UNIVERSITY OF DHAKA

Syllabus of the Department of Information Science and Library Management

for

B. A. Honours

for the

Sessions—2006-2007 to 2009-2010
(Semesters—1st to 8th)

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Syllabus of B. A. (Honours)
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<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
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<tr>
<td></td>
<td><strong>1st Year</strong></td>
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<tr>
<td>ISLM 101</td>
<td>Basics of Information Science and Library Management</td>
<td>100</td>
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<tr>
<td>ISLM 102</td>
<td>English Language</td>
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<tr>
<td>ISLM 103</td>
<td>Bengali Language</td>
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<td>Viva voce/Presentation</td>
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<td>ISLM 104</td>
<td>Organization of Information</td>
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<td>ISLM 105</td>
<td>Information Sources and Services</td>
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<td>ISLM 106</td>
<td>Information Resources Development</td>
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<td>ISLM 207</td>
<td>New Technologies and Current Trends in Information Systems</td>
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<td>ISLM 208</td>
<td>Information and Society</td>
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<td>ISLM 209</td>
<td>Socio-Political History of Bangladesh</td>
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### 4th Semester

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<tr>
<td>ISLM 210</td>
<td>Records and Archives Management</td>
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<tr>
<td>ISLM 211</td>
<td>Computer Hardware Maintenance and Trouble Shooting</td>
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<tr>
<td>ISLM 212</td>
<td>Writing Editing and Publishing</td>
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Class attendance and participation: 5
Viva voce/Presentation: 20

3 full units and 1 partial unit = 13 credits

### 3rd Year

### 5th Semester

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<tr>
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<tr>
<td>ISLM 313</td>
<td>Indexing and Abstracting</td>
<td>100</td>
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<tr>
<td>ISLM 314</td>
<td>Automation of Information Institutions</td>
<td>100</td>
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<tr>
<td>ISLM 315</td>
<td>Management of Information Institutions</td>
<td>100</td>
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<tr>
<td>ISLM 316</td>
<td>Information Production Marketing and Public Relation</td>
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Class attendance and participation: 5
Viva voce/Presentation: 20

4 full units and 1 partial unit = 17 credits

### 6th Semester

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>ISLM 317</td>
<td>Information Science Documentation and Communication</td>
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<tr>
<td>ISLM 318</td>
<td>Database Design and Applications in Library and Information Systems</td>
<td>100</td>
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<tr>
<td>ISLM 319</td>
<td>Organization of Knowledge (Classification Theory)</td>
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<tr>
<td>ISLM 320</td>
<td>Organization of Knowledge (Cataloguing Theory)</td>
<td>100</td>
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</table>

Class attendance and participation: 5
Viva voce/Presentation: 20

4 full units and 1 partial unit = 17 credits
### 4th Year

**7th Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>ISLM 421</td>
<td>Research Methodology</td>
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<tr>
<td>ISLM 422</td>
<td>Comparative Study of Information Systems</td>
<td>100</td>
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<tr>
<td>ISLM 423</td>
<td>Practical Classification</td>
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<tr>
<td>ISLM 424</td>
<td>Practical Cataloguing</td>
<td>100</td>
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<tr>
<td></td>
<td>Class attendance and participation</td>
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<tr>
<td></td>
<td>Viva voce/Presentation</td>
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4 full units and 1 partial unit = 17 credits

**8th Semester**

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<tr>
<th>Course Code</th>
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<tr>
<td>ISLM 425</td>
<td>Applied Statistics</td>
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<tr>
<td>ISLM 426</td>
<td>Information Networking and Resource Sharing</td>
<td>100</td>
</tr>
<tr>
<td>ISLM 427</td>
<td>Analysis and Design of Information Systems</td>
<td>100</td>
</tr>
<tr>
<td>ISLM 428</td>
<td>Internship in Libraries and Information Institutions</td>
<td>100</td>
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<td>Viva voce/Presentation</td>
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</table>

4 full units and 1 partial unit = 17 credits

** 4 Years - 8 Semesters - 28 Full Unit & 8 Partial Unit Courses**

- Total Credits = 120
- Total Marks = 3000
ISLM 101 : Basics of Information Science and Library Management

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  Information and knowledge management, information management process, information processing, information access models, controlled vocabularies and natural language as information access tools.

Unit 3  Tools for organizing knowledge, role of standards in information environments, various documentation standards, metadata protocols – MARC, CCF, Dublin Core, etc. digital object identifiers, system contexts for knowledge organization.

Unit 4  Introduction to information sources and services, various printed tools for exploring information resources and their use, information services for users including CAS, SDI, routings of periodicals, reference services etc.

Unit 5  Information technology, components of a computer system-hardware and software, information management software tools, digital ready reference apparatus such as dictionaries, encyclopedias, almanacs, atlases, catalogues, computer databases etc.

Unit 6  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 7  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 8  Types of libraries and their utilities, different departments within a library and their functions, role 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:
Rowely, J. and Farrow, J. Organizing Knowledge.
Hamilton, F. Current Awareness, Current Techniques.
ISLM 102 : English Language

Unit 1 Grammatical structure
   a. Word, classes and transformation of words.
   b. Phrases-types and formation.
   c. Clauses-types and information.
   d. Sentences-types, formation and transformation.
   e. Verbs and tenses.

Unit 2 Composition
   a. Mechanics of writing
   b. Formal, neutral, informal letter-formal and organization.
   c. Paragraph-strategy, coherence, cohesion and organization.
   d. Writing CVs, fax messages, notice etc.
   e. Précis and sort essays (totally unseen).

Unit 3 Reading and comprehension
   a. Techniques of reading skimming, scanning study reading, word attacking process speed-reading etc.
   b. Reading for reproducing.
   c. Reading fort learning structure and words / phrases.

Unit 4 Listening and speaking skills
   a. Basics of listening and speaking-sound contrast, gambits etc.
   b. Listening techniques and tasks.
   c. Speaking in academic and social context, making polite requests and offers, asking questions in social situations, accepting and refusing offers, invitations, describing simple facts and ideas.
   d. Practicing listening with prescribed books plus cassettes.

