marketing Mix
- ❖ 4 and 7ps of Marketing Mix
- ❖ Relationship approach and Customer satisfaction
- ❖ Web- Marketing Mix
- ❖ E- Marketing Mix

Recommended Books:

1. Baker, Michael. The Strategic Marketing Plan Audit 2008. ISBN 1902433998
2. Chopra, H.S. Information marketing. Jaipur: Rawat Publications, 1996
3. Kotler, P. and Armstrong, G. Principles of Marketing, Ed.10, New Jersey: Pearson Education Inc. 2004
4. Lauterborn, R. New Marketing Litany: 4P's Passe; C-Words Take Over, Advertising Age, Oct 1, 1990:26
5. Lazer, W. Marketing Management: A Systems Perspective New York: John Wiley & Sons, 1971
6. Marketing basics Marketing strategy based on market needs, targets and goals.
7. Marketing strategy Australian administration small business guide
8. McCarthy, E J. Basic Marketing - A Managerial Approach, Illinois: Irwin, 1960

9. Miles, Raymond. Organizational Strategy, Structure, and Process. Stanford: Stanford University Press. 2003 ISBN 0804748403
10. Philip, Kotler & Kevin, Lane Keller. Marketing Management - 12th Edition
11. Proctor, T. Strategic Marketing: An Introduction, London: Routledge, 2000
12. [UK govt businesslink marketing strategy guide.](#)

Objectives:

1. *Students will develop the qualities of leader and could be able to take responsibilities*
2. *Student will come to know about the benefits of good interpersonal skills*
3. *Could take initiatives for change at each and every level of management*
4. *To develop professional aptitude in new entrants*
5. *Students get acquainted with effective communication skills and process*

Unit: 1 Personality Development [16]

- ❖ Understanding self, Strengths and Weaknesses, Work and Organisational Psychology
- ❖ Emotional Intelligence and Emotional Enlightenment, levels of Emotional awareness, EQ
- ❖ Stress Management – Techniques, Tools for identifying and managing stress
- ❖ Time management, Strategies for managing Time, Time Management tips
- ❖ Decision Making, Making Commitment and Meeting Deadlines

Unit: 2 Leadership [14]

- ❖ Nature of leadership and required skills
- ❖ Differences between leaders
- ❖ Problems and its possible impact on leadership style and effectiveness
- ❖ Interpersonal skills: according to situation, according to policy, in the benefit of institution
- ❖ Behaviour and leadership IQ
- ❖ Self management skills

Unit: 3 Team Building [10]

- ❖ Effective team building
- ❖ Team motivation
- ❖ Groups and team management
- ❖ Staff training
- ❖ Development and coaching

Unit: 4 Change Management [14]

- ❖ Theories of personal change
- ❖ Theories of organisational change
- ❖ Theories of resistance to change
- ❖ Strategies for overcoming resistance
- ❖ Best practice in change management
- ❖ Diversity and Management Ethics

Recommended Books:

1. Bartol, Kathryn and David C. Matin. Management. 3rd Ed. USA: Irvin McGraw hill, 1998
2. Barton, Gene and Manab Thakur. Management Today: Principles and Practice. New Delhi, Tata McGraw Hill, 1995
3. Donnelly, James H., James L. Gibson and John M. Ivancevich. Fundamentals of Management. Irvin McGraw hill.
4. Drucker, Peter F. Management. New Delhi: Allied, 1974
5. Drucker, Peter F. Management: Tasks, responsibilities, Practices. New Delhi: Allied, 1998
6. Drucker, Peter F. The Practice of Management. New York: Harper Business, 1986
7. Filppo, Edwin B. Personnel management 6th Ed. McGraw hill.1990
8. Gerstner, Louis V, Jr. Who says elephant can't dance. New York: Harper Business, 2002
9. Gulati, Sarvesh. Corporate Softskills. New Delhi: Rupa, 2006
10. Healey, J.H. Executive Coordination and Control. Columbus: Ohio state University Press, 1956
11. Herris, O.Jeff. Managing people at work. New York: Jon Wiley, 1976

12. Hersey, Paul and Kenneth H. Blanchard. Management of organisational Behaviour: utilising human resources. 5th Ed. Prentice Hall. 1993
13. Koontz, Herrold and Heinz Weihrich. Essentials of Management. 5th Ed. Singapore: Mc Graw Hill, 1990
14. Peter M.Sang Fifth discipline: the art and practice of the learning organisation. New York: Double Day/Currency, 1990
15. Richard, Bichard. Organisation Development: strategies and models. Addison Wesley
16. W. Warner Burke. Organisation Development: A process of learning and changing. 2nd Ed. Addison Wesley, 1994

Objectives:

Students will study and evaluate_

1. Method of preservation and conservation of valuable sources
2. Able to identify causes of damage
3. Able to manage the control over security issues

Unit:1 Preservation Management [14]

- ❖ Definition, Need, Objectives and issues of preservation
- ❖ Basic preservation Management
- ❖ Preservation Principles
- ❖ Materials to be preserved

Unit: 2 Causes of damage [10]

