Fourth		Hard core				
	HC 4.1	Digital Libraries	3	0	1	4
	HC 4.2	Information Analysis, Consolidation, Repacking and Dissemination	3	1	0	4
	HC 4.3	Technical writing and Communication	3	1	0	4
	HC 4.4	Internet and Electronic publishing	3	1	0	4
	HC 4.5	Internet and Electronic publishing	0	0	4	4
		Soft Core(Any one)				
	SC 4.1	Web 2.0	2	0	2	4
	SC 4.2	Project	0	0	4	4
		Internship* of one month after the completion of fourth semester Theory and Practical Exams				
		Total Credits for fourth semester				24
		Total Credits First to fourth Semester				96

*Education Tour is Compulsory and the students shall submit Education Tour Observation report

*Internship is compulsory and the students have to submit the completion certificate from the head of the Library and Information Centers

L= Lecture, T=Tutorial, P=Practical

FOURTH SEMESTER:

HARD CORE:

HC 4.1 DIGITAL LIBRARIES

(Hours of Teaching: L:T:P = 3:0:1)

(Lectures = 3 X 16 = 48 hrs)

(Practicals = 1 X 16 = 16 x 2 = 32 hrs)

Objectives:

1. To provide introduction and difference of Digital Library
2. Know how of hardware and software of Digital Library
3. Hands on practice of Green Stone and DSpace

Unit-1: Digital Libraries: Definition and Characteristics, Impact of digital libraries, Digital Libraries
Types and their features, Digital Libraries Initiatives in different Countries including India.

Unit-2: Digital Library Design – Models, Issues, and Standards, Hardware and Software Requirements; Storage Media Formats; Input Devices – Scanners, Digital cameras; Conversion Technologies and Process; Digitization : Issues related to Digitization project, process, Technical Issues, File Formats, post processing, Access and Costs of Digitization;

Unit-3: Information Organization, Access User Interface and Retrieval: problems of information
Organization, Classification of digital information, Organization pattern in selected digital libraries,
Cataloguing and Metadata, Contents Marking and Manipulation; Information Seeking and User Interfaces, User Interfaces and Visualization, Information Access; Information retrieval models,
Vocabulary control, basic information search techniques, problems and prospectus.

Unit-4: Digital Archiving and Preservation: Digital Preservation, Issues, strategy; Digital Library Services; Digital Library Applications – Education, Scholarly Communication and Preservation of Cultural heritage; Social, Economic and Legal Issues; Study of Digital Library software: Greenstone and DSpace; Steps in design and development of digital libraries; Digital Library Evaluation.

PRACTICALS

Acquaintance and hands on experience in design and development of a digital library Using any one of the digital library softwares viz. Green stone, DSpace. (Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

Reference:

Andrews, Judith and Law, Derek G. Digital Libraries: Policy, Planning and Practice. Ashgate Publishing, Ltd., 2004, pp263.

Arms Williams. Digital Libraries. Cambridge: MIT Press, 2000

Christine I. Borgman from Gtenberg to the Global Information Infrastructure: Access To the Information in the Networked world. Cambridge: MIT Press, 2000

Chowdhury G G and Chowdhury Sudatta. Introduction to Digital Libraries, London, Facet Publishing, 2003, pp359.

Deegan Marilyn and Tanner Simon. Digital Futures: Strategies for the Information Age. Chennai, Allied, 2002

Lesk M. Practical Digital Libraries: Books,Bytes, and Bucks, San Francisco: Morgan Coffman, 1997

Lucas. Information Technology for Information Management, Tata McGraw-Hill Education, 2001,pp719

Papy, Fabrice. Digital Libraries, John Wiley and Sons, 2008, pp303

Stern D. Digital Libraries: Philosophies, Technical design Consideration and Example Scenarios. New York: Howarth, 1999

Sugimoto, Shigeo. Digital Libraries: achievements, challenges and opportunities: 9th International Conference on Asian Digital Libraries, ICADL 2006, KYOTO, Japan, November 27-30, 2006 :Proceedings, Springer, 2006, pp571.Tedd. Lucy A and Large, J.A. Digital Libraries: Principles and Practices in global Environment. Walter de Gruyter, 2005, pp 280.

HC 4.2 INFORMATION ANALYSIS, CONSOLIDATION, REPACKAGING AND DISSEMINATION

(Hours of Teaching: L:T:P=3:1:0)

(Lectures = 3 X 16 = 48 hrs)

(Tutorials = 1 X 16 = 16 X 2 = 32hrs)

Objectives:

1.To understand the concept of Indexing.

