

# **Master of Library and Information Science Syllabus**

**Schedule of Courses for the 1<sup>st</sup> and 2<sup>nd</sup> Semesters (1 year)**

**Five Year Integrated Post Graduate Programme  
(FYIPGP) under**

**National Education Policy, 2020**



**Department of Library and Information Science  
Assam Women's University  
Rowriah, Jorhat  
785004**

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## **Department of Library and Information Science**

The Department of Library and Information Science, Assam Women's University, was established in the year 2015, under the School of Engineering and Technology, with a view to equip the libraries with trained manpower. The department offers two courses, Master of Library and Information Science (M.Lib.I.Sc.) and FYIPGP in Library and Information Science (IPLS). These programmes prepare the student with professional competencies, opportunities in wide spectrum of jobs in libraries, archives, publishing firms, the corporate sector, and firms associated with information products and services. Since its inception, the department has witnessed many bright students and has been successful in contributing to the cause of society by producing efficient human resources. The department supports postgraduate programme which draws a huge number of applicants from all over the North-Eastern states of India. The programme has a strong theoretical and quantitative focus with an emphasis on empirical applications. The department is proud of its many past faculty members who have made significant contributions to the department and other higher educational institutions of the state along with various agencies of Government of Assam. The department is also proud of its numerous alumni who have gone on to distinguished academic careers. Department alumni can be found in the colleges and other non-governmental organizations. The department is hopeful of future achievements in producing rational economic agents for society and provides policies and framework for the development of the discipline.

### **Programme Objective:**

1. To provide an understanding of the vital and pervasive role of information as an essential resource in all developmental activities.
2. To acquaint the students with the application of modern management techniques and ideas essential for Library and Information Science.
3. To provide a thorough insight in to all techniques of information handling with special emphasis on the application of information technology.
4. To train the students to develop their insight and skills in recent trends in collection, organization and dissemination of information by using emerging technologies.
5. To provide necessary skills and ICT background for designing, implementing, operating and managing Libraries and Information Centers.

### **Programme Outcomes:**

**PO1:** Capable of demonstrating comprehensive knowledge and understanding of major concepts, principles, theories and laws of various subjects in Library and Information Science.

**PO2:** Ability to understand and classify simple, compound and complex documents using standard classification schemes; capability to catalogue all types of documents using standard catalogue codes and meta-data standards; ability to carry out library housekeeping operations and to provide library and

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Information services by standard procedures.

**PO3:** Capability to critically analyze subjects of documents to derive subject headings for subject cataloguing, indexing purposes and ability to think critically for solving various problems pertaining to the management of Libraries and Information Centers.

**PO4:** Capable of demonstrating the ability to identify ethical issues related with Intellectual Property Rights while providing library services and able to understand basic philosophy and ethics of librarianship to make them conscientious librarians.

**PO5:** Understanding of concepts of information technology and its application to libraries and capable of using digital technology for communication purpose, for library housekeeping operations, and for searching information from OPAC, Internet and online databases.

**PO6:** Ability to communicate effectively in oral and written forms with users, colleagues and authorities in an effective manner. Ability to seek job opportunities as library professionals; capable of self-paced and self-directed learning aimed at personal and professional development; for improving knowledge and skills and for re skilling through continuing educational opportunities.

### FYIPGP under NEP, 2020

#### A. CREDIT DISTRIBUTION OF COURSES

SEM	Major	DSE(D)	MIN(M)	MDC(G)	AEC(A)	SEC(S)	VAC(V)	INTSP/FW/PW(I)	DISRES(R)	TOTAL
I	4	-	1x4	1x4	1x3	1x3	1x3	-	-	21
II	4	-	1x4	1x4	1x3	1x3	1x3	-	-	21
III	1x4 1x4	-	1x4	1x4	1x3	1x3	-	-	-	22
IV	1x4 1x4 1x4 1x4	-	1x4	-	-	-	1x3	-	-	23
<b>Total</b>										<b>87</b>

