

## LIST OF SUBJECTS

Code	Name of the Subject	Credits
LS301	Research Methodology, Tools and Techniques	4:0:0
LS302	Library and Information Management	4:0:0
LS303	Library and Users	4:0:0
LS304	Digital Library	4:0:0
LS305	Bibliometrics	4:0:0

### LS301 RESEARCH METHODOLOGY, TOOLS AND TECHNIQUES

**Credit : 4:0:0**

#### **Unit – I**

Concept and Meaning of Research– Nature of research in Library Science-Various stages of Library Research.

#### **Unit – II**

Statistical Tools – Scales of measurements – Measures of Central tendency – Measures of dispersion – Probability – Scatter diagram – Coefficient – Correlation – Regression – Non Parametric tests – Chi-square Test – t Test – analysis of Variance – one way analysis.

#### **Unit – III**

Research Design – Types of research – Methods of Research – Research Problems.

#### **Unit – IV**

Data Collection – formulation of hypotheses – Testing of hypotheses -Sampling methods – Sampling techniques-.

#### **Unit – V**

Role of Computer in Research- The Configuration and Computer Technology- The Computer System- The Binary Number System- Computer Application- Computer and Library Information Research.

#### **Books**

1. Research Methodology, methods and Techniques, Ed. 2, C.R. Kothari, Wishwa Prakashan, New Delhi.
2. Scientific Social Surveys and Research, Pauline V. Young.
3. Applied Statistics for Library Science Research, vol. 2, R.L. Sehgal, Ess Ess Publications, New Delhi.
4. Statistical Techniques for Librarians, R.L. Sehgal, Ess Ess Publications, New Delhi.
5. Quantitative Methods for Library and Information Science. I.K.RavichandRao, wiley eastern Ltd.

## LS302 LIBRARY AND INFORMATION MANAGEMENT

**Credit : 4:0:0**

### **Unit – I**

Organizational Structure- Theoretical frame work – National and International Systems Planning – MBO.

### **Unit – II**

Collection Development of Library Documents- Public Libraries- Academic Libraries- Special Libraries- Criteria for Collection Development- Policy-Evaluation

### **Unit – III**

Finance – Budgeting- Types of Budgeting- Model Budgets for all types of Libraries- Non Budgetary method of Control- Network analysis PERT-CPM

### **Unit – IV**

HRM– Aims- Functions – Job Analysis- Job Evaluating Issues and Concerns- Job position, Salary and incentives – Motivational elements in human progress – work culture.

### **Unit – V**

MIS- Support System- Decision Oriented System– TQM- Quality Audit- Technology Management- Performance Evaluation of Information Systems –Consortia Initiatives – Management innovations – Strategic Planning –Resource Sharing.

### **Books**

1. Stoner, Management.
2. S.R. Ranganathan, Library Administration.
3. S.E. Evans, Management Techniques for Librarian.
4. R. L. Mittal Library Administration, Theory and Practice.
5. Norogh Jones and Peter Piordon, Staff Management in Library and Information Work.
6. Richardson Dougherty and P.H. Heninritz, Scientific Management of Library operation.
7. Roshan Lal Raina, Library Management Trends and Opportunities.
8. P.S.G. Kumar, Management of library and information Centres.
9. S.D. Vyas, management of Technical Source in Libraries.
10. Mohinder Singh, Library and Information Management.
11. P.K. Mahapatre, Knowledge management in Libraries.
12. J.K. Khanna, Handbook of Library Information Systems and Services.

## LS303 LIBRARY AND USERS

**Credit : 4:0:0**

### **Unit – I**

Information Needs- Information seeking behavior- Concepts- Significance major user studies conducted in India and Abroad.

### **Unit – II**

Need for user education- Definition- Factors of user education- History of User education- User behavior in Academic Libraries- Behavioral research in librarianship.

