

তথ্যবিজ্ঞান ও গ্রন্থাগার ব্যবস্থাপনা বিষয়ের এম. এ. (ইভনিং) প্রোগ্রামের সেমিস্টার পদ্ধতির সংশোধিত সিলেবাস
(শিক্ষাবর্ষ ২০১৭- ২০১৮)

Outline of Syllabus

First Year First Semester

Course No.	Course Title	Marks	Credits
EISLM-501	Basics of Information Science and Library Management	50	2
EISLM-502	Information Resources Development	50	2
EISLM-503	Information Sources and Services	50	2
EISLM-504	New Technologies and Current Trends in Information Systems	50	2
EISLM-505	Library Systems and Services	50	2
Viva-Voce		25	1
Total		275	11

First Year Second Semester

Course No.	Course Title	Marks	Credits
EISLM-506	Records and Archives Management	50	2
EISLM-507	Management of Information Institutions	50	2
EISLM-508	Information Production, Marketing and Public Relations	50	2
EISLM-509	Information Literacy	50	2
EISLM-510	Comparative Study of Information Systems	50	2
Viva-Voce		25	1
Total		275	11

Second Year Third Semester

Course No.	Course Title	Marks	Credits
EISLM-511	Indexing and Abstracting	50	2
EISLM-512	Information Retrieval Techniques	50	2
EISLM-513	Automation of Information Institutions	50	2
EISLM-514	Organization of Knowledge – Classification Theory	50	2
EISLM-515	Organization of Knowledge – Cataloguing Theory	50	2
Viva-Voce		25	1
Total		275	11

Second Year 4th Semester

Course No.	Course Title	Marks	Credits
EISLM-516	Information Networking and Resource Sharing	50	2
EISLM-517	Digital Library Systems	50	2
EISLM-518	Knowledge Management	50	2
EISLM-519	Organization of Knowledge – Classification Practical	50	2
EISLM-520	Organization of Knowledge – Cataloguing Practical	50	2
Viva-Voce		25	1
Total		275	11
Grand Total		1100	44

50 marks (2 credits) distribution

Evaluation System	Marks
Semester final Examination	35
Midterm Examination	10
Class attendance and Class performance	05

Course Details

First Semester

EISLM 501: Basics of Information Science and Library Management

Full Marks: 50 Credits: 2

- Unit 1** : Defining data, information and knowledge, characteristics of information and knowledge, varieties of information, human information needs, information models and theories, economics of information.
- Unit 2** : Tools for organizing knowledge, role of standards in information environments, various documentation standards, metadata protocols – MARC, Dublin Core, etc. Digital Object Identifier, system contexts for knowledge organization.
- Unit 3** : Introduction to information sources and services, selection and evaluation of various printed tools for exploring information resources and their use, information services to users including routings of periodicals, reference services, etc.
- Unit 4** : The internet and its applications, searching the web using various search engines, digital text collections such as e-books, e-prints, e-journals, repositories and archives, free and fee-based document delivery services.
- Unit 5** : The development of writing, record keeping and libraries, the emergence of printing and the history of book, the evolution of record keeping by organizations, government, and individuals, and the impact of different technologies on the development of print and digital culture.
- Unit 6** : History of library, documentation and information institutions, application of modern management ideas and techniques to libraries, national information policy, digital libraries-social, economic and legal issues.

Reading List:

1. Rowley, J. and Farrow, J. *Organizing Knowledge: An Introduction to Managing Access to Information.*
2. Hamilton, F. *Current Awareness, Current Techniques.*
3. Chowdhury, G.G. and Chowdhury, S. *Introduction to Digital Libraries.*
4. Dilli. K.T. *Basics of Library and Information Science.*
5. Lancaster, F.W. *Toward Paperless Information System.*

EISLM 502: Information Resources Development

Full Marks: 50 Credits: 2

- Unit 1** : Principles, methods, needs, purposes of book selection and evaluation; Factors affecting book selection; Standard sources of book selection; important issues and factors involved in book selection. Book selection policies and programmes in different types of libraries; differences between book selection and book evaluation.
- Unit 2** : Objectives and functions of an acquisition section, relations with the processing section, Acquisition procedures, cooperative acquisition.
- Unit 3** : Selection of books, journals, audio-visual, e-resources and other materials and their problems; selection criteria, technical and other factors.
- Unit 4** : Testing book values, Resources, staff, materials, funds, books of inspiration, information, recreating, fiction and nonfiction.
- Unit 5** : Major book selection apparatus; International; subject guide to BIB, Whitaker's book list, CBI, BNB, INB, Publishers Weekly, BRD, etc. Bangladesh National Bibliography, BOI, etc.
- Unit 6** : Book reviews, written and oral reviews; annotations, abstracts, pre and post publication reviews; Book publishing and book trade; copyright and censorship, Weeding: surveying, criteria of weeding.