#### B. DISTRIBUTION OF COURSES

##### List of Major Courses:

Sl.no	Semester	Course code	Title
1	I	IPLSMJ1401	Library, information and society
2	II	IPLSMJ2401	Reference sources and services
3	III	IPLSMJ3401	Knowledge Organization and Processing: Classification(Theory&Practical)
4		IPLSMJ3402	User Studies
5	IV	IPLSMJ4401	Knowledge Organization and Processing: Cataloguing (theory & Practical)
6		IPLSMJ4402	ICT for libraries
7		IPLSMJ4403	Library management
8		IPLSMJ4404	Museums and Archives

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### List of Minor Courses

Sl.no	Semester	Course code	Title
1	I	IPLSMN1401	Role of Libraries and Information Centres in Society
2	II	IPLSMN2401	Information and Communication technology: Basics
3	III	IPLSMN3401	Academic & Public Library Systems
4	IV	IPLSMN4401	Knowledge Organization and Processing: Classification & Cataloguing (Theory & Practical)

### List of Multi-Disciplinary Courses (MDC)

Sl.no	Semester	Course code	Title
1	I	IPLSMD1401	Academic and Public library system
2	II	IPLSMD2401	Knowledge society
3	III	IPLSMD3401	Information literacy

### Skill Enhancement Course (SEC)

Sl.no	Semester	Course code	Title
1	I	IPLSSE1301	Communication skills for librarianship
2	II	IPLSSE2301	Information Policies and Laws
3	III	IPLSSE3301	Higher Education and Libraries

## DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

### Structure of courses (FYIPGP)

year	Semester	Component		Course code	No. of courses	Credit per course	Total credit	
First year	I	Library, information and society	Major	IPLSMJ1401	1	4	4	
		Role of Libraries and Information Centres in Society	Minor	IPLSMN1401	1	4	4	
		Academic and Public library system	MDC	IPLSMD1401	1	4	4	
		Information Literacy	AEC	IPLSAE1301	1	3	3	
		Communication skills for librarianship	SEC	IPLSSE1301	1	3	3	
		Academic Writing	VAC	IPVA1311	1	3	3	
								21
	II	Reference sources and services	Major	IPLSMJ2401	1	4	4	
		Information and Communication technology: Basics	Minor	IPLSMN2401	1	4	4	
Knowledge society		MDC	IPLSMD2401	1	4	4		

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		(Will be taken from Central Basket)	AEC		1	3	3
		Information Policies and Laws	SEC	IPLSSE2301	1	3	3
		Life Skill Education	VAC	IPVA2312	1	3	3
							21
Second year	III	Knowledge Organization and Processing: Classification (Theory & Practical)	Major	IPLSMJ3401	1	4	4
		User Studies	Major	IPLSMJ3402	1	4	4
		Academic & Public Library Systems	Minor	IPLSMN3401	1	4	4
		Information literacy	MDC	IPLSMD3401	1	4	4
		Effective Decision Making (SWAYAM)	AEC		1	3	3
		Higher Education and Libraries	SEC	IPLSSE3301	1	3	3
							22
	IV	Knowledge Organization and Processing: Cataloguing (theory & Practical)	Major	IPLSMJ4401	1	4	4
		ICT for libraries	Major	IPLSMJ4402	1	4	4
		Library Management	Major	IPLSMJ4403	1	4	4
		Museum and Archives	Major	IPLSMJ4404	1	4	4
		Knowledge Organization and Processing: Classification & Cataloguing (Theory & Practical)	Minor	IPLSMN4401	1	4	4
		School Librarianship	VAC	IPVA4313	1	3	3
							23
<b>Total</b>					<b>87</b>		

Abbreviations Used:

❖ MJ= Major

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- ❖ **MN=Minor**
- ❖ **MD=Multi-Disciplinary Course**
- ❖ **VA=Value Added Course**
- ❖ **AE=Ability Enhancement Course**
- ❖ **SE=Skill Enhancement Course**

# Detail Syllabus Semester-Wise

## Semester-I

Course Title-Library, Information and Society

Course Code: IPLSMJ1401

Credit- 3+1+0=4

### Course Outcome:

After the completion of this course , the student will be able to:

- Students will be made aware about the role of libraries as a social institution.
- The students will know about types of libraries and their functions.
- To acquaint students with the development of libraries during different civilization till present.
- The students will be able to recognized different information sources and learn to locate it.

**Unit 1:** Library as a Social Institution - Historical Foundation of Libraries; Role of Libraries in National Development; Information Society; Library Extension Activities and Outreach Programme.