Recommended Works:
Leech and Svartuik. A communicative grammar of English.
Murphy, R. An intermediate grammar of English.
Thompson and Martin, Practical English grammar.
Imhoof, From paragraph to essay.
Baker, Ann. Sheep or ship (with three cassettes).
Swan, M. Practical English usage.
Journals, magazines, newspapers and other literatures on information science.
ISLM 103 : Bengali Language

1. ভাষির্ত্ব (Phonology) : বাণিজ্যিক সংজ্ঞা, ধ্বনি ও বর্ণ, ধ্বনিবিচার-ব্যবস্থা ও বাণিজ্যিক বিচার, অক্ষর, ধ্বনি-পরিবর্তন, স্বাভাবিক ধ্বনির বর্ণিকরণ, আন্তর্জাতিক ধ্বনি-মূলক বর্ণমালায় বাংলা ধ্বনিসমূহের বর্ণিকরণ, উভয় সার্থক ও তার প্রয়োগে।

2. ভাষা বিকাশ (Morphology) : শব্দ ও শব্দগুচ্ছ প্রত্যয়-বিভক্তি ও বান, সমাস, উপসংহার ও প্রত্যয়, পদ, পদের শ্রেনীবিভাগ, ভাব ও বিভক্তি, শব্দের বাণিজ্যিক অক্ষর ও অপ্রসঙ্গীত, সম্পর্কশ্রেনী, বিপ্লবীভাবনার শব্দ, বিজ্ঞান শব্দ, রাজনৈতিক শব্দ, সমাজস্বরূপ, সমাজমূলক শব্দ, একটি শব্দের জ্ঞানার্থে প্রয়োগ, পরিভাষিক শব্দ-সংজ্ঞার্থ, উপাদানসত্ত্বা ও নির্মাণপদ্ধতি।

3. বাক্যবিঞ্জন (Syntax) : বাক্যের সংজ্ঞা ও গঠনশাস্ত্র, ব্যাকরণশাস্ত্র ও বাক্যের অস্থায়ী ধারণ।

4. ভাষাশাস্ত্র (Semantics) : শব্দের মূখ্যায়ন, লক্ষ্যায়ন ও বাল্যায়ন, অর্থের পরিবর্তন।

5. অপরাধের প্রাক্তন ও ভাষা পর্যায়।

6. লিখন-দৃষ্টতা : প্রথম, সার্ম ও প্রতিবেদন লিখন।

সংবাদক প্রচ্ছ/১৭

জীবনে ইম্যাজিয় আলী। "বাংলা বানান: তৎসম শব্দ", সাহিত্য পরিকল্পনা, চলচ্চিত্র বর্ণ, প্রথম সংখ্যা, ১৪০৩।

পঞ্চ সরকার। ১৯৮৫। বাংলা বানান সংস্কার: সমালোচনা ও সম্পাদনা। কলকাতা: চিরায়ত প্রকাশন।

মণ্ডিত্রুমুহার বয়স্ক। ১৩৩০। বাংলা বানান: কলিকাতা। দে’জ পাবলিশিং।

মহম্মদ শহীদুল্লাহ। ১৯৭৫। বাংলা ব্যাকরণ, রসায়নবিদ, হস্ত বর্ণ, বাংলা একাডেমী।

নবন্দ বিশ্বাস। ১৯৯০। বাংলা উচ্চারণ অভিধান। চাঁকা। বাংলা একাডেমী।

নেপাল মহম্মদ মুসলিম (সংকলিত ও প্রশস্ততাতে)। ১৯৮২। বানান বিভক্তি। কলকাতা। পণ্ডিতমন্ত্র বাংলা একাদশী।

শিবকাশী লাল ঔষধী ও অন্যান্য সম্পাদিত। ১৯৬৫। বাংলা ভাষার প্রয়োগ ও অপ্রয়োগ। চাঁকা। বাংলা একাডেমী।

শিবনিকুমার দাশ। ১৯৯৯। মৌসুমের পরবর্তী অধ্যায়। কলকাতা: জিজ্ঞাসা।

সুনীতিকুমার চৌধুরী। ১৯৯৮। ভাষা-প্রকাশ বাংলা ব্যাকরণ। কলকাতা: রূপ অ্যাড কোম্পানী।

সুনীতিকুমার চৌধুরী। ১৯৮২। বাংলা ভাষার চৌধুরী। কলকাতা: জিজ্ঞাসা।

সমালোচনা ডোলাচার। ১৯৮২। সাহিত্য বাংলা উচ্চারণ অভিধান। কলকাতা: সাহিত্য সংসদ।

সমালোচনা ডোলাচার। ২০০২। বাঙালি ভাষা। কলকাতা: আনন্দ পাবলিশার্স প্রাইভেট লিমিটেড।
ISLM 104: Organization of Information

Unit 1 Bibliographical / technical reading of a book: reasons, purposes, process of doing it, bibliographical elements / information in manual and automated catalogues.

Unit 2 Basic concepts of catalogue and cataloguing:
   a. Definition, purpose, functions of catalogue.
   b. Characteristics of an ideal catalogue.
   c. Outer or physical forms, comparative studies.
   d. Inner forms, types and kinds, merits and demerits of classified and dictionary catalogues.

Unit 3 Subject headings: Sears List
   a. Definition.
   b. Functions, requirements, and use in catalogue, bibliography, index etc.
   c. Steps to subject determination.
   d. Principles of subject determination.
   e. Choice.
   f. Kinds and types.

Unit 4 Basic elements of automated cataloguing
   a. MARC format, variable data fields, tags of USMARC 3 format.
   b. Development of OPAC.

Unit 5 Introduction to DDC and LC classification schemes
   a. Main classes / 1st and 2nd summary, tables, formation of area notation.
   b. Standard subdivisions, and reasons for form classes / subdivisions in language and literature.
   c. Hierarchical structure.
   d. Mnemonic values in DDC.
   e. Main classes / structure / synoptically outlines of LC, merits, demerits.

Unit 6 Purpose, usefulness and functions of classification.

Unit 7 Principles of classifying books, analysis of Merrill’s principles.

Unit 8 Notation, definition, functions, usefulness, criteria of good notation.

Unit 9 The index: Types of index, use of specific and relative indexes.
**Reading List:**


Saiful-Islam, K.M. Number building in Dewey decimal classification: 19th and 16th editions, a practical manual, Dhaka: Khan and Sons Publications.


ISLM 105 : Information Sources and Services

Unit 1 Meaning of information and reference service, objectives and scope, distinction between information and reference service, referral service and document delivery service.

Unit 2 Kinds of information services and delivery techniques reference questions-types and representative sources of information. Question handling techniques.

Unit 3 Sources of information: documentary and non-documentary, primary, secondary, tertiary and mixed group of sources, reference materials, encyclopedias, dictionaries, almanacs, handbooks, manuals, gazetteers, biographical sources, etc. Information sources in different disciplines, science and technology, humanities, social sciences, business, health sciences, government publications, and their evaluation.

Unit 4 Information services, nature of information services, distinction from reference and other services, techniques of providing information services, technology based information services, access to remote information sources and retrieval techniques, electronic document delivery, recent trends of information and reference services in different types of information institutions in developed world.

Unit 5 Introduction to bibliographic information sources, definition, origin, function and importance of bibliography, types of bibliographies, compilation of bibliographies, different methods of compilation, arrangement of entries, style etc.

Unit 6 Bibliographical control, nature, importance and scope, tools of bibliographic control and their utilities, national bibliographies, trade bibliographies, information systems, remote digital databases, library catalogues, universal bibliographies, bibliography of bibliographies, bibliographic control efforts such as UBC, UAP of IFLA, UNISIST, PGI, UNESCO, role of national bibliographic centers in bibliographic control in developed countries, bibliographic control efforts in Bangladesh existing situation, problems and prospects.