Reading List:

1. Hains, H.E. *Living with Books*.
2. Carter, M.D. and Bonk, W. *Building library collections*
3. Cenzer, P.S. and Gozzi, C.I. *Evaluation, Acquisition and Collection development*
4. Gander, R.K. *Library collection, their origin, selection and development*.
5. Rahman, A. and Mezbah-ul-Islam, M. *Book Selection and Acquisition of Information Resources*. [In Bengali]

EISLM 503: Information Sources and Services

Full Marks: 50 Credits: 2

- Unit 1** : Introduction to major sources of information; General book vs reference book; Various reference materials and their evaluation process; Information sources in different disciplines; Bibliographic, biographical and geographic sources of information.
- Unit 2** : Meaning, nature and scope of reference service and referral service; Origin and development of reference services; Functions of reference service; Kinds of reference services; Reference questions and interview; Reference process; Roles and responsibilities of reference librarians.
- Unit 3** : Meaning, nature and kinds of information service; Reference service vs. information service; Tools and techniques of providing information services; Various information services: CAS, SDI, document delivery, other online services.
- Unit 4** : Concepts, origin, functions and importance of bibliography; Bibliography vs. library catalogue; Different types of bibliography: subject bibliography, national bibliography, trade bibliography, universal bibliography, annotated bibliography, etc.; Compilation of bibliographies: methods, arrangement of entries, style; Evaluation of bibliography.
- Unit 5** : Nature, scope and importance of bibliographic control; Tools for bibliographic control and their utilities; Bibliographic control efforts made by national and international organizations; Existing situation, problems and prospects of bibliographic control efforts in Bangladesh.
- Unit 6** : Technology based information services; Web-based services; Online databases; Recent trends in information and reference services in different types of information institutions; Evolving tools and technologies of reference and information service.

Reading List:

1. Bopp, R.E. and Smith, L.C. *Reference and Information Services: An Introduction*.
2. Connor, E. *An Introduction to Reference Services in Academic Libraries*.
3. Kumar. K. *Reference service*
4. Kumar, G. and Krishan K. *Bibliography*.
5. Shores, L. *Basic Reference Sources*.

EISLM-504 New Technologies and Current Trends in Information Systems

Full Marks: 50 Credits: 2

- Unit 1** : Introduction to Information and Communication Technologies (ICT), Computer, network and internet technologies and - their usage and impact on library and information systems.
- Unit 2** : Essential computer hardware and accessories, CPU, motherboard, memory, display unit, Input/output (I/O) devices, Ports and connectors, hardware maintenance and troubleshooting.
- Unit 3** : Computer software; operating system concept, objectives, functions, components, introduction to Windows and Linux, application software used in library management.
- Unit 4** : Introduction to database management systems (DBMS); objectives, functions of DBA; relational database design, data entry, searching and retrieval.
- Unit 5** : Basic concepts, different types of networks, network topology and protocols, transmission media and network accessories
- Unit 6** : Basic concepts, tools and their applications in library and information systems; web design, hosting and evaluation. Hands on practice.

Reading List:

1. Norton, P. *Introduction to Computer*.
2. Silberchartz, Korth, Sudarsan. *Database System Concepts*.
3. Greg Tomsho, David Johnson. *Guide to Networking Essentials*.
4. Islam, M. S. *Basics of Information Science*.
5. Tonks, P. *Computers and System: An introduction for Librarians*