**Unit2:** Laws- Five Laws of Library and Information Science; Implications of Five Laws of Library and Information Science.

**Unit 3:** Library Development-Development of Libraries in India with Special Reference to Assam; Libraries as a part of civilization: Indus valley, Chinese Mesopotamia; Librarianship as Profession.

**Unit 4:** Information Sources: Definition, Characteristics, Types of information sources- Documentary and non-documentary sources, primary secondary and tertiary sources.

### Recommended Books:

- 1) Tiwari,P.(2009).Organization and Development of Libraries NewDelhi,A.P.H.Pub.
- 2) Kumar Krishan:(1987) Library Organization, New Delhi, Vikas Pub. House Pvt. Ltd.
- 3) Paliwal,P.K.(2000)Compendium of Library Administration. New Delhi , Ess Ess Pub.
- 4) Parker, Charles and Café. Thomas(1993)Management Information System: Strategy and Action, New York, McGraw Hill. Pub.
- 5) Evans,G.E.(1978).Management Techniques for Librarians.
- 5)Kumar Krishan(1989).LibraryAdministrationandManagement,NewDelhi,VikasPub. House.

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6.) Ranganathan,S.R: Five Laws of Library Science

**Course Title-Role of Libraries and Information Centers in  
Society**

**CourseCode:IPLSMN1401**

**Credit: 3+1+0=4**

**Course Outcome:**

**After the completion of this course, the student will be able to:**

- Students will learn the relationship between Library and society
- Students will learn the relationship between Library and education
- Students will learn the relationship between Library and recreational activities
- Students will learn the relationship between Library and the changing society

**Course Content:**

**Unit1:**Introduction- Development of libraries, Library and its relation to society

**Unit2:**Library and Education: Formal, Non-Formal, Working, specially abled.

**Unit3:**Library in Research, Cultural Activities, Disseminating Information, Religious and Spiritual Institutions, Recreation and Leisure

**Unit4:** Library and the Changing Society.

**Course Title-Academic and Public Library System**

**Course Code: IPLSMD1401**

**Credit- 3+1+0=4**

**Course Outcome:**

**After the completion of this course, the student will be able to:**

- An idea will be developed about academic libraries and its nature
- Students will develop an insight on how overall management of human resources is being done in LICs
- Students will acquaint with the nature and services of Public libraries for different categories of users
- They will be able to identify organizations working for the cause of Public libraries at national level

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**Unit 1:** Academic Libraries: Objectives, Functions and Services; Role of UGC in Promoting Academic Libraries; Monitoring/ Accreditation Agencies in Academic library (UGC, NAAC)

**Unit 2:** Human Resource Management in Academic Libraries; Staffing pattern in Academic Libraries; Role and Status of the Library Staff.

**Unit 3:** Public Library: An Introduction - Growth and development of Public libraries in India; Objectives, features and functions of Public Libraries; Public Library services for different categories of users, Extension Services

**Unit 4:** National and International bodies for development of Public Libraries: UNESCO, IFLA, RRRLF, National Library Kolkata, Ministry of Culture. GOI; National Missions: National Missions on Libraries, National Mission for Manuscripts, National Literacy Mission

**Suggested Readings:**

1. Guha, B. (1983). Documentation and information: Services, techniques and systems (2nd rev. ed.). Calcutta: World Press.
2. Hackos, JoAnnT. 2006. Managing Your Documentation Projects. Canada: Johnwiley .&sons Ltd.
3. Rueping, Andreas. 2003. Agile Documentation: A Pattern Guide to Producing Lightweight Documents for Software Project. Canada: John Wiley and Sons

**Course title: Information Literacy**

**Course Code: IPLSAE1301**

**Credit: 2+1+0=3**

**Course Outcome: After completion of the course, students will be able to:**

**After the completion of this course, the student will be able to:**

- Collect required information from different reference and information sources;
- Understand about different categories of information sources
- Understand how to retrieve the information from the system or a database.

