



**ARUNACHAL
UNIVERSITY**
OF STUDIES

State Education & Skill Self-Sponsored University

**CENTRE FOR DISTANCE &
ONLINE EDUCATION**

PROGRAMME PROJECT REPORT

MASTER OF LIBRARY AND
INFORMATION SCIENCE

CENTRE FOR DISTANCE & ONLINE
EDUCATION {CDOE}



Programme Name	:-	Master of Library and Information Science
Eligibility	:-	Graduate or equivalent
Minimum Duration	:-	1 Years (2 Semesters)
Maximum Duration	:-	3 Years

Programme’s Mission and Objective:

Administered under the Faculty of Library Science and Information, offers students an opportunity to be an expert in library science and information and become a professional. The programme offers wide knowledge and skills given in the programme provides a strong foundation and set students apart in the field of library science. Students can easily find employability archives, libraries, museums, and other areas based on their skills. Our objective is clearly to demonstrate all the needed theoretical knowledge of this programme and its applications in different fields.

Relevance of the Programme with HEI Mission and Goals:

Research and teaching are both parts of the library science role. Since the field has changed greatly in the past twenty years, library science is proving to be the most challenging profession. Libraries can be designed and improved not just in the state of Arunachal Pradesh but also in the country by taking the library science course.

Nature of Prospective Target Group of Learners:

Master of Library and Information Science are is the actual science for information and resource archival and documentation. This programme is designed to teach students the ways to preserve, prioritise and manage information on all sorts of media, with a thorough focus on the recent modern digital technologies. The course mainly concerns itself with the management and retrieval of the information under every capacity. Over the past few years, the programme has become very complex due to the greater involvement of technology. This interdisciplinary field of study takes inspiration from management, IT and education to collect, organize and archive all the pieces of information for the future.

Appropriateness of the Programme:

In the programme in Master in Library and Information Science from the Arunachal University of Studies, one learns a great deal about librarianship and what it means to be a librarian in today's age. Students from various regions of Arunachal Pradesh are drawn towards this programme purely for achieving a single goal to be the game changer in how the communities and organization use their library and other information resources for the better use of humankind. Our state-of-an-art pedagogy is developed carefully to ensure every enrolled student receives LIS education in the hope to apply their newfound skills as a librarian in the most innovative way.



Expected Outcomes: The MLIS program helps students develop a comprehensive understanding of the library and the library profession. It also makes students ready to take up existing as well as upcoming information challenges. The programme pedagogy is designed in a way to enhance a deeper understanding of the students about librarianship by training them in information analysis, repacking and marketing. The main outcome of the programme would be to create efficient, advanced and organized librarians who shall meet the required expectation of the recruiter in this fast-changing environment driven by digital technology.

Instructional Design:

- | | |
|--|---|
| 1. Title of the Programme | : Master of Library & Information Science |
| 2. Minimum Duration of the Programme | : 1 Years {2 Semester} |
| 3. Maximum Duration of the Programme | : 3 Years |
| 4. Weather Listed in Section (22) of UGC Act | : Yes |
| 5. Level of the Programme | : PG-II |
| 6. Eligibility | : B.Lib. / B.Lis. or eq. |
| 7. Optional Early Exit Certification | : Not Applicable |
| 8. Credit Transfer | : Not Applicable |
| 9. Skill Based Credit Transfer | : Not Applicable |
| 10. Lateral Entry | : Not Applicable |

11. Division:

The University will award the Divisions to successful candidates in accordance with Section 22 of Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

12. Grading Scale:

The Grading Scale of the University will be in accordance with Section 23 of Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

13. Programme Credit Distribution:

The Credit System and Programme Credit Distribution of the University will be in accordance with Section 45 and Section 46 of the First Statutes made under the Arunachal University of Studies Act (No. 9 of 2012).

14. Abbreviations and Formulae for Performance Acknowledgement:

Abbreviations and Formulae for Performance Acknowledgement of the University will be in accordance with Section 25 of the Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).