EISLM-505: Library Systems and Services

Full Marks: 50 Credits: 2

- Unit 1** : Concept of libraries, Origin and development of libraries, different sections of a library, Kinds, objectives and functions of different libraries, library and society.
- Unit 2** : Definition, nature, objectives, functions and growth of a national library, Origin and development of the National Library of Bangladesh. Role of national libraries in bibliographic control, national bibliography, copyright, ISBN etc. National libraries in the world.
- Unit 3** : Introduction to public library and its role in the society. Public library manifestos. Public library services: extension, book mobile, community led services. Public library cooperation, public library as a community information centre.
- Unit 4** : Kinds of academic libraries, objectives, functions resources and services of university, college and school libraries. Academic library manifestos.
- Unit 5** : Definition, Characteristics, nature and standard of special library user and services, role of special libraries in research. Major special libraries in Bangladesh
- Unit 6** : Existing situation of various library system and services in Bangladesh. Field visit of different libraries

Reading List:

1. Ashworth, W. *Special librarianship*.
2. Johnson, Elmer D., *Communication*.
3. Murison, W.J. *The public library: its origin, purpose and significance*.
4. Nurun Nahar Begum: *Problem and prospects of National libraries of Bangladesh*.
5. Unesco. *National libraries: their problems and prospects*.

Second Semester

EISLM - 506: Records and Archives Management

Full Marks: 50 Credits: 2

- Unit 1** : Define records, origin and types of records, records life cycle and continuum theory, record inventory, filing, classifying and indexing records.
- Unit 2** : Introduction to record management, historical perspectives, structure of record management program, record management vs knowledge management, electronic record management, appraisal, disposition and description, vital record protection.
- Unit 3** : Definition, origin, purposes, importance of archives, roles and responsibilities of archivists, present scenario of archives management in Bangladesh, the Bangladesh National Archives (BNA), ordinance, archival education in Bangladesh and in the world, national and international associations i.e. ICA, SAA, FIAF, AAO, ACARM, BARMS, etc.
- Unit 4** : Control of archival materials, archival description, archival classification, policy, rules governing use and access of archival documents, convergence, divergence and synergence of Library, Archives and Museum (LAM), Film archives, TV channel archives, Newspaper archives in national and international perspectives,
- Unit 5** : Preservation and conservation of archives and library materials, the role of conservation, preservation practice in Bangladesh, enemies of archival and library materials, environment, people, insects, disasters; natural and man-made etc., causes of deterioration of manuscript, digital preservation: types, benefits, access. Digitization of archival materials and their retrieval techniques.
- Unit 6** : Preventive measures of archives and library materials, e.g. environmental control, good house-keeping, pest control etc., post deterioration measures, fumigation, de-acidification, repair and restoration, binding, lamination, etc.

Reading List:

1. Schelenburg, T.R. *Modern archives*.
2. Schelenburg, T.R. *Management archives*.
3. Bradshere, Gregory *Managing archives and archival institution*.
4. Forde, H. and Rhys-Lewis, J. *Preserving archives*.
5. Jenkinson, W. *Manual of archives administration*.

EISLM 507: Management of Information Institutions

Full Marks: 50 Credits: 2

- Unit 1** : Concept of organization, management, administration, and their interrelationship; scientific management, Fayol's Principles, POSDCORB, Management by objectives (MBO), TQM and library.
- Unit 2** : Differences in objectives, resource, staff, clientele, and management in different types of libraries. Operation management including procurement (purchasing) practices, Inventory, Quality management, strategy for managing reference services and relevant operations. Five laws of Library Science; Library/information manager and their responsibilities.
- Unit 3** : Developing strategies and programs for managing library and information services, Steps of strategic planning for library and information center, Service development plan; library rules and regulations; Formation of library committee and their functions and responsibilities.
- Unit 4** : Introduction to Human Resource Management (HRM), HRM in modern libraries, Training and development program for library professionals, Career development and Personnel management: job analysis, job evaluation, interpersonal relations and work relations.
- Unit 5** : Collection development, collection management, collection development policy, Trends and the Future of Collection Development and Management. Hands on practice.
- Unit 6** : Basic of financial management, financial management for library and information center, Sources of income and heads of expenditure of libraries, Budget and budgeting, preparation of budget, annual report and their relationship.