**Course Content:**

**Unit 1:** Library - Definition, Need and Scope; Types of Libraries: Public, Academic, Special and National- objectives, functions, services; Traditional and Modern Library Services; Role of Librarians; Library Websites, Library Portals, Library Gateways



**Unit 2:** Information sources: definition and characteristics; Types of information sources: Documentary-primary, secondary and tertiary, Non- Documentary; Print sources of information, Digital Sources of Information

**Unit3:**Concept of citation, reference and Bibliography.

**Course Title-Communication Skills for  
librarianship**

**Course Code: IPLSSE1301**

**Credit-2+1+0=3**

**Course Outcome:**

**After the completion of this course, the student will be able to:**

- The student will be able to Understand the importance of Communication
- The student will learn on public speaking
- The student will be able to write technical writing essential in Librarianship

**Unit 1:** Communication: Concept and Need; Kinds of Communication; Communication Process; Channels of Communication; Verbal Communication; Non-Verbal Communication, Visual Communication.

**Unit 2:** Reading Comprehension: Characteristics of a good Conversation; 3Ps of Publicspeaking, Assertive communication.

**Unit 3:** Technical communication skills; Purpose of technical Communication skill; letter writing, E-mail writing, Business writing, Report Writing, minutes, memo.

**Recommended Books:**

- (i) Tuhovsky,I.(2019).*TheScienceofeffectiveCommunication*:Rupapublication
- (ii.) Schnurr, S.(2012) *Exploring Professional Communication*:Routledge,.Print. (iii.)Monippally, M. (1996).*Effective Communication Skill*:Tata McGraw Hill (iv.)Gupta,S.(2014).*A handbook for Letter Writing*.Uttar Pradesh:Arihant

**CourseTitle - Academic Writing**

**Course Code: IPVA1311**

**Credit- 2+1+0= 3**

**Unit 1 :** Basic of writing : Purpose of Academic Writing, Features of Academic Writing, Common Type of academic writing, Components of Academic Writing.

**Unit 2 :** Writing and Different Modes of Writing: Avoid Ambiguity & Vagueness, Unwanted



Generalizations, and Oversimplification of Issues Provide Background Information, Use Examples to Explain Concepts; Different Modes of Writing: E-mails, Applications, Report writing, Notice writing.

**Unit 3** : Resume Skills : Preparation and Presentation -Introduction of résumé and its importance, Difference between a CV, résumé and biodata, Essential components of a good résumé, Common Errors.

#### Suggested Reading

1. Gillett, A, Angela Hammond and Mary Martala. *Inside Track: Successful Academic Writing*. Essex: Pearson Education Limited. 2009.
2. Murray and Geraldine Hughes. *Writing up your University Assignments and Research Projects: A Practical Handbook*. New York: Open University Press. 2008.
3. Swales, J. M., and C. B. Feak. *Academic Writing for Graduate Students: A Course for Non native Speakers of English*. Ann Arbor: University of Michigan Press. 1994.
4. Yakhontova, T. *English Academic Writing for Students and Researchers*. 2003.
5. Wallwork. *English for Academic Research: Writing Exercises*. New York: Springer. (2013). MLA Handbook-Ninth Edition

## **Semester-II**

**Course Title-Reference Sources and**

**Services Course Code:IPLSMJ2401**

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## Credit-3+1+0=4

### Course Outcome(CO):

After the completion of this course, the student will be able to:

- Describe the structure of different kinds of documentary resources useful and accessible to variety of users;
- Describe the need, use and functions of bibliography;
- Explain the concept of bibliographical control;
- Enumerate different types of Indexing & Abstracting periodicals with examples.

**Unit1:** Reference and Information Sources - Definitions and characteristics; Types of Information Sources: Non-Documentary and Documentary - Primary, Secondary and Tertiary; Dictionaries, Encyclopedias, Almanacs, Yearbooks, Directories, Handbooks, Manuals, News summaries, Concordances, Biographical and Geographical sources; Bibliographies: National bibliography, Subject bibliography, Union list, Publishers bibliographies.

**Unit2:** Evaluation of basic reference sources; Electronic resources: Offline and Online.

**Unit3:** References and Information Service—Definition and need; Types of Reference Services -Long Range and Ready Reference Service; CAS and SDI.

**Unit4:** Referral service, Translation service, Reprographics service, Newspaper Clipping Service, Document Delivery Service; Documentation and bibliographic services, Indexing and abstracting services, Indicative and informative abstracts, Literature search (Off Line/ On Line); Content analysis, auto indexing and abstracting, Digest service, Trend Report; Digital reference service: Meaning and modes.