Reading List:
Shores, Louis, Basic reference sources, an introduction to materials and methods.
Davinson, Donald, Bibliographical control.
Katz, Bill and Clifford, Anne, ed. Reference and information services a new reader.
Reva, Bill and Clifford, Anne, ed. Reference and information services, a new reader.
Reva, Basch. Electronic information delivery.
Hutchins, Margaret. Introduction to reference work.
Williamson, Derck. Bibliography.
Chakrabarti, M.L. Bibliography in theory and practice.
Kumar, Girja and Kumar, Krishan. Bibliography.
Wyner, B.S. Introduction to bibliography and reference work.
Kumar, Krishan. Reference service.
ISLM 106 : Information Resources Development

Unit 1 Book Selection, overview, book selection and librarianship, professional apex in librarianship, complexity of selection task.


Unit 3 Acquisition policy, book ordering and subsequent activities. Role of book selector, qualities of a good book selector.

Unit 4 Library resource building and theories, selection principles advocated by: Drury, Dewey, Haines, Ranganathan, McColvin, Spiller, John Bonk and Magrill and others.

Unit 5 Evaluation and selection, an overview, selection of books, fiction and non-fiction books, and their evaluation criteria.

Unit 6 Selection principles and practices in public library, academic library, special library, national library.

Unit 7 Selection of reference books, periodicals, pamphlets, newspapers, Govt. publications, poster, report literature etc.

Unit 8 Selection of audio and visual materials, graphic materials, and microform materials, selection of multimedia and electronic resources.

Unit 9 Role of book reviews, written and oral reviews, role of bibliographies, national and trade bibliographies and indexing and abstracting journals.

Unit 10 Copyright Law, overview, need and functions, Bangladesh Copyright Law of 2000.

Unit 11 Weeding library materials, overview, criteria of weeding in different types of libraries.

Unit 12 Censorship, overview, library bill of rights (ALA), IFLA principles, and article 19 (UN).

Unit 13

(A) Bangladeshi aids and guides, Boi, Bangladesh National Bibliography, Bangladesh books in print, Publishers’ lists, and catalogues.

(B) Major international aids and guides, BNB, CBI, Publishers Weekly, PTLA, LC catalogue, BNB, INB, Books in print.

Unit 14 Collection evaluation, overview, evaluation criteria by Stone, and Evans. Other methods of collection evaluation.
**Reading List:**


Dhawan, K.S. *Multimedia library*, New Delhi, Commonwealth Pub.


Rahman, Afifa, *Book Selection and Information Resources Development (Press)*.


2nd Year B.A. (Hons.)
3rd Semester

ISLM 207 : New Technologies and Current Trends in Information Systems

Unit 1 Concept of information communication technology (ICT), evolution and development of ICT, use and applications of ICT in different fields of library and information institutions in Bangladesh, impact of ICT in library and information systems, current trends and existing situation, problems and prospects of using ICT in Bangladesh.

Unit 2 Computer, concepts, types of computer based on processing / signaling, purpose and capacity or size, comparisons of mainframe, mini and micro computers, generation of computers, CPU-control unit, arithmetic logic unit, primary memory, comparison of primary and secondary memory.

Unit 3 Digital library, concepts, necessity, functions, characteristics, major activities and skills of digital librarianship, digital library scenario in Bangladesh.

Unit 4 Electronic journal, conceptual issues, categorization of e-journals, necessity of e-journals in Bangladesh, comparison between print journals and electronic journals, merits and demerits of e-journals, barriers of e-journals subscription in Bangladesh and the measures to overcome the barriers.

Unit 5 Computer hardware, overview of computer hardware, basic components of a computer system, input and output components of a computer system, factors to be considered for the purchase of hardware of micro computers in library and information center/institution, distinction between color monitor and monochrome monitor.

Unit 6 Software, concepts, classification of software and introduction of some application software used for the library and information center in Bangladesh.

Unit 7 Operating system, concepts, types of operating system based on processing and user interface, functions of operating system, introducing to some popular operating systems, process, process management.

Unit 8 Information superhighway, definition, components, user groups, importance, advantages and disadvantages of information superhighway. Worldwide web, internet, web browser (Internet Explorer, Netscape Navigator etc.), web pages, website.

Unit 9 Storage technologies, memory devices and memory capacity of computer systems, comparison of primary memory and secondary memory, introduction of ROM, PROM, EPROM, EEPROM, distinction between RAM and ROM, SRAM and DRAM, optical disk, DVD, punched card and data storage system of CD-ROM.
**Unit 10** Computer networks, concepts, types of computer networks and their configurations, layers and protocol of computer networks.

**Unit 11** Practical applications of Microsoft word, Excel, Power point and Access.

**Reading List:**

This is not intended to be prescriptive or exhaustive:
Clements, A. The Principles of Computer Hardware.
Minasi, M. The Complete PC Upgrade and Maintenance Guide, New Delhi, BPB.
Peter, N. Introduction to Computer.
Peter, N. Inside the PC.
Tedd, L.A. Introduction to Computer-Based Library Systems.
ISLM 208: Information and Society

Unit 1 Society, culture and civilization, evolution of society, development of the concepts of culture, civilization, society etc. Models of society, elements of society, structural context of socialization etc.

Unit 2 Basic understanding of social organizations and institutions, various social institutions, functions and scopes of social institutions, elements and boundaries of social systems etc.

Unit 3 Society and the library, growth of social organizations and the need for reading, writing and printing, history of learning, evolution of libraries in the society.

Unit 4 Historical development of libraries in various civilizations, ancient and medieval libraries of Asia, Africa and Europe.

Unit 5 Library as a social, cultural and democratic institution in the society, relationship of libraries with other social institutions, changing role of libraries in the society.

Unit 6 Socio-economic implications of information, information society, ethics of information, intellectual property rights and related issues.

Unit 7 Information and its implications in today’s society, information for development, information management, changing trends of information and its use for social development.

Unit 8 Technological dimensions of information, information and communication technologies, digital divide, role of ICT in development.

Unit 9 Communication, communication and its characteristics, significance of communication, mode of communication, communication theories, different types of communication, role of communication in society.

Unit 10 Elements of information communication, library as a center of social communication, changing roles of libraries and information centers in the society, communication process in developed countries and its application in developing societies including Bangladesh.

Reading List:
D’Souza, Y.K. Communication today and tomorrow.
Gerard, D., Libraries in society.
Hessel, Alfred, A history of libraries.
Hill, M.W. The impact of information on society.
Johnson, Elmer D., Communication.
Landheer, B. Social functions of libraries.
Laurie, Edward J. Computers, automation and society.
Leslie, G.R., Larson, R.F., Gorman, B.L. Introductory sociology.
Sahrma Pandey S., Libraries and society.
ISLM 209 : Socio-Political History of Bangladesh

Unit 1 Geographical location and physical feature: their influence on the history and culture of Bangladesh, ancient Janapadas of Bengal, inhabitants of Bengal.

Unit 2 Outline of political history of ancient period- Independent kingdoms in Bengal: The kingdom of Samatata or Vanga, The kingdom of Gauda, Sasanka-his conquests, his conflict with Harshavardhana and his achievements.

Unit 3 The Pala Empire: The Pala kings in general and Dharmapala in particular. The Sena kings: Vallalasena, Lakshmana-Sena.

Unit 4 Buddhist cultural centers of Mainamati, Paharpur and Mahasthana Garh, Ancient capitals: Pundranagar, Vikrampur and Devaparabata (Mainamati), Artistic-heritage, terracotta art, sculpture, architecture, fine cotton fabric (Muslin) etc.


