

SHIVAJI UNIVERSITY KOLHAPUR.



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Accredited By NAAC

Revised Syllabus For

Master of Library and Information Science

(Faculty: Social Science)

(Subject to the modifications to be made from time to time)

Syllabus to be implemented from June 2010 - onwards.

Shivaji University, Kolhapur

Revised Syllabus For Master of Library and information Science

**1. TITLE : Subject: Library and information Science
Under the Faculty of Social Science**

2. YEAR OF IMPLEMENTATION

Revised Syllabus will be implemented from June 2010 - onwards.

3. GENERAL INFORMATION

The Department of Library and Information Science started the Master of Library and Information Science course in 1986-87. The Department has a spacious & separate wing in the premises of Barr. Balasaheb Khardekar Library.

The course leading to the degree of Master of Library and Information Science is primarily intended to develop the professional abilities of senior persons in academic, public, special libraries and similar library systems and information centres.

OBJECTIVES OF THE COURSE:

- I. To Provide an understanding of the vital and pervasive role of information as an essential resource in all developmental activities.
- II. To acquaint the students with the application of modern management techniques and ideas essential for library and Information systems.
- III. To Provide a thorough insight in to all techniques of information handling with special emphasis on the application of information technology.
- IV. To train the students to develop their insight and skills in recent trends in collection, organization and transfer of information by using emerging technologies.
- V. To provide necessary skills and ICT background for designing, implementing, operating and managing information systems.

4. NUMBER OF ADMISSIONS: Twenty (20)

5. DURATION

- The course shall be a full time regular course
- The duration of course shall be of one year / Tow Semesters.

6. PATTERN

Pattern of Examination will be Semester.

7. ATTENDANCE

Minimum attendance for keeping a semester is 75% of the total number of theory and practical periods in each Semester. Attendance for seminars, practical work and CIE is compulsory.

Medium of Instruction and examination is English

8. FEE STRUCTURE (as applicable to self-supporting course)

i) Entrance Examination Fee Rs. 300 /- (Not refundable)

ii) Course Fee-

Particulars	Rupees
Tuition Fee	Rs. 5000 /-
Laboratory Fee	Rs. 500 /-
Internet Fee	Rs. 200/-
Annual fee Per student	Total Rs. 5700/-

Other fee will be applicable as per University rules/norms.

ADMISSION

An application in the prescribed form along with necessary testimonials for admission to the M. Lib. and I. Sc. course must be accompanied with prescribed fees as mentioned below :

1. Application fee Rs. 10/- (To be paid with the application form)
2. Entrance Test fee Rs.300/- (To be paid with the application form)

The above fees are not refundable.

The last date of application for the admission for M.Lib.& I.Sc. Course shall be notified by the University in the newspapers.

No T.A. and D.A. will be paid to the candidates who appear for the Entrance Test.

ELIGIBILITY:

O.M.Lib. 1:

Candidates seeking admission to the M.Lib. & I. Sc. Course must hold a Post Graduate Diploma in Library Science, Bachelor of Library Science, Bachelor of library & Information Science Degree of this University or equivalent thereto of any other University. The candidates before being admitted to the course shall be required to undergo the Entrance Test (Written Test). The pattern of the Entrance Examination is given below :

Written Test : 100 Marks

The question paper cum answer book of the Written Test of 100 marks will comprise of objective/multiple choice type questions based on the subjects of Bachelor of Library and Information Science Course. The medium of Entrance Examination shall be English. The admission are made on the basis of marks obtained in the entrance test.

REFUND OF MONEY :

- I. Library Deposit shall be refunded only at the end of the course after making such deductions for loss of books etc. as may be required. A student shall withdraw his/her amount of deposit within six months after the declaration of result. If the deposit is not withdrawn within the prescribed time limit, it is forfeited.
- II. No other fees are refundable.

R.M.Lib. 1 : GENERAL :

Students of this University must submit their Transference Certificate (from the College/University last attended) before 14th August without fail.

- I. No student will be allowed to appear for a Post-graduate Examination unless he/she has taken his/her Bachelor's Degree Certificate.
- II. Students from other Universities should apply for Eligibility Certificate on or before 31st August after their admission to this University.
- III. Every student must arrange to have an identity card at the time of his/her admission.
- IV. Seats are reserved for students belonging to Scheduled Castes, Scheduled Tribes etc. as per the Resolutions passed by the State Government from time-to-time.
- V. No application form for admission to an examination will be accepted unless all dues are cleared by the student.

R. M. Lib. 2 : DISCIPLINARY RULES

For the purpose of Section 95(5) of the Maharashtra Universities Act, 1994, the rules of discipline and proper conduct for the students of the University Departments, affiliated colleges, recognized institutions, autonomous colleges/institutions shall be as follows -

1. As part of discipline, students are required to attend functions celebrating Days of National Importance.
2. a) The students shall attend the classes, practical and seminars etc. wherever prescribed, regularly so that the requirements of minimum attendance as prescribed under the Act, the Statutes, the ordinances and rules/regulations made in that behalf are fulfilled.
b) The students shall not remain absent for more than 3 days without permission of the Head of the concerned institutions.
3. It shall be binding on the part of the students to see that no damage is done to the property of the concerned institution.

4. i] The students shall behave, with their classmates, teachers, authorities and the non-teaching employees of the concerned institutions, in responsible manner.
- ii] The students shall behave in a fair and friendly manner in all extra and co-curricular activities.
- iii] The students shall participate in educational tours, Youth festivals and other collective activities wherever prescribed, in a constructive manner ensuring fulfillment of the objectives of the said activity under strict supervision and guidance of the teachers/officers/authorities of the concerned institutions.
- iv] It shall be obligatory on the part of the students to make a proper use of the Laboratory/Library, Study Room and other common facilities without causing inconvenience or damage to the other users and the property.
5. The resident students shall be governed by the rules and regulations in respect of hostel accommodation/official premises as prescribed by the concerned institutions.
6. The students, involved in any attempts of common offs, vulgarism, gundaism, manhandling, malpractice or participation in criminal acts shall be liable for punishment.
7. The students shall be governed by the provisions of Anti-ragging Legislation of the State Government, and /or rules made in this regard from time to time by the concerned institution.
8. Any breach of the aforesaid rules or any misbehaviour on the part of the student shall be liable to be punished severely in accordance with the provisions contained in Section 95(3) (4) of the Maharashtra Universities Act, 1994.

HOSTEL:

There are men and women Hostels on the University premises and as per rules in this behalf the students will be accommodated in these hostels. Students desirous of taking admission to the University Hostels are requested to fill in the hostel admission form and complete the necessary formalities along with form of admission to the course. Mess is compulsory for Hostellers. Students are required to observe rules & regulations of hostel accommodation.

O. M.Lib.2: SEMINAR, RESEARCH PROJECT & PRACTICALS.

The candidates shall be allowed to appear for the final examination provided they fulfil the following conditions:

- a) He/she has kept two semesters satisfactorily and necessary attendance as per the rules.
- b) He/She has participated in Two seminars.
- c) The Research Project shall be on an approved topic pertaining to Library and Information Science. Each student shall work under the supervision and guidance of a teacher for his/her Research Project. The length of the project report should not be less than minimum 100 pages excluding drafts , figures & other details.
- d) The Research Project (4 copies) duly approved by the Guide must be submitted through the Head of the Deptt. one week before the commencement of the Theory Examination, failing which the candidates will not be allowed to appear for the examination. In addition the student will have to submit a soft copy of the Research Project.
- f) A certificate stating that the Research Project is the outcome of students own work of research during the academic year shall be submitted with the Research Project
- g) The Research Project shall be examined by one external examiner duly appointed as per rules of the University.
- h) The Viva-Voce based on Research Project shall be conducted by the External Examiner along with the Chairman of thesaid examination
- i) Copies of the Research Project shall be sent to the External Examiner prior to minimum 15 days from the date of Viva-Voce Examination.
- j) The Department through the Head of the Deptt. shall send necessary details of internal work of the students to the Examination section.
- k) The details of practical work of students dully certified by the teachers will be submitted to the Head of the Department at the end of each semester

O.M. Lib. 3 Mechanism of Credit Systems:

Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allotted to 15 contact hours. The paper wise instructional days with a norm of 4 contact hours per week per paper will be of 120 days. That is 60 days or 60 contact hours per paper shall be completed during each semester session. By converting these contact hours into credit at the rate of 15 contact hours for each subject, there will be 4 credits allotted to each paper.

Conversion of Marks into grades:

The marks obtained by a candidate in each paper or practical/ CIE (Out of 100 or any fraction like 80 +20 shall be converted into grades on the basis of the following table.

Grades Points	Range of marks obtained out of 100 or in any fraction	
0	From 00	To 39
1	40	44
2	45	49
3	50	54
4	55	59
5	60	64
6	65	69
7	70	74
8	75	79
9	80	84
10	85	89
11	90	94
12	95	100

Grade & Grade Points:

The students performance of course will be evaluated by assigning a letter grade on a few point scale as given below. The grade and grade points and credits shall be calculated as under:

Grades	Credit Points
O	10 to 12
A+	8 to 9.99
A	6 to 7.99
B+	4 to 5.99
B	2 to 3.99
C+	1 to 1.99
C	0 to 0.99

The students shall be further graded on a scale ranging from 12 to 0. The grade and grade points as shown below will express the level of students.

Overall Final Credits	Level of Students	
10 to 12	Higher Distinction Level	Extraordinary
8 to 9.99	Distinction Level	Excellent
6 to 7.99	First Class	Very Good
4 to 5.99	Higher Second Class	Good
2 to 3.99	Second Class	Satisfactory
1 to 1.99	Pass	Fair
0 to 0.99	Fail	Unsatisfactory

O.M.Lib.4 : Standard for passing the examination

- 1) In order to pass in a theory paper, a candidate shall have to secure 40% marks in each theory paper and in order to pass in each head other than theory papers, the candidate has to obtain 40% marks in each head of passing.
- 2) A Candidate can claim exemption for each theory or practical paper, if he/she secures 40% marks in theory or practical paper.
- 3) The Candidate shall be declared to have passed in the examination in Pass Class, if he/she passes the examination with minimum 40% aggregate marks.
- 4) In order to secure a Second Class, a candidate shall have to secure at least 50% aggregate marks or more marks.
- 5) In order to secure a First Class, a candidate shall have to secure at least 60% aggregate marks or more marks.
- 6) In order to secure a First Class with distinction a candidate shall have to secure at least 70% aggregate or more marks .
- 7) The class will be awarded on the aggregate total marks of semester I & semester II.

O.M.Lib. 5: Equivalence in Accordance with Titles and Contents of Papers:

The Equivalence in accordance with Titles and Contents of the Theory Papers in the revised syllabus of M.Lib.I. Sc. Course is given to the same respective Titles of the Theory Papers in pre-revised syllabus of M.Lib.I.Sc. Course.

R. M.Lib. 3

If a candidate fails in the final result he/she will be held over to the consecutive examinations thereafter.

O.M. Lib.6: Scheme For B Plus/ Improvement of Class-Revised Rules

Persons who hold a pass or Second Class at the M.Lib.& I.Sc. and who wish to improve their class to secure B + Class , shall be allowed to do so as per the provisions of the following rules:

- 1) The concession to re-appear will be available only to : a] The holders of the Master's degree of this university.
- 2) Persons holding, M.Lib.& I.Sc. degree of this University in the Pass Class or Second Class and desirous of re-appearing for the same examination for improvement of class shall be given three chances to do so within a period of three years from his/her first passing the said examination in the Pass Class or Second Class.
- 3) A candidate intending to re-appear at the M.Lib.& Sc. Examination under these rules shall be allowed to do so without keeping fresh terms.

- 4) A Candidate intending to re-appear for M.Lib.& I.Sc. examination of this university under these rules shall be governed by the rules and regulations relating to the courses and syllabi which may be prescribed by the university authorities. It is entirely the responsibility of the candidate to ascertain that the papers he/she chooses are a part of a syllabus in force and are actually taught for the said examination.
- 5) A candidate is required to get his/ her name registered as an external student by submitting the prescribed registration form along with the necessary Certificates and fees within the prescribed dates under this scheme.
- 6) The result of the candidate appearing for M.Lib.& I.Sc. Examination under than the class he/she possesses. The marks obtained by the candidate whose class is not improved will be made known to him/her on request and on the payment of prescribed fees. So also, the statement of marks for his/her examination will be issued on payment of prescribed fees.
- 7) The answer-books of the candidate appearing for this scheme can be verified and re-valued, as per University rules.
- 8) A candidate re-appearing for the M.Lib.& I.Sc. examination under these rules, and obtaining B+ Class shall not be eligible to appear again for the same examination in the same subjects or subject for securing a class higher than the B+.
- 9) A candidate passing any of the postgraduate examinations mentioned above under these rules shall not be eligible to receive any prizes, scholarships etc. instituted by the University and he shall also not be entitled to a merit certificate from the University
- 10) If a candidate is unable to get a higher class under this scheme, his/ her previous performance in the corresponding examination shall hold good.
- 11) A Candidate who improves his/ her class under this scheme shall have to surrender his / her 'Pass Class Degree Certificate' to the Shivaji University. In the absence of this the Degree under the "Improvement of Class Scheme" will not be conferred on him/ her.

Note:

- 1) The Examination Reforms regarding matters pertaining to Examinations of the University shall be made applicable as per the policy of the University. Information regarding the same shall be notified as and when Examination Reforms are made effective.
- 2) The pattern of question papers will be as per the rules & regulations of the University. The following shall be the papers prescribed for the Examination

R.M.Lib 4. : The details of the semester-I and II examination shall be as under

Teacher's Qualifications: M. Lib. I. Sc. (B+) and NET/SET Pass

The following shall be the papers prescribed for examination

Semester I

Paper	Title of the Paper	Examination Marks			Credits	Teaching Hrs. per week
		Max Marks	Internal Marks	Total Marks		
I	Information & Communication (paper I)	80	20	100	4	4
II	Information Analysis, Repackaging and Consolidation (paper I)	80	20	100	4	4
III	Research Methods and Statistical Techniques (paper I)	80	20	100	4	4
IV	Information Technology Applications (paper I)	80	20	100	4	4
V	Electronic Information Sources and Services (paper I)	80	20	100	4	4
VI	Library & Information System: Academic Library System (paper I)	80	20	100	4	4
Practical						
VII	Information analysis, Repackaging and Consolidation (Practical I)	40	10	50	2	
VIII	Information Technology Applications (practical I)	80	20	100	4	
IX	Electronic Information sources (practical I)	80	20	100	4	
X	Seminars-2	40	10	50	2	
	Total			900	36	

Theory

Paper I: Information and Communication (paper I)

Unit-1 : Information

- Data, Information and Knowledge: conceptual differences
- Information : Definition, Characteristics, Properties and Types
- Role of Information in National Development

Unit 2: Information Communication

- Information communication: concept and definition
- Information generation,
- Information Communication Channels: Formal and Informal
- Barriers to Information communication
- Scientific Communication process

Unit 3: Information Science

- Definition, Scope and Objectives
- Information Science as a discipline and its relationship with other subjects.

Unit 4: Information and Society

- Genesis and Characteristics of Information Society
- Changing role of libraries and Information Centres in Society
- Information Industry: Generators, Providers and Intermediaries

Paper II: Information Analysis, Repackaging and Consolidation (paper I)

Unit 1: Information Retrieval

- Meaning, Definition and Objective
- Information Retrieval Process
- IR Models including Artificial Intelligence and Expert Systems

Unit 2: Abstracting

- Abstracting: Meaning, Definition and Usefulness
- Types of Abstracts
- Steps in preparation of an Abstract
- Impact of IT on Abstracting Services

Unit 3: Indexing

- Concepts Theories and Methods
- Indexing Language: Definition, Need, Purpose and Characteristics
- Thesaurus: Design and Construction

Unit 4: Information Consolidation and Repackaging

- Electronic Content Creation
- Information Consolidation: Meaning, Definition, Objectives and Information Consolidation Process
- Repackaging of Information: Meaning, Definition, Objectives and various ways for Repackaging of information
- User Benefits

Paper III: Research Methods and Statistical Techniques (paper I)**Unit 1: Research**

- Concept, Meaning, Need and Process of Research.
- Types of Research,
- Ethical Issues in Research

Unit 2: Research Design

- Research design: Meaning, Definition, Steps in Research Design.
- Criteria for Selection of Research Problem
- Identification and formulation of Problem
- Hypothesis: Meaning, scope and qualities of a good hypothesis
- Testing of Hypothesis
- Literature search : Print, Non-print and Electronic Sources.

Unit 3: Research Methods

- Historical Method.
- Descriptive Method
- Comparative Method
- Experimental Method

Unit 4: Data Collection Tools and Techniques

- Questionnaire.
- Interview.
- Schedule.
- Observation.
- Survey
- Record Analysis

Paper IV: Information Technology Applications (paper I)

Unit 1: Library Automation

- Planning and implementation of library automation : ICT Infrastructure, Selection of Hardware and Software
- Automation of in-house operations: acquisition, cataloguing, circulation, serial control, OPAC and administration.

Unit 2: Library Automation Software packages

- Software packages : SOUL, Libsuite, Libsys, Slim
- Open Source Softwares: KOHA, New-GenLib

Unit 3: Communication Technology

- Basics of Communication technology
- Transmission media
- Switching Systems
- Communication Modes: Conventional & Modern

Unit 4: Network Media

- UTP, optical fiber, Network interface card, Hubs, Routers, Modem and Gateways.
- OSI Models, ISDN, Wireless LAN

Paper V: Electronic Information Sources and Services (paper I)

Unit 1: Electronic Media

- Concept and Meaning
- Electronic databases: multimedia databases, on-line databases, online bibliographies, online networks

Unit 2: Electronic Information Sources

- Meaning and Definition
- Growth and development of EIRs.
- Types of EIRs.
- EIRs. knowledge to all

Unit 3: Institutional Repositories

- Concept, Nature and Need for Institutional Repositories
- Nature, Concepts and kinds of Internet sources
- Internet as a means to access Institutional Repositories
- Subject gateways and digital libraries, Archives, Databanks, Referral centres and institutional websites etc.

Unit 4: Emerging Trends and Technologies useful for EI Sources

- Library Consortia
- UGC-Infonet, INDEST
- Social Networking

Paper VI: Library and Information System: Academic Library System (Paper I)

Unit 1. Academic Library System

- Academic Library: Definition, Types, Functions and Services
- Users of Academic Libraries and their needs.
- Role of UGC in Development of Academic Libraries

Unit. 2. Collection Development in Academic Libraries

- Types and characters of Academic Library collections.
- Procedure for Selection and Acquisition of documents
- Collection Development Policy
- User participation in Collection Development
- Impact of changing Media of Information.
- Resource Sharing: Consortia and Networks

Unit. 3 Information Services in Academic Libraries

- Reference and Referral service
- Information Literacy for use of Resources
- Documentation Services
- Current Awareness and SDI service
- Information Product Development Services

Unit 4: Budgeting in Academic Libraries

- Budgeting: Meaning, Need and Types
- Objectives of Budgeting
- Attributes of Budget
- Factors in formulation of Budget
- Methods of financial estimation

Practicals

VII: Information Technology Applications - I

- Creation and maintenance of databases using Win/ISIS, SOUL
- Use of library software package: e-granthalay

VIII: Information analysis Repackaging and Consolidation - I

- Design and development of IR Thesaurus.
- Preparation of abstracts

IX: Electronic Information sources - I

- Digitization of materials
- OCR
- Metadata Harvesting
- Introduction to Dspace or Greenstone

X: Seminars -2

Semester II

Paper	Title of the Paper	Examination Marks			Credits	Teaching Hrs. per week
		Max Marks	Internal Marks	Total Marks		
Theory						
I	Information & Communication (paper II)	80	20	100	4	4
II	Information Analysis, Repackaging and Consolidation (paper II)	80	20	100	4	4
III	Research Methods and Statistical Techniques (paper I)	80	20	100	4	4
IV	Information Technology Applications (paper II)	80	20	100	4	4
V	Electronic Information Sources and Services (paper II)	80	20	100	4	4
VI	Library & Information System: Academic Library System (paper II)	80	20	100	4	4
Practicals						
VII	Information analysis Repackaging and Consolidation (Practical II)	40	10	50	2	
VIII	Information Technology Applications (practical II)	40	10	50	2	
IX	Electronic Information sources and services (practical II)	40	10	50	2	
X	Research project	100	-	100	4	
	Research project Viva-Voce	50	-	50	2	
	Total			900	36	

Theory

Paper I: Information and Communication (paper II)

Unit 1: Intellectual Property Right (IPR)

- Intellectual property act, Right to Information acts.
- Concept of freedom , Censorship, data security and fair use.
- National information Policy: UK, USA and India

Unit 2: Economics of Information

- Meaning and need
- Information Products
- Marketing of Information: Market Analysis, Market Segmentation, Marketing Mix, Marketing Audit.

Unit 3: Information Management

- Meaning and Scope
- Information Management activities

Unit 4: Knowledge Management

- Definition, Characteristics, Principles and Functions,
- Knowledge Management Activities.

Paper II: Information Analysis, Repackaging and Consolidation (paper II)

Unit 1: Content Analysis

- Meaning, Definition and Types of Content Analysis.
- Process of Content analysis
- Methods of content analysis

Unit 2: Reengineering of library Services

- Meaning, need and objectives
- Reengineering process
- Issues and Challenges
- Design and Development of information products and services
- Marketing of Information Products and services

Unit 3: Data Bases and Search Strategies

- Concept, Meaning and Scope
- Types of Databases
- Search Strategies

Unit 4: Information Systems

- Basic Concept and need
- Regional, National and International Information Systems:
INIS, AGRIS, MEDLARS, DEVSIS, ENVIS, NISSAT, NASSDOC, NISCAIR,
DESIDOC.

Paper III: Research Methods and Statistical Techniques (paper II)

Unit 1: Statistical Methods

- Measure of Central Tendency: Mean, Mode, Median.
- Measures of Dispersion, Variance and Covariance.
- Standard Deviation
- Sampling Methods: Types
- Graphical presentation of data- bar chart, Pie chart, Line graphs, Histograms etc.
- Inferential statistics
- Z-T test correlation
- Regression Linear and non-linear.

Unit 2: Data Analysis, Interpretation and Presentation

- Data Analysis and Interpretation Process
- Data Presentation Techniques: Coding. Tabulation and Graphical Presentation of data
- Statistical packages: SPSS, IDMS
- Delfi Technique and Chi Square Test

Unit 3: Research Reporting

- Structure, Style, Contents
- Guidelines for Research Reporting
- Style manual: Chicago, MLA, APA, etc.

Unit 4: Bibliometrics, Informatics and Scientometrics

- Concept and Definition.
- Bibliometric Laws, Bradford, Zip, Lotka.
- Bibliographic coupling.
- Citation analysis.
- Web metrics
- Informatics and Scientometrics.

Unit 5: Current trends in Library & Information Science Research

Paper IV: Information Technology Applications (paper II)

Unit.1: Internet

- Internet Connectivity: Dialup, leased lines, ISDN, broad band , Digital Subscriber lines, Wi-Fi
- E-mail: SMTP, send mail POP3 .
- Protocols- TCP/IP, FTP, HTTP, HTTPS
- Web browser: Netscape Navigator, Internet Explorer. Mozilla Firefox
- Web servers, Web Tools : Search Engines
- Internet Security

Unit 2: Web Page Design

- Methods / Techniques, Steps.
- Tools : HTML Editor, MS-Front page, Flash, Macromedia, Dream Weaver, GIPM
- Content creation - electronic documents,
- Files and file formats : image, text, video, audio

Unit 3: Digital Library

- Genesis, Definition, Objectives, Scope of Digital Libraries.
- Storage formats : image, text, audio, video
- Hardware for digital libraries
- Software for digital libraries
- Digitization process
- Data Warehousing, Metadata.
- IPR Issues

Unit 4: Web 2.0 Applications

- Library 2.0: Concept, Scope
- Blogs, RSS, aggregators, Wikis, Tags, Bookmarking, Podcasting

Paper V: Electronic Information Sources and Services (paper II)

Unit 1: Use of electronic sources

- Utility of blogs, RSS, Wikis , Tags, Bookmarks in Library and Information centers

Unit 2: Electronic information services

- Meaning, Definition and Scope
- Types of electronic information services: E-mail service, electronic press clipping service, bulletin board service, network based services, etc.
- Evaluation criteria for Electronic Information Services.

Unit 3 Electronic Publishing

- Concept and meaning
- Introduction and overview to E-publishing, Access form print to electronic
- Recent trends in electronic publishing
- Impact of electronic publishing on library practices

Unit 4: Virtual Libraries

- Virtual Libraries: Developing portals and virtual libraries.
- Data mining for information. Understanding the deep web. Data validation.
- Data mining techniques and tools.

Paper VI: Library and Information System: Special library system (Paper II)**Unit 1: Special Library**

- Special Library: Definition, Characteristics, Types, Objectives and Functions
- Role of Special Libraries in R & D Institutions, industries, government departments.
- Collection Development and Resource Management
- Resource Sharing and Networking

Unit 2: Planning of Information Services

- Documentation Services: Abstracting Service, Indexing Service, CAS, SDI, Translation, Reprographic Services
- Newspaper Clipping Service
- Digest Service
- Literature Searching and Bibliographic Services
- Micrographic Services

Unit 3: Human Resource Management

- Selection, Recruitment and Placement
- Qualifications, Duties and Responsibilities
- Organizational Structure
- Service Conditions
- Training, Education and Development
- Motivation and Control

Unit 4: Planning for Special Library Building

- Feature of library Building
- Standards for Planning
- Space Management
- Interior and Exterior
- Furniture and Equipments

Practicals

VII : Information Analysis Repackaging and Consolidation –II

- Repackaging and Consolidation of Information
- Search Strategies

VIII: Information Technology Applications –II

- Library Web-Page Design
- Internet Searching
- CD-ROM Searching

IX: Electronic Information Sources and Services-II

- Use of Electronic Sources
- Use of Network based Services

X: Research Project

- Research Project
- Research Project Viva-voce