### Suggested Readings:

1. Bopp, Richard E. & Smith, Linda C. (Eds). 2011. Reference and Information Services: An Introduction. (4th ed.) Libraries Unlimited.
2. Krishan Kumar. (1996). Reference Service. (5th rev. ed.) New Delhi: Vikas Publishing.  
Ranganathan, S.R. (1989). Reference Service. (2nd ed.) Bangalore: Ranganathan Endowment for Library Science.
3. Sharma, C.K. (2006). Reference Service and Sources. New Delhi: Atlantic Publishers and Distributors.
4. Singh, Gurdev. (2013). Information Sources, Services and Systems. Delhi: Prentice Hall of India.  
Nicholas, D. (2000). Accessing Information Needs: Tools, techniques and concepts for the internet age (2nd ed). London: ASLIB.
5. Hillard, J. M. (2000). Where to find what: A handbook to Reference Service, (4th ed.). Lanham, Md.: Scarecrow Press.

**Course title: Information and Communication Technology-Basics**

**Course Code: IPLSMN2401**



**CourseCredit:2+1+1=4**

**Course outcome**

**After the completion of this course, the student will be able to:**

- To make the students understand about computer's memory system.
- To make the students acquainted with some popular operating system and software package
- To introduce the students to database management system
- It will make the students skilled with basic computer software.

**Unit1:** Fundamentals of ICT-Meaning, Definition, Components, Applications; Computer, block diagram of computer, Different Components of Computer, History of Computer

**Unit2:** Computer Hardware: Overview of various Input, Output and Storage Devices; Computer software: Types: System Software and Application Software;

**Unit3:** Networks Technology; Network-Types, and Components; Internet-Concept, Services and Applications of Internet in Library and Information Centers, internet protocol, internet security

**Unit4:** Practical: Software packages like Microsoft Office-Microsoft Word, PowerPoint, Paint.

**Suggested reading**

1. Goyal, A. (2010). *Computer Fundamentals*. Chennai: Pearson Publication
2. Decson, E. (2000). *Managing with Information technology*. Great Britain: Koganpage Ltd.
3. Dhiman, A. K. (2003). *Basics of Information technology for librarians and Information scientists*, Vol.1. New Delhi: Ess Ess.
4. Gupta, V. (2005). *Rapidix Computer Course*. New Delhi: Pustak Mahal.
5. Hunter & Shelly (2002). *Computers and common sense*, New Delhi: Prentice-Hall.

**Course Title-Knowledge Society**

**Course Code: IPLSMD2401**

**Credit- 3+1+0= 4**

**Course Outcome:**

**After the completion of this course, the student will be able to:**

After Completion of the course, students will be able to



- understand the importance of information and its different components in different fields of knowledge
- Develop idea on different means of communication of information.
- Know about important concepts related scholarly communication as IPR, Copyright and Fair Use
- Will acquaint with the nature of Librarianship, its relation with other profession

**Unit 1:** Information and Information Science- Concept, Characteristics, definitions, scope and objectives; Data, Information & Knowledge iii. Information needs in different fields of knowledge. iv. Economics of Information and its components.

**Unit 2:** Library and Communication- Communication Process in Society; Personal and mass communication; Scholarly communication process, scientific communication; Channels, models and barriers; Role of libraries in communication process

**Unit 3:** Knowledge Society- It's genesis, characteristics; Impact of knowledge society on libraries; National Information Policy; Censorship, IPR, Copyright and Fair Use

**Unit 4:** Library Profession-Concept, LIS as profession, its relationship with other subjects Education and training in LIS in India, National Knowledge Commission, NEP 2020,SWAYAM

### **Recommended Readings:**

1. Andal,N.: Communication theories and models. Mumbai: Himalaya, 1998.
2. Bahr,Alic Harrison(Ed.):Future teaching roles for academic librarians. New York: Haworth press, 2000.
3. Barua,B.P.:NationalPolicyonLibraryandInformationSystem.Mumbai:Popular Prakashan. 1992
4. Bridges, K.ed. : Expectations of librarians in the 21st century. Westport: Greenwood press, 2003.
5. Brophy, P. :The library in the 21st Century– new services for the information age. London: Library Association, 2001.
6. Foskett,D.J.:Pathwaysforcommunications:booksandlibrariesinainformationage. London: Clive Bingley, 1984.
7. Krzys,R&Litton,G.:Worldlibrarianship:acomparativestudy.NewYork:Marcel Dekker, 1983.
8. Lankes, D.R. :The atlas of new librarianship. Cambridge: The MIT Press, 2011
9. Line, Maurice: World of books and information: Essays in honour of Lord Dainton. London : British Library, 1987.

