Paper– I: INFORMATION COMUNICATION AND SOCIETY

SECTION – A

(Essay Questions)

Note: Answer any **TWO** Questions. Each Question carries **Five** Marks. **2 x 5 = 10**

1. Define Information. Explain the nature and significance of Information
2. Explain the steps involved in Information transfer cycle and explain the role of information transfer agencies.
3. Briefly describe steps involved in knowledge management process
4. Define IPR (Intellectual Property Rights). Explain the provisions of IPR in detail.
5. Define 'Information Literacy. What are the key characteristics of information literate person?

SECTION-B

Note: *Write **Short Notes** on any* **FIVE** *of the following.* **5 x 2 = 10 Marks.**

1. Information Explosion
2. NAPLIS
3. Knowledge Management Tools
4. WIPO
5. Information Literacy Products
6. **Shannon** Theory
7. **SCONUL** Model
8. Technological Gate-keepers

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Paper II:
Management of Library and Information Systems

Section-A: (Essay Questions)

Note: Answer any TWO Questions. **Marks: 2 x 5 = 10**

1. Examine the various schools of Management in the context of library and information science.
2. Define HRM and explain its objectives and functions.
3. Explain the different types of Budgets and discuss the objectives and purpose of library budget.
4. What is collection development? Discuss the policies and procedures of collection development in libraries

Section-B

Note: Write Short Notes on any* FIVE *of the following. **Marks: 5x2 = 10**

1. Planning
2. Financial Management
3. Project Management
4. Recruitment methods
5. Total Quality Management (TQM)
6. Change Management
7. Disaster Management:
8. Elements of MIS

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SEMESTER-I

Assignment-I

Paper-IV: Information and Communication Technology (Theory)

Max. Marks: 20

SECTION -A

Note: *Answer any **TWO** Questions* *(2x5=10Marks)*

1. Explain ICT. Discuss the role of ICT in modernization of LICs.
2. What is digitization? Write in detail about any one digitization software.
3. Discuss the need for automation of libraries. What are the desirable features of an OPAC Module?
4. Write an essay on Institutional Repositories giving examples.

Section-B:

Note: *Write Short Notes on any **FIVE** of the following.* *5x 2=10 Marks*

a) File Server
b) Satellite Communication
c) E-journals
d) DRM
e) Database
f) Firewall
g) Open source software
h) SOUL

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Paper-III: Information Processing and Retrieval

SECTION – A

(Essay Questions) **Max. Marks: 20**

NOTE: Answer any **TWO** Questions (2 x 5 = 10 Marks)

1. What is Subject Heading? Explain about the SLSH in detail.
2. What is Indexing Techniques? Explain about PRESIS.
3. Describe the ISR in detail.
4. Explain the about MEDLARS. What is the role of LC in USA.

SECTION – B

Note: Write Short Notes on any **FIVE** of the following (5 x 2 = 10 Marks)

1. ISBD
2. RDA & RDF
3. MARC-21
4. DC
5. DOI
6. OPAC and WEBOPAC
7. Database Searching
8. Big Data

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School of Distance Learning and Continuing Education

NAAC-Grade: A+: Kakatiya Univrsity-Warangal-506 009.

Master of Library and Information Science (MLISc)

(Academic Year: 2023-2024)

Semester-I

Instructions For Writing of Assignments & Seminar Paper

Dear Student.

Note: *Read the following Instructions very carefully before writing and submission of all your Assignments and Seminar Paper***.** (Assignments (4) and Seminar Paper (1).

- All your details need to be written on every cover page of assignment.
- Each Paper **Should Be Written In English**.

