

## **INFORMATION DISCOVERY- (SEC-3)**

### **UNIT- 1:**

Information, Definition, Need, Characteristics and Nature of Information, Purpose of Information, Types of Information. Information Discovery basic concepts, tools, scope, purpose and need of Information Discovery. Applications of Information Discovery in day to day life.

Information Retrieval, Information Retrieval Concept, Need and Purpose of Information Retrieval, Different Types of Information Search Strategies, Boolean Operators Search, (AND, OR, NOT) Truncation Search, Wild Card Search etc. World Wide Web (WWW), Internet, Internet Applications, Wikipedia.

### **UNIT- 2:**

Online Searching, Need and Purpose of Online Searching, Areas of Online Searching, Importance of Online Searching.

Search Engines Components of Search Engines and its working process, General Search Engines, Academic Search Engines, Subject Search Engines, Uses of Search Engines Evaluation of Search Engines.

Meta Search Engines, Difference between Search Engines and Meta Search Engines, Uses of Meta Search Engines.

Subject Gateways, Online Databases.

### **Course objectives:**

1. Define the Nature and extent of Information
2. Identify Information Discovery Tools
3. Identify types of Information Resources Available
4. Identify different types of Search Strategies on Information Retrieval
5. Identify types of Online Resources available
6. Identify different types of Search Engines and Meta Search Engines

## **Learning outcomes :**

1. Students will study and Discover information sources
2. Students are able to identify the various types of information resources in different formats.
3. Students will gain familiarity on information sources, their typical features, and their utility in the provision of information services.
4. Students will study and practice the Information Retrieval search strategies and the evaluation
5. Students will study on different types of Search Engines and Meta Search Engines.  
of information sources.
6. Students are able to evaluate Search Engines.

## **Select Reading:**

1. A. C. Foskett. *The subject approach to information*. 4<sup>th</sup> ed. London : Bingley, 1982.
2. B. C. Vickery. *Techniques of information retrieval*. London: Butterworths, 1970.
3. Chernyi, A. I. *Introduction to information retrieval theory*. 1973.
4. C. J. Van Rijsbergen. *Information retrieval*. 2<sup>nd</sup> ed. London: Butterworths, 1970.
5. F. Wilfrid Lancaster. *Information retrieval systems: Characteristics, testing and evaluation*. 2<sup>nd</sup> ed. New York: Wiley, 1979.
6. Girija Kumar and Krishan Kumar. *Bibliography*. New Delhi : Vikas. 1993.
7. Guha, B. *Documentation & Information*. 2<sup>nd</sup> Ed. Calcutta: World Press, 1983.
8. Jennifer E. Rowley. *Organising knowledge: an introduction to information retrieval*. Aldorshot: Gower, 1987.
9. Katz, A: *Introduction to Reference Work*. 2V. 6<sup>th</sup> Ed. New York : McGraw Hill. 1992.
10. Kochen, M. (Ed). *Principles of information retrieval*. 1974.
11. Krishan Kumar, Reference service, New Delhi : Vikas. 2007.
12. Lancaster, F. W. *Information retrieval systems, characteristics, testing and evaluation*. 1968.
13. Shera, JH and Egan, ME. *Bibliographic organization*, Chicago.

## **DIGITAL INFORMATION - SCHOLARLY COMMUNICATION FOR RESEARCH**

### **(SEC-4)**

#### **UNIT- 1:**

Digital Information: Concept of Digital Information. Definition, Need, Characteristics and Nature of Digital Information, Purpose of Digital Information, Importance of Digital Information.

Digital Information Sources: Online Sources/ Offline Sources, Advantages and Limitations of Digital Information Sources.

Digital File Formats, Different Types of Digital File Formats. Applications of Digital Files.

#### **UNIT- 2:**

Digital Services, Need and purpose of Digital Services, Online Services, Translation Services, Abstracting and Indexing Services. Open Access Resources.

Scholarly Communication, Definition, need and purpose. Characteristics of Scholarly Communication, Applications of Scholarly Communication. Google Scholarly Communication Service, Ethical use of Information. Copyright, Copyleft and Plagiarism.

#### **Course objectives:**

1. Define the Digital Information and Characteristics of Digital Information.
2. Identify Information Sources and its types.
3. Identify different types of online and offline sources
4. Identify different types of file formats
5. Identify scholarly communication and Plagiarism tools

#### **Learning outcomes :**

1. Students will study Digital information sources
2. Students are able to identify the various types of Digital File formats
3. Students will gain familiarity on information sources, their typical features, and their utility in the provision of information services.
4. Students are able to identify online and offline resources and Open Access Resources.
5. Students are aware of the legal and ethical use of information resources.
6. Students will study copyright issues and plagiarism.