10. Martin, W.J.: The Information Society. London: Aslib. 1988  
11. Prashar, R. G.: Information and its communication. New Delhi: Medallion, 1991.

**Course Title: Information Policies and Laws**

**Course Code: IPLSSE2301**

**Credit: 2+1+0=3**

**Course Outcome(CO)**

**After the completion of this course, the student will be able to:**

- To be acquainted with the Information Policies
- To disseminate knowledge about various Laws related to information, use of contents etc. about the Industrial Information Sources, products and services.
- To develop acquaintance with fair use of reading materials.

**Unit 1:** Information Policies: Information Policy: Overview, History, Role of Information policy, Types, Importance and Issues.

**Unit 2:** Right to Information Act, 2005. Right to Education Act, 2011. UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018

**Unit 3:** IPR: Trade Marks. Patents: Patent-ability of Invention, Legal protection for computer software and Multimedia products, Patent Rights, Licensing, Infringement of Patents, WIPO,

**Suggested readings:**

1. Andrews, Judith., & Law, Derek. (2017). Digital Libraries: Policy, Planning and Practice 1st ed., Routledge Publications,
2. Dan Burk and Mark Lemley, The Patent Crisis (and How the Courts Can Solve It) (University of Chicago Press: Chicago, 2009), pp 3-94 and 109-141.
3. Daniel Solove, Marc Rotenberg, and Paul Schwartz, Privacy, Information, and Technology (Aspen Publishers, 2006), pp 8-54, 57-107, 309-316
4. Dina, Yemisi. (2015). Law Librarianship in Academic Libraries: Best Practices / 1st ed., Chandos Publishing
5. Jessica Litman, Digital Copyright: Protecting Intellectual Property on the Internet, pp 15-34, 89-100, 111-191.
6. Jonathan Nuechterlein and Philip Weiser, Digital Crossroads: American Telecommunications Policy in the Internet Age (MIT Press: Cambridge MA, 2005), pp 1-30, 45-68, and 225-290.
7. Sandra Braman, "Bounding the Domain: Information Policy for the Twenty-First Century," in Change of State: Information, Policy, and Power (MIT Press: Cambridge MA, 2006), pp 56-78.



8. The Digital Millennium Copyright Act: Highlights of New Copyright Provision Establishing Limitation of Liability for Online Service Providers,” Medical Library Association:

**Course Title-Life Skill Education**

**Course Code: IPVA2312**

**Credit- 2+1+0= 3**

**Course Outcome:**

**After the completion of this course, the student will be able to:**

- **Understand the concept of Self**
- **Develop communication and interpersonal skills**
- **Develop strategies to good decision making**
- **Develop Critical Thinking skills to use in day to day life**

**Unit 1 :** Self-awareness : Stress management, Emotional regulation, Positive thinking, Self-esteem. Understanding self-concept, Developing self-awareness, Self-examination, Self-reflection and Introspection, Self-regulation

**Unit 2 :** Interpersonal Skills: Empathy, Listening skills, Interpersonal effectiveness, Handling disputes, Managing relationships, Confident communication, Digital literacy

**Unit 3 :** Thinking Skills : Goal setting, Decision making, Problem solving, Critical and creative thinking, Executive function skills, Resilience (bouncing back from adversity)

**Suggested Readings**

1. Ciccarelli, S & White, J. (2017). *Psychology: An Exploration*. London: Pearson.
2. Hansburg, F & Silberman, M. (2000). *PeopleSmart*. United State: Berrett-Koehler:
3. Garner, A. (). *Con conversationally Speaking*. New York: McGraw-Hill Education,
4. Dobelli, R. (2011). *The Art of Thinking Clearly*. United Kingdom: Sceptre
5. Ariely, D. (2010). *Predictably Irrational : The Hidden Forces That Shape Our Decisions*. USA: Harper Perennial

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