1. Submission of Assignments and Seminar Paper is **Mandatory**.
2. Each Assignment should be written in **15-20 Pages.**
3. Assignments should be written **ONE SIDE ONLY.**
4. Assignments should be in student's own handwriting.
5. Printed/carbon copies or computer print-outs **Will Not Be Accepted.** Any irregularity will be viewed seriously and the assignments will be **Summarized Rejected.**
6. Write answers clearly and legibly on **A-4 size ONLY.**
7. While writing the assignments, you can use SDLCE course material or other relevant articles/books.
8. You can be write a **Seminar Paper from YOUR COURSE MATERIAL/ANY JOURNAL ARTICLES.**
9. If need any help, contact Course In-charge, SDLCE, KU, Warangal.
10. Each Assignment submit separately with a File Tag/Thread **ONLY**.
11. **Do Not Use Staple.**
12. Student/s those who fail to submit his/her Assignments/Seminar paper will be submit **Next Batch Only.**
13. **No Assignments** and Seminar Papers **Will Not Be Accepted After the Due Date.** (30.05.24)
14. **Submit all your Assignments and Seminar Paper at SDLCE by person ONLY.**
15. **Present Your Seminar Paper with PPT on 22.05.2024, 11.00 AM at SDLCE ONLY.**
16. **Last date for Submission Assignments and Seminar Paper: 22.05.2024.**
17. If need any kind of help, you may be contact course In-charge, while writing assignments/seminar paper.
18. You may be call to SDLCE Enquiry Counter. 0870-2461480/0870-2461490 between 10.30 AM to 4.30 PM on all working days only.

DIRECTOR

MODEL SEMINAR PAPER

Impact of Information Communication Technology (ICT) Applications on Library Services

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(Abstract)

Libraries at present are passing through the information age. The development in the Information and communication technology (ICT), Internet and the web, have brought significant changes in information handling, organizing, managing, consolidating, repacking and dissemination. The introduction of computer in Library and information centers made drastic changes in the information storage, retrieval and dissemination. This paper describes a brief review of information communication technology applications in libraries. The study focuses on the implication of information technology on library services and the extent use of electronic information resources in the libraries.

Key Words: ICT applications, ICT products, CD/DVDs, OPAC and Internet

Introduction:

In the present electronic age, various new technologies are emerging to facilitate information storage, process and transfer much faster than the traditional print media. Information stored in electronic form (Such as in CD-ROMs, Computer databases) can break all the physical and geographical barriers and reach the remotest corner of the world. Most of the Academic and special libraries are now interested to provide information services using latest information technology tools like CD-ROM , DVDs and other Computerized Online databases through Electronic networks, Internet etc.

In the Indian context the establishment of CD-ROM, DVDs workstation, collection of different CD-ROMs, DVDs, online searching of databases of other countries and formation of Internet work

stations are expensive activities for analyzing its effectiveness in satisfying the needs of the users. It helps as a feedback for its parent organizations and helps to make further plans for improving the quality of the library services. (**Rajyalakshmi, D. and Waghmare, S B. 2004)**

In order to visualize the new dimensions of Library trends and system, the organization of information must be a fundamental focus of the profession. There should be a clear cut relation between the organizations of information to the natural process of information seeking and knowledge utilization. There should be a concern in the field of information environment, the history, context and information process in society.

Technological Revolution:

The technological revolution has influenced the libraries so deeply and profoundly. Almost every function in the university libraries had been influenced by the advance in electronics, computers and telecommunications. The traditional catalogue cards, printed indexes and abstracts etc are being replaced with databases. The merger of computers and printing is leading to a new method of information transfer. The vast and fast advance in technology is so extensive and now it is not easy to assess its total effect. But it is clear that the university libraries are in a state of fundamental transformation in the electronic environment. **(Curtin, Dennis, P et.al. 2006).**

Whether the library provides CD-ROM disks, CCOD disks, on-line databases or printed books or periodical indexes, it is the responsibility of the Librarian to give proper instruction to the users to make use of them properly. Computerized indexes are still in their infant stage. Problem of standardization exists there and hence unless the users are given proper direction and guidance it is likely that they may miss much of what is available in the library.

There is a drastic change in the publication as they also take the shape of electronic form. On-line journals are already available in electronic information exchange system (EIES). Many European publishers have already developed the system of Article Delivery On-line Information System (ADONIS), a system to deliver file journal articles on demand from the users. Other new technologies already in use include Video and Optical Disks, CD-ROM, Video text systems and digital Tele-Facsimile equipment etc. All these allow the user to identify and locate information even without entering in a library.