Unit 6 Islamization in Bengal, influence of the Sufis, economic as well as socio-political, condition of the people during the Turkish Sultanate, Mughal invasion of Bengal during the regions of Akbar and Jahangir: The Bara Bhuiyas of Bengal.

Unit 7 Advent of the Europeans, Portuguese in Bengal, their influence on the language and literature, Serajudoulala and the battle of Plassey, land revenue systems: permanent settlement of Lor Cornwallis, administrative socio-economic as well as educational reforms of Lord William Bentinck, causes and results of the Sepoy mutiny, Bengal in the 19th century: Bengal renaissance.

Unit 8 Partition of Bengal: 1905 and its aftermath in Bengal politics.

Unit 9 The birth of Muslim League, the demand for Pakistan, Lahore resolution, partition of India in 1947.

Unit 10 Emergence of Bangladesh: Language movement, 1952, Election of 1954, Ayub regime 1958-68, feelings of deprivation of East Pakistanis, the 6-point program, the 11-point program, mass upsurge of 1969, War of liberation 1971.
Reading List:
Qamaruddin Ahmed. A Socio-political history of Bengal.
Chowdhury, A.M. Dynastic history of Bengal.
Taraşder, M.R. Husain Shahi Bengal.
Ray Chowdhury, T.K. Bengal under Akbar and Jahangir.
Roberts, P.E. History of British India.

আন্দুল করিম বাংলার ইতিহাস: মুসলিম বিজয় থেকে সিপাহী বিপ্লব পর্যন্ত ।
সিরাজুল ইসলাম, বাংলাদেশের ইতিহাস ১ম-৩য় খ্রীন ।
রায় নাহার রঞ্জন, বাঙালির ইতিহাস ।
মজলু সুশালা, বঙ্গদেশের ইতিহাস ।
আব্দুর রাহিম, বাংলার সামাজিক ও সাংস্কৃতিক ইতিহাস (অনুবাদ: মোহাম্মদ আসাদুজ্জামান ১ম ও ২য় খ্রীন) ।
ISLM 210: Records and Archives Management

Record Management:

**Unit 1** Introduction to unit, unit outline, assessment etc. and introduction to records management and records management profession.

**Unit 2** Define records, official records, non-records and public records etc. Introduction to records management, records management system, records life cycle and continuum theory, inventories and forms, files/folders and filing, classifying and indexing records, develop space efficient strategies for the storage of records and their timely and efficient retrieval in a variety of formats in all dimensions of the continuum.

**Unit 3** Record management, nature of records, types of records, record management, historical perspectives, structure of record management program, principles and formed of management, record inventory and appraisal, disposition and description, vital record protection, evaluation of record media and storage issues planning a record center.

Archives Management:

**Unit 4** Archives: definition, scope, objectives and types of archives, importance of archives in a society, archives and library.

**Unit 5** Archives management: nature of archives control of archival materials. Archival description and classification levels of description, data elements, finding rules, rules of representation and retrieval, principles of archival classification, registry and filing systems, American filing systems, principles of arrangement, policy and rules governing access to and use of archives documents.

**Unit 6** National archives of Bangladesh: its present activities, archival legislation of Bangladesh.

Preservation:

**Unit 7** Preservation of archives materials, issues influencing preservation program, design of a preservation program, nature of different types of materials of their storage conditions. Enemies of archival materials, environment, biological, people, insects, disasters natural and man-made etc.

**Unit 8** Preventive measures: environmental control, good house-keeping, proper storage by type of materials, pest control etc. Post deterioration measures, fumigation, de-acidification, repair and restoration, binding, lamination, reformatting, microfilming, digitations etc.
Reading List:

Schelenburg, T.R. Modern archives.
Schelenburg, T.R. Management archives.
Bradshere, Gregory. Managing archives and archival institution.
Hudson, J.H. Administration of archives.
Ken, Munden. Archives and public interests.
Cunga, G.D.M. Conservation of library materials.
Agarwal, O.P. Conservation of manuscripts and printing in South Asia.
Greenfield Books: their care and repair.
Startzbug, Susan G. Preserving library materials.
Hunter, Lawrence, Filing Systems.
Meadke, Wilmer O., Mery, F. Robek and Gerald, F. Brown. Information and record management.
Jenkinson, W. Manual of Archives administration.
ISLM 211: Computer Hardware Maintenance and Troubleshooting

Unit 1 PC Hardware: Hardware used for input and output, hardware inside the computer case or system box, components (fan, CPU, CPU socket) used primarily for processing, temporary (primary) storage devices, permanent (secondary) storage devices, interface (expansion) cards.

Unit 2 Number systems and codes: Decimal, binary, octal and hexadecimal number system, conversion of numbers-binary to decimal, decimal to binary, hexadecimal to decimal and hexadecimal to binary conversion.

Unit 3 Troubleshooting common PC problems, their causes and solutions: General troubleshooting rules, steps to troubleshooting success, common problems- and solutions and troubleshooting trips for emergency.

Unit 4 Microprocessor: Control unit, its organs and organization, arithmetic-logic unit and its components and organization, registers, counter, decoder, encoder, feature summary of 80296, 80386 and Pentium processor, computer memories and their organization.

Unit 5 Understanding and managing computer memory: Physical memory and memory address, flash memory, main memory: SIMM and DIMM, ROM and RAM on the system board, main memory vs. cache memory, varieties of SRAM memory, conventional memory, expanded memory, virtual memory, what to look for when buying memory chips and modules, memory management troubleshooting guidelines, maintenance of hard disk, floppy disk and CD-ROMs.

Unit 6 Purchasing a PC or building your own PC: Selecting a personal computer to meet your needs, purchasing a brand PC vs. a Clone PC, selecting software and hardware, building a personal computer step by step, overview of the assembling and disassembling process.

Unit 7 Installation and preventive maintenance: Pre-install planning, install practices, guidelines for developing a PC preventive maintenance plan, memory upgrade, installation of hardware and software.

Unit 8 Computer viruses and environmental hazards that may affect the PC: Computer virus, types of computer virus, Techniques of attack, symptoms of computer virus, anti-virus software, tips for protecting the PC against virus and other infestations.

Unit 9 Understanding and troubleshooting: Different types of printers, mice, keyboards, monitor and scanners.

Unit 10 Protecting and maintaining hard disks: Precautions for protecting the hard disk, data and software, backing up the MBR, system files and user data, automated system recovery, recovery console, checking disks for errors, defragmenting the file system and dealing with dead disks.
**Reading List:**
This is not intended to be prescriptive or exhaustive:

Blodgett, R. Hard disk management for the IBM PC, PS/2 and compatible.
Clements, A. The principles of computer hardware.
Minasi, M. The complete PC and maintenance guide, New Delhi: BPB.
ISLM 212: Writing, Editing and Publishing

Unit 1 Writing: types, models of writing process, reading and comprehending topic and theme to be expressed, note taking and arranging notes; determining and shaping purpose and audiences. Setting up audience, special considerations for argument and persuasion, deciding what to say.