- ❖ Indoor and outdoor damage
- ❖ Human and Insects
- ❖ Disaster, Disaster response and contingency planning
- ❖ Technology

Unit: 3 Control Management [14]

- ❖ Indoor and outdoor
- ❖ Security issues
- ❖ User awareness and staff training
- ❖ Evaluating material
- ❖ Concept of rarity and intrinsic value
- ❖ Protective enclosures
- ❖ Selection and review of materials for conservation or replacement
- ❖ Setting priority for conservation and preservation

Unit: 4 Conservation Treatments [04]

- ❖ Concept of rarity and intrinsic value
- ❖ Protective enclosures
- ❖ Selection and review of materials for conservation or replacement
- ❖ Setting priority for conservation and preservation

Unit: 5 Preservation [08]

- ❖ Preservation of non paper / non print materials (photographs, AV materials, Maps, Textile...)
- ❖ Digitisation and Digital preservation
- ❖ Reformatting (copying and imaging) and preservation replacement
- ❖ Digitisation Project (Project Proposal: budgets, personnel, funding, project plan and output, benefits to the institute / organisation)

Recommended Books:

1. Alire, Camila. Library disaster planning and recovery handbook. New York: Nean-Schuman, 2000
2. Banks, Pilette. Defining the library preservation programme: policies and organisation. Morrow: Carolyn Clark
3. Carlsen, Soren. Effects of freeze Drying on Paper Pre print from the 9th International Congress of IADA Copenhagen August 15-21 1999 Full text available at [http:// palimpsest Stanford edu/iada/ta99-115.pdf](http://palimpsest.stanford.edu/iada/ta99-115.pdf).
4. Cox, Jack E , and Robert L Barber Preparing for the unknown: Practical contingency planning Risk Management 43 (September 1996): 14-20
5. Davis Mary B., Susan Fraser , and Judith Reed Preparing for Library Emergencies: A Cooperative Approach Wilson Library Bulletin (November 1991): 42-44, 128

6. Florian, Marry-Lou E. *Heritage Eaters: Insect and Fungi in Heritage Collections*. London: James & James, 1997.
7. Risk Management for Libraries *ALA Yearbook of Library and Information Services* 15 (1990): 218-219
8. Harrison, H.P. Emergency Preparedness and Disaster Recovery of Audio Flim and Video Materials *IASA Journal* (November 1995): 82-85.
9. Harvey, Ross *Preservation in Libraries A Reader Topics in Library and Information Studies* London; New York: Bowker K.G. Saur, 1993 (Contains reprints of articles and chapters)
10. *Preservations in Libraries Principals, Strategies and Practices for Librarians Topics in Library and Information Studies*. London; New York: Bowker; K.G.Saur, 1993. (Contains reprints of articles and chapters)
11. Integratyed Pest management *NEDCC News* 8, no. 1 (winter 1998): 4-5
12. Lemley, Don, *Precautions and Safe Practices for Records Storage Systems. Records Management Quarterly* (April 1992): 24-27
13. Nelton, Sharon. Prepare for the Worst. *Nation's Business* 81 (September 1993): 20-28
14. <http://www.kb.nl/cons/faq-conservering/faq-en.html>
15. <http://www.kb.nl/cons/kneep/index-en.html>
16. <http://www.google.co.in/search?sourceid=navclient&aq=6h&oq=&ie=UTF-8&rlz=1T4GPCK enIN324IN325&q=draft+of+digital+preservation+policies>

LIB 511 EB: Digital Information Management: Theory & Practical

Objectives:

1. To provide introduction and difference of Digital Library
2. To aware students from content creation and its management
3. Know how of hardware and software of Digital Library
4. Hands on practice for Green Stone and DSpace

Unit:1 Digital Libraries [05]

- ❖ Concepts and issues of Digital Library
- ❖ Evolution of Digital Library
- ❖ Important milestone for Digital Library
- ❖ Responsible organisation and agencies for the development of Digital Libraries-Digital Library Conferences(JCDL, ECDL and ICADL)

Unit:2 Content Creation and Security [05]

- ❖ Creating electronic documents, files and file formats
- ❖ Born digital and legacy documents
- ❖ Digitization-Scanning, OCRing and Conversion to PDF
- ❖ Digital Rights and Digital Rights Management

Unit:3 Digital Library Management [10]

- ❖ Digital Library Architecture
- ❖ Element of Digital Library, DOI, Open URL
- ❖ Digital Library content management issues
- ❖ Meta Data
- ❖ Access control and DRM
- ❖ Security and preservation issues

Unit:4 Digital Library Software [10]

- ❖ Digital Library software
- ❖ Main features of Green Stone Digital Library
- ❖ Installing and developing a prototype using Green Stone Digital Library
- ❖ Feature of DSpace

B : Practical [60 hours allotted]

- ❖ Project for Digital Content Creation and Management
- ❖ Use of Open Source software
- ❖ Digital Archives

Recommended Books:

1. Brynjolfsson, Eric and Kahin, Brian (Ed.) Understanding the digital economy: data, tools and research. Massachusetts: MIT Press, 2002
2. Chandra, Ramesh. Technological changes in Libraries. Delhi: Kalpaz Publications, 2003
3. Chandra, Ramesh. Information Technology in 21st century. New Delhi: Kalpaz Publications, 2003
4. Chandrashekar, S. Electronic Publishing with SGML. In *Digital Libraries: dynamic store house of digitalised information*, Edited by M.N.Malwad et al. New Delhi: New Age International Publishers, 1996. pp.5-14
5. Gopal Krishanan. Intellectual freedom in digital libraries. Delhi: Author Press, 2003
6. Gopal Krishanan. Online Library cataloguing in digital way. Delhi: Author Press, 2003
7. Jeevan, V.K.J. Digital libraries. New Delhi: Ess Ess, 2003
8. Malwad, N.M. Digital Libraries: dynamic storehouse of digital information. New Delhi: New Age International, 1996

9. Kasdorf, William E.(Ed). The Columbia Guide to Digital Publishing. New York: Columbia University Press,2003
10. Singh, G.K. Principles of digital library development. New Delhi: Shree Publishers, 2004
11. Singh, Sankar. Information Technology in libraries. New Delhi: Ess Ess, 2003

LIB 511 EC: Disaster Management : Theory & Practical

Objectives:

The student will study, evaluate and analyse_

1. Natural and man-made disasters which affect library building and its resources
2. The economic, social and psychological effects of the disaster plans
3. The organisations and agencies involved in the relief

Unit: 1 Disaster [05]

- ❖ Principles of Disaster Management
- ❖ Types of Disaster: Natural and Man-made
- ❖ Natural Disaster: Earthquakes, Floods / Heavy Rain, Tsunamis, Volcanoes, Hurricanes / Cyclone / Tornadoes / Wildfire
- ❖ Man-made: Terrorism, Riots, Technological Disaster

Unit: 2 Social, Psychological and Economic costs of Disaster [05]

- ❖ Loss of knowledge
- ❖ Mental health, stake holder's reactions
- ❖ Managing and maintaining services after Disaster
- ❖ Search and rescue operations
- ❖ Emergency / stopgap arrangement for survived resources

Unit: 3 Preparedness and Planning [10]

- ❖ State level policy
- ❖ Community policy
- ❖ Disaster warning and prevention
- ❖ Emergency and remedial procedures
- ❖ Alternatives for technical loss

Unit: 4 Management Approaches [10]

- ❖ Traditional Approaches
- ❖ Professional Approaches
- ❖ Special communication and coordination
- ❖ Training – personnel and users
- ❖ Acquiring resources
- ❖ Legal issues and record keeping

Practical:

Students have to prepare Disaster Management Plan of various libraries not less than 1000 words. Students shall have to submit this plan to the department on or before deadline. Viva voce will be conducted by external examiner according to their plan.

Books Recommended:

1. Balloffect, Nelly. Library Disaster Handbook: Planning Recovery, Resources, Highland, N.Y. South eastern New York Library Resources Council, 1992.
2. Boudette, Neal E. A Piece of the Rock for Computers Recovery Firms Protect against Data Disasters Industry Week (November 7, 1988): 85
3. Deering, Ann. Online Disaster Management Resources Risk Management 43 (September 1996):12
4. Doig, Linda. Disaster Recovery for Archives, Libraries and Records Management systems in Australia and New Zealand. Wagga Wagga New South Wales: Centre for Information Studies, 1997 (Available from: cjs@csu.edu.au)
5. Fire Protection Handbook 18th ed Quincy, Mass National Fire Protection Association, 1991.
6. Fox, Lisa L. Management Strategies for Disaster Preparedness ALA Yearbook of Library and Information services 14 (1989): 1-6
7. George, S.C. Library Disasters Are You Prepared College & Research Libraries News 56, no. 2 (February 1995): 80, 82-84

8. Harrison, H.P Emergency Preparedness and Disaster Recovery of Audio, Film and Video Materials. IASA Journal (November 1995):82-85
9. Preservation in Libraries Principals, Strategies and Practices for Librarians. Topic in Library and Information Studies London, New York Bowker K.G. Saur, 1993.
10. Hoffman, Eva. Protecting Yesterday for Tomorrow National association of Fire Equipment Distributors, 1999 Available at [http:// www.nafed.org/Library.html](http://www.nafed.org/Library.html).
11. Learn, Larry L. Diversity: Two Are Not Cheaper Than One A look at Facilities Disaster Avoidance Library Hi Tech News (January/February 1992): 17-22
12. Morris, John. The Library Disaster Preparedness Hand book Chicago American Library Assn. 1986.
13. Pelland, D. Disaster Management Reaches Mid Size Firms Planning to Survive Risk Management 43 (September 1996):10.
14. Robertson, Guy. People paper Data Disaster Planning for Libraries Disaster Recovery Journal 10 no. 1 (winter 1997): 38-43.
15. Waters, Peter. Procedures for Salvage of water Damaged Library Materials Washington, D.C.Library of Congress, 1975.

LIB 512: Project / Dissertation