Reading List:

1. Evans, G.E. *Developing Library and Information Center Collections. Library Science Text Series. Libraries Unlimited,*
2. Kumar, K. *Library administration and management.*
3. Pamment, T. *Professional development in the South Australian library and information services sector. Library management.*
4. Stueart, R.D., Moran, B.B. and Morner, C.J. *Library and information center management. ABC-CLIO.*
5. Ward, J. and Peppard, J. *The Strategic Management of Information Systems: Building a Digital Strategy.*

EISLM – 508: Information Production, Marketing and Public Relations

Full Marks: 50 Credits: 2

- Unit 1** : Introduction to Marketing: Concept, Definition, Functions, Origin of LIS marketing, Traditional vs. LIS marketing, Marketing mix (4-Ps), Service marketing mix (7-Ps).
- Unit 2** : Information Product: Concept, Definition, Level, Segmentation, Positioning, Types, Characteristics, Components, Product Life Cycle (PLC), Information Product Life Cycle (IPLC); Information product pricing of libraries.
- Unit 3** : Information product promotion: Concept, Definition, Objectives and Purposes, Promotional mix, Promotional strategy; Library promotional campaign: Concept, Forms, Campaign planning, Guidelines for campaign strategy; Library public relations (PR): PR planning, Methods.
- Unit 4** : LIS Marketing plan: Definition, Goals and Purposes, Basic steps, How to develop marketing plan, Strategic directions of information center; Direct or Online information marketing: Definition, Benefits and growth, Forms, Digital information marketing mix.
- Unit 5** : Service Marketing for Library and Information Center: Definition, Library service marketing triangle, Successful factors of library service marketing, Activities and functions of Internal marketing, Activities and functions of Relationship marketing; Library user (customer) service: Definition, model, Guidelines, Meg Paul's philosophy of quality user service, User complaint: Concept, How to handle user complaint
- Unit 6** : LIS Marketing Research: Methods of LIS marketing research, How to anticipate users' needs, Steps to get feedback from users, Methods of getting user's needs, Assessing user's information needs. Hands on practice through field works.

Reading List:

1. Elliott de Saez, Eileen. *Marketing concepts for libraries and information services.*
2. Jain, A.K. and Others. *Marketing information products and services: a primer for librarians and information professionals.*
3. Kotler, Philip and Armstrong, Gary, *Principles of marketing.*
4. Blaise, Gronin. *The marketing of library and information services.*
5. Irving, Ann. *Marketing the information profession to the information society.*

EISLM 509: Information Literacy

Full Marks: 50 Credits: 2

- Unit 1** : Definition, Nature, Objectives, Scopes and Importance of IL; Information needs and seeking behaviour.
- Unit 2** : Role of information professionals in IL; Benefits and application of information literacy in information institutions.
- Unit 3** : IL Guidelines of IFLA, UNESCO, ACRL, etc. Major models of IL: CILIP, Seven Faces, Seven Pillars of IL, Big 6, etc.; Information literacy and lifelong learning.
- Unit 4** : Various dimensions of IL, e.g. Digital Literacy, Media Literacy, Research Literacy, etc.; Different tools of IL e.g., Library instructions, Searching, Finding and evaluating information; Information Ethics: Plagiarism, Copyright, citing sources; Application of IL through emerging technologies.
- Unit 5** : Application of IL in different sectors; Partnership and collaborative activities in IL; IL Scenario in Bangladesh, Problems and prospects; Global trends in IL.
- Unit 6** : Tutorials: IL competency, IL Tutorials, Project assignment; Hands-on IL practices using ICT.

Reading List:

1. Blanchett, H., Powis, C. & Webb, J. *A guide to teaching information literacy: 101 practical tips.*
2. Christine Bruce. *Seven faces of information literacy.*
3. Craig Gibson (Editor). *Student engagement and information literacy.*
4. Esther S. Grassian and Joan R. Kaplowitz. *Information literacy instruction: theory and practice, Information literacy sourcebook.*
5. Horton, F. W. *Understanding information literacy: a primer.*

EISLM 510: Comparative Study of Information Systems

Full Marks: 50 Credits: 2

- Unit 1** : Concept of Comparative Librarianship, international vs. comparative librarianship, objectives of international and comparative librarianship, theoretical approach, comparative librarianship as method and discipline, types of comparative librarianship.
- Unit 2** : Library education of Asia, North America and Europe.
- Unit 3** : Role of national and international library organizations, e.g., LAB, BALID, IFLA, ALA, ACRL, CILIP, ILA, etc.
- Unit 4** : Use of new information technologies in information systems and libraries in Bangladesh, USA, UK, Japan, India, etc.
- Unit 5** : Library legislation, Principles of library legislation. Growth of library legislation in UK, USA, Scandinavian countries, India and Bangladesh
- Unit 6** : Library co-operation, Bibliographical guide to information centers, national and international professional training and information sources throughout the world