Unit 2 Form and arrangement: Collection and organization of data and structure of writing. Building paragraph, revising a paragraph, shaping sentence, achieving sentence maturity, order of sentences. Using words effectively, style for quotations, footnotes, references and bibliographies. Rules for punctuation, illustration, notes and footnotes citing public documents.

Unit 3 Critical writing: Approaching, developing arguments, mode of arguments; techniques of writing short communications, technical article, review article, technical report, popular articles, monographs, dissertations, house bulleting, extension literature, manuscripts preparation.

Unit 4 Editing: Editing concepts, responsibilities, qualifications, functions and basic skills of an editor. Editorial processes, evaluation processes, author-referee relationship in quality control, manuscript preparation and production. Editorial tools: dictionaries, style manuals, standard specification etc.

Unit 5 Publishing: Different parts of a book, steps in book publishing, securing and selecting manuscripts type setting criteria of good type setting. Composition: hand composition, hot metal composition, film composition, computer setting, proof reading and copy editing: proof reading marks and its use, spelling, layout and design of physical books, printing, binding, Methods of printing: electronic type writers, printing press, Xerox etc. printing in color, set up duplicate printing plate. Binding: binding tools, process, different types of binding, rebinding old books, technology based binding systems. Desk top publishing, recent trends in publishing, problems of publishing in developing countries specially in Bangladesh.

Recommended Works:
Henry, H. McNaughton. Proof reading and copy editing.
Cleilton, Glenu, Pitkin, Charles W. and Corn well Raymond L. General printing.
Darles, Lionel's Introduction to book binding.
ISLM 313: Indexing and Abstracting

Unit 1 Definition of index, origin and development, importance, types of indexes: author index, alphabetic subject index, classified, cumulative and collective subject index.

Unit 2 Indexing methods, steps in indexing, level of indexing, indexing aids, rules, manuals, syntax, subject determination, different techniques, citation indexing, pre-coordinating indexing, post-coordinating indexing, chain indexing, POPSI, PRECIS-KWIC, KWOC etc. rules for arranging index entries. Tools for indexer.

Unit 3 Periodical indexing: principles, techniques and arrangement, book indexing, principles, techniques, entry heading, subheading, style and layout, newspaper indexing, indexing non book materials – music, sound recordings, films etc. computer based indexing systems, statistical methods, syntactic method, semantic method.

Unit 4 Indexing language: free language and controlled vocabulary indexing, thesaurus-indexing terms and their relations, thesaurus construction and evaluation.

Unit 5 Index evaluation: different methodologies, recall, precision, ratios and devices, cost analysis.

Unit 6 Abstracting: definition of abstract, importance, abstracts vs. bibliographies, index vs. abstracts, abstracts vs. annotations, types of abstracts, quality of a good abstract.

Unit 7 Methods and procedures of abstracting, international standard for abstracting, evaluation of abstracts, online abstracting system.

Unit 8 Recent trends in indexing and abstracting, existing situation, problems and prospects of indexing and abstracting services in Bangladesh.

Reading List:
Cleveland, Donald B and Cleveland Ana D. Introduction to indexing and abstracting.
Riaz, Muhammad. Advanced indexing and abstracting practices.
Collison, R.L. Indexes and indexing.
Borko, H. and Bernier, C.L. Abstracting concepts and methods.
Rowley, Jennifer E. Abstracting and indexing.
Knight, Norman G. Indexing: a guide to the indexing books and periodicals.
Cutler, Anne G. Indexing methods and theory.
ISLM 314: Automation of Information Institutions

Unit 1 Basic and operational concepts of information and communications technologies, introduction to library automation, historical background and present context.

Unit 2 Introduction to the basic functions of a library as an information institution, issues that influence library automation, need for automation, barriers to automation, levels of library automation, basic components of an automated library system, library automation activities.

Unit 3 Integrated library systems: Automated acquisition, major components of an automated acquisition system, major files used in automated acquisition, automated circulation system, major components of an automated circulation system, major files of CS, automated reservation systems.

Unit 4 Automated cataloguing concepts, online public access cataloguing and its use, major components of cataloguing system, necessary files of cataloguing system, online computer library center (OCLC) and its services.

Unit 5 Automated serials control module and its subsystems, major files of automated serials control subsystems, shared library automation systems and their implications, inter library cooperation in an automated atmosphere, management issues in library automation, human resource development in library automation.

Unit 6 Online searching service, access to in-house databases and retrieval issues, CD-ROM search, access through online web pages, web sites and remote CD-ROM databases, management of electronic resources, application of IT in different services: CAS, SDI, information storage and retrieval issues.

Unit 7 Database and record format, text markup and metadata, database structure, MARC record format, common communications format, Z39.50.

Unit 8 Hardware and software considerations for automation of information institutions, selection of software, in house software development versus ready made software, cost benefit analysis, request for proposal (RFP) and selection of vendors.

Unit 9 Online library automation systems marketplace, front-end and back-end software used in library automation, major software packages available for libraries, components of web based library automation.

Unit 10 Current trends in library automation in Bangladesh and abroad, case studies of selected library and information centers, digital library, internet and its various services, essential features of a library website, open source library software packages.
**Reading List:**


Duval, B.K. and Main, L. Automated library systems: a librarian’s guide and teaching manual.


Nair, R. Raman, Computer application to library and information services.

Rice, J. Introduction to library automation.

Rowley, J. Computer for libraries.

Tedd, L.A. Introduction to computer based library systems.
ISLM 315 : Management of Information Institutions

Unit 1 Introduction to organization, management and administration:
   a. Differences in organization, management and administration.
   b. Scientific management: Taylor and Bantt.
   c. Fayol’s classical school: Adoption of Fayol’s principles of library.
   d. System school: theories of Fayol, Max Weber, Urwick, Luther, Gulick: POSDCORB.
   e. Management by objectives (MBO): Peter Drucker, G. Odiorne.

Unit 2 Organization:
   Concepts, different patterns of organizational structure, line organization, staff organization, line and staff organization and functional organization etc.

Unit 3 Different types of libraries and their functions:
   Differences in the site, objectives, size, resource, staff, clientele, and management in different types of libraries, national, public, academic and special libraries.

Unit 4 Internal organization of library operations and services:
   a. Acquisition, technical services and readers services, reference services and charging system: manual and online.
   b. Library committee: definition, types, functions and responsibilities.
   c. Library rules and regulations.
   d. Annual report, library statistics.
   e. Centralization and decentralization.
   f. Weeding.

Unit 5 Personnel management:
   Factors for ideal management: staff strength, principles and standards for selection and appointment, staff management, staff relations, working conditions. Salaries, job description, in service training.

Unit 6 Financial management:
   a. Sources of income and heads of expenditure.
   b. Budget and budgeting, preparation of budget.
   c. Relationship between budgeting and reporting.

Unit 7 Planning of information institutions:
   Pre-requisites, rules, planning architecture and design in Bangladesh. Space organization and floor plan. Elements of planning.