2.Get acquainted with variety of information services

Unit-1: Concept of Information Analysis, Condensation, Consolidation, Compaction, Repacking and Dissemination

Unit-2: Abstracts and Abstracting: Definition, Uses, Types and their Qualities, Guidelines for Abstracting, Automatic Abstracting – Concept, Text Summation System, Automatic Extraction – Concept selection, Abstractor's workbench

Unit-3: Indexing: Concepts, Need and Purpose, Evolution of Indexing Systems; Pre-Coordinate and

Post- Coordinate Indexing: Study and Acquaintance with Chain Indexing, PRECIS, SLIC and Uniterm Indexing; Automatic Indexing Systems: KWIC and its Variations, Citation

Indexing, Relational: Indexing; Indexing Languages: Concept, Characteristics, Vocabulary Control, Classification Schemes,
Subject Headings, Construction of Thesaurus

Unit-4: Content Analysis, Repacking, formatting and consolidation; Information Services and Products: concepts, Definition, Need and Trends; Planning; Organization and Evaluation of Alerting Services (CAS, SDI), Bibliographic, Reference, Referral, Document delivery services; Compilation and Production of Current Awareness Bulletins, In-house Abstrcting Bulletins.

Reference:

Austin D and Dykstra Mary. PRECIS: Manual of Concept Analysis and subjest Heading Ed 2. London: British Library, 1984

Borko,Harold and Bernier L. Abstracting Concept and Methods. Academic Press, 1975, pp250.

Cleveland D B and Cleveland A D. Introduction to Indexing and Abstracting, 1983

Cleveland Donald B . and Cleveland D. Introduction to Indexing and Abstracting Libraries Unlimited, 2001,pp283.

Cremmins, Edward T. The Art of Abstracting, Information Resource, 1996, pp 230.

Dykstra Mary. PRECIS:a Primer. London: British Library, 1985

Keyser, Pierre De. Indexing: From Thesaurus to the Semantic Web, Neal Schuman, 2011,pp200.

Koltay, Tibor. Abstracts and Abstracting: A General and Set of Skills for the twenty First Century. Chandos pub, 2010, pp227

Lancaster F W. Indexing and Abstracting in Theory and Practice. Champaigh: University of Illionis, 1991

Lancaster, Frederick Wilfred. Indexing and Abstracting in Theory and Practice, Facet, 2003, Pp451.

Maizell R E and Others Abstracting Scientific and Technical Literature. New York: Wiley, 1970

Rowley J E. Abstracting and Indexing 1988

HC 4.3: TECHNICAL WRITING AND COMMUNICATION

(Hours of Teaching:L:T:P = 3:1:0)

(Lectures = 3 X 16=48hrs)

(Tutorials = 1 X 16 =16 X 2 = 32hrs)

Objectives:

1. To impart written communication skills

2. To build confidence relating to effective communication skills

Unit-1: Communication process: Overview, Purposes, Types, Characteristics, Functions, Target Groups and Their requirements, Information Searching and Gathering Skills: Language and

Technical Skills: Styles, Semantics, Syntax, Diction Sentence Structure, Readability and aberrations

Unit-2: Technical Communication: Structure and Formal, Collection , Organization, and Presentation

Of data including footnotes for the preparation of journal Articles, Seminar/Conference Papers, Review Articles, Technical Reports. Popular Articles, Monographs, Dissertation/Theses

Unit-3:Manuscript Preparation and production: Manuscript Preparation, Editing and production For different types of Technical Communications including editorial tools such as Dictionaries,

Style manual, Standards and Specifications: Software packages: use of pagemaker and MS – Office for the preparation, production and presentation of scientific and technical communication

Unit-4: Technical presentation: preparation and use of multimedia facilities for presentation;Criteria for evaluation of scientific and Technical Communication and Presentation; Trends in Technical Writing and Communication and their implications on LIS; Ethics in Technical Writing

Reference:

Chandler H E. Technical Writer's Handbook. 1983

Day Robert A. Writing scientific Papers in English. Ed,2. Philadelphia: ISI, 1989

Dodds R M. Writng for technical and Business Writing 1969

Hays R. Principles of Technical Writing 1965

Hoover H. Essentials for the Technical Writer 1970

Houp K W and Pearsall T E. Reporting Technical Information, 1980

Jordan S Ed. Handbook of Technical Writing , 1971

Lee C P. Library Resources: Hoe to Research and Write a Paper, 1971

Lester J D. Writing Research paper: A complete Guide, 1976

Pauley S E. Technical Writing Today, 1973

Peterson M S. Scientific Thinking and Writing, 1975
Rhodes F H. Technical Writing: A Practical Approach, 1984
Ulman J M and Gould J R. Technical Reporting, 1972

HC 4.4: INTERNET AND ELECTRONIC PUBLISHING

(Hours of Teaching: L:T:P= 3:1:0)
(Lectures = 3 X 16 = 48 hrs)
(Tutorials = 1 X 16 = 16 X 2 = 32hrs)

Objectives:
1. Students can understand history and basic concepts of Internet .
2.To introduce various applications of internet in LISc

Unit-1: Internet: Origin, History and Evolution; Internet Resources and Facilities: Locating and Evaluation of Resources on Net; Internet Tools: WWW, Usenet's (newsgroups), Internet chat, BBS, Listserve; Exploring the web : Web Browsers – Netscape Navigator, Internet Explorer, Search Engines; Electronic Communication: TCP/IP, File Transfer, Remote Login, TELNET and E-mail; Data Mining and Data Warehousing; E- Commerce

Unit-2: Internet for Library Applications: Collection Development, Technical Processing, Reading and Circulation , Library and Information Services, Reference Service, Document Delivery Service.