Reading List:

1. Brown, J.A. *Encyclopedia of library and information science.*
2. Harvey, J.F. *Toward a definition of international and comparative library science.*
3. Jackson, M.M.. *Comparative librarianship and no industrialized countries.*
4. Judge, P.F. *UNESCO and library development planning.*
5. Ogundipe, O.O. *International and comparative librarianship in developing countries.*

Third Semester

EISLM-511: Indexing and Abstracting

Full Marks: 50 Credits: 2

- Unit 1** : Definition of index, origin and development, importance, purpose and types of index; rules for arrangement and principles of index; Indexing systems/methods: Derived: title indexing, e.g. KWIC, KWOC; Citation indexing and Co-ordinate i.e. POPSI, PRECIS; trinity of indexing, Index evaluation: recall and precision, index evaluation checklist by American Society Indexing.
- Unit 2** : Necessity and methods of indexing of periodical articles with entry examples; book index vs. periodical index; procedures/methods of indexing of newspaper articles along with suitable examples.
- Unit 3** : Definitions and types of indexing language, differences between controlled language and natural language, IFLA's principles for underlying Subject Headings Languages (SHL)/ controlled vocabulary language, functions and steps of constructing of a thesaurus, thesaurus structure: basic relationship and relational symbols used in a thesaurus. Hands on practice through various materials.
- Unit 4** : Concepts of non-book materials, need for indexing of non-book materials, indexing of music, recordings and film with entry examples. Create an index using MS-Word, web indexing, principles of good website indexing, web indexing software.
- Unit 5** : Definition, purpose, usefulness and types of abstract, difference between indicative and information abstract, methods/steps of making an abstract, good qualities of abstract; international standard guidelines and guidelines for abstract according to ANSI/NISO Z39.14-1997 (R2015), influencing factors for styles and contents of abstract.
- Unit 6** : Considerable factors of abstracts for different types of documents: concepts and methods of computer-based abstract, comparisons among abstract, index and annotation, problems and prospects of indexing and abstracting services in Bangladesh. Hands on practice through various materials.

Reading List:

1. Rowley, J. E. *Abstracting and Indexing*.
2. Cleveland, D. B., & Cleveland, A. D. *Introduction to indexing and abstracting*.
3. Riaz, M. *Advanced indexing and abstracting practices*.
4. Lancaster, F. W. *Indexing and Abstracting in Theory and Practice*.
5. Chakraborty, A. R. and Chakrabarti, B. *Indexing: Principles, Processes and Products*.

EISLM 512: Information Retrieval Techniques

Full Marks: 50 Credits: 2

- Unit 1** : Information retrieval (IR); definitions, types and tools for IR; different methods of IR; information retrieval process; current technologies and traditional methods towards information retrieval; evolution of IR systems.
- Unit 2** : Stages of information retrieval; preparation for a search; analysis of information needs; database and host systems; controlled vocabulary (thesauri, subject heading list, classification schemes, etc.) vs. natural language; strategies for improving search results.
- Unit 3** : Retrieval models; Boolean retrieval; the term vocabulary and posting lists; Boolean algebra; truth tables; stemming and lemmatization; Vector space model; scoring, term weighting; document and query weighting schemes; probabilistic information retrieval.
- Unit 4** : Search techniques; user interfaces for IR systems; basic and advanced searches; query formulations and search strategies; query refinement; practical use of various online search systems.
- Unit 5** : Evaluation of information retrieval systems; recall and precision; accuracy; F- measure; evaluation of ranked retrieval results; assessing relevance; relevance feedback and query expansion; user-centred design and evaluation.
- Unit 6** : Web search overview, web structure, web search engines, web indexes, index compression, comparison of web search engines. Hands on exercise.

Reading List:

1. Manning, Christopher D., Raghavan, Prabhakar and Hinrich Schütze. *Introduction to Information Retrieval*.
2. Baeza-Yates, Ricardo and Berthier, Ribeiro-Neto. *Modern Information Retrieval: the Concepts and Technology Behind Search*.
3. Chowdhury, G. G. *Introduction to Modern Retrieval*.
4. Bruce Croft, Donald Metzler and Trevor Strohman, *Search Engines: Information Retrieval in Practice*.
5. Mark Levene, *An Introduction to Search Engines and Web Navigation*.