Unit 8 Principles of planning:
   a. Site selection.
   b. Interior and exterior.
   c. Open access vs. closed access.
   d. Furniture, equipment, heating air-conditioning.
Reading List:

Stueart, Robert D. and Moran, Barbara B. Library management.
Gulick, Luther, “Notes on the theory of organization”. In: papers on the science of administration / ed. by Luther Gulick and L. Urwick.
Saiful-Islam, K.K. Library organization, management and administration.
Practical administration of public libraries.
Wilson, Louis Round and Tauber, Maurice F. The University Library: The organization, administration and functions of academic libraries.
Wilson, Louis Round and Tauber, Maurice F. The University Library: The organization, administration and functions of academic libraries.
Odoiorme, George S. Management by objectives.
Mittal, R.L. Library administration.
Tauber, Maurice F. and Associates. Technical services in libraries.
ALA. Minimum standards for public library systems.
Prentice, Ann E. Public library finance.
Wheller, Joseph L. and Githens, Alfred Morton. The American public library building: its planning and design with special reference to its administration and services.
Thompson, Anthony, Library building of Britain 2nd Europe: an international study, with examples mainly from Britain and some from Europe and overseas.
Krishan Kumar, Library administration and management. New Delhi, Vikas, 2003.
ISLM 316: Information Production, Marketing and Public Relations

Unit 1 Information, identification of information need and information seeking behavior, needs, wants and demands, product, products and services, product classifications, individual product decisions, information as a product, concept of fee based information services, awareness and promotion of information products and services; designing information products and services for users, current trends in Bangladesh.

Unit 2 Marketing concept, marketing defined, key purposes of marketing, organizational orientations towards marketing, factors affecting achievement of organization/library objectives, barriers to marketing, marketing management, developing marketing programs for libraries, marketing approach, marketing and the quality revolution, market, what can be marketed, market planning and implementation, status of the use of marketing concepts in libraries and information centers, need for strategic involvement, professional skills for marketing, marketing problems in libraries and information centers, benefits of marketing.

Unit 3 Developing marketing plan: What is marketing plan, benefits of a marketing plan, how to develop a marketing plan, marketing audit, strategic direction for information center, implementation and control, marketing mix, four Ps and four Cs, creating the marketing mix.

Unit 4 Market segmentation: Characteristics of segmentation, levels of segmentation, methods of segmentation, requirements for effective segmentation. Marketing communications: Communication process, steps in developing effective communication.

Unit 5 Direct and online information marketing: Direct marketing, benefits and growth of direct marketing, forms of direct marketing. Online marketing of information products in service. Conducting online marketing, challenges of online marketing, new roles of libraries and information professionals, marketing libraries and information centers in the digital world, the digital marketing mix.

Unit 6 Marketing research and information systems: Assessing information needs, developing and distributing information. Marketing research: defining the problems and research objectives, preparing the research brief, developing the research plan, description of research designs.

Unit 7 Reprography: Conceptual issues, types of reproduction, different methods and process of reprography, reprographic technologies, planning for a reprographic unit, reprographic services in Bangladesh.

Unit 8 Advertising, promotion and public relations: Setting advertising objectives, developing advertising strategy, other advertising considerations. Public relations planning, AIDA- a communication model, professional cooperation and promotion, the media, book talk, direct marketing, press releases and press conferences.
**Unit 9** E-commerce and its application to library and information services.

**Reading List:**

Elliott de Saez, Eileen. Marketing concepts for libraries and information services.

Jain, A.K. and Others. Marketing information products and services: a primer for librarians and information professionals.

Kotler, Philip and Armstrong, Gary, Principles of marketing.

Blaise, Gronin. The marketing of library and information services.

Irving, Ann. Marketing the information profession to the information society.

Hamilton, Feona. Information promotion: publicity and marketing ideas for the information promotion.

Hattery, Lowis H. and Bush, George P. Reprography and copyright law.

Garey, Mona. Library public relations: a practical handbook.

Confield, Bertrant R. Public relations, principles, cases and problems.
ISLM 317: Information Science, Documentation and Communication

Unit 1 Introduction to Information Science:
Concepts and scope of information science, information, definition, types, qualities or properties, parameters, role of information in the society, barriers to use of information.

Unit 2 Information Processing and Storage:
Concepts, information creation process, methods of information processing, batch-processing systems, real-time processing systems, cognitive model of information processing, process of documentation.

Unit 3 Information Retrieval (IR) and Online Searching:
Concepts, functions and activities, components of online IR, process or steps to online searching, techniques of online searching, basic searching techniques, advanced searching techniques, guidelines for better searching, process of searching an article and databases, role of internet technologies in information retrieval, thesaurus construction.

Unit 4 Information Dissemination Service:
Concepts, types, purposes, methods of disseminating current information, criteria for assessment of current information, current awareness service (CAS), definition, purpose, characteristics, types and channels, selective dissemination of information (SDI) service, definition, techniques and procedures of providing SDI service, conversion process of CAS into SDI, difference between CAS and SDI, user profile, definition, principle of construction, characteristics, model of user profile, methods of notification.

Unit 5 Online Methods of Information Dissemination:
Online SDI service, EDDS (Electronic Document Delivery Systems), EDI (Electronic Data Interchange), EFT (Electronic Fund Transfer), content management systems.

Unit 6 E-Information Services in Digital Era:
E-information and digital information: concepts, sources, benefits, telecommunication based information services, concepts, types, importance, electronic mail, electronic publishing, internet, WWW (Worldwide Web), network based information services.

Unit 7 Information Consolidation:
Information consolidation: concepts, objectives, process, user benefits and user studies, packaging and re-packaging of information: concepts, functions, process of re-packaging information, guidelines for preparing ... : an accession list, a bibliography, a directory, writing an abstract, literature review, case study, handbooks or manuals, packages of materials, translation of materials, newsletters and news sheets, an audio-visual materials.
Unit 8 Creative Presentation of Information:
Multimedia: definition, features, types, components, advantages, process of multimedia creation, applications of multimedia in library and information services.

Unit 9 Information Communication Technology (ICT):
Communication of information: concepts, model, role of library in the process of communicating information, data or information communication: concepts, model, channels or media of communication, telecommunication: concepts, components, functions, types, telecommunication infrastructure: transmission line, transmission mode, transmission rate, transmission ways, line configurations, packet switching, multiplexing, protocols, network topology, criteria for implementing telecommunication plan.

Unit 10 Information Privacy and Security:
Information privacy: concepts, techniques for protection, information security, concepts, threats to information communication systems (ICT), types of computer crime and criminals, security tips for ICT users.

Unit 11 Projects: Information service design.

Reading List:
4. Redesigning the library / by- Piyush Kanti Mahapatra, Bhubaneswar Chakrabarti. New Delhi: Ess Ess.
8. Information organization and communication / by- M.T.M. Khan.
ISLM 318: Database Design and Applications in Library and Information Systems

Unit 1 Basic concepts
Introduction to database and database management systems (DBMS), purpose of database systems, introduction to database administration (DBA), basic components of DBMS and its system structure.

Unit 2 Data modeling
Concepts, entity relationship (ER) model, object oriented data model, relational data model, network data model and hierarchical data models.

Unit 3 RDBMS
Features, structure of relational databases, data structure of RDBMS, keys and other integrity constraints, database design-process, conceptual design, normalization and decomposition, relational algebra and relational calculus.

