

SESSION 2023-24

Syllabus

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib. I. Sc.)

2-Year Integrated

SEMESTER - I

MASTER OF LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
CORE COURSES

MLIS-101: FUNDAMENTALS OF LIBRARY AND INFORMATION SOCIETY	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.
Objectives <ul style="list-style-type: none"> • To introduce students to the role of Libraries in the Society. • To introduce students to the Laws of Library Science. • To provide an overview of Professional Associations. • To introduce students to Library Legislation in India. 	
Course Outcomes: After completing this course, students shall be able to: MLIS-101.1 Understand the roles of Libraries in Society MLIS-101.2 Understand the implications of Five Laws of Library & Information Science MLIS-101.3 Familiarize with Professional Associations and extension services MLIS-101.4 Familiarise with Library Legislation in India	
Note for the Paper Setter <p>The paper is divided into 4 Units. The examinees will be required to attempt <i>Five</i> questions in all, including Question 1, which is compulsory and selecting <i>One</i> question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set <i>Two</i> questions from each Unit.</p>	
Unit – I: Concept of Library in Society <ul style="list-style-type: none"> - Social and historical foundations of the library - Development of libraries with special reference to India - Different types of libraries - their distinguishing features and functions 	
Unit – II: Normative Principles of Library and Information Science <ul style="list-style-type: none"> - Five Laws of Library Science and their Implications on Library and Information Activities 	
Unit – III: Laws relating to Libraries and Information Centres <ul style="list-style-type: none"> - Library Legislation in India: Need and essential features - Copyright Act and Delivery of Books (Public Libraries) Act - Librarianship as a Profession - Professional ethics 	
Unit – IV: Professional Association, Public Relations, Extension Activities and Resource Sharing <ul style="list-style-type: none"> - Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO - Definition: Facets and programmes of PR and Extension Services - Resource Sharing and Library Networking 	

Recommended Books

1. Gardener, Frank M. (1971). *Public Library Legislation: A Comparative Study*. Paris: UNESCO.
2. Harrison, Colin & Beenham, Rosemary. (1987). *The Basic of Librarianship*. London: Clive-Bengley.
3. India Ministry of Education. (1959). *Report of the Advisory Committee for Libraries*. Delhi: Manager of Publications.
4. Jefferson, G. (1969). *Libraries and Society*. London: James Clarks and Co.
5. Khanna, J.K. *Fundamentals of Library Organisation*.
6. Khanna, J.K. (1987). *Library and Society*. Kurukshetra: Research Publication.
7. Saini, O.P. *Pustakālaya aura Samāja*. (Hindi medium)

**MLIS-102 (T): KNOWLEDGE ORGANIZATION: CLASSIFICATION
THEORY AND PRACTICE**

Objectives

- To introduce the structure and attributes of the Universe of Knowledge
- To familiarize with the process of Library Classification
- To familiarize with various provisions of major Classification Schemes
- To introduce the provisions of classifying books using CC and DDC.

Course Outcomes: After completing this course, students shall be able to:

MLIS-102.1 Understand the nature and attributes of the Universe of Knowledge.

MLIS-102.2 Understand the various aspects of Library Classification.

MLIS-102.3 Understand salient features of major Classification Schemes and Current Trends in Classification.

MLIS-102.4 Develop skills in Subject Analysis and classifying the documents using Classification Schemes.

Part-I: Theory

Total Marks: 50

Internal Assessment: 15 Marks

Theory Examination Marks: 35

Credit: 02

Time: 2 Hours

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **4** short questions (2 marks each) and having no internal choice, spread over the whole syllabi. The Examiner will set **Two** questions from each Unit carrying 9 marks each.

Unit – I: Library Classification Theory - I

- Library Classification: Definition, Need and Purpose
- Subjects: Basic, Compound and Complex
- Modes of Formation of Subjects
- Planes of Work
- Notation: Need, Type and Quality

Unit – II: Library Classification Theory - II

- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

Unit-III: Classification Schemes & Current Trends

- Overview of Colon Classification.
- Main features of the latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

**MLIS-102 (P): KNOWLEDGE ORGANIZATION: CLASSIFICATION
THEORY AND PRACTICE**

Part – II: Practice

Total Marks: 50

Internal Assessment: 15 Marks

Practical Examination Marks: 35

Credit: 02

Time: 2 Hours

Unit-I: Colon Classification (6th Rev. ed.)

Marks: 15

Note: There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

Syllabus

- Simple Subject.
- Fundamental Categories.
- Facet Analysis and Facet Sequence.
- Devices.
- Common Isolates.
- Phase Relations.

Unit-II: Dewey Decimal Classification

Marks: 20

Note: There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

Syllabus

- Simple Subject (Summaries).
- Introduction to Schedules.
- Use of Tables.
- Relative Index.

Recommended Books

1. Dewey, Melvil. (2011). *Dewey Decimal Classification and Relative Index* (23rd Ed.). Ohio: OCLC Online Computer Library Centre.
2. Dhyani, Pushpa. (2000). *Theory of Library Classification*. Delhi: Vishwa Prakashan,
3. Kumar, Krishan. (1985). *Theory of Library Classification*. Delhi: Vikas
4. Ranganathan, S.R. (1963). *Colon Classification* (Revised ed. 6). Ess Ess Publications.
5. Ranganathan, S.R. (1967). *Prolegomena to library classification* (3rd ed.). Bombay: Sarda Ranganathan Endowment.
6. Satija, M.P. (1995). *Manual for practical Colon Classification* (3rd Revised ed.). New Delhi: Sterling.