Unit-3: Electronic Publishing: Origin, History and Development , and Trends: Mark Up Languages: Concept and Evolution of Authoring Tools; Page Description Format(PDF); Multimedia Content Creation: Data Compression Techniques: Multimedia Files and Formats – JPEJ, MPEG,GIF,TIEF

Unit-4: Design and Development of WEB Sites: Concept of Web page, Planning of Web pages and Web sites; Study of SGML,HTML,XML and UML; digital Signatures, Digital Certificates, Electronic Contracts, Cyber Laws: Information Technology Bill 1999 (Govt. of India) and Its Amendments

Reference:

Bradley, Phil. The advanced Internet Searcher's Handbook Ed2. London: LA, 2002
Parekh, Harsha. Internet in the Scholarly Communication process. Mumbai,

Knowledge Ware, 1999

Dawson Andy. The Internet for Library and Information Service Professionals. London:Aslib, 1995

Poulter Allen and Others. The Library and Information Professionals' Guide to the World Wide Web. London : LA, 1999 kehoe B P. Zen and the Art of the Internet: A Beginners Guide. Prentice Hall, 1992

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HC 4.5: INTERNET AND ELECTRONIC PUBLISHING

(Hours of Teaching : L:T:P= 0:0:4)

(Practicals = 4 X 16 = 64 X 2 = 128 hrs)

Acquaintance and hands on experience in using Internet – Hardware, Software – Internet Explorer, Text Editors, and Add –on- Softwares and its Resources and Services Including JCCC @UGC Infonet and Emerald Resources **(www.emeraldinsight.co).**

Acquaintance and Hands on experience in using Search Engines- General Meta and Specialized

Search Engines – Features, simple and Advance Search; Acquaintance and Hands on experience in Web Page Design and Development using HTML

Acquaintance and Hands on experience in design and development of a website using Web Design Softarwe: Dreamweaver.

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

SOFTCORE (ANY ONE)

SC 4.1 : WEB 2.0

(Hours of Teaching: L:T:P=2:0:2)

(Lectures= 2 X 16 = 32 hrs)

(Practicals = 2 X 16 = 32 X 2 = 64 hrs)

Objectives:

1.To acquaint the students with web 2.0 concepts.

2.To impart the skills of web 2.0 applications.

Unit-1: Web 2.0 Overview: Definition, History, characteristics, Technologies, Concepts and Usage and its Evolution

Unit-2: web 2.0 applications: Blogs, Folksonomy, RSS feeds, Tagging, Photo sharing, Social Book Marking, and Social Networking.

Unit-3: Web 2.0 Applications: Podcasting, VODcast and Screen cast. WIKIS, Mashups, Real Time Communications.

Unit-4: Case Studies of Web 2.0 in Libraries; Web 2.0 Challenges for libraries. Web 2.0 Based Library Services.

PRACTICALS:

The Course of Unit 2- 4 shall from the basis for conduct of Practical

(Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

Reference:

Bounar, Jane Hosie and Waxer, Barbara M. Web 2.0: Making the web work for you course Technology, 2010, pp120.

Casey Micheal E and Savastinuk Laura C. Library 2.0; A Guide to Participatory libraries. Information Today, 2007.

Governor, James., Nickull, Duane and Hinchcliffe, Dion. Web 2.0 A architectures, O'Reilly Media, Inc., 2009, pp248.

Krishna Shankar. Enterprise Web 2.0 Fundamentals, pearson Education India, 2010, Cohen Laura B. Library 2.0 initiatives in academic libraries, Association of College and Research Libraries, 2007

Kroshi Ellyssa. Web 2.0 for Libraries and information Professionals, Neal-Schuman, 2008.

Livingston Backky. Using web 2.0 Technologies. American Society for Training and Development, 2010.

Musser, John. Web 2.: Principles and Best Practices, O'Relly Media, 2006, Pp101.

Shelly Gary B and Frydenberg Mark Web 2.0: Concepts and Applications, Cangage Learning, 2009.

Shelly, Gary B. and Frydenberg , Mark. Web 2.0: Concepts and Applications, Cengage Learning, 2009,Pp288.

Stephens Michel T and Techsource ALA.ALA Tech Source, 2006.

Web 2.0 Fundamentals, Jones and Bartlett Learning?

SC 4.2: PROJECT

(Hours of Teaching: L:T:P = 0: 0:4)

(Guidance = 4 X 16 = 64 X 2 = 128 hrs)

Objectives:

1.To impart the skills of conducting project and preparing project report.

Each Student shall Prepare a Project on an approved topic in the field of Library and Information Science under the guidance and supervision of a faculty member.

INTERNSHIP (ONE MONTH)

Objectives:

1.To provide hands-on exposure to students of the functions of different sections of the Libraries.

There shall be an internship for a period of one month after the Completion of Fourth Semester

Theory and practical examinations. Each student has to compulsorily undergo internship program in any one of the reputed libraries attached to institutions of higher learning, R & D Institutions, Industries, approved by the BOS in Library and Information Science for the Partial Fulfillment of MLISc degree. Each student shall submit the Internship completion certificate from the concerned institutions immediately after the completion of training.