### **Unit – III**

Individual need and system needs- Research and Information needs- Essentials of user studies taxonomy of information needs and human needs- factors affecting information needs- classification of information needs- approaches to information needs

### **Unit – IV**

User education- Methodology of user study- Impact of information on the quality- Information needs and information seeking behavior of professionals, scientists, business- Evaluation of user studies

### **Unit – V**

User education for their current information– Documentary resources- Non Documentary resources- Electronic resources

### **Books**

1. J. R. John Luhans, Educating the Library User New York, R.R Bowker Company.
2. Bikika Tariang Laloo, Information needs, Information Seeking Behavior and Users, Ess Ess Publications.
3. P.S.G Kumar, Library and users Theory and Practices.
4. Beimeff and Smith Gek, The College Library, London.

## **LS304 DIGITAL LIBRARY**

**Credit : 4:0:0**

### **Unit – I**

Digital Library– definition– characteristics– development- issues involved- Digital Information Users- Digital Libraries and Resource Sharing- Digital Technology- Digital Discovery: Strategies and Solutions- knowledge Discovery.

### **Unit – II**

Digital Resource- E-books, E-journals- Online Bookshops- Archiving Technologies- Web Archiving- Digital Objects- Digital Preservation- Digital Repositories etc.,- Importance of Digital Collection Development- Intellectual Property rights .

### **Unit – III**

Resource Sharing Innovations- Sharing Networks Resources- Sharing Standards - Cooperation Globally- Types of Sources-Database structure.

### **Unit – IV**

Online Information Retrieval and Storage of Information– Book- CD RoM- Application of Software- Design of Library Packages– Winisis– Soul- Commercial Software Packages.

### **Unit – V**

Role of Library- Web Portal- Online Information Services- Web OPAC- Open source Software- Green Stone- D Space– KoHa- E Print , ICT, RFID Technology, Knowledge Management.

### **Books**

1. Suraj V.K., Multimedia Information Collection in Digital Libraries, Isha Books, Delhi, 2005.
2. SALIS 2006: National Conference on Initiatives in Libraries and Information Centers.
3. NACLIN 2008: Digital Futures: Strategies for Developing World Class Libraries.
4. William Y. Arms, Digital Libraries, Ane Books, New Delhi, 2005

## **LS305 BIBLIOMETRICS**

**Credit : 4:0:0**

### **Unit – I**

Origin and development of Bibliometrical studies –Nature and scope of Bibliometrics – Historical development sources of Bibliometric data.

### **Unit – II**

Identifying and defining literature – study of the structure of documents – Authorship studies, Form of documents – types of communication in primary literature.

### **Unit – III**

Describing literature – Document relationship studies – Citation analysis, Co-citation and bibliographic coupling, mapping the structure in science.

### **Unit – IV**

Size and growth of literature –relationship, associations and groupings – use of documents for evaluation – Assessment of authors, documents, countries and Institutions.

### **Unit – V**

Testing the effectiveness of abstracting and Indexing services citation index – Their structure, use and methods of compilation – Advancement and research in bibliometrics.

### **Books**

1. Ashwini Tiwari, Bibliometrics, Informetrics and Scientometrics: Opening New Vistas of Information Science, RBSA publishers, Jaipur, 2006.
2. Devarajan.G, Bibliometric Studies, Ess ess Publications, 1997
3. Gayatri mahapatra, Bibliometric studies, crest publishing House, New Delhi , 2000

**ADDITIONAL SUBJECTS**

<b>Sub. Code</b>	<b>Name of the Subject</b>	<b>Credits</b>
11LS301	Research Methodology, Tools and Techniques	4:0:0
11LS302	Library and Information management	4:0:0
11LS303	Library and Users	4:0:0
11LS304	Digital Library & Web Technology	4:0:0
11LS305	Bibliometrics	4:0:0
11LS306	Information Sources and Services	4:0:0

**11LS301 - RESEARCH METHODOLOGY, TOOLS AND TECHNIQUES****Credits 4:0:0****Course Objectives**

To study about the research methods, tools and techniques in the field of library and information science. This technique will help to analysis the data in the research.

