

# MANAGEMENT OF LIBRARY AND INFORMATION SCIENCE

## Core Paper

Instructional Hours: 105

Sub. Code:

12 MLPC102 Max Marks: CIA-25; ESE-75

Credits: 4

### OBJECTIVE:

1. To know the concept of Management and its evolution.
2. To understand the various managerial operations of LIS.
3. To apply the relevant management techniques modern LIS.

### UNIT I : Fundamentals of Management

15 Hrs

Concept, Definition and scope – Management school of thought – Principles of Scientific Management – Foyal’s principle - styles and approaches –Functions: POSDCORB

### UNIT II : Human Resource Management

25 Hrs

Human Resource Management: Organization Models - Job description and job analysis – Selection, recruitment, training and development, leadership – Team building - motivation – time and change management.

### UNIT III : Management of Library House Keeping Operations 25 Hrs

Acquisition Section – Technical Section – Maintenance Section – Circulation – Reference -Periodical Digital - Readers Services (Circulation – Stack Management

### UNIT IV : Financial Management

20 Hrs

Planning and Control Resource generation – Budget, Budgeting, - Control techniques –PPBS, ZBBS – Cost benefit and cost effective analysis and Accounting.

### UNIT V : Planning and Planning Strategies

20 Hrs

Concept – Definition : Need and Steps in Planning – MBO – Planning techniques – Decisionmaking. –TQM-PERT-SWOT-Planning of Lib – Building – Furniture, equipment – and standards.

### Texts & References:

1. Mittal .R.L: library administration: theory and practice. Ed 5.1983.
2. BRYSON J. effective library and information centre management, 1990.
3. Ranganathan .S.R. library administration, 1954.
4. Krishna Kumar: library administration and management. New delhi, vikas publication 1987.

5. Bavakutty, M and Parameswaravan, M ed., management of libraries in the 21<sup>st</sup> century, ess essPublication , delhi.2000.
6. Koontz, h.et al. management, 15th ed. McGraw hill.

## **INFORMATION RESOURCES**

### **Core Paper**

**Instructional Hours: 90**

**Sub. Code: 15 MLPC104**

**Max Marks: CIA-25; ESE-75**

**Credits: 3**

### **Objectives**

1. To introduce various information sources.
2. To enable the students to acquire with the various sources
3. To enable the students to evaluate and use the resource.

### **UNIT I**

**18Hrs**

Types of Information Resources – Documentary and Non-documentary sources – Characteristics – Scope and Value - Human Sources of Information – Invisible colleges.

### **UNIT II**

**18Hrs**

Ready Reference Sources – Types and Value – Dictionaries – Encyclopedias – Almanacs -Biographical Sources - Handbooks and Manuals - Geographical Sources.

### **UNIT III**

**18Hrs**

Bibliographical sources – Bibliography and its Types, List of Serials; Union Catalogues –Indexing and Abstracting sources - News summaries - Digest.

### **UNIT IV**

**18Hrs**

Internet as a Source of Information - Web Resources – Open Sources -Subject Gateways.

### **UNIT V**

**18Hrs**

Evaluation of Information Sources – Print Reference Sources - Web resources

### **Texts & References:**

- 1) Krishnan Kumar. Reference service Ed 3. New Delhi: Vikas . 2003.
- 2) Kumar PSG, Ed . Indian encyclopedia of library and information science New Delhi : S.Chand and co 2001.
- 3) Chou, G G. Information sources and searching on the World Wide Web. London: Facetpublishing 2001.
- 4) Cou GG Searching CD - ROM and online information sources, London: Facet publishing2001.
- 5) Alan poulter and others. A Library and Information Professionals Guide to www. London:Facet publishing 1991.
- 6) Seva Singh : Hand book of international sources of reference and information , New Delhi:CREst publications 2001.
- 7) Sharma J S and Grover D R : Reference service and sources of Information, New Delhi: EssEss publication.

## SEMESTER – II

### LIBRARY AUTOMATION & NETWORKING

#### Elective I

**Instructional Hours: 60**

**Sub. Code: 13 MLPE201**

**Max Marks: CIA-25; ESE-75**

**Credits: 3**

- 1) To ensure the computer knowledge and functions of various departments in the library.
- 2) To enable the students to understand the databases and its functions.
- 3) To ensure various networks to share the resources between the libraries.

#### **UNIT I: Basics of Computer & Operating System**

**10 Hrs**

Fundamentals of Computer – Definition – Characteristics – Types – Functional organization – Memory – I/O devices – Configuration: Software & Hardware – Operating System: Windows – LINUX – UNIX - Working with Windows.

#### **UNIT II: File Organization & Database Management System**

**15Hrs**

File Organization – Office Management: Word Processors – Spread Sheet – Presentation, Software – Databases: MS Access – Database Management – Characteristics – types – Bibliographic databases

#### **UNIT III: Library Automation**

**15 Hrs**

Concept and need for library Automation – Areas of Automation – software: Commercial and Open Sources. – Standards for Bibliographic Description: CCF, ISO 2709, Z39.50, Meta data, Dublin Core (DC).

#### **UNIT IV: Library Network for Resource Sharing**

**10 Hrs**

Current Development Information Transfer – Fax – Teleconference – Video Conferencing – Teletext  
– Videotext – Bulletin Board Services - Email

#### **UNIT V : Practices:**

**10 Hrs**

Housekeeping Operations: KOHA - CAMPUS I LIB – OPEN BIBLIO.

#### **TEXT & REFERENCES :**

1. Rao K.R. Library Automation. Ed2 1991
2. Lee, Stuart.B Digital imaging; a practical handbook
3. Barbara Alan; E learning and teaching in library and information science London; Facet publishing;2002
4. Peter Brophy; The library in the 21st century new services for the information age.
5. Chowthury G.G Introduction to digital libraries;London Facet publishing 2003.

**SEMESTER - IV**  
**OPEN SOURCE SOFTWARE**

**Core Practical**

**Instructional Hours: 90**

**Sub. Code: 17MLPCP03**

**Max Marks: CIA-40; ESE-60**

**Credits: 3**

**Objectives**

- To enable the Students to acquire the skill of Library Automation Software
- To teach the customization procedures for Content Management Software
- To teach the installation procedures and uploading the content for Digital Library Software

**UNIT I: Open Source Software**

**10 Hrs**

Introduction – Concept – Development of Open Access Movement in India - List of Open Access Softwares

**UNIT II: Installation Procedures**

**15 Hrs**

Understanding of the software – Hardware and Software requirements – Technical Information

**UNIT III: Library Automation Software**

**20 Hrs**

Library Automation Software: KOHA – NewGenLib

**UNIT IV: Content Management Software**

**25 Hrs**

Content Management Software: DRUPAL – WORDPRESS – E-Prints

**UNIT IV: Digital Library Software**

**20 Hrs**

Digital Library Software: DSPACE - GSDL

**Texts & References:**

1. Andrew, M (2004). *Understanding Open Source and Free Software Licensing*. London: O'Reilly Publishers.
2. <http://www.koha.org/>
3. [www.verussolutions.biz/](http://www.verussolutions.biz/)
4. <https://wordpress.com/>
5. <https://www.drupal.org/>
6. <https://www.drupal.org/docs/7/installing-drupal-7/step-4-run-the-installation-script>
7. [www.eprints.org/](http://www.eprints.org/)
8. [www.dspace.org/](http://www.dspace.org/)
9. [www.greenstone.org/](http://www.greenstone.org/)