EISLM 513: Automation of Information Institutions

Full Marks: 50 Credits: 2

- Unit 1** : Definition, nature and scope of automation of information institutions; history and gradual development of library automation; levels, scopes, advantages and limitations of automation.
- Unit 2** : Library automation lifecycle: major steps in library automation; basic requirements for automation – hardware, software and human resources; Management of library automation project; Introduction to protocols and standards: MARC, Z39.50, CCF, The Dublin Core Metadata Initiative (DCMI).
- Unit 3** : Introduction to integrated library systems (ILS); evolution and development of ILS; major modules of ILS: acquisition, cataloguing, OPAC, circulation, serials control, media management, etc.
- Unit 4** : Selection of library automation systems; criteria for the evaluation of library software; prewritten and customized automation systems; proprietary and open source software; introduction of major ILSs, digital library and repository software: Koha, Greenstone, DSpace. Practical exercise on various LIS software.
- Unit 5** : Role of internet in automation of information institutions; library web site and portals; role of international organizations and networks in automation and computerization: IFLA, OCLC; changing trends in automation of information institutions.
- Unit 6** : Automation of information institutions in Bangladesh; problems and prospects of automation in Bangladesh; major automation initiatives; automation marketplace in Bangladesh; The future of automation of information institutions in Bangladesh.

Reading List:

1. Bilal, D. *Library automation: core concepts and practical systems analysis*.
2. Directorate of Distance Education. *Library automation*.
3. L. J. Haravu. *Library automation: design, principles and practices*.
4. John M. Cohn, Ann L. Kelsey and Keith Michael Fiels. *Planning for integrated systems and technologies: a how-to-do-it manual for librarians [How to Do It Manuals for Librarians]*.
5. Hoq, K.M.G. *Automation of Information Institutions [In Bengali]*.

EISLM-514: Organization of Knowledge (Classification Theory)

Full Marks: 50 Credits: 2

- Unit 1** : Meaning of classification, library classification and different types of classification; Formal rules of divisions and canons of classification; Five predicables and value of Prophyry's tree in library classification. Development and current trends in library classification. Classification practices in Bangladesh.
- Unit 2** : Purpose and functions of classification, Introduction to major knowledge classification schemes; Distinction between Knowledge classification and book classification
- Unit 3** : Special features of book classification, Generalia class, standard subdivisions, form classes, notation and index Functions and qualities of an ideal notation, auxiliaries of notation Merits and demerits of different types of indexes.
- Unit 4** : General principles of book classification, Criteria of good classification and construction of a classification scheme; Limitations of systematic classification.
- Unit 5** : General schemes of classification, Dewey decimal classification, Universal Decimal Classification, library of congress classification, colon classification, Bibliographical Classification.
- Unit 6** : Analysis and applications of DDC and UDC, origin and development, structure of the scheme, Special features, notational systems and application. Web DDC.

Reading List:

1. Dewey, Melvil. *Decimal classification*.
2. Mills, J.A. *modern outline of library classification*.
3. Saiful-Islam, K.M. *Number building in Dewey decimal classification: 19th and 16th eds. a practical manual*.
4. Sayers, W.C. Berwick. *A manual of classification for librarians and bibliographers*.
5. Munshi, M.N. *Basics of Classification*. [In Bengali].

EISLM 515: Organization of Knowledge- Cataloguing Theory

Full Marks: 50 Credits: 2

- Unit 1** : Concept, definition, objectives and purposes, functions, characteristics.
- Unit 2** : Different forms of catalogue; inner forms, outer or physical forms, merits-demerits filling, union catalogue: concept, definition, functions, factors for planning and organizing Union catalogue, Shelf list catalogue: concept, functions.
- Unit 3** : Structure of catalogue, bibliographical information, major tools of preparing a catalogue concept & types of catalogue entries catalogue vs. bibliography.
- Unit 4** : Determination of subject content of a book, technical reading of a book, concept & steps of determining subject heading, principles of subject heading, forms of subject heading.
- Unit 5** : Organization of catalogue entry, rules for arranging catalogue entries, entry under oriental Muslim, Hindu and Buddhist names.
- Unit 6** : Automated catalogue, MARC 21, OPAC & its features, resource description and access (RDA), functional requirements of bibliographic records (FRBR), major integrated online library automation systems in the world. Cataloguing practices in Bangladesh

Reading List:

1. Hunter, E.J. *Computerized cataloguing*.
2. Hunter, E.J. and Backwell, K.G.B. *Cataloguing*.
3. Hykin, D.J. *Subject headings: A practical guide*.
4. Kumar, Girja and Kumar, Krishan. *Theory of cataloguing*.
5. Saiful Islam, K. M. *Essentials of cataloguing and classification*.