**Course Outcome**

Knowledge will be updated in research methodology, tools and techniques to be followed in the library and information science research.

**Unit I**

Research: General meaning, Need, Process, Types of Research- Pure, Applied and Action Research, Kinds of Research – Diagnostic research, Descriptive research, Exploratory research and Explanatory research.

**Unit II**

Research Design : Historical design, Descriptive design, Formation of Hypothesis, Testing of Hypothesis, Research Problems.

**Unit III**

Data Collection: Sampling methods and Techniques, Interview, Observation, questionnaire, Survey, Bibliometrics, Webmetrics.

**Unit IV**

Data Analysis: Statistical analysis – Measures of Central Tendency, Measure of Dispersion, Regression and Correlation, Chi-Square test, Statistical Packages.

## Unit V

Report Writing : Evaluation of research, Structure, Style and Contents, Citation Styles, footnotes, references.

### Reference Books

1. Kothari.C.R, Research Methodology, methods and Techniques, Ed. 2, Wishwa Prakasan, New Delhi.2002
2. Charles.H, et al, Research Methods in Librarianship: Techniques and Interpretations, New Delhi, Sage publications, 1993
3. Sehgal.R.L Applied Statistics for Library Science Research, vol. 2, Ess Ess Publications, New Delhi., 1998
4. Sehgal.R.L. Statistical Techniques for Librarians, , Ess Ess Publications, New Delhi., 1998
5. RavichandRao.I.K, Quantitative Methods for Library and Information Science., Wiley eastern Ltd.1985

## 11LS 302 - LIBRARY AND INFORMATION MANAGEMENT

**Credits 4:0:0**

### Course Objectives

To study about the Library and Information Management principles and techniques in the field of library and information science. This technique will help to manage the library and information Centers.

### Course Outcome

Knowledge will be updated in library and Management principles and techniques to be followed in the library and information centers.

### Unit I

Management- Concepts, Definition and Scope, Historical Development of scientific Management, Functions and Principles of Scientific Management.

### Unit II

Human Resource Management : Organizational structures, authority and Delegation, Personnel Management, Motivation and Leadership.

### Unit III

Financial Management – Library finance, Budgeting- Types of Budgeting- Model Budgets for all types of Libraries- Budgetary Control.

### Unit IV

Information Technology Management, Collection Development, Collection Evaluation, Total Quality Management.

## **Unit V**

Planning, Types of Planning, Management by Object (MBO), Risk and Disaster Management, Management innovations – Strategic Planning.

### **Reference Books**

1. Kumar.P.S.G, Management of Library and Information Centers, B.R.Publishing Corporation, Delhi, 2003
2. Mahapatra,P.K, Human Resource Management in Libraries, Ess Ess Publications, New Delhi, 2002
3. Dhiman, Anil.K and Rani, Yashoda, Learn Library Management, Ess Ess Publications, New Delhi, 2005
4. Parkash, Chander, Library Administration and Management, Mangal Deep Publication, Jaipur, 1996

### **11LS303 - LIBRARY AND USERS**

**Credits 4:0:0**

#### **Course Objectives**

To study about the Library and users studies, the usage of resources, different types of services are included in the field of library and information science. This will help to manage the library and information users and resources.

#### **Course Outcome**

Knowledge will be updated in library and users and to Management of effective library services to the users.

#### **Unit I**

Information Sources, Documentary Sources, Non –Documentary Sources, Electronics Sources.

#### **Unit II**

Reference Service, Need for Reference Service, Reference Books, Ready vs Long Range Reference Service, Reference Service in Different Libraries.

#### **Unit III**

Information Service, Alerting Services, Bibliographic Services, Referral Service, Document Delivery, Online Services, Translation Service, Reprographic Service.

#### **Unit IV**

User and Use of Information, Services to Users, Information needs, Information seeking behavior, User Studies. Impact of information on the quality.