15. Admission Procedure:

15.1 Admission in Master of Library & Information Science Annual/ Semester programme of study shall be made on Merit.



- 15.2 Admission cannot, however, be claimed by any candidate as a matter of right. The admission or re-admission of a candidate shall be entirely at the discretion of the University which may refuse to admit any student without assigning any reason there for.
- 15.3 On selection for admission to the programme, the candidate shall, within the time fixed by the Dean/ Director deposit the fees prescribed for the programme. If the candidate fails to deposit fees within the stipulated time, the selection shall automatically stand cancelled. Such a candidate shall not be admitted to the concerned programme unless a fresh order of selection and extension of date for payment of fees is issued.
- 15.4 The candidates other than the domicile of Arunachal Pradesh are required to fulfill the entry criteria as prescribed by the Government of Arunachal Pradesh time to time.
- 15.5 The Foreign Nationals are eligible for the Programme. Applications of foreign nationals nominated by the Government of India under scholarship schemes and self-financing Foreign Nationals shall be entertained for the aforesaid programme. The Foreign Nationals are required to obtain Restricted Permit from the Government of Arunachal Pradesh in addition to other papers required by Govt. of India before coming to Arunachal Pradesh.
16. Attendance:
- 16.1 Attendance of a newly admitted candidate shall be counted from the date of his/her admission, or date of beginning of classes whichever is later, while in the case of promoted candidates, attendance shall be counted from the date on which respective class begins. However, in case of promotion after declaration of results of supplementary examination (if any), the attendance will be counted from the date of admission in the respective case.
- 16.2 There shall be an Attendance Monitoring Committee in the Faculty under the Chairmanship of the Dean/ Director.
- 16.3 The Condonation upto 25% can be considered for the following specific cogent reasons:
- Participation in NCC/NSC/NSS Camps duly supported by certificate.
 - Participation in University or College Team Games or Interstate or Inter-University tournaments, duly supported by certificate.
 - Participation in Educational Excursions, which form a part of teaching in any subject conducted on working days duly certified by the Dean/ Director.
 - University Deputation for Youth Festival duly certified by the Dean/ Director.
 - Prolonged illness duly certified by the Medical Officer or any other Registered Medical Practitioner, provided such certificate is submitted to the Dean/ Director.
- 16.4 Minimum attendance criteria will be decided by Dean/ Director of Concerned Faculty from time to time.
- 16.5 There shall be no attendance criteria for External Candidates.
17. Programme Fee:
- Programme Fee will be displayed on official website of the University from time to time.
18. Examination and Result:



- 18.1 The Distribution of Continuous Internal Assessment and Term End Examination of the programme will be in accordance with Section 24 of the Rules and Regulations made under the Arunachal University of Studies Act (No. 9 of 2012).
- 18.2 Result will be displayed on the official website of the University. The Statement of Grades will be issued by the Controller of Examination.
- 18.3 Students can apply for Re-Totaling/ Re-Evaluation on demand as per the procedure in practice from time to time.
- 18.4 Students designated in Grade F or the students desirous of improving their grades can apply for the same through Backlog/ Improvement examination as per the procedure in practice from time to time.

19. Programme Contents: -

The Total Marks includes Continuous Internal Assessment and End Term Examination. The bifurcation of Continuous Internal Assessment and End Term Examination marks will be in accordance with Section 24 of the Rules and Regulations made under the Arunachal University of Studies Act, 2012 (9 of 2012).

First Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Information Systems and Programmes	4	100
2	Advanced Knowledge Organisation: Classification	3	100
3	Advanced Knowledge Organisation: Cataloguing	3	100
4	Information and Communication Technology Applications in LIS (Theory)	4	100
5	Research Methodology	4	100
6	Marketing of Library and Information Products and Services	4	100
Total		22	

Second Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Information and Communication Technology Applications in LIS (Practical)	3	100
2	Information Storage and Retrieval System	4	100
3	Information Literacy Applications in LIS	4	100
4	Public Library and Information System	4	100
5	Academic Library and Information System	4	100
6	Agricultural Sciences Library and Information System	4	100
Total		23	



Total No. of Credits of Programme: 45

20. Detailed syllabus:

First Semester

First Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Information Systems and Programmes	4	100
2	Advanced Knowledge Organisation: Classification	3	100
3	Advanced Knowledge Organisation: Cataloguing	3	100
4	Information and Communication Technology Applications in LIS (Theory)	4	100
5	Research Methodology	4	100
6	Marketing of Library and Information Products and Services	4	100
Total		22	

Subject Name: INFORMATION SYSTEMS AND PROGRAMMES

UNIT – I: Information Systems and Organisations

Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System.

Kinds of Information System: Libraries, Documentation Centres and Information Centres, Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses, Archives and Translation Pools: Functions and Services.

UNIT – II: National Information System and Policy

Planning and Design of National Information System, National Information Policy.

National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc.

UNIT – III: Global Information Systems

Programmes and Activities of UNESCO, UNISIST and IFLA, etc.

INIS, AGRIS, INSPEC and MEDLARS, etc.

UNIT – IV: Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET.

CSIR E-Journals Consortium, UGC-INFONET Digital Library Consortium.

UNIT – V: Information Services and Information Products



Information Services, Literature Search, Documentation Services, Translation Services, CAS, SDI, Document Delivery Service, Alert Services and INTERNET Services, Information Products: Newsletter, In-house Journal, State of the Art Report, Trend Report, etc.

Recommended Books

1. **ATHERTON (Pauline)**. Handbook for information system and services. 1997. UNESCO, Paris.
2. **BAMAN (P)**. Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.
3. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular Prakashan, New Delhi.
4. **BURCH (J G)** and **GRUDNITSKI (G)**. Information systems: theory and practice. 1986. Wiley, Singapore.
5. **KENT (A)**. Resource sharing in libraries: why, how, when next action step. 1974. Marshal Dekker, New York.
6. **KOCHTANEK (T R)** and **MATTHEWS (J R)**. Library information systems: from library automation to distributed information access solutions. 2002. Libraries Unlimited, West Westport.
7. **NEELAMEGHAN (A)** and **PRASAD (K N), Eds**. Information systems, networks and services in India. 2 vols. 1998. Ranganathan Centre for Information Studies, Chennai.
8. **ROWLEY (J)**. The basics of information system. Ed 2. 1996. Library Association, London.
9. **VICKERY (B C)**. Information systems. 1973. Butterworths, Washington.

Subject Name: ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION

UNIT- I: Fundamentals of UDC

Introduction to *Universal Decimal Classification* (Latest Edition): Structure, Principles and Organisation, Classification of Simple and Compound Subject Documents.

UNIT- II: Advance Applications of UDC

Introduction to Common Auxiliaries and Special Auxiliaries, Application of Common Auxiliaries, Special Auxiliaries, Devices, etc.

Classification of Complex Subject Documents.

Recommended Books

1. **FOSKET (A C)**. Universal Decimal Classification. 1973. Clive Bingley, London.
2. **McLLWAINE (I C)**. The Universal Decimal Classification: a guide to its use. 2007. UDC Consortium, The Hague, Netherlands.
3. **UNIVERSAL DECIMAL CLASSIFICATION**. (Latest Edition). British standards institution, London.

Subject Name: ADVANCED KNOWLEDGE ORGANISATION: CATALOGUING

Cataloguing of Non Book Material and Electronic Resources According to AACR (Latest Edition)



UNIT – I: Non-Book Materials

Complexities of Periodicals, Manuscripts, Cartographic Materials, Microforms, Graphic Materials.

UNIT – II: Electronic Resources

Sound Recordings, Motion Pictures, Video Recordings, Computer Files, Web Resources.

Recommended Books

1. **AMERICAN LIBRARY ASSOCIATION.** Anglo-American Cataloguing Rules. (Latest Edition). Library Association, London.
2. **LIBRARY OF CONGRESS SUBJECT HEADINGS** (Latest Edition). Library of Congress, Washington.
3. **WILKIE (Chris).** Managing film and video collections. 1999. ASLIB, London.

Subject Name: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS IN LIS (Theory)

UNIT – I: Web Technologies in Libraries

Implication of WWW on Library Websites, Web OPACs, Web 2.0 and Web 3.0: Features and Functions, Web Directories, Subject Gateways, Library Portals, etc.

Weblogs (blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr, etc.

UNIT - II: Integrated Library Automation and Networking Software

Open Source Library Software and Applications, Web based Library Management Software, Library Software Securities Parameters, Virtual Library.

UNIT – III: Multimedia and Institutional Repositories

Multimedia Applications in Libraries, Image Creation using Photoshop and CorelDraw, etc.

Institutional Repositories: Greenstone Digital Library, Dspace, and E-prints, etc.

UNIT – IV: Introduction of Networks

Types of Networks: Network Components, Categories, LAN Standards and Inter-Network, Wireless Networking and Emerging Networking Technologies, Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line(DSL), Asynchronous Transfer Mode (ATM), etc.

Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc.

OSI Network Model and TCP/IP Reference Model.

UNIT – V: Emerging Technologies in Libraries

RSS Feeds Technology and Libraries, Library Security Technology: RFID, Barcode, Smart Card and CCTV, etc.

Video Conferencing and Audio Conferencing, Functional Requirements for Bibliographic Records (FRBR), Digital Content Management System, Federated Search and Multimedia Databases Search, Protocols: Z39.50 Standard for Retrieval and OAI-PMH, Artificial Intelligence and Libraries, Expert Systems in Libraries.



Recommended Books

1. **BRADLEY (Phil)**. How to use web 2.0 in your library. 2007. Facet Publishing, London.
2. **CLYDE (Laurel)**. Weblogs and libraries. 2004. Chandos Publishing, Oxford.
3. **EVANS (Woody)**. Building library 3.0: issues in creating a culture of participation. 2009. Chandos Publishing, Oxford.
4. **GRIFFITHS (Peter)**. Managing your internet and intranet services: the information professional's guide to strategy. Ed.2. 2004. Facet Publishing, London.
5. **JANCZEWSKI (Lech)**. Internet and intranet security management: risks and solutions. 2000. Idea, Hershey.
6. **KROSKI (Ellyssa)**. Web 2.0 for librarians and information professionals. 2008. Neal Schuman Publishers, New York.
7. **LIU (Jia)**. Metadata and its applications in the digital library: approaches and practices. 2007. Libraries Unlimited, Westport.
8. **PRIMARY RESEARCH GROUP STAFF**. Academic library websites benchmarks. 2008. Primary Research Group, New York.
9. **VINCE (J)**. Introduction to virtual reality. 2004. Springer, London.
10. **WISE (Richard)**. Multimedia: a critical introduction. 2000. Routledge, London.

Subject Name: RESEARCH METHODOLOGY

UNIT – I: Introduction to Research

Research: Concept, Need and Purpose, Research Problem and Research Design, Literature Review, Hypothesis: Definition, Types, Sources and Functions.

UNIT –II: Types of Research Methods

Historical, Survey and Experimental, Case Study, Scientific Research and Statistical Research, etc.

UNIT – III: Research Techniques

Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc.

Library Records and Reports.

UNIT – IV: Statistics and its Applications

Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test. Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.

Report Writing, Statistical Packages – MS Excel, SPSS, and Web-based Statistical Analysis Tools, etc.

UNIT – V: Metric Studies and Style Manuals



Scientometrics, Infometrics and Webometrics, Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Books

1. **ALVESSON (M)** and **SKOLDBERG (K)**. Reflexive methodology: new vistas in qualitative research. Ed. 2 Rev. 2009. Sage Publication, London.
2. **BUSHA (C H)**. Research methods in librarianship. 1990. Academic Press, New York.
3. **GOODE (W J)** and **HATT (P K)**. Methods in social research. 1982. McGraw-Hill, New York.
4. **GREENFIELD (T)**. Research methods: guidance for postgraduates. 1996. Hodder Arnold, London.
5. **KRISHAN KUMAR**. Research methods in library and information science. Rev. Ed. 1999. Har-Anand Publications, New Delhi.
6. **LANCASTER (F W)** and **POWELL (R R)**. Basic research methods for librarians. 1985. Ablex publishing, New Jersey.
7. **POWELL (R R)** and **SILIPIGNI (C L)**. Basic research methods for librarians. Ed. 4. 2004. Libraries Unlimited, Westport.
8. **SINGH (S P)**. Research methods in social sciences: a manual for designing questionnaires. 2002. Kanishka, New Delhi.
9. **SLATER (M), Ed.** Research methods in library and information studies. 1990. Library Association Publishing, London.
10. **YOUNG (P V)**. Scientific social survey and research. Rev. Ed. 4. 1984. Prentice Hall, New Delhi.

Subject Name: MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES

UNIT – I: Fundamental Concepts

Needs, Objectives and Philosophy, Marketing Environment: Producer, Consumer – Buyer Behaviour, Marketing Information System, Market Segmentation, Marketing Mix.

UNIT – II: Strategies and Techniques

Strategic Planning, Marketing Research, Marketing Process.

UNIT – III: Promotion of LIS Products and Services

LIS Products and Services as a Marketable Commodity. Pricing, Distribution Channels and Communication Strategies, Advertising, Sales Promotion, Public Relations, E-Marketing.

UNIT – IV: Management Consultancy

Evolution, Need and Objectives, Voluntary versus Authenticated Consultancy, Impact of Management Consultancy on Librarianship, Role of Library Associations and LIS Schools.

UNIT – V: Information Analysis, Consolidation and Re-Packaging



Information Analysis and Consolidation: Concept, Need and Purpose, Packaging and Re-Packaging: Concept, Need, Purpose and Criteria, Information Consolidation Products: Concept, Types, Design and Development.

Recommended Books

1. **BAKEWELL (K G)**. Managing user-centred libraries and information services. Ed. 2. 1997. Maxwell, London.
2. **BUTCHER (Helen)**. Meeting manager's information needs. 1998. ASLIB, London.
3. **CARPENTER (J)** and **DAVIES (R)**. Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management. 1992. Research and Development, British Library, London.
4. **COOTE (Helen)** and **BATCHELOR (Bridget)**. How to market your library services effectively. Ed. 2. 1997. Aslib, London.
5. **GUPTA (D K), et al.** marketing library and information services: international perspectives. 2006. K.G. Saur, Munich.
6. **HELINSKY (Z)**. A short-cut to marketing the library. 2008. Chandos Publishing, Oxford.
7. **JAIN (Abhinandan K), et al.** Marketing information products and services: a primer for libraries and information professionals. 1999. Tata McGraw-Hill, New Delhi.
8. **KOTLER (Philip)**. Marketing management. Ed.12. 2002. Prentice Hall, Delhi.
9. **KOTLER (Philip)** and **ARMSTRONG (Gary)**. Principle of marketing. Ed. 7. 1996. Prentice- Hall of India, New Delhi.
10. **ROWLEY (Jenifer)**. Information marketing. 2001. Ashgate, London.

Second Semester

Second Semester			
S. No.	Name of Subject	Credits	Total Marks
1	Information and Communication Technology Applications in LIS (Practical)	3	100
2	Information Storage and Retrieval System	4	100
3	Information Literacy Applications in LIS	4	100
4	Public Library and Information System	4	100
5	Academic Library and Information System	4	100
6	Agricultural Sciences Library and Information System	4	100
Total		23	

Subject Name: INFORMATION AND COMMUNICATION TECHNOLOGY APPLICATIONS in LIS (Practical)

UNIT – I: Website Designing and Navigational Tools



Designing Static and Dynamic Library Websites, Designing Mobile Websites, Developing Web Directories, Subject Gateway and Library Portals, Designing and Developing Library Blogs, RSS Feeds, Wikis and Flickr, etc

Image Creation using Photoshop, CorelDraw, etc.

UNIT – II: Integrated Library Management Systems and Institutional Repositories

Installation and Configuration, Hands on Functional Modules of an Integrated Library Management System (Open Source), Web based Library Management Software, Installation and Configuration, Hands on Collection Building using GLI in Local and Web Library Modes and Metadata Creation, Customization of Greenstone Digital Library Software

UNIT – III: Audio and Video Conferencing

Audio Conferencing

Video Conferencing

UNIT – IV: Advanced Searching and Metadata Creation

Downloading MARC 21 Records using Z39.50 Protocol, Federated Search, Creation of Metadata

Recommended Books

1. **BATES (Chris)**. XML in theory and practice. 2003. John Wiley, Chichester.
2. **BRADLEY (Phil)**. How to use web 2.0 in your library. 2007. Facet Publishing, London.
3. **LOWERY (Joseph W)**. Dreamweaver MX bible. 2002. Wiley Publishing, Indianapolis.
4. **LYNCH (P J) and HORTON (S)**. Web style guide: basic design principles for creating web sites. Ed.3. 2009. Yale University Press, London.
5. **McCLELLAND (Deke)** . Photoshop 7 bible. 2003. Wiley Publishing, New York.
6. **SIMMONS (Curt)**. Microsoft office front page 2003 bible with CDRom. 2003.Wiley Publishing, Indianapolis.
7. **ULLMAN (Larry)**. Building a web site with ajax: visual quickpro guide. 2007.Peachpit Press, Berkeley.
8. **WITTEN (Ian H), BODDIE (Stefan) and THOMPSON (John)**. Greenstone digital library user's guide. 2006. New Zealand Digital Library Project, New Zealand.

Subject Name: INFORMATION STORAGE AND RETRIEVAL SYSTEM

UNIT – I: Fundamental Concepts

Concept, Characteristics, Objectives, Types, Operations and Design, Compatibility of ISAR System, Information Retrieval Process and Search Strategy, Evaluation of ISAR System, Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus, Need, Structure and Construction of Thesaurus, Principles and Evolution of Bibliographic Description

UNIT – II: Knowledge Management



Introduction to Indexing Systems, Introduction to Indexing in Corporate System, Introduction to Indexing in Research System

UNIT – III: Bibliographic Description

Rules for Bibliographic Description, Standards for Bibliographic Record Formats, Metadata Concept, Metadata Standards: Dublin Core, MARC 21, etc.

UNIT – IV: Search Techniques and Information Retrieval

Man and Machine Retrieval System, Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.

Internet Searching and Meta Search Engines, Data Mining, Data Harvesting and Semantic Web, Knowledge Management Retrieval

Recommended Books

1. **CHOWDHURY (G G)**. Introduction to modern information retrieval. 1999. Library Association, London.
2. **CLEVELAND (Donald B)** and **CLEVELAND (Ana D)**. Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.
3. **FOSKETT (A C)**. Subject approach to information. Ed.5. 1996. Library Association, London.
4. **GOSH (S N)** and **SATPATHI (J N)**. Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.
5. **KORFHAGE (R R)**. Information storage and retrieval. 1997. John Wiley, New York, USA.
6. **LANCASTER (F Wilfred)**. Vocabulary control for information retrieval. Ed. 2.1985. Information Resource Press, Arlington.
7. **LANCASTER (F Wilfred)**. Indexing and abstracting in theory and practice. Ed.3. 2003. University of Illinois, Urbana.
8. **ROWLEY (J)**. The basics of information system. Ed. 2. 1996. Library Association, London.
9. **SOERGEL (D)**. Indexing languages and thesauri: construction and maintenance.1974. John Wiley and Sons., New York.
10. **WALKER (G)** and **JANES (J)**. Online retrieval: a dialogue of theory and practice1993. Libraries Unlimited, Englewood, London.

Subject Name: INFORMATION LITERACY APPLICATIONS IN LIS

UNIT – I: FUNDAMENTAL OF INFORMATION LITERACY

Concept, Need and Objectives, Areas of Information Literacy, Standards in Information Literacy, Role of Institution in Information Literacy

UNIT - II: INFORMATION LITERACY PROGRAMMES

Scope of Information Literacy Programme, National Programmes in Information Literacy, International Programmes in Information Literacy



UNIT – III: METHODOLOGY OF INFORMATION LITERACY

Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin, Designing of Information Literacy Programme, Implementation of Information Literacy Programmes.

UNIT- IV: APPLICATION OF INFORMATION LITERACY IN LIBRARY AND INFORMATION CENTRES

Information Literacy for Users, Information Literacy for Professionals, Information Literacy for Research and Development.

UNIT - V: TRENDS IN INFORMATION LITERACY

Web based Information Literacy System, OPAC Information Literacy System, Life Long Learning System.

Recommended Books

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS AND ASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONS AND TECHNOLOGY.** Information Standards for Student Learning. (1998) American Library Association, Chicago.
2. **AMERICAN LIBRARY ASSOCIATION.** Information Literacy: a position paper on information problem solving (2000). Available at: www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)
3. **BALDWIN (V A).** Information Literacy in Science & Technology Disciplines. Library Conference Presentation and Speech. (2005). University of Nebraska, Lincoln. http://digitalcommons.unl.edu/library_talks/11
4. **DEL COURT (M) and HIGGINS (C A).** Computer technologies in teacher education: the measurement of attitudes and self-efficacy. *Journal of Research and Development in Education.* (1993). 27; 31-7.
5. **EISENBERG (M B) et al.** Information Literacy: Essential Skills for the Information Age. 2nd ed. (2004), Libraries Unlimited, Westport.
6. **GRASSIAN (E S).** Learning to lead and manage information literacy instruction. (2005) Neil Schuman Publishers, New York.
7. **GRASSIN (E S) and KAPLOWITZ (J R).** Information Literacy Instruction: Theory and Practice. (2001). Neal Schuman, New York.
8. **SMITH (S).** Web-based Instruction. A Guide for Libraries. (2001). American Library Association, Chicago.
9. **TIGHT (M).** Lifelong Learning: Opportunity or Compulsion? *British Journal of Education Studies.* Vol. 46; 3 September 1998; 251-263.

Subject Name: PUBLIC LIBRARY AND INFORMATION SYSTEM

UNIT – I: Public Libraries and their Development



Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Public Libraries in Society, Agencies and their Role in Promotion and Development of Public Libraries in India

UNIT – II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications, Non-Book Materials, Electronic Sources and Online Databases.

UNIT – III: Library Organization and Administration

Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – IV: Information Services

CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services,

Resource Sharing and Networking

UNIT – V: Financial and Human Resource Management

Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.

Recommended Books

1. **BARUA (B P)**. National policy on library and information systems and services for India: perspectives and projections. 1992. Popular, Bombay.
2. **BATT (Chris)**. Information technology in public libraries. 1998. London Library Association Publishing, London.
3. **BHATT (R K)**. Unesco: development of libraries and documentation centres in developing countries. 2004. K K Publications, New Delhi.
4. **HIGGINS (S E)**. Youth services and public libraries. 2007. Chandos Publishing, Oxford.
5. **IFLA**. IFLA guidelines for public libraries (revised). 2000. The Hague, IFLA.
6. **INDIA**. Advising committee for libraries. Ed. 2. 1958. Manager of Publications, Delhi.
7. **JAGANAYAK (S S)**. Role of libraries in socio-economic, cultural, and educational development. 1997. Classical Publication, New Delhi.
8. **PATEL (Jashu) and KRISHAN KUMAR**. Libraries and librarianship in India. 2001. Greenwood Press, Westport, Connecticut.
9. **THOMAS (V K)**. Public libraries in India: development and finance. 1997. Vikas. Publication, New Delhi.
10. **WOODRUM (Pat), Ed**. Managing public libraries in 21st century. 1989. The Hawork Press, New York.

Subject Name: ACADEMIC LIBRARY AND INFORMATION SYSTEM

UNIT – I: Academic Libraries and their Development



Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of Libraries in Formal and Non-Formal Education System, UGC and its Role in the Development of College and University Libraries.

UNIT – II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature and Government Publications, Non-Book Materials, Electronic Resources and Online Databases

UNIT – III: Library Organization and Administration

Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – IV: Information Services

CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.

Information Literacy Programmes.

UNIT – V: Financial and Human Resource Management

Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.

Recommended Books

1. **BAKER (David), Ed.** Resource management in academic libraries.1997. Library Associations, London.
2. **BROPHY (Peter).** The academic library. 2000. Library Association, London.
3. **BUDD (J M).** The academic library: the context, its purpose and its operation. 1988. Libraries Unlimited, London.
4. **CHAPMAN (Liz).** Managing acquisitions in library and information services 2001. Library Association, London.
5. **DOWLER (L) Ed.** Gateways to knowledge: the role of academic libraries in teaching, learning and research.1998. The MIT Press, London.
6. **JORDON (Peter).** The academic library and its users.1998. Gower Publishing Limited, London.
7. **LINE (Maurice B), Ed.** Academic library management. 1990. Library Association, London.
8. **RANGANATHAN (S R).** School and college libraries. 1942. Madras Library Association, Madras.
9. **WEBB (Sylvia P).** Personal development in information work. Ed 2. 1991. Aslib, London.
10. **WHITE (Carl M).** Survey of university of Delhi. 1965. Planning Unit, University of Delhi, Delhi.

Subject Name: AGRICULTURAL SCIENCES LIBRARY AND INFORMATION SYSTEM

UNIT – I: Agricultural Science Libraries and their Development

Objectives and Functions, History and Development of Libraries with Special Reference to India, Role of ICAR, Committees and Other Agencies in the Development of Agricultural Libraries in India.



UNIT – II: Collection Development and Management

Periodicals, Conference Literature, Grey Literature, Patents, Standards, Specifications and Government Publications, etc.

Non-Book Materials, Electronic Resources and Online Databases.

UNIT – III: Library Organization and Administration

Organizational Structure, Staff Manual, Library Surveys, Statistics and Standards, etc.

UNIT – IV: Information Services

CAS, SDI, Abstracting and Indexing Services, Library Bulletin, Newspaper Clipping Services, Computerized Services, Resource Sharing and Networking: AGRIS, INAGRIS, CABI, etc.

Information Literacy Programmes.

UNIT – V: Financial and Human Resource Management

Determination of Finance, Sources of Finance, Types of Budget, Nature, Size, Selection, Recruitment, Qualification and Training, Responsibilities and Duties, Competency Development.

Recommended Books

1. **BHATT (V S)**. Information resources in agricultural research in 40 years of agricultural research in India. 1989. ICAR, New Delhi.
2. **CHOTEY LAL (C)**. Agricultural libraries and information systems: a handbook for users. 1998. R K Techno Science Agency, New Delhi.
3. **DAYMATH (Y)** and **RUTTAN (V W)**. Agricultural development: an international perspective. 1979. John Hopkins, Baltimore.
4. **DESHMUKH (P P)**. Standardization of library and information services with special reference to scientific and agricultural libraries. 1990. ABC, New Delhi.
5. **KUMAR (P S G)**. Agricultural librarianship: MLISc elective paper. 2008. B.R.Publication, New Delhi.
6. **SHARMA (R D)**. The agricultural information network for India. 1989. Society for Information Science, New Delhi.
7. **SUBBAIHA (R)**. Agricultural librarianship in India: an overview. 1988. Metropolitan, New Delhi.
8. **SWAMINATHAN (M S)**. Report of the working group on agricultural research and education for the formulation of the eighth plan. 1989. Planning Commission, ICAR, New Delhi.



Procedure for Admission:

Student may collect the information regarding admission through University website or helpdesk number according to their convenience. Student can download the admission form from the University website and send directly through online or offline mode to the University. After scrutinizing the documents and clearance of fees the admission will be confirmed and Registration/ Enrolment number will be issued.

Fees Structure:

Sr.no.	Particular	Fees
1	Course Fees	10,000/-
2	Credit Transfer/ Lateral Entry	NA
3	Continuation Fees	NA
4	Examination Fees	200/- (Per Paper)
5	Reappear/ Revaluation Fees	300/- (Per Paper)

In case of any scholarship applicable as per the UGC norms or any other statutory body, the admission committee will discuss the same and issue the appropriate decision accordingly.

The Examination will be conducted in Online/ Offline mode. The Evaluation will be done by the Internal Evaluators as well as External Evaluators.

The Result will be declared on the website of Centre for Distance & Online Education. After declaration of result student will be asked to submit re-evaluation form (if any) within 15 days of declaration of result.

Requirement of the Laboratory:

The University is going to use the ICT (Information Communication Technology) for conducting the programme. In case of any programme required practical to be conducted either the same will be performed by applying virtual reality methods or in offline mode at the University campus/ associated colleges. Also, the student will be provided a practical hand book for their help and better understanding.

Every Student would be provided SLM material in printed form. Also, the same will be available online on the University website.

Cost Estimate of the Programme:

The estimated cost would be Rs.2,00,000/- for programme development, delivery and maintenance.



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Quality Assurance:

Every year the curriculum of the course will be reviewed and forwarded to the Academic Council with suggestions. The Academic Council will discuss the suggestions and recommended to Board of Management for its approval. The changes in the course curriculum as per the needs and requirements from time to time. The University will help the passed-out students in their placement in different industries through their training and placement cell.