Fourth Semester

EISLM-516: Information Networking and Resource Sharing

Full Marks: 50 Credits: 2

- Unit 1** : Definition of library cooperation, library resource and resource sharing, historical growth and development of library cooperation and resource sharing, reasons and importance of library cooperation and resource sharing, fields of library cooperation and resource sharing, objectives of library cooperation and resource sharing.
- Unit 2** : Basic agreement required for information resource sharing, influencing factors for resource sharing, barriers and other factors reducing the effectiveness of resource sharing, functions and activities of resource sharing, components of information resource sharing.
- Unit 3** : Definition of library and information network, tools and logical techniques of library and information network.
- Unit 4** : Factors to be considered for establishing library and information network, computer network, on-line network, reasons for promoting resource sharing through automated network, benefits of computer-based library and information network.
- Unit 5** : Types of library and information network, configurations of library and information network, role of internet and e-mail in library and information network.
- Unit 6** : Programs of library and information network, library consortia and models and benefits of e-journal consortia, national and international library and information networks, existing status, prospects and problems of library and information networking in Bangladesh.

Reading List:

1. Kent, Allen. *Resource sharing*.
2. Macdougall, AlanF. and Prytherch, Ray. *Handbook of library cooperation*.
3. Chandel, A.S. and Saraf, Veena ed. *Planning in library resource sharing*.
4. Raina,Roshan. *Library resource sharing and networking*.
5. Harries,Steve. *Networking and telecommunications for information systems*.

EISLM 517: Digital Library Systems

Full Marks: 50 Credits: 2

- Unit 1** : Concepts of digital library (DL); Evolution and historical growth of DL; Basic elements, categories, features, perspectives, advantages and disadvantages of DL; Challenges faced by DL; DL vs. traditional libraries; DL and its relation to automated, electronic and virtual libraries.
- Unit 2** : DL frameworks and models; DL design issues and principles; Hardware and software for DL; Building digital repository; Repository architecture; database and user interface design; Standards, protocols, interoperability and security of DL.
- Unit 3** : Nature and types of digital collection; Digitization of different types of library resources; Representation of different media: text, images, sounds, multimedia; Digital/electronic resources development and management issues; Content management and knowledge organization systems.
- Unit 4** : Digital information services; information seeking behavior in DLs; searching and navigation strategies; access management to in-house and networked resources; Reference work in digital environment; Free and Fee-based Digital Document Delivery; Web application in DL; DL users, usability and use studies; Evaluation approaches, criteria, and methodologies.
- Unit 5** : Management of DLs; Project management, Research projects in DLs; Integration with traditional library resources; Copyright issues and intellectual property rights in DL; Legal, ethical, economic and social issues; DL Education and Research— recent and future trends; Roles, responsibilities, skills and competencies of digital librarians.
- Unit 6** : Making E-books, E-dissertations, E-prints, E-journals and other digital documents; E-publishing; Hands-on practice in building and managing repository/DL using freely available DL software e.g. Dspace, Greenstone, Fedora, etc.

Reading List:

1. Arms, W. Y. *Digital Libraries*.
2. Borgman, C. L. *Scholarship in the Digital Age: Information, Infrastructure, and the Internet*.
3. Calhoun, K. *Exploring Digital Libraries: Foundations, Practice, Prospects*.
4. Chowdhury, G. G. & Chowdhury, S. *Introduction to Digital Libraries*.
5. Lesk, M. *Understanding Digital Libraries*.

