

**SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR
DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**



**SYLLABUS EFFECTIVE FROM: 2017-18
Programme & Subject: MLISc (M.Lib. & Inf. Sc.)
(Full Time) - Semester: I**

Paper Code: PA01CLIB21		Total Credit: 5
Title of Paper: Information & Communication		
Unit	Description in detail	Weightage (%)
I	Information & Communication: Information: Characteristics, Nature, Value & Use of Information Conceptual Difference Between Data, Information & Knowledge Communication of Information: Information Generation Communication Channels, Models: Aristotle's Model, Lasswell's Models, Michael Buchler Model, Shannon & Weaver Model Etc. Barriers of Communication. Trends in Information Communication	25%
II	Information Science: Library Science, Documentation & Information Science Definition, Scope and Objectives of Information Science Information Science as a Discipline & its Relationship with other Subjects Library, Information & Society: Genesis, Characteristics & Implications of Information Society. Changing Role of Library and Information Centers in Society Information Industry-Generators, Providers & Intermediaries International & National Programmes & Policies [Naplis] IPR & Plagiarism	25%
III	Information as an Economic Resource: Information Economics Economic Characteristics of Information Economics of Information: Micro & Macro Information Economy Knowledge Economy: Characteristics of Knowledge Economy Indian Economy & Workforce Economics of Information System & Services	25%
IV	Information Management & Knowledge Management	25%

	Meaning, Definition, Need & Purpose Essentials of Knowledge Management: Data, Information & Knowledge, Types of Knowledge Tools & Techniques for KM	
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Basic Text & Reference Books:-

- Abell (Angela) and Oxbrow (Nigel). Compelling with Knowledge: The Information Professional in the Knowledge Management Age. London: Facet Publish, 2001
- Atherton (Panline). Handbook for Information Systems And Service, Paris Unesco, 1977
- Allan (Barbra). E-Learning and Teaching in Library and Information Services, London: Facet Publishing, 2002
- Bikowitz (Wr). Knowledge Management, Delhi. Phi 2000
- Chowdhury (Gg). Introduction To Digital Libraries. London: Facet Publishing, 2003
- Elliott De Saez (Eileen). Marketing Concepts for Libraries and Information Services. 2nd Ed. London, Facet Publishing, 2002.
- Dearnley (James) and Feather (Jhon). The Wired World: An Introduction to the Theory & Practice of the Information Society. London: Facet Publishing, 2001
- Peather (Jhon). The Information Society: A Study of Continuity and Change, 3rd Ed. London Concept Publishing, 2000
- Khan (Mtm). Information Organization and Communication. New Delhi: Ess Ess Publishers 2001
- Kumar (Psg). A Students: Manual of Library and Information Science (Two Volumes Bind in One) Delhi. B.R.Pub. Corporation. 2002
- Mahapatra (Pk). and Chakrabarti (B), Knowledge Management in Libraries, NewDelhi. Ess Ess Publishers. 2002
- Mc. Garry (Kj). The Changing Context of Information: An Introductory Analysis. London Bingley, 1981
- Neelameghan (A). Lectures on Knowledge Management: Parailigm, Challenges & Opportunities. New Delhi: Ess Ess Publishers, 2002
- Pedley (Paul). Copyright for Library and Information Service Professionals, London: Aslib, 2000
- Prasad (Hn). Information Need and Users. Varanasi: Indian Bibliographic Center, 1992

- Prasher (Rg). Information and Its Communication. New Delhi: Medallion Press, 1991
- Ranganathan (Sr) Ed. Documentation of Thefracts, Bombay, Asia, 1983
- Roberts (Stephen A) Ed. Cost Management for Library and Information Services. London: Aslib, 1984
- Shera (Jesse H). Documentation in Action. New York: Reinhold, 1956
- Shera (Jesse H). Documentation and the Organization of Knowledge. London, Crosoy Lockwood, 1966
- Visanathan (Cg). Elements of Information Science. New Delhi, Today and Tomorrows 1976
- Wolpert (Sa) and Wolpert (Jf). Economics of Information. 1986

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Programme & Subject: MLISc (M.Lib & Info.Sc.)