**Select Reading:**

1. Fourie (D) and Dowell (D). Libraries in the information age. 2002. Libraries Unlimited, New York.
2. Katz (William A). Introduction to reference work: reference service and reference process.
3. Foskett (DJ). Information service in libraries. Ed. 2. 1967. Archon Book Hamden, Connecticut.
4. Cheney (F N) and williams (W J). Fundamental reference sources. Ed. 3. 2000. ALA, Chicago.
5. Crawford (John). Evaluation of library and information services 2000. ASLIB, London.
6. Farmer (LSJ), Ed. The human side of reference and information services in academic libraries: adding value in the digital world. 2007. Chandos Publishing, Oxford.

## **GENERIC ELECTIVE:**

### **REFERENCE AND INFORMATION SOURCES AND SERVICES (GE-1)**

#### **Unit-1:**

##### REFERENCE SERVICE:

Definition, need, scope. Reference service in Academic libraries, Special libraries and Public libraries. Types of reference service – Orientation of a freshman, Ready Reference Service and Long Range Reference Service. Reference Process. Information Kiosks.

#### **Unit-2:**

##### INFORMATION SERVICES:

Definition, need, scope. Reference service vis-à-vis Information Service.

Methods of dissemination of information – Current Awareness Service. SDI. Referral.

KINDS OF REFERENCE AND INFORMATION SOURCES; Information Sources – Documentary & Non-Documentary, Primary, Secondary and Tertiary Sources. Evaluation of reference sources.

Searching Information through online from different Reference Tools / Sources – General and Advanced Search Strategies.

#### **Unit-3:**

##### REFERENCE SOURCES:

Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources, Resource discovery tools, Blogs, Web Sites, WEB 3.0 Web Pages, URLs, etc. Electronic Resources in Science, Arts and Social Sciences. Scholarly journals as Information Sources. Ethical use of Information Sources. CopyRight, Plagiarism, Importance of Plagiarism, Plagiarism checker tools and software.

#### **Unit-4: BIBLIOGRAPHY:**

Bibliography Meaning, scope, functions.

Kinds: Enumerative / Systematic, Analytical, Historical, Textual, and Descriptive.

Types: Retrospective and Current. General, Special, National (INB and BNB), Trade, subject. Preparation of bibliographies. Documentation list. BIBLIOGRAPHIC CONTROL -- Meaning, purpose, UBC and UAP.

### **Unit-5: ABSTRACTING SERVICES:**

Abstract : Meaning, use. Types: Indicative and informative. Parts of an Abstract. Abstracting Services / Products. – Examples from different subjects.(Science, Arts, Social Sciences etc)

### INDEXING SERVICES

Index : Meaning, use. Indexing Services / Products – Examples from Different Subjects (Science, Arts, Social Sciences etc)-- Citation Indexes. Citation of Documents – Purpose.

### **Course objectives:**

1. Identify the Reference and Information Sources and services
2. Identify Information Sources and its types.
3. Identify different types of online and offline sources
4. Access information sources on a particular topic
5. Identify different types of electronic resources and journals.
6. Identify the Bibliographic tools and techniques
7. Identify the Abstracting and Indexing services.
8. Use the information found ethically to satisfy the information need.

### **Learning outcomes :**

1. Students will study Reference and information sources and services
2. Students are able to identify the various types of Reference sources
3. Students will gain familiarity on information sources, their typical features, and their utility in the provision of information services.
4. Students are able to distinguish online, offline resources and Open Access Resources.
5. Students will study copyright issues and plagiarism.
6. Students are aware of the legal and ethical use of information resources.

### **Select Reading:**

1. Austbery, Ray. *Bibliography and book production*. Oxford : Pergamon, 1967.
2. Bunch, Allan. *Basics of information work*. London : Clive Bingley, 1964.
3. Davinson, Donald. *Bibliographic Control*. London: Clive Bingley, 1975.
4. Guha, B. *Documentation & Information*. 2<sup>nd</sup> Ed. Calcutta: World Press, 1983.
5. Katz, A: *Introduction to Reference Work*. 2V. 6<sup>th</sup> Ed. New York : McGraw Hill. 1992.
6. Katz. Bill and Tarr, Andrea: *Reference and Information Services, a reader*. N.J.: The Scarecrow Press, 1978.
7. Krishan Kumar: *Reference Service*. New Delhi : Vikas, 1989.
8. Ranganathan, SR. *Reference Service and Bibliography*, Ed.2. Bombay : UBS, 1960.
9. Ranganathan (S R). Reference service. Ed 2. 1989. Ranganthan Endowment for Library Science, Bangalore.
10. Shores, L. *Basic Reference Sources*. Chicago : ALA, 1954.
11. Shera, JH and Egan, ME. *Bibliographic organization*, Chicago