Libraries and Information Technology:

The presence and application of IT changed greatly the quality of work and activities in every field. The specific role of IT plays in shaping effective functioning the libraries and information centers has become an absolute necessity. The present environment has been leading towards digital, and the concept of 'electronic library' has replacing the paper documentation activity and placing the information services. This information services appear in some leading libraries in Andhra Pradesh. (**Isaac, KA, 1996)**

Information Technology has brought revolutionary changes in the functioning of libraries and for a variety of applications in libraries. It helps libraries in creating database of their collections and making them available for easy access to users inside and outside the libraries through networks. Because of this feature, information technology is enabling the libraries to provide the most efficient and specialized information services on information pertaining to literature. Information Technology, establishes an efficient information support and an effective communication system in organization of libraries. Most of the operations within library are interrelated and inter dependent; and mutually supportive for the overall mission of libraries. (**Williams, Brian K; and Sawyer, Stacey C, 2003).**

Information skills and information technology are interconnected and hence referred together as information communication technology (ICT) skills. If it is the machine, ICT is the product. While IT implies one-way communication, ICT implies interaction between the use and the data. Emerging ICT tolls have added a new dimension to education. (**Nagalingam, U, 2008)**

Salient Traits of ICT Applications:

The important and salient traits of newly emerged IT that makes necessity for digitization of library are as follows (**Narasimha Murthy, 2004).**

1. Increased computer power leading to speedier and cheaper computer processing.
2. Use Optical storage media which is cheaper.
3. Digitization of information – text, graphics, photographs, speech, sound, video, etc.
4. Better means for data transfer between different systems and media.
5. Availability of equipment cut sizes and decreased size of equipment.
6. Reliability of hardware and software to perform repetitive and jobs.
7. Wider online availability of book vendors, publishers, book/document selection tools, source materials to facilitate computer-based acquisition.

ICT Applications in Libraries:

The following are Information Technology applications in libraries.

- Library automation.
- Information storage and retrieval
- Resource sharing with network (**Srivasthava & Rajpal, 2005**)

a) Library Automation:

Automation has helped libraries improving library operations and accelerating their working. Now the computers are being used in the areas like acquisition, technical processing, circulation control and serial control.

The computer acquisition system has eased the burden for reorder checking of duplicate purchase orders and follow-up action can also be taken automatically. Information technology has speeded up the accession, processing work by eliminating a large amount of repetitive and time-consuming work. Machine readable cataloguing is easy to manipulate as it can be searched online and from which varieties of outputs are available. The lengthy and time consumable procedures of conventional circulation system are taken by the technological devices like computers, barcode scanners and its software helps in performing these operations quickly and easily and thus saving the time of users and staff.

b) Information Storage and Retrieval:

The information revolution comprises the immense technological advances made during the past centuries in human capabilities to encode, record reproduce, and disseminate information. New technologies for preserving and transmitting visual information have greatly increased information processing capacity. The electronic computer together with its peripheral equipment provides an electromechanical capability for modifying and reprocessing stored information to produce vast new stored of information. Spiraling cost of conventional printed documents in the modern technological era compelled the libraries and information centers to go for the procurement of electronic media like, CD-ROM, floppy diskettes, magnetic tapes etc,

c) Resource sharing through Networks:

Owing to knowledge explosion and the consequent flood of information, no library today,

however big can dream of becoming self-sufficient. Information is being produced at such great speed and in such bulk that even the biggest libraries are not in a position to procure all of it. The goal of self-sufficient has therefore become unrealistic and impracticable. Therefore cooperation and sharing of resources among libraries is very essential for effective library services.

Co-operative ventures which are increasingly know as networks are a means of sharing resources. These have been practiced by librarians for a long time. Groups of libraries have been created and they union catalogues, shared cataloguing data maintain and have engaged themselves in various interlibrary loan activities.

ICT products:

ICT products are electronically deliverable knowledge based products. The electronic information products are available in the form of CD-ROM, DVD or floppies and also available through Internet and Online databases. The information products contain originally the published information in an electronic form or information originally published in print form and then made available electronically **(Rajashekar and Kumbar, 2004)**.

CD-ROMs/DVDs:

CD-ROM technology entered libraries in the form of multimedia resources such as encyclopedia, information banks like census materials, bibliographic electronic retrieval databases and other information forms The CD-ROM is one of the storage and distribution technologies use the laser power and optical techniques. (**Breeding. M, 1999).** The CD-ROM can store substantially more information in a given amount of space. CD-ROM or DVD-ROM as a media with high storage capacity, connectivity and ease of transportation led to production of several CD-ROM based information products, e.g. Silver plotter products, and full-text digital collections available on CD-ROM e.g. IEEE/IEE Electronic Library.