(Full Time) - Semester: I

Syllabus with Effect from: June - 2017/2018

Paper Code: PA01CLIB22		Total Credit: 5
Title of Paper: Management of Library & Information Systems & Centre		
I	<p><u>Management:</u> Management Concepts, Definition, Nature and Purpose Management School of Thought Management Styles and Approaches Functions of Management and Their Relevance to Libraries and Information Centers.</p>	25%
II	<p><u>System Analysis:</u> Systems- Meaning Library as a System and its Subsystems. Systems Analysis, Flow Charting, Evaluation System Design – General Considerations <u>Monitoring Techniques:</u> Operations Research (OR), Management Information System (MIS) Management By Objectives (MBO), Network Analysis – PERT/CPM <u>Evaluation Techniques:</u> Methods of Evaluation, Techniques of Evaluation- Performance Measurement, Performance Evaluation, Marketing Research Evaluation of Information Systems & Services</p>	25%
III	<p><u>Personnel Management:</u> Personnel/Human Resource Management – Macro & Micro Approach Personnel/HR Planning-Need & Purpose, Elements of HRP, Methods & Techniques of HRP Personnel/Human Resource Development – Need, Mechanisms, Instruments & Systems, HRD Process HRD In Libraries & Information Centers HRD – Quality Improvement Programmes: Total Quality Approach, Need of Quality, Total Quality Management (TQM) – Objectives, Elements & Benefits of TQM, Elements of TQM</p>	25%
IV	<p><u>Financial Management:</u> Budgeting & Types: Budgetary Terminology, Objectives, Principles & Factors Considerations of Budgeting, Budget Formulation Budget Methods: PPBS and Zero Based Budgeting Budgetary Control System: Need, Process of Budgetary Control in Libraries/ Information Centers Costing: Concept and Need of Costing In Libraries, Types of Costs, Costing Methods Cost Analysis : Cost Effectiveness and Cost Benefit Analysis, Methods of Cost Analysis</p>	25%

Basic Text & Reference Books:-

- Awad (Bias M). Systems Analysis and Design. New Delhi: Galgotia, 1995.
- Ashworth (Wilfred), Ed. Handbook of Special Librarianship and Information, 6th Ed London. Aslib. 1967.
- Brophy (P) and Coulling (K). Quality Management For Information and Library Managers, Mumbai: Jaico Publications House, 1995.
- Chapman (Edward A.) Pierre (Paul L.) and Lubans (John). Library Systems Analyse Guidelines. New York: Wiley Inter-Science, 1970.
- Cowley (J). Personnel Management In Libraries. 1982.
- Eindor (P). Information Systems Management: Analytical Tools and Techniques, 1985.
- Evans (G E). Management Techniques For Libraries 2nd Ed. 1983.
- Gopinath (M A). Financial Norms For Collection Development In Libraries, 1982.
- Holroyd (G) Ed. Studies In Library Management, Vol.1-4, London, Clive Bingley
- Jones (N) and Jordon (P). Staff Management In Library and Information Work. 2nd Ed. Aldershot Gower, 1987
- Koontz (Harold) and Welhrich (Heintz). Management Ed. 9, New York, Mc Grew Hill, 1988.
- Lancaster (F. W.). If You Want To Evaluate Library. London: La, 1981,
- Lazer (Peter). Information System Design and Management Bangalore, Sarda Ranganathan Lectures, 15 (1992).
- Mahapatra (P K). Human Resource Management In Libraries. New Delhi: Ess Ess Publishers, 2002.
- Narayana (G.J.). Library and Information Management New Delhi, Prentice-Hall of India, 1991.
- Noragh (Jones) and Jordan (Peter). Staff Management In Library and Information Work. Aldershot: Gower, 1982.
- Reddy (Stayanarayana P). Automated Management of Library Collection. New Delhi: Ess Ess Publishers, 2001.
- Roberts (Stephen A) Ed. Costing and The Economics of Library and Information Services. London: Aslib, 1988.

- Sheetharama (S): Guidelines For Planning of Libraries and Information Centres. Iaslic, 1990
- Wilson (A). The Planning Approach To Library Management
- Zorkocy (P I), Ed. Oxford Surveys In Information Technology, Vol. 3 and 4 Oxford, Oxford University Press, 1986,1987

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Programme & Subject: MLISc (M.Lib & Info.Sc.)
(Full Time) - Semester: I
Syllabus with Effect from: June - 2017/2018

Paper Code: PA01CLIB23		Total Credit: 5
Title of Paper: Information Analysis, Repackaging & Consolidation - Theory		
Unit	Description in detail	Weightage (%)
I	Repackaging and Consolidation History, Definition and Meaning of Information Analysis, Consolidation, & Repackaging. Objective, use and importance of Repackaging. Justification for Information consolidation. Users & User Groups, Types and levels of users. Need Assessment Users' Studies - Methods User Studies to Information Consolidation - Products	25%
II	Methodology for the Preparation of Information Product Methodology for Information Consolidation Understating of subjects, Information Requirement Information Consolidation products by Diffusion stages	25%
III	Preparation of Information Products Handbook, Feasibility report, Status report, Newsletter, Reviews: state –of-art report	25%
IV	Planning & Management of ICU, Information Analysis & Consolidation Centre Policy formulation : Policy decision regarding Collection of Materials, Services & access to Materials, Staff resources Organizational structure : Manpower / Professionals, Financial resources Marketing of Information Products & Services: E-marketing	25%