#### **Unit V**

User education –needs , Educative role of Libraries, Planning user Education Programmes, Methods of User Education, Evaluation user Education Programmes.

### Reference Books

1. Kumar.P.S.G, Information Sources and Services: Theory and Practice, Kumar's Curriculum Series in Library and Information Science, 6, Paper VI & VII of UGC, B.R. Publishing Corporation, Delhi, 2004
2. Kumar.P.S.G, Library and Users : Theory and Practice, Kumar's Curriculum Series in Library and Information Science, 6, Paper VI & VII of UGC, B.R. Publishing Corporation, Delhi, 2004
3. Bikika Tariang Laloo, Information needs, Information Seeking Behavior and Users, Ess Ess Publications, New Delhi, 2002.
4. Sharma, Jagdish.S and Grover.D.R, Reference Services and Sources of Information, Ess Ess Publications, New Delhi, 2004

## 11LS304 DIGITAL LIBRARY & WEB TECHNOLOGY

Credits 4:0:0

### Course Objectives

To study about the Digital Library and the e-resources, Library Automation, Digital technology and Digital information services to be adopted in the library and information science. This will help to manage the digital resources and digital information services.

### Course Outcome

Knowledge will be updated in digital library, e-resources, library automation, and digital technology for effective digital library services to the users

#### Unit I

Digital Library – Definition, Features of Digital Library, building of Digital Libraries, Digital Library Management Systems, Advantages and Disadvantages of Digital Libraries, Examples of Digital Libraries.

#### Unit II

Library Automation – Definition, needs, Acquisition, Cataloguing, Circulation, Serials, Library Automation Software Packages – Soul, SLIM, Libsuite, Alice etc.,

#### Unit III

Digital Resources – E\_Books, E\_Journals, Open Sources, Digital Archiving, Born Digital, Academic data Archiving, copy Right issues, Limitations, web Technologies-concepts, scope, applications.

#### Unit IV

Digitization Technology – Issues in Digitization, Preparation of Digital Masters, Scanning Equipment, Digitization of Library Resources, Metadata for Digital Preservation.

#### Unit V

Resource Sharing – Definition, Tools, Library Networks – Aims and Objectives, Types, Centralized Collection Development, Library Consortium – Silent features, functions, Benefits, Elements of Library Consortium.

### Reference Books

1. Satyanarayana.V.V.V., Modern Librarianship Ushering in Digital Library, Authors Press, Delhi, 2006.
2. Shiva Sukula, Information Technology: Bridge to the Wired Virtuality, Ess Ess Publications, New Delhi, 2008
3. Manohar nanda, Library Automation, Anmol Publications Pvt. Ltd, New Delhi, 2006
4. Purushotham Tiwari, Digital Library, A P H Publishing Corporation, New Delhi, 2006
5. Anil K Dhiman and Yashoda Rani, Resource Sharing and Library and Information Networks, Ess Ess Publications, New Delhi, 2007

## 11LS 305 - BIBLIOMETRICS

**Credits 4:0:0**

### Course Objectives

To study about the bibliometrics publications out put and analysis of the authors publications in the subject areas.

### Course Outcome

Knowledge will be updated in bibliometrics for publication in the library.

### Unit I

Origin and Development of Bibliometric studies, Definition and Meaning, Scope of Bibliometrics, Application of Bibliometrics.

### Unit II

Bibliometric Laws – Lotka's Law , Bradford Law, Zipfs Law of Word occurrence, Problems and limitations of Bibliometric methods.

### Unit III

Citation Analysis: Definitions and Meaning, Types of Citation analysis studies, Cito-analytical Products and their uses, Application of Citation analysis. H-Index, G-Index, JCR Citation Report, Global and Local Citations.

### Unit IV

Growth of literature study, Models and Methods of Growth study, Authorship study, Language and types of document used study, Self citation studies, and Subject Dispersion study.

### Unit V

Webmetrics – Definition and Meaning, Internet and Informatics laws, Methods of studies, Advancement and research in bibliometrics.