EISLM 518: Knowledge Management

Full Marks: 50 Credits: 2

- Unit 1** : The concept of knowledge and its relation to data, information and wisdom: The DIKW pyramid; Forms and types of knowledge; Emerging concepts and definitions of Knowledge Management (KM); Development of KM as field of education, research and professional practice; Multi-disciplinary nature of KM and its linkage with Library and Information Science (LIS) and other disciplines.
- Unit 2** : Understanding KM frameworks; Major approaches to KM cycle; Major theoretical models of KM; KM spectrum and its implications.
- Unit 3** : Meaning of Knowledge Sharing (KS); Factors affecting KS; Major tools, methods and models of KS; Need for and barriers to KS in libraries; Cultivating KS culture in libraries.
- Unit 4** : Various KM systems tools and technologies for managing knowledge, Non-IT based tools, e.g., story-telling, meeting, group discussion, community of practice, IT-based knowledge organization tools for contents organization and management e.g., websites, intranets, portals, document management systems, video conference and others web-based services, application of KM tools in libraries.
- Unit 5** : LIS KM practices in libraries and corporate sectors; New employment opportunities; Librarians as knowledge managers; LIS professionals as knowledge professionals; responsibilities; skills and competencies of knowledge professionals/workers.
- Unit 6** : National and global trends in KM education, research and practice; Practicing KM in libraries; Major initiatives of KM in Bangladesh; Possible future directions: issues, opportunities and challenges.

Reading List:

1. Debowski, S. *Knowledge Management*.
2. Srikantaiah, T. K. & Koenig, M. E. D. (Eds.). *Knowledge management for the information professional. (ASIS Monograph Series)*.
3. Groff, T. R. & Jones, T. P. *Introduction to Knowledge Management: KM in Business. Butterworth Heinemann*.
4. Dalkir, K. *Knowledge management in theory and practice*.
5. Mishra, J. K. *Knowledge management: Complexity, learning and sustainable innovation*.

ISLM 519: Organization of Knowledge (Classification Practical)

Full Marks: 50 Credits: 2

Unit 1 : Number building process using six (6) Tables of DDC 23rd edition:

Table – 1: Standard Subdivisions

Table – 2: Geographic Areas, Historical Periods, Persons

Table – 3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table – 4: Subdivisions of Individual Languages and Language Families

Table – 5: Ethnic and National Groups

Table – 6: Languages

Unit 2 : Number building process using Main Classes in the Schedules

Unit 3 : Number analysis using six (6) Tables of DDC 23rd edition:

Table – 1: Standard Subdivisions

Table – 2: Geographic Areas, Historical Periods, Persons

Table – 3: Subdivisions for the Arts, for Individual Literatures, for Specific Literary Forms

Table – 4: Subdivisions of Individual Languages and Language Families

Table – 5: Ethnic and National Groups

Table – 6: Languages

Unit 4 : Number analysis using Main Classes in the Schedules

Reading List:

1. Dewey, Melvil. *Dewey Decimal Classification and Relative Index*.
2. Munshi, M. N.. *Basics of Classification* [In Bengali].
3. Mills, J.A. *Modern outline of library classification*.
4. Saiful-Islam, K.M. *Number building in Dewey decimal classification: 19th and 16th eds. a practical manual*.
5. Sayers, W.C. Berwick. *A manual of classification for librarians and bibliographers*.

EISLM – 520 Organization of Knowledge: Cataloguing Practical

Full Marks: 50 Credits: 2

- Unit 1** : Introduction to cataloguing practical: concept, variant entries and their positions, format, bibliographic items;
- Unit 2** : Preparation of catalogue entry (personal author), single author, double authors, triple authors, more than triple authors, edited works, compiled works, translated works, multi-volumed works, entry of Bengali works, preparation of added entries, filling: dictionary and classified;
- Unit 3** : Determination of subject heading: use of Sears List of Subject Headings , determine the Subject Heading;
- Unit 4** : Preparation of catalogue entry (corporate body): international organization , government departments, national conference, government publications;
- Unit 5** : Entry heading of oriental names: Muslim names (male), Muslim names (female), Hindu names, Buddhist names.
- Unit 6** : Cataloguing the cartographic materials: maps, atlas.

Reading List:

1. Dewey, Melvil. Dewey Decimal Classification and Relative Index.
2. Muller, J. *Sears List of Subject Headings*.
3. *Anglo American Cataloguing Rules (AACR)-II*.
4. Hunter, E.J. *Computerized cataloguing*.
5. Hykin, D.J. *Subject headings: A practical guide*.