Basic Text & Reference Books:-

- Cronin. (1981). The Marketing of Library and information Services, London, ASLIB.
- Freeman, J.E. and Katz, R.M. (1978). Information marketing, ARIST,1978, 13, 79-101.
- Kotler, P. (1975). Marketing for Non-Profit Organization, New Jersey, Prentice-Hall.
- Neelmeghan, A. and Seetharam, S. Specialist group in the preparation & Consolidation Products.
- Saracevic, Telko (1986). Processes in information consolidation, information Processing and Management, 22(1), 45-60.
- Harvey, J.M. Specialist information Centers, London: Clive Bingley.
- Bhattacharya, G. Information Analysis for Consolidation, DRTC Annual Seminar,18: Paper IA.
- Seetharama, S. Planning of information Analysis Centre: Some General Consideration DRTC Annual Seminar, 18 paper HD.
- UNESCO/DSIR (1988). Regional Training Course on information consolidation. March 14-18, Course Material: Hyderabad: Institute of Public Enterprise.

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Programme & Subject: MLISc (M.Lib & Info.Sc.)

(Full Time) - Semester: I

Syllabus with Effect from: June - 2017/2018

Paper Code: PA01CLIB24		Total Credit: 5
Title of Paper: Information Analysis, Repackaging & Consolidation - Practical		
Unit	Description in detail	Weightage (%)
I	Preparation and presentation of information products (Preparation: 50% and Presentation: 50%)	100

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Programme & Subject: MLISc (M.Lib. & Inf. Sc)

Semester: I

Syllabus with effect from: 2017-2018

Paper Code: PA01ELIB21		Total Credit: 5
Title of Paper: Academic Library System		
Unit	Description in detail	Weightage (%)
I	Development of Academic Library : Pre & Post Independence Period Committee & Commissions Appointed by Government Role of UGC In The Development of Academic Library	25
II	Functions of University & its Libraries Library Committee: Structure, Power & Functions Status & Responsibility of Librarian	25
III	Collection Development : Meaning, Definitions, Need, Purpose, Policy and Procedure, Weeding Out Policy Resource Sharing Programme: INFLIBNET & Various Consortia	25
IV	Outsourcing as a means of Financial Management Importance of Library Finance & Financial Sources Principle of Library Expenditure	25

Basic Text & Reference Books:-

- Galfend, M.A. "Higher Education and role of Libraries in India." Switzerland, UNESCO, 1968.
- Inamdar, N.B. and Ramail, L.S. Eds. Natopma; Policy for University Libraries in India, New Delhi: Concept, 1989.
- Amrik Singh. Recleeming higher education, New Delhi , Ajanta, 1985.
- India, Education Commission (1964-1966) (Chairman: D.S.Kothari).Report Vol.1, Delhi: Manager of Publications, 1966.
- University Grants Commission, Library Committee (Chairman: S.R.Ranganathan). Report: University and College Libraries, New Delhi: UGC, 1965.
- India, Ministry of Education, Commission on University Education (Chairman: S. Radhakrishnan). Report: 2v.Delhi: Manager of Publications, 1949.

- India, Ministry of Education, Advisory Committee for Libraries. Reports, Rev.Ed, New Delhi, 1970.
- UNESCO: Seminar on development of libraries in India, Delhi, 1960.
- Mittal, R.L. Library Administration, 4th ed. Delhi: Metropolitan
- Galfend, M.A. University Libraries for developing countries, Paris: UNESCO, 1968
- Sever Bordeianu and Clairese-Lise Benaud . Outsourcing Library Operations in Academic Libraries: An overview of Issues and Outcomes. Libraries Unlimited Inc
- Sheila Pantry and Peter Griffiths. Managing Outsourcing in Library and Information Services. Facet Publishing
- Marylou Colver and Karen Wilson. Outsourcing Technical Services Operations. ALA Editions
- Arnold Hirshon and Barbara Winters. Outsourcing Library Technical Services: A How-to-do it Manual for Librarians (How-to-do-it Manuals). Neal-Schuman Publishers Inc