### Reference Books

1. Gayatri mahapatra, Bibliometric Studies in the Internet era, Indiana Publishing House, New Delhi, 2009
2. Ashwini Tiwari, Bibliometrics, Informetrics and Scientometrics: Opening New Vistas of Information Science, RBSA publishers, Jaipur, 2006.
3. Devarajan.G, Bibliometric Studies, Ess ess Publications, New Delhi, 1997

4. Sharam.S.R, Evaluation and Administration in Library Science, Mohit Publications, New Delhi , 1997

## **11LS306 INFORMATION SOURCES AND SERVICES**

**Credits 4:0:0**

### **Course Objectives**

To study about the information sources and services, different types of resources, different types of services are included in the field of library and information science. This will help to manage the library and information sources and services.

### **Course Outcome**

Knowledge will be updated in different types information sources and difference types of services.

### **Unit I**

Information Sources– Definition– Types– Needs– Importance- Information services– Definition– Types– Needs– Importance- Documentary Sources- Non Documentary Sources. Electronic document Source, E-journals- E-Document Communication- Open Sources etc.,

### **Unit II**

Reference Service– Need- Reference Book– Ready- Long Range Reference Services- Initiative of freshman - Reference Service in Different Libraries.

### **Unit III**

Information Service- Alerting Service- Bibliographic Service- Referral Service- Document Delivery- Online Service- Translation Service- Reprographic Service.

### **Unit IV**

Study and Evaluation of Reference Sources, Compilation of Bibliographics, Role of International Organisation, Current Awareness lists etc.,

### **Unit V**

Documentation and Information Centre's and their Activities - Description and Activities of Important - NASSDOC, FID, UNESCO etc,

### **Reference Books**

1. P.S.G. Kumar, Information Sources and Services, Theory and Practices, B.R. Publishing Corporation, New Delhi, 2004.
2. Dhiman Anil K. and Ravi Yoshoda, Learn information and Reference Source and Services, Ess Ess Publications, New Delhi, 2005.

## DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

### LIST OF SUBJECTS AND SYLLABI

Sub. Code	Name of the subject	Credits
12LS301	Research Methods, Tools and Techniques	4:0:0
12LS302	Paper.2: Library and Information management	4:0:0
	<b>Professional Electives</b>	
12LS303	Library and Users	4:0:0
12LS304	Digital Library	4:0:0
12LS305	Bibliometrics	4:0:0
12LS306	Information Sources and Services	4:0:0
	Dissertation	0:0:20
	<b>Total</b>	<b>32</b>

## 12LS301 RESEARCH METHODOLOGY, TOOLS AND TECHNIQUES

**Credits 4:0:0**

### **Course Objectives**

- To study about the research methods, tools and techniques in the field of library and information science.
- This technique will help to analysis the data in the research.

### **Course Outcome**

- Knowledge will be updated in research methodology, tools and techniques to be followed in the library and information science research.

### **Unit I**

Research: General meaning, Need, Process, Types of Research- Pure, Applied and Action Research, Kinds of Research – Diagnostic research, Descriptive research, Exploratory research and Explanatory research.

### **Unit II**

Research Design : Historical design, Descriptive design, Formation of Hypothesis, Testing of Hypothesis, Research Problems.

### **Unit III**

Data Collection: Sampling methods and Techniques, Interview, Observation, questionnaire, Survey, Bibliometrics, Webmetrics.

### **Unit IV**

Data Analysis: Statistical analysis – Measures of Central Tendency, Measure of Dispersion, Regression and Correlation, Chi-Square test, Statistical Packages.

### **Unit V**

Report Writing: Evaluation of research, Structure, Style and Contents, Citation Styles, footnotes, references.

### **Reference Books**

1. Kothari.C.R, Research Methodology, methods and Techniques, Ed. 2, Wishwa Prakashan, New Delhi.2002
2. Charles.H, et al, Research Methods in Librarianship: Techniques and Interpretations, New Delhi, Sage publications, 1993
3. Sehgal.R.L Applied Statistics for Library Science Research, vol. 2, Ess Ess Publications, New Delhi., 1998
4. Sehgal.R.L. Statistical Techniques for Librarians, , Ess Ess Publications, New Delhi., 1998
5. RavichandRao.I.K, Quantitative Methods for Library and Information Science., Wiley eastern Ltd.1985

## 12LS 302 LIBRARY AND INFORMATION MANAGEMENT

**Credits 4:0:0**

### **Course Objectives**

- To study about the Library and Information Management principles and techniques in the field of library and information science.
- This technique will help to manage the library and information Centers.

### **Course Outcome**

- Knowledge will be updated in library and Management principles and techniques to be followed in the library and information centers.

### **Unit I**

Management- Concepts, Definition and Scope, Historical Development of scientific Management, Functions and Principles of Scientific Management.

### **Unit II**

Human Resource Management: Organizational structures, authority and Delegation, Personnel Management, Motivation and Leadership.

### **Unit III**

Financial Management – Library finance, Budgeting- Types of Budgeting- Model Budgets for all types of Libraries- Budgetary Control.

### **Unit IV**

Information Technology Management, Collection Development, Collection Evaluation, Total Quality Management.

### **Unit V**

Planning, Types of Planning, Management by Object (MBO), Risk and Disaster Management, Management innovations – Strategic Planning.

### **Reference Books**

1. Kumar.P.S.G, Management of Library and Information Centers, B.R.Publishing Corporation, Delhi, 2003
2. Mahapatra,P.K, Human Resource Management in Libraries, Ess Ess Publications, New Delhi, 2002
3. Dhiman, Anil.K and Rani, Yashoda, Learn Library Management, Ess Ess Publications, New Delhi, 2005
4. Parkash, Chander, Library Administration and Management, Mangal Deep Publication, Jaipur, 1996

## 12LS303 LIBRARY AND USERS

**Credits 4:0:0**

### **Course Objectives**

- To study about the Library and users studies, the usage of resources, different types of services are included in the field of library and information science.
- This will help to manage the library and information users and resources.

### **Course Outcome**

- Knowledge will be updated in library and users and to Management of effective library services to the users.

### **Unit I**

Information Sources, Documentary Sources, Non –Documentary Sources, Electronics Sources.

### **Unit II**

Reference Service, Need for Reference Service, Reference Books, Ready vs Long Range Reference Service, Reference Service in Different Libraries.

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User and Use of Information, Services to Users, Information needs, Information seeking behavior, User Studies. Impact of information on the quality.

### **Unit V**

User education –needs , Educative role of Libraries, Planning user Education Programmes, Methods of User Education, Evaluation user Education Programmes.

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2. Kumar.P.S.G, Library and Users : Theory and Practice, Kumar's Curriculum Series in Library and Information Science, 6, Paper VI & VII of UGC, B.R. Publishing Corporation, Delhi, 2004
3. Bikika Tariang Laloo, Information needs, Information Seeking Behavior and Users, Ess Ess Publications, New Delhi, 2002.
4. Sharma, Jagdish.S and Grover.D.R, Reference Services and Sources of Information, Ess Ess Publications, New Delhi, 2004

## 12LS 304 DIGITAL LIBRARY

**Credits 4:0:0**

### **Course Objectives**

- To study about the Digital Library and the e-resources, Library Automation, Digital technology and Digital information services to be adopted in the library and information science.
- This will help to manage the digital resources and digital information services.

### **Course Outcome**

- Knowledge will be updated in digital library, e-resources, library automation, and digital technology for effective digital library services to the users

### **Unit I**

Digital Library – Definition, Features of Digital Library, building of Digital Libraries, Digital Library Management Systems, Advantages and Disadvantages of Digital Libraries, Examples of Digital Libraries.

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Library Automation – Definition, needs, Acquisition, Cataloguing, Circulation, Serials, Library Automation Software Packages – Soul, SLIM, Libsuite, Alice etc.,.

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### **Unit IV**

Digitization Technology – Issues in Digitization, Preparation of Digital Masters, Scanning Equipment, Digitization of Library Resources, Metadata for Digital Preservation.

### **Unit V**

Resource Sharing – Definition, Tools, Library Networks – Aims and Objectives, Types, Centralized Collection Development, Library Consortium – Silent features, functions, Benefits, Elements of Library Consortium.

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1. Satyanarayana.V.V.V., Modern Librarianship Ushering in Digital Library, Authors Press, Delhi, 2006.
2. Shiva Sukula, Information Technology: Bridge to the Wired Virtuality, Ess Ess Publications, New Delhi, 2008
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5. Anil K Dhiman and Yashoda Rani, Resource Sharing and Library and Information Networks, Ess Ess Publications, New Delhi, 2007

## 12LS 305 - BIBLIOMETRICS

**Credits 4:0:0**

### **Course Objectives**

- To study about the bibliometrics publications output and analysis of the authors publications in the subject areas.

### **Course Outcome**

- Knowledge will be updated in bibliometrics for publication in the library.

### **Unit I**

Origin and Development of Bibliometric studies, Definition and Meaning, Scope of Bibliometrics, Application of Bibliometrics.

### **Unit II**

Bibliometric Laws – Lotka's Law , Bradford Law, Zipfs Law of Word occurrence, Problems and limitations of Bibliometric methods.

### **Unit III**

Citation Analysis: Definitions and Meaning, Types of Citation analysis studies, Cito-analytical Products and their uses, Application of Citation analysis. H-Index, G-Index, JCR Citation Report, Global and Local Citations.

### **Unit IV**

Growth of literature study, Models and Methods of Growth study, Authorship study, Language and types of document used study, Self citation studies, and Subject Dispersion study.

### **Unit V**

Webmetrics – Definition and Meaning, Internet and Informatics laws, Methods of studies, Advancement and research in bibliometrics.

### **Reference Books**

1. Gayatri mahapatra, Bibliometric Studies in the Internet era, Indiana Publishing House, New Delhi, 2009
2. Ashwini Tiwari, Bibliometrics, Informetrics and Scientometrics: Opening New Vistas of Information Science, RBSA publishers, Jaipur, 2006.
3. Devarajan.G, Bibliometric Studies, Ess ess Publications, New Delhi, 1997
4. Sharam.S.R, Evaluation and Administration in Library Science, Mohit Publications, New Delhi , 1997

## 12LS306 INFORMATION SOURCES AND SERVICES

**Credits 4:0:0**

### **Course Objectives**

- To study about the information sources and services, different types of resources, different types of services are included in the field of library and information science.
- This will help to manage the library and information sources and services.

## **Course Outcome**

- Knowledge will be updated in different type's information sources and difference types of services.

### **Unit I**

Information Sources– Definition– Types– Needs– Importance- Information services– Definition– Types– Needs– Importance- Documentary Sources- Non Documentary Sources. Electronic document Source, E-journals- E-Document Communication- Open Sources etc.,

### **Unit II**

Reference Service– Need- Reference Book– Ready- Long Range Reference Services- Initiative of freshman - Reference Service in Different Libraries.

### **Unit III**

Information Service- Alerting Service- Bibliographic Service- Referral Service- Document Delivery- Online Service- Translation Service- Reprographic Service.

### **Unit IV**

Study and Evaluation of Reference Sources, Compilation of Bibliographics, Role of International Organisation, Current Awareness lists etc.,

### **Unit V**

Documentation and Information Centre's and their Activities - Description and Activities of Important - NASSDOC, FID, UNESCO etc,

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1. P.S.G. Kumar, Information Sources and Services, Theory and Practices, B.R. Publishing Corporation, New Delhi, 2004.
2. Dhiman Anil K. and Ravi Yoshoda, Learn information and Reference Source and Services, Ess Publications, New Delhi, 2005.