Unit 4 Storage structure and physical organization of records
Overviews of physical storage media, data storage formats on disk-track format, record format, file organization and addressing methods, data indexing and different type of indexing techniques, hashing and different type of hash functions.

Unit 5 Management
Transaction processing and concurrency control, buffer management, system failure and recovery.

Unit 6 Database applications in library and information systems
Necessary data items and data structure in library management, different type of transaction processing in library operations, searching metadata and free text searching, introduction to some database software and selection criteria of DBMS packages for libraries, recent trends, existing conditions, problems and prospects of database management in Bangladesh.

Recommended Books:
2. Bipin C. Desai An introduction to database systems.
3. Hanson and Hanson, Database management and design.
4. Everest Gordon C. Database management: objective, system functions and administration.
5. Martin James, Principles of database management.
ISLM 319: Organization of Knowledge (Classification Theory)

**Unit 1** The theory of classification: natural and artificial classification, terms and predicables, formal rules of divisions and canons of classification, knowledge classification and book classification, criteria of good classification, construction of schedules.

**Unit 2** Special features of book classification: Generalia class, standard subdivisions, form class, notation, auxiliaries of notation, index: analysis and use.

**Unit 3** Basics of major schemes of classification: Dewey decimal classification, universal decimal classification, library of congress classification, colon classification, bibliographical classification.

**Unit 4** Analysis and applications of UDC: Special features, differences with DDC, main subject structure, notational systems: hospitality, mnemonics, common and special auxiliaries.

**Unit 5** Practical classification work applying DDC.

**Reading List:**
Dewey, Melvil. Decimal classification. 19th and 20th eds.
Maltby, Arthur Sayers’ manual of classification for librarians.
Marcella, Rita and Newton, Robert, A new manual of classification.
Mills, J.A. modern outline of library classification.
Saiful-Islam, K.M. Number building in Dewey decimal classification: 19th and 16th eds. a practical manual.
ISLM 320: Organization of Knowledge 2 (Cataloguing Theory)

Unit 1 Utility of bibliographic reading of print media.

Unit 2 Use of Sears list of subject headings, directions to follow, construction of subject headings adopting various subdivisions.

Unit 3 Comparative analysis of catalogues:
   a. Online / OPAC vs. card, microfiche, printed catalogues.
   b. Classified vs. dictionary catalogue, construction, appropriateness of classified and dictionary catalogues to different types of libraries.
   c. Catalogue vs. bibliography, entry patterns, methods, differences.
   d. Shelf list vs. public catalogues, accession register.
   e. Union catalogues.

Unit 4 Computerized cataloguing
   a. Peripherals / hardware, software involved in integrated automated online catalogue.
   b. Reasons for development of automated system / superiority of automated processing system over traditional system.
   c. MARC: Machine readable cataloguing format, MARC derivative products.
   d. Utilities of OPAC.
   e. Integrated online library automation systems (IOLAS).

Reading List:

Mann, Margaret. Introduction to cataloguing and classification. Chicago: ALA.
Saffady, William. Introduction to automation for librarians. Chicago: ALA.
Tedd, Lucy A. An introduction to computer-based systems. New York: John Wiley.
ISLM 421 : Research Methodology

Unit 1 Concept of research, historical growth and development of research, its objectives, types and significance. Research paradigm: positivist, interpretative, action research model, research processes, criteria of good research, qualities and ethics of research, area of research in library and information science. Different methods of research.

Unit 2 Research problem : Concept of research problem, characteristics of research problem, sources of information, personal experience, literature review, theories, paradigm, hypothesis, scope of hypothesis, testing hypothesis. Selection of research problems, techniques involved in defining a problem, different steps involved in writing a research proposal.

Unit 3 Research design (RD): Meaning, need, features of good design, concepts relating to RD, different types of RD, basic principles of experimental design.

Unit 4 Methods of research: Survey, case study, historical documentary-characteristics, advantages, limitations and techniques, collection of primary data, observation methods, interview method, questionnaire method, other method, their advantages and disadvantages, designing questionnaire and structured interview.

Unit 5 Sampling: Concepts, characteristics, requirements of a good sample, types of sampling-random, and purposive sampling, systematic sampling, cluster, multiphase sampling, sampling errors.

Unit 6 Data collection techniques: Questionnaire-mailed, structured, non-structured, close ended and open-ended questionnaire, interview-structured and non-structured, observation –structured, non-structured and participatory. Selection of appropriate method in terms of research problems. Understanding sources and note taking.

Unit 7 Data processing and analysis: Editing-central editing, field editing, coding and decoding, tabulation, application of statistics and statistical package in data processing.

Unit 8 Report writing and evaluation: Writing a research report characteristics of a good research report, designing framework of a research report. Drafting report, reviewing and editing, rules for using quotations, footnotes, references and bibliographies, techniques and criteria for evaluation of a report.

Reading List:
Bundy, Mary lee and Wasserman, Paul. Reader in research method in librarianship.
Crawford, Walter B. Research activities and writing.
Nachimias, Chava Frankford and Nachimias.
David, Research methods in social sciences.
Goody, W.J. and Hatt, P.E. Methods of social sciences.
Raj, Hans. Theory and practice of social research.
Kumar, Krishan. Research methods in library and information science.
Good, Carten and Scates, D.E. Methods of research.
Hilway, Tyrus. Introduction to research.
ISLM 422: Comparative Study of Information Systems

Unit 1 Definition, international vs. comparative librarianship, benefits, goals and objectives of international and comparative librarianship, theoretical approach, comparative librarianship as method and discipline, comparative method as scientific discipline, types of comparative librarianship.

Unit 2 Outline of basic data about a foreign information system, factors affecting the growth and development of information system in the developed and developing countries.

Unit 3 Information systems and pattern of information profession in modern times with special reference to USA, UK, Russia, India, Pakistan and Bangladesh: Public library and media centers, university and college libraries, national libraries and special libraries and information centers. Problems and prospects of information systems, libraries and information profession in developing countries especially in Bangladesh.

Unit 4 Role of national and international organizations, professional and non-professional associations for the development and non-professional associations for the development of information systems and services both in developed and developing countries.

Unit 5 Information education in the continents of America, Europe and Asia with reference to Bangladesh.

Unit 6 Library co-operation, library and society, mass media and communication, development of library economy.

Unit 7 Use of new information technologies in information systems and libraries in USA, UK, Japan, India, Bangladesh.

Unit 8 Library legislation (a) Rationale (b) Principles of library legislation. Growth of library legislation in UK, USA, Scandinavian countries, India and Bangladesh.

Unit 9 Bibliographical guide to information centers, professional training and information sources throughout the world.

Reading List:
Kawatra, P.S. International and comparative librarianship.
Simsova, Sylva. A primer of comparative librarianship.
Simsova, Sylva and Mcakeee, M. Handbook of contemporary development in librarianship.
Jackson, Miles. Comparative and international librarianship.
Jackson, Miles, International handbook of contemporary development in librarianship.
Kumar, P.S.G. Information Science.
American Library Association. ALA encyclopedia of library and information services.
Colo: Information Handling Services.
ISLM 423: Practical Classification

Unit 1: Number Building Process using Auxiliary Tables of DDC 22nd 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 DDC Main Classes

Unit 3: Number Building Process using UDC Common and Special Auxiliaries

Unit 4: Number Analysis in DDC Scheme

Unit 5: Number Analysis in UDC Scheme

Reading List:

2. Universal Decimal Classification, 3rd revised edition.
ISLM 424: Practical Cataloguing

Manual and automated practical cataloguing:
1. Single author.
2. Double authors.
3. Triple authors.
4. More than three authors.
5. Shelf list entry.
6. Title as main entry.
7. Encyclopedias and dictionaries.
8. Compiled and edited works.
9. Entry for work revised by different author.
10. Added entries.
11. Index entries, filing in classified and dictionary catalogues.

Reading List:


Cutter's two-figure author table.
ISLM 425: Applied Statistics

Unit 1 Introductory statistics:
1.1 Meaning and functions of statistics.
1.2 Scope and limitations of statistical use.
1.3 Importance and applications of statistics in library and information systems.

Unit 2 Basic statistics:
2.1 Frequency distribution.
2.2 Measures of central tendency-arithmetic mean, median, mode.
2.3 Measures of dispersion-range, quartile deviation, mean deviation, standard deviation.
2.4 Skewness concept, positively skewed, negatively skewed.
2.5 Measures of skewness-absolute and relative measures of skewness.
2.6 Kurtosis-platykurtic, mesokurtic, leptokurtic.
2.7 Correlation and its types-positive and negative, simple, partial and multiple, linear and non-linear correlation.
2.8 Regression analysis, simple and multivariate regression.

Unit 3 Inferential statistics:
3.1 Concept, difference between descriptive and inferential statistics.
3.2 Parametric and non-parametric tests – T.F.Z.Z (Tests).
3.3 Data presentation: general rules for constructing diagrams.
3.4 Types of diagrams and construction techniques-bar diagram, histogram, frequency polygon, frequency curve, pie chart.

Unit 4 Sampling:
4.1 Techniques of sampling-random sampling: simple systematic, stratified, cluster, multiphase and purposive or judgmental sampling: probability and its formula.

Unit 5 Application of computer in data analysis and presentation:
5.1 Introduction to SPSS (Statistical Package for Social Sciences).

Unit 6 Information and collateral areas:
6.1 Meaning, definition, scope and importance in library research.
6.2 Comparative study of bibliometrics, librametrics, scientometrics, informatics.
6.3 Application of bibliometrics in library research.
6.4 Bibliometrics laws and tolls – SCI, SSCI, A & HCI, ISCI.
6.5 Bibliometrics and other indicators, citation studies.
6.6 Mathematical bibliometrics.
6.7 Bibliometrics organization: Institute of Scientific Information, National Center on Bibliometrics.

Reading List:
♦ Michel, A. Malec. Essential statistics for social research.
ISLM 426: Information Networking and Resource Sharing

Unit 1 Definition, origin, objectives and fields of library cooperation, information networking and resource sharing, influencing and reducing factors and barriers to information networking and resource sharing, basic agreements of resource sharing.

Unit 2 Information networking and resource sharing processes, functions and activities of information resource sharing, components of information networking, rationale of establishment of information network in library and information institution.

Unit 3 Types of network and their configurations, local area network (LAN) and wide area network (WAN), network protocols, different programs / models of information networking and resource sharing, logical tools and technologies for information networking, factors to be considered for establishing library and information network.

Unit 4 Application and use of internet in information networking, tools for internet, process of digitization of library materials for automated information networking, use of multimedia in information networking and resource sharing. Technical aspects, hardware and software requirements for information networking, manpower needs for information networking and resource sharing with their job description, user needs.

Unit 5 Financial, and functional management issues in information networking and resource sharing, reasons for automated information network, national, regional and international information networks and resource sharing activities, existing status, problems and prospects of library and information networking in Bangladesh, preparation of a model plan for library and information network.

Reading List:

Kent, Allen, Resource sharing.
Stevens, Richard W. TCP./IP illustrated: the protocols.
Cohen, Frederick B. Protection and security on the information superhighway.
Dortch, Michael. The ABC of local area network.
Raina, Roshan. Library resource sharing and networking.
Harries, Steve. Networking and telecommunications for information systems.
ISLM 427: Analysis and Design of Information Systems

Unit 1 Basic concepts
Introduction to systems and information systems, system elements, different types of information systems, introduction to system development models- waterfall, incremental, transformation and spiral model.

Unit 2 SDLC
Introduction to systems development life cycle (SDLC) and its functional steps, planning for system study, understanding existing systems, exploring the limitations and defining objectives, searching alternative and solutions and feasibility study.

Unit 3 Analysis
System anatomy, identify the new system requirements, object modeling, dynamic modeling and functional modeling. Risk analysis, developing test criteria and plans.

Unit 4 Design
Design methodologies, design process, different aspects design of library and information systems- input/output design, form/interface design, database design, control design, network and communication subsystem design, procedural design, security design, developing implementation plan and maintenance manual, integrating subsystems.

Unit 5 System testing and implementation
Testing programs, installation of necessary equipment, recruitment and training of personnel, implementation plan, systems conversion, post implementation review.

Unit 6 Evaluation and maintenance
Concept and scope of evaluation in library and information systems, approaches to evaluation, performance measurement, evaluation of systems security and data integrity. Measuring effectiveness of information retrieval systems, analysis of users satisfaction, cost-effectiveness analysis.

Unit 7 Project management and professional aspects
Introduction to project management and SDLC project planning, the role, essential qualifications and standard of behavior of system analyst, information engineering and its different issues, ethics in SDLC and other professional issues.

Reading List:
1. Elias M. Awad. Systems analysis and design, 2nd ed.
Chapter 1. Procurement of Library Materials-purchase policy (Book): When quotation? When tender? When spot quotation? When local and national tender? Terms and conditions of quotation and tender, sample of quotation and tender, comparative analysis of Q/T, issue works order, terms and conditions of works order, contract form etc, process of receiving invoice and the bill. The process of subscription of journal and periodical both manual & online.

Chapter 2. Book Selection Policy- vary from public and private university, special library and public library, some important selection tools and criteria. Reference books and text books.

Chapter 3. Processing of Library Materials- classification and cataloguing tools, marketing seal, accessioning (both manual and computer-software), important field of accession register, clue page, pocketing, insert book card,Spain, bar-code, cataloguing and classification both computer and manual. The process of serial control of journal, periodical, magazine etc.

Chapter 4. Shelving and Circulation Policy- either classified or subject or both, open shelve or close shelve, borrowing or only reading in private, public and special library context, impose fine, remission of fine, default list, punishment against malpractice.

Chapter 5. Corresponding Knowledge-
   a) Write a letter to the editor for asking a complimentary copy of journal.
   b) Write a letter to the representative of Asia Foundation for asking some complimentary books and journals.
   c) Write an acknowledgement of receipt letter with thanks.
   d) Write a forwarding letter to the librarian sending a complimentary copy of your publication.
   e) Write a yearly report to the UGC / your supreme authority about your library.
   f) Draft writings- invite meeting, minutes of meeting, regulation etc.