MLIS 103: Information Communication Technology (Theory)

Total Credit: 4

Total Marks: 100

Max. Marks ET Theory: 70

Max. Marks IA Theory: 30

Duration of Theory Exam: 3 Hrs.

Course outcomes at the end students will be able to know

MLIS-103.1: The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems

MLIS-103.2: The possibilities of ICTs in designing library services

MLIS-103.3: The use of communication and networking technologies in developing library systems and services

MLIS-103.4: The current trends in library networks operational in India.

Note The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory, and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit 1: Computer Hardware and Software

- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application software
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit II: Computer Applications to Library and Information Services

- Role of computers in Libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need, purpose & objectives
- Library management software: features, modules and selection
- Basic features of Library Management Software (KOHA, SOUL etc.)
- Open source Digital Library Software (DSpace and Greenstone)

Unit III: Communication Technologies and their Applications

- Telecommunications: need, purpose and objectives
- Modes – Simplex, half duplex, full duplex and; media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit IV: Networking and Internet

- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
- Library networks: need, purpose, objectives & resource sharing
- Internet: concept, definition, origin, need, purpose & services
- Search Strategies – Boolean operator, and Wild card.

Recommended Books

1. Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences*. New Delhi: BPB.
2. Bharihoke, Deepak. (2002). *Fundamentals of IT* (2nd ed). New Delhi: Excel Books.
3. Chowdhury, G. G. & Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.
4. Chowdhury, G. G. & Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet.
5. Cox, Joyce, Lambert, Joan & Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
6. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
7. Pandian, M. Paul & Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw–Hill.
8. Rajaraman. (2001). *Fundamentals of computers* (3rd ed.). New Delhi: Prentice Hall of India.
9. Rowley, Jennifer. (1993). *Computers for Libraries* (3rd ed.). London: Library Association.

MLIS 104: Information Communication Technology (Practice)

Total Credit: 4

Total Marks: 100

Max. Marks EP Practice: 70

Max. Marks IA Practice: 30

Duration of Practical Exam: 3 Hrs.

Course outcomes: At the end students will able to know

MLIS-104.1: to explore the basic ICTs tools in a practical manner

MLIS-104.2: to learn the usages of system and application software

MLIS-104.3: to learn hands-on practice about library management software

MLIS-104.4: to acquaint the students in using effective Internet search by learning various search strategies.

Note The paper is divided into 4 units. The Examiner will set *Two* questions from each Unit. The candidates are required to attempt 5 questions in all by selecting at least one question from each unit. All questions carry equal marks.

Unit 1: System Software: WINDOWS (latest) Operating System

- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories applets: Calculator and Paint.

Unit II: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)

- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit III: Application Software

- Basics of SOUL/KOHA
- Installation by the students
- Modules handling, inserting, and updating
- Basics of DSpace

Unit IV: Online and Offline Searching

- Offline search: files and folders
- Online search: Basic and advance
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Recommended Books

1. Amba, Sanjeevi & Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: Ess Ess Publications.
2. Chowdhury, G. G. Chowdhury & Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet.
3. Chowdhury, G. G. Chowdhury & Sudatta. (2000). *Searching CD-ROM and online information sources*. London: Library Association.
4. Neelameghan, A. Lalitha, & S. K. (2001). *Tutor+: A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
6. Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley.
7. Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.
8. Winship, Ian & McNab, Alison. (2000). *Student's guide to the Internet*. London: Library Association
9. UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5*. Paris: UNESCO

**MLIS-105: INFORMATION SYSTEMS, NETWORKS,
AND INFORMATION LITERACY**

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs.

Objectives

- To understand Information Systems and services of Library & Information Networks
- To understand the concept and scope of Information Literacy
- To acquaint with the theoretical framework of Information Literacy
- To plan and implement Information Literacy Programmes in different types of libraries
- To know the suitable techniques and products for Information Literacy.

Course Outcomes: After completing this course, students shall be able to:

MLIS -105.1 Acquaint with the Information Systems, and Library & Information Networks.

MLIS -105.2. Understand the concept of Information Literacy and its importance for lifelong learning.

MLIS -105.3. Know the information literacy programmes in different types of libraries.

MLIS -105.4. Impart Information Literacy instructions and prepare significant Information Literacy products.

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit-1: Information Systems and Library Networks

- Definitions, types and overview of Information Systems
- Definitions, types and overview of Information Networks.
- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

Unit-II: Concept, Types and Importance of Information Literacy

- Information Literacy: Concept, Definition, Need and Importance
- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Information Literacy and Lifelong Learning
- Information Literacy: Initiatives and Forums in India

Unit-III: Information Literacy Courses and Implementation

- Information Literacy and LIS Education
- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries

Unit-IV: Information Literacy Instruction Methods

- Library Induction
- Lecture, Demonstration, Practicals, Assignments
- Information Literacy Products: Library Brochure, Web based Access Instruction

Recommended Books (Theory)

1. Andretta, S. (2012). *Ways of experiencing information literacy: Making the case for a relational approach*. Chandos: Oxford.
2. Association of College and Research Libraries. (2000). *Information Literacy Competency Standards for Higher Education*. Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>
3. Aswal, R. S. (ed.), (2003). *Information Network in India*. New Delhi: Ess Ess Publication.
4. Bawden, David. (2001). *Information and Digital Literacy: a review of concepts*. *Journal of Documentation* 57, 2; 218-259.
5. Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide Auslib Press.
6. Cardiff University Library Services. (2016). *Handbook for Information Literacy Teaching*. <http://sites.cