

# PROGRAMME GUIDE

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## MASTER OF LIBRARY & INFORMATION SCIENCE

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**SESSION 2018\_19**

- **Scheme of Examination**
- **Detailed Syllabus**



**DR. C.V. RAMAN UNIVERSITY**

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**DR. C.V.RAMAN UNIVERSITY**  
KARGI ROAD, KOTA, BILASPUR (C.G.)

**MASTER OF LIBRARY & INFORMATION SCIENCE (M.LIB.)**

Duration - 12 Months (1 Years)

Eligibility – B.Lib. & I. Sc.

**SCHEME OF EXAMINATION**

Course Code	Nature of the Course	Name of the Course	Credit				Total Marks	Theory		Practical Marks		Assignment	
			L	P	T	Total		Max	Min	Max	Min	Max	Min
<b>First Semester</b>													
4010112601	Core	Information Communication and Society	3	-	1	4	100	70	28	-	-	30	15
4010112602	Core	Management of Library and Information Centre	3	-	1	4	100	70	28	-	-	30	15
4010112603	Core	Information Sources System and Services	3	-	1	4	100	70	28	-	-	30	15
	Discipline Specific Elective	Elective-I	3	-	1	4	100	70	28	-	-	30	15
401022601	Skill based training	Fundamental Information Communication Technology	-	4	-	4	100	-	-	100	50	-	-
<b>Total</b>			<b>12</b>	<b>4</b>	<b>4</b>	<b>20</b>	<b>500</b>	<b>280</b>	<b>112</b>	<b>100</b>	<b>50</b>	<b>120</b>	<b>60</b>
<b>Second Semester</b>													
4010212601	Core	Preservation and Conservation of Library Material	3	-	1	4	100	70	28	-	-	30	15
4010212602	Core	Research Methodology and Universe of Knowledge	3	-	1	4	100	70	28	-	-	30	15
4010212603	Core	Academic Library System	3	-	1	4	100	70	28	-	-	30	15
	Discipline Specific Elective	Elective-II	3	-	1	4	100	70	28	-	-	30	15
4010232601	Research Component	Project Work	-	4	-	4	100	-	-	100	50	-	-
<b>Total</b>			<b>12</b>	<b>4</b>	<b>4</b>	<b>20</b>	<b>500</b>	<b>280</b>	<b>112</b>	<b>100</b>	<b>50</b>	<b>120</b>	<b>60</b>

**Evaluation Scheme**

- The minimum Marks required to pass any theory paper in a Semester shall be 40 %.
- The minimum Marks required to pass in each Project works/ Practical/ Assignments/Dissertation shall be 50%.

**LIST OF ELECTIVES**

**\*Note** - Students need to select one paper from each elective for first & second semester.

<b>Electives for First Semester</b>			<b>Electives for Second Semester</b>		
4010142601	Discipline Specific	Information Processing and Retrieval	4010242601	Discipline Specific	Public Library System and Services
4010142602	Discipline Specific	Technical Writing	4010242602	Discipline Specific	Archival Museum and Archaeological Information System



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- 1<sup>st</sup>**

**Course: M. Lib. I. Sc.**

**SUBJECT:** Information, Communication And Society

**Subject Code: 4010112601**

**Theory Max. Marks: 70**

**Theory Min. Marks: 28**

**Objective :** The objective of teaching this paper is to make the students aware about the conversion of Data into information and information into communication in the society.

### Unit 01

- \* Information : Definition, Meaning Property Nature Scope and Types.
- \* Information and Knowledge.
- \* Data : Definition, Meaning, Purpose, Nature Scope and types.
- \* Conceptual Difference between data and information.
- \* Communication of Information.
- \* Communication Channels and barriers.
- \* Knowledge: Definition, Purpose Scope and types.

### Unit 02

- \* Information and Society.
- \* Global Information Society.
- \* Information generation and diffusion.
- \* Information Policies National and International.
- \* Generation of Information modes and forms.

### Unit 03

- \* Knowledge Society: Meaning, Definition Purpose, Characteristics, types and Scope.
- \* Knowledge Management: Definition, meaning, concepts and tools.
- \* Knowledge Management Technology.
- \* Knowledge Management Library and Information Science Professionals.
- \* International Level Promoters – UNESCO, FID, IFLA etc.

### Unit 04

- \* Categories of Information users.
- \* Information seeking behavior.
- \* Methods and techniques of user studies.
- \* Evaluation of user studies.
- \* Information as an economic Resource.

### Unit 05

- \* Patent.
- \* Trade Mark.
- \* Copyright Act.
- \* Right to Information Act – Concept needs and functions.
- \* Intellectual property right Act (IPR).
- \* Delivery of Books Act.
- \* Press and Registration Act.

### Reference Books :

- 1) Sharma Dr. Arvind Kumar: Information Communication and Society, ESS ESS Publication, New Delhi.
- 2) Sharma Prahlad : Pustakalaya Aur Samaj, University Publication, Jaipur.
- 3) Paliwal Sangeeta : Granthalaya Information Service and Information Society, Y. K. Publishers, Agra.
- 4) Singh Shankar: Information Communication Technology, Internet and Information Society, ESS ESS, Publication, New Delhi.

5) Kaushik Dr. Dinesh Kumar : Pustakalaya Aur Samaj, Kalpana Publication, Agra.

**Outcome :** After getting the knowledge about data and information students learn to communicate it in the society in a proper manner.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- 1<sup>st</sup>**

**Course: M. Lib. I. Sc.**

**SUBJECT:** Management of Library and Information Center

**Subject Code: 4010112602**

**Theory Max. Marks: 70**

**Theory Min. Marks: 28**

**Objective :** The objective of teaching this paper is to make the students aware about how to manage the Library, about the budgeting Techniques and methods and physical planning of the Libraries.

### Unit 01

- \* Management: Definition, objectives, functions, Scope, types and needs.
- \* Management styles and approaches.
- \* Scientific management: Function and Principles.
- \* Personal management: Organizational Structures, Job Valuation and Job Analysis.
- \* Motivation.

### Unit 02

- \* Resource Mobilization.
- \* Budgeting Techniques and Methods.
- \* Budgetary Control.
- \* Cost Effectiveness and Cost Benefit Analysis.
- \* Total quality management and change management.

### Unit 03

- \* Management Information System: Definition, Concept and Characteristics.
- \* System Analysis and Control.
- \* System Approach.
- \* Work Study: Flowchart Gantt Chart Block diagrams.

### Unit 04

- \* Planning: Concept, types, Definition, need, purpose,
- \* POSDCORB.
- \* Human Resource Planning and Development.
- \* Management quality and Leadership.
- \* Physical planning of Libraries.

### Unit 05

- \* Routine Procedure: Circulation and Acquisition.
- \* Serial, Control, Stock verification.
- \* Resource Sharing and ILL.
- \* Maintenance of Library records and Statistics.
- \* Library Literature search.
- \* Classification and Cataloguing.

### Reference Books :

- 1) Ahmad Shamim: Computer in Library Management Apdt. Publication, New Delhi.
- 2) Vyas S. D. Pustakalaya Prabandhan, Panchsheel Prakashan Jaipur.
- 3) Sharma B.K.: Foundation of Information Sciences Information Management, Y.K. Publishers, Agra.
- 4) Tripathi S.M. & Sharma B.K.: Granthalaya Prabandhan, Y. K. Publishers, Agra.
- 5) Vyas S.D.: Library Organisation and Management, Panchsheel Publication, Jaipur.

**Outcome :** By studying this paper students make themselves aware of managing the library, planning the library budgets and serving the society.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- 1<sup>st</sup>**

**Course: M. Lib. I. Sc.**

**SUBJECT: - Information Sources, Systems and Services**

**Subject Code: 4010112603**

**Theory Max. Marks: 70**

**Theory Min. Marks: 28**

**Objective :** The objective of this teaching paper is to make the students aware about different types of sources of information, different information services provided by the library and National and International Information Organizations.

### **Unit 01**

- \* Documentary Sources of Information.
- \* Non Documentary Information Sources.
- \* Print and non print including electronic Nature.
- \* Characteristics utility and Evaluation of different types of information sources.
- \* Internet as a sources of Information.

### **Unit 02**

- \* Information Services – Concepts Definition need and trends.
- \* Database Services.
- \* Retrieval Services.
- \* Information Products – Nature, Concepts, Types.
- \* Design and marketing of information Products.
- \* Computer based Information Services CAS and SDI.

### **Unit 03**

- \* Information Analysis and Consolidation Centres and Repackaging.
- \* Information Sources System.
- \* National Information system and Global Information System.
- \* Information Centres: Types and their organization.
- \* Data Centres.

### **Unit 04**

- \* User Education: Concept, Needs and Methods.
- \* Types of Users and Information Needs.
- \* User Survey.
- \* Reference Interview and Search Technique.
- \* User Studies: Importance objectives and types.
- \* Library Information System : Education and Training Level and Course.

### **Unit 05**

- \* National and International Information Organization: INSDOC, DESIDOC, NISSAT, UNESCO, AGRIS, MEDLARS, INIS, INFLIBNET, DELNET, CALIBNET MALIBNET.

### **Reference Books:**

- 1) Sharma Arvind Kumar: E-Suchana Strot and Sevaye ESS ESS Publications, New Delhi.
- 2) Sharma B. K.: Information Sources, User's, System, Services and Technology, Y. K. Publishers, Agra.
- 3) Jhaji Nupur: Development of Library and Information Services, Arya Publication, Delhi.
- 4) Tripathi S.M. New Dimensions of Reference and Information Services, Y.K. Publishers, Agra.
- 5) Sharma Prahlad: Pustakalaya Avam Suchana Vigyan, University Publication, Jaipur.

**w.e.f: July 2018**

**Outcome :** After getting knowledge about the sources of information, information services and National and International Information organizations students reach the position to serve the users with all the resources, services and help the users to reach their required source and information without wasting their time.





# Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- 1<sup>st</sup>**

**Course: M. Lib. I. Sc.**

**SUBJECT:** Information Processing and Retrieval

**Subject Code: 4010142601**

**Theory Max. Marks: 70**

**Theory Min. Marks: 28**

**Objective :** The objective of teaching this paper is to make the students aware about processing the Information, storage of Information and in future retrieving the information whenever required.

## Unit 01

- \* Information Retrieval Processes and Techniques.
- \* Information Storage and Retrieval Systems.
- \* ISAR System: Objectives and Types.
- \* Compatibility ISAR Systems.
- \* ISAR : Objectives, uses and Important.

## Unit 02

- \* Indexing Language: Concept and types, Characteristics.
- \* Recall and precision devices in Indexing Language.
- \* Vocabulary Control: Tools of Vocabulary Control.
- \* Thesaurus: Structure and Construction of an IR thesaurus, Thesaurus Facet.
- \* Trends in Automatic Indexing.

## Unit 03

- \* Indexing System and Techniques.
- \* Pre Co-ordinate and post co-ordinate Indexing System.
- \* KWIC, KWOC.
- \* Chain Indexing, PRECIS, POPSI.
- \* Uniterm Indexing, Citation Indexing.
- \* Indexing: Introduction, Definition, Meaning, Objective, Need.
- \* Methods of Indexing.
- \* Peek-a-boo Indexing System.
- \* Auto Coding Indexing System.

## Unit 04

- \* Search Strategy: Process and Techniques.
- \* Search Process – Principles and methods of search.
- \* Search Techniques- Boolean Searches online.
- \* Standards for Bibliographical Description.
- \* AACR-2, ISBD, MARC, CCF etc..

## Unit 05

- \* Information Retrieval System (IRS) – Definition, Meaning, Concept and types.
- \* Information Retrieval: Components and operational stages of IRS.
- \* Evaluation of Information Retrieval System.
- \* Information Retrieval through OPAC and Internet.
- \* Information Retrieval through Optical Media CD-Rom Database.

## Reference Books:

- 1) Sharma B.K.: Knowledge Organisation and Information Retrieval: Theory, Y.K. Publishers, Agra.
- 2) Sharma Pahlad: Pustakalaya Avam Suchana Vigyan, University Publication, Jaipur.
- 3) Sharma B.K.: Information Sources, User's, System, Services and Technology, Y.K. Publishers, Agra.
- 4) Sharma B.K.: Knowledge Organization and Information Retrieval: Practical, Y.K. Publishers, Agra.
- 5) Sharma Pahlad: Pustakalaya Avam Suchana Vigyan, University Publication, Jaipur.

**Outcome :** By teaching this paper to the students we are making them ready to render the library services to the students, research scholars and faculties at the time of their need. As well as helping the users by teaching them the strategy and techniques for the same.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

### SEMESTER- I

Course: M. Lib. I. Sc.

SUBJECT : TECHNICAL WRITING

Subject Code: 4010142602

Theory Max. Marks: 70

THEORY : MIN. MARKS: 28

**Objective :** The objective of this paper is to make the student aware about the technical skill in writing importance of Language and Linguistics for communication of thoughts.

#### Unit 1

- \* Communication Process.
- \* Overview of Communication Process.
- \* Characteristics Features of Technical Writing.
- \* Target Groups in Written Communication.
- \* Reader-Writer Communication.

#### Unit 2

- \* Linguistics
- \* Language as Medium for Communication of Thought.
- \* Functional English Style: Semantics, Syntax, and Diction, Readability and Text.
- \* Aberrations in Technical Writing

#### Unit 3

- \* Structure and Functions of Technical Communication.
- \* Structure: Definition, Purpose, Characteristics and Functions.
- \* Collection, Organization and Presentation of Data including
- \* Illustrations

#### Unit 4

- \* Technical Editing.
- \* Editorial Tools.
- \* The Editor.
- \* Editorial Process.

#### Unit 5

- \* Content Analysis : Concept & Scope.
- \* Content Analysis : Technical Quantitative & Qualitative.
- \* Applications Generation of Information Services & Product.

#### Ref. Books :

- 1) Krishna Mohan & Meera Banarjee, Developing Communication Skills, Madras, Macmillan India.
- 2) Chandler B. E., Technical Writer' Handbook Ohio: American Society for Metals.
- 3) Cooper B. M., Writing Technical Reports, New York, Penguin.

**Outcome :** After seeking the knowledge of technical writing and medium of communication students will feel comfortable in writing their research report. Technical writing will help the students in preparing any types of report either of project report or it will be research report.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- 1<sup>st</sup>**

**Course: M. Lib. I. Sc.**

**SUBJECT : Fundamentals of Information Communication Technologies**

**Subject Code: 4010122601**

**Max. Marks: 100**

**Min. Marks: 50**

**Objective :** The objective of teaching this paper to the students is to teach them about the web resources and online databases, to make them aware how to use the web resources and how to access the online data base.

### Unit 01

- \* Computer: Introduction, meaning, uses, importance and need.
- \* Computer Architecture and Storage Devices, Storage Devices, Input and output Devices.
- \* Hardware and Software.
- \* Programming Language : Concept and Types.
- \* Operating System: MS-Windows, Unix, MS-DOS.
- \* IT-Definition Need, Scope, Objectives and Historical background of Computer.

### Unit 02

- \* Communication Technology: Definition, Meaning, Importance, Need and Types.
- \* Fundamental of Communication Technology.
- \* Types of Networks: LAN, MAN, WAN.
- \* Network Protocol.
- \* Library Network : Definition, Objectives, Concept and Need.
- \* Types of Library Network-National and International.
- \* ISDN, Social Networking.

### Unit 03

- \* Web Resources & Online database.
- \* E-Book, E-Journal, E-Newspaper, E-Periodical and E-Magazines.
- \* Indexing and Abstracting Services.
- \* Services offered by Library Network.
- \* Network based Library Resources.

### Unit 04

- \* Library Automation: Introduction, meaning, Objectives, Importance, Need and Functions.
- \* Software Packages for Library Automation.
- \* OPAC and open sources Software.
- \* Digital Library: Definition, Meaning, Objectives, Functions, Need and Advantage.
- \* Required Tools and Techniques.
- \* Problems and Possibilities of Digital Library in India.

### Unit 05

- \* Internet: Concept, History and Services of Internet.
- \* Search on Internet, OCLC
- \* Web Design – HTML and XML.
- \* Library Software : SOUL, KOHA, LIBSYS, CDS/ISIS, DSPACE, GreenStone,
- \* E-mail, BLOG
- \* Storage Media Format: DVD/CD
- \* Database Management System (DBMS).
- \* www, Library Website
- \* Required Hardware for OPACs on Internet.

### Reference Books :

- 1) Singh Shankar: Information Communication Technology, Internet and Information Society, ESS ESS, Publication, New Delhi.
- 2) Kumar P. S. G.: Information Technology Basics. B. R. Publication, New Delhi.
- 3) Sharma Arvind Kumar: E-Suchana Strot avam Sevayen, ESS ESS Publications, New Delhi.
- 4) Sharma Prahlad: Internet Aur Pustakalaya, Jyoti Publication, Jaipur.

- 5) Singh Shankar: Information Communication Technology and Library, ESS ESS, Publication, New Delhi.

**Outcome :** By studying this paper students become trained in rendering the services by making the users aware about how to use the web resources and how to access the online database and digital library in a proper manner.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

### SEMESTER- II

Course: M. Lib. I. Sc.

SUBJECT: PRESERVATION AND CONSERVATION OF LIBRARY MATERIAL

Subject Code: 4010212601

Theory Max. Marks: 70

THEORY MIN. MARKS: 28

**Objective :** The objective of teaching this paper is to make the aware about Preservation and Conservation of books and reading materials and Hazards to Library material and records.

#### Unit 01

- \* Preservation and Conservation: Concept and Need.
- \* Historical Development of writing Materials.
- \* Palm Leaves and Birch Bark: Their nature and preservation.
- \* Preservation of Non book Materials.
- \* Conservation of Knowledge and Idea.

#### Unit 02

- \* Care of Library materials.
- \* Planning of Building by Dr. S. R. Ranganathan.
- \* Different Systems for conservation.
- \* Collection maintenance : Shelving and stock verification.
- \* Maintenance of Library Records.

#### Unit 03

- \* Hazards to Library Materials and Control.
- \* Disaster Management.
- \* Environmental Factors.
- \* Biological Factors.
- \* Chemical Factors.
- \* Library Building Planning : Furniture and Equipment.

#### Unit 04

- \* Binding: Concepts and need.
- \* Types of Binding.
- \* Binding Materials.
- \* Binding Process.
- \* Standards of Binding.

#### Unit 05

- \* Restoration and Reformatting.
- \* Material Repair.
- \* Microfilming and Digitalization.
- \* Responsibilities of Librarian in Preservation and conservation of Library materials.

#### Reference Books :

- 1) Goswami Surendra, Library Conservation and Preservation, Rawat Publication, Jaipur.
- 2) Kaushik Dinesh Kumar : Pustakalaya Aur Samaj Kalpana Prakashan, Delhi.
- 3) Sharma B. K.: Foundation of Inforamtion Science & Information Management, Y. K. Publishers, Agra.
- 4) Vyas S. D. : Library Organisation and Mangement, Puchsheel Publication, Jaipur.
- 5) Sharma B.K.: Information Sources, user's System, Service and Technology, Y. K. Publishers, Agra.
- 6) Vyas S.D. Pustakalaya Sangathan Avam Prabandhan, Panchsheel Prakashan, Jaipur.

**Outcome :** By reading this paper student can maintain the Library very well. He will be a position to control the hazards to Library material very effectively & efficiently.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

### SEMESTER- II

Course: M. Lib. I. Sc.

SUBJECT: RESEARCH METHODOLOGY & UNIVERSE OF KNOWLEDGE

Subject Code: 4010212602

Theory Max. Marks: 70

THEORY MIN. MARKS: 28

**Objective :** Being the course of master degree the objective of this paper is to create the interest of students towards research work and guide them to how to do the research and what are the steps in doing research work.

#### Unit 01

- \* Research: Concept, meaning, need, characteristics, and process of search.
- \* Types of Research – Fundamental and Applied Research.
- \* Research Design and steps in Research.
- \* Survey Research, Experimental Research and Historical Research.
- \* Review of Literature.

#### Unit 02

- \* Research methodology: Concept, meaning, objectives, Need and types.
- \* Observation method, Case Study and Interview method.
- \* Questionnaire Method.
- \* Research techniques and tools.
- \* Sampling Techniques.

#### Unit 03

- \* Hypothesis: Meaning, Definition, Need, objectives and Types.
- \* Formulation of Hypothesis and Hypothesis Testing.
- \* Data: Meaning, Need, Objectives and Types.
- \* Methods of Data Collection.
- \* Data Relevancies and Limitations.

#### Unit 04

- \* Statistics: Concept, Objectives, Need and Types.
- \* Statistical Techniques and Statistical Packages.
- \* Presentation of Data and Data Analysis.
- \* Tabulation and Generalization.
- \* Delphi Method of Research.

#### Unit 05

- \* Bibliometrics, Informetrics and Scientometrics Concepts, Definition and Scope.
- \* Bibliometrics law-Bradford, Zipf, Lotka.
- \* Content Analysis.
- \* Sociometry.
- \* Structure, Style, Contents and Guidelines for Research Reporting.
- \* Current Trends in Library and Information Science Research.

#### Reference Books :

- 1) Yadav V.D.: Research Methodology in Library and Information Science, Y.K. Publishers, Agra.
- 2) Sharma Arvind Kumar: Research Methods and Information Technology, ESS ESS Publication, New Delhi.
- 3) Sharma S.K.: Special Library & Research Methodology, University Publication, New Delhi.
- 4) Prof. Harimohan: Information Technology: Computer and Research, Takshshila Prakashan, New Delhi.
- 5) Mandotkar Ratna : Research in Library Automation, Pacific Book International Publication.

**Outcome:** After getting the knowledge of research process any student can be able to take project from government or private organization and promote the research work.



# Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

**SEMESTER- II**

**Course: M. Lib. I. Sc.**

**SUBJECT: ACADEMIC LIBRARY SYSTEM**

**Subject Code: 4010212603**

**Theory Max. Marks: 70**

**THEORY MIN. MARKS: 28**

**Objective :** The main objective of this paper is to system in detail to the students to give knowledge about how to develop and maintain the collection of the school, college and university Library and to explain the role of Academic Library in Education.

## Unit 01

- \* Academic Library: Meaning, Definition, Need, Objectives, Importance and Function.
- \* Historical Development of Academic Libraries.
- \* Types of Academic Library.
- \* School, College and University Library: Concept, Purpose, Importance, Need & Types.
- \* Role of Academic Library in Education.

## Unit 02

- \* Role of UGC and Other Bodies in Promoting Libraries in Universities, Colleges.
- \* Other Institutions of Higher Learning.
- \* Role of University Library in the modern period.
- \* Financial Management of Academic Library.
- \* Recommendations of Various Committees and Commissions for Development of Academic Libraries.
- \* Academic Library Authority and Academic Library Committee.

## Unit 03

- \* Collection Development: Concept, Meaning, Definition, Need, Objectives and Functions.
- \* Collection Development Policy and Document Selection.
- \* Collection Development Programmes.
- \* General Principles of Documents Selection.
- \* Selection of Non-Print Reading Materials.
- \* Weeding Document.
- \* Stock Verification.

## Unit 04

- \* Academic Library Services: Basic Concept and Types.
- \* ILL, CAS, SDI, Reprographic, Translation and Document Delivery Services (DDS), Documentation Service.
- \* Circulation, Periodical, References, Essential Service, Orientation Service.
- \* Personal Management : Concept, Meaning Objective, Need, Principles and Feature.
- \* Staffing Patten and Staff Development in Academic Libraries.
- \* Norms and Patterns of Staffing, Continuing Education Programmes.

## Unit 05

- \* Resource Sharing: Concept, Meaning, Objective, Area, Need, Programmes and Scope.
- \* Impact of IT on Resource Sharing.
- \* Consortia: Concept, meaning, need, Objective, Functions and Types.
- \* Library Network : INFLIBNET, DELNET, CALIBNET, BONET.
- \* Impact of Information Technology on Bibliographical Services.
- \* Role of Internet in Promoting the Academic Library Services.

**Reference Books :**

- 1) Sharma B. K. Academic Library System, Y. K. Publication, Agra.
- 2) Surendra Goswami : Educational Library Management, Rawat Publication, New Delhi.
- 3) Singh Ajit : History of Development of Libraries, Arya Publication, New Delhi.
- 4) Sharma B.K. Foundation of Information Science and Information Management, Y. K. Publishers, Agra.
- 5) Sharma B.K.: Information Sources, User's System, Services and Technology, Y.K. Publishers, Agra.

**Outcome :** After studying this paper any student will feel comfortable to work with any of the academic institutions Library and students will be in a position to develop and maintain the collection of the Library in a best possible manner.





## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

### SEMESTER- II

Course: M. Lib. I. Sc.

SUBJECT : Public Library System and Services

Subject Code: 4010242601

Theory Max. Marks: 70

Theory Min. Marks: 28

**Objective :** The objective of this paper is to impart knowledge about the public library system in detail to the students and also to give knowledge to the students about the types of public library , factors of development of public library and Library legislation in India.

#### Unit 1

- \* Public Library: Concept, Meaning, Definition, Objective, Need and Functions.
- \* Types of Public Library: National Library, State Library, District Library, Village Library.
- \* Main Factors of Development of Public Library
- \* Basic Elements of Public Library and Main Sources of Income.
- \* Library Movement in India.
- \* National Library System : UK and USA.

#### Unit 2

- \* Library Legislation: Concept, Need and Components of Library Legislation.
- \* Model Union Library Act. and Model Library Act.
- \* Model Public Library Bills – 1963, 1965.
- \* Model Public Library and Information Service Act.
- \* The Library of Congress and the British Library.
- \* Library Development in Modern India.
- \* Library Association : Concept, Qualities, Objectives, Level and Functions.
- \* Professional Associations : IFLA, LA, ALA, ILA, SLA, UK, ASLLBS.

#### Unit 3

- \* Public Library Services: Concepts and need.
- \* Types of Public Library Services.
- \* Extension Service : Concept, Objectives & Need.
- \* Public Library Buildings : Planning and Architecture.
- \* Modular Construction of Building, Furniture and Fittings.
- \* Application of Information Technology to Public Library Services.

#### Unit 4

- \* Library Co-operation : Introduction, Objective, Process, Need, Merit and Areas.
- \* Resource Sharing : Introduction, Pre-requisites, various forms, Area, Barriers and Needs.
- \* Library Network : Introduction, Definition, Needs and Resource Sharing through Networking.
- \* Library Network in India : CALIBNET, DELNET, INFLIBNET.
- \* Role of International Agencies in Library Network and Resource Sharing.

#### Unit 5

- \* National Library of India, Calcutta.
- \* Historical Background of National Library and its Organization and Management, Library Staff, Budget, Collection of the Library, Processing Services.
- \* Library Organization Structure.
- \* General Principle of Management and Functions.
- \* Planning and Administration of Public Library.
- \* Governance of Public Library performance Evaluation.
- \* User Community : Their Characteristics user Study.

**Ref. Books :**

- 1) Goswami S., Public Library, Rawat Prakashan, Jaipur.
- 2) Jhanji Nupur : Library Organizational Structure, Arya Publication, New Delhi.
- 3) Vyas S. D. : Library Organization and Mangement PUNCHSHEEL Publication, Jaipur.
- 4) Joshi J. P. : Library and Society; Rawat Publications, Jaipur.
- 5) Champawat G. S. and Champawat Dipendra Singh: Library Information and Society, Rawat Prakashan, Jaipur.

**Outcome :** By studying this paper the students can get detail knowledge about the Public Library system in India and after acting the knowledge about the public library system students can serve the society by imparting this knowledge to other people in the society.



## Dr. C.V. RAMAN UNIVERSITY

Kargi Road, Kota, Bilaspur (C.G.)

### SEMESTER- II

Course: M. Lib. I. Sc.

SUBJECT : Archival, Museum and Archaeological  
Information System

Subject Code: 4010242602

Theory Max. Marks: 70

Theory Min. Marks: 28

**Objective :** The objective of teaching this papers is to make the students aware about the History and Development of Archival Centres to give the students the knowledge of Library-in-house operations of Archival Materials.

#### Unit 1

- \* History and Development and types of Archival Centers.
- \* Kind and Identification of Archival material.

#### Unit 2

- \* Acquisition, Classification, Cataloguing and Indexing of Archival material.
- \* Source material on Archival Manuscripts.
- \* Machine Readable and Microfilm of Archival Records.
- \* Database and Digitization of Archives.
- \* Role of UNESCO and other agencies.

#### Unit 3

- \* Building Design.
- \* Planning and Furniture and Fillings.
- \* Use of Copy Right to Information in relation to archives.

#### Unit 4

- \* Objective and Purpose.
- \* Cause of Deterioration.
- \* Environmental Pollution : Physical, Chemical and Atmosphere.
- \* Biological enemies of materials : Mould, Fungi, Insect and Rodents.

#### Unit 5

- \* Cleaning, removal of Stains.
- \* Fuming and De-acidification.
- \* Repair and restoration techniques.
- \* Lamination.
- \* Standards for Storage Conditions.

#### Ref. Books :

- 1) Nelly Balloffet and Johny Hille : Preservation and conservation for Libraries and Archives.
- 2) Tim Padfield Timothy : Copyright for Archrists and Records.
- 3) Senguta Syamalendu & Joshi Yasodhara Experiencing History Through Arcives: Restoration of Memory and Repair of Records.
- 4) Gary Lock and Zoran Stancic : Archeology and Geographic Information System : A European Perspective.

**Outcome :** After studying this paper properly students can become capable of handling any type of library in a prepare manner.