E-books:

An e-Book is essential the contents of books distributed in the form of an electronic file. Any file that holds text can be in theory used as an e-Book. However, there are a number of specialized formats and reading programmes designed with e-book reading in mind. E-Books are exactly like print or paper books except that they are bound electronically. E-Books come in a variety of formats as well. They can be downloaded in .pdf, .html, plain text and rich text formats. (**Jonson, 1994, p.71**)

Electronic Journals or E-Journals:

Electronic journals for all practical purposes may be defined as those journals which are available in Electronic media some may be available on CD-ROM; a few may be available both in electronic media and in print. Today most of the journals appear as parallel version of their print counterparts. Electronic journals could be accessed through Gopher, Ftp, Telnet, and E-mail but are namely accessed through the web.

Internet as a tool for Information Services

Internet is short form of International network and it is also known as Information Super Highway. In other words, internet is the high-speed fiber-optic network of networks that uses TCP/IP protocols to interconnect computer networks around the world, enabling users to communicate via e-mail, transfer data and program files via FTP, find information on the World Wide Web, and access remote computer systems such as online catalogs and electronic databases easily and effortlessly, using an innovative technique called packet switching. (**Srivasthava, K Deepak and Rajpal, Naval. (2005).**

Internet is a storehouse of information. It is an outcome of changes in computer and communication technologies. The concept of 'library without walls' has almost become a reality. There are dozens of resource locators called as search engines like catalogue in the libraries. These conduct key word search and act as a subject index to the 'Net' resources. The rich resources on the Internet are beneficial to all educational endeavours-supporting teaching, research and other academic activities in higher education **(Biradar, 2006).** The advantage of Internet for information professionals when compared traditional, online databases and CD-ROM databases are a mush user potential, inexpensive and speedy communication with many databases.

OPAC:

The Online Public Access Catalogue [OPAC] can be accessed through Internet. The OPAC system is transparent user friendly, menu driven environment and is easier to use. This is more powerful than the card or microform catalogue. In a way, the National Union Catalogue [US] is available online.

Electronic Databases:

Data that is stored more or less permanently in a computer readable field is termed as database. A database can also be seen as a collection of interrelated largely similar data or data records in a set of linked cites designed to facilitate the retrieval of information, which may be processed by one or more application programmes. Further, the files of the database are organized and administered in such a flexible way that these can be adapted to new, unforeseen tasks. (**Singh, Mohinder, 1993**).

E-Mail:

It is an Electronic mail. It is unstable information product. As 21st century dawned, another new type of periodical developed as people continued to adapt to new technology- electronic newsletters. These are distributed by e-mail, usually to individuals who voluntarily registered to receive them. For this e-mail software is deigned, which helps to send and receive e-mails. Outlook Express, Eudora are some of the well known e-mail software. This software has additional features to edit the letter, before connecting to Internet. This saves the time of Internet Account. **(Jonson, P. 1994).**

Library Services and information Communication Technology (ICT):

Electronic information in the new era is changing the duties and services in all fields of library. The use of Internet and the power of search engines have changed the role of libraries and its services radically. ICT is an highly important component of libraries. (**Ranjith, Singh, 2001).** Library automation is the basic need of any library and its activities. Internet and ICT based library services are a must for the present user community in the era of technological innovations. The impact of ICT has definitely changed the way that institutions and libraries perform. Electronic communication infrastructure, online information repositories, legal framework and ICT skilled work force are the major components of information infrastructure leading to faster and easier access to information. ICT helps libraries to capture, store, manipulate and distribute information, adding new services to its users. It is indeed an essential and an added tool to make library services more effectively. (**Kuzilwa. Matilda S. 2003)**

Need of applying ICT Applications in Library services:

- To cope with increasing demands
- To allow more activities to be performed by clerical and paraprofessional staff
- To improve existing services and to provide new services
- To collect better data to aid overall management of the library (Gopala Krishnan, S.2004)
- Helps to increase the quality of services
- Facilitates easy and wiser access to all kinds of information, sources.
- Facilitates faster information communication
- Allows integration of various library operations
- Facilitates cooperation and resource sharing through library networks
- Ultimately helps to save time, space, energy and resources. (Sathyanarayana, N.R. 2004)

Role of Librarian in the ICT era:

In the Digital Environment librarians mission is to work towards meeting the information needs of people by providing high quality information systems, services, products, based on the recorded human knowledge of the world, through the utilization of current and emerging information technologies, i.e. digital technology. To be an active player in the international information industry. To participate in educational training and development programmes that leads to better utilization of information resources by the beneficiaries of our services at large.

Besides, library and information services management is entering a new age of accountability, and the provision of information even in a more traditional of modern library setting is no longer accepted by funding authorities as inherently good. Library and information professionals who are not willing to learn the modern technological advances must justify their existence as the basic concept of quality management is to be applied to library and information service units with success. Responsibility, performance and control are as essential for the successful libraries and information services agencies as they are for any other enterprise.

Conclusion:

Every user needs to understand at least how to use a library to access resources for their studies with the abundance of information available. Information skills refer to evaluative skills of an

individual to select the most appropriate resource. Emerging demand for information has tremendously increased dye to the World Wide Web. To utilize/to access web resources, they need to have information technology (IT) skills, which lead to awareness of advanced technologies.

Today, libraries are struggling to keep their place as the major source of inquiry in the face of emerging digital technology. Digital technology has revolutionized not only the way information is packaged, processed, stored, and disseminated, but also how users seek and access information. Libraries no longer restrict themselves to print services such as collection development, cataloguing and classification, circulation and reference services, current awareness, selective dissemination, and other bibliographic services, but have extended their efforts to interdisciplinary concepts and computer software and hardware and telecommunication engineering and technology.

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SCHOOL OF DISTANCE LEARNING AND CONTINUING EDUCATION (SDLCE)-Kakatiya University (NAAC Grade: A+)
Warangal-506 009.

MLISc-Semester-I
(Academic Year: 2023-2024)

Assignment-I

Paper-I:
Information Communication and Society (ICS)

Name of the Student :

Admission No. /Hall Ticket No. :

Date of Submission :

Mobile No. :

Email ID (capital letters) :

Signature of the Student with date:

School of Distance Learning and Continuing Education
(SDLCE)- Kakatiya University (NAAC Grade: **A+)**
Warangal-506 009.

MLISC-Semester-I
(Academic Year: 2023-2024)

Assignment-II

Paper-II
MANAGEMENT OF LIBRARY AND INFORMATION SYSTEM

Name of the Student :

Admission No. /Hall Ticket No. :

Date of Submission :

Mobile No. :

Email ID (capital letters) :

Signature of the Student with date:

School of Distance Learning and Continuing Education
(SDLCE)- Kakatiya University (NAAC Grade: **A+)**
Warangal- 506 009.

MLISC-Semester-I
(Academic Year: 2023-2024)

Assignment-III

Paper-III
INFORMATION PROCESSING AND RETRIEVAL

- Name of the Student :
- **Admission No. /Hall Ticket No.** :
- Date of Submission :
- Mobile No. :
- Email ID (capital letters) :

School of Distance Learning and Continuing Education
(SDLCE)- Kakatiya University (NAAC Grade: **A+)**
Warangal- 506 009.

MLISC-Semester-I
(Academic Year: 2023-2024)

Assignment-IV

Paper-IV:
INFORMATION AND COMMUNICATION TECHNOLOGY
(ICT)

Name of the Student :

Admission No. /Hall Ticket No. :

Date of Submission :

Mobile No. :

Email ID (capital letters) :

Signature of the Student with date:

School of Distance Learning and Continuing Education (Sdlce)-
Kakatiya University (NAAC Grade: **A+)**
Warangal-506 009.

MLISC-Semester-I
(Batch: 2023-2024)

SEMINAR PAPER

Name of the Seminar Topic:

*(Note: Write **Any Topic** from Your Semester-I Study Material Only)*

Name of the Student :

Adm. No. :

Date of Submission :

Mobile No. :

Email ID (capital letters) :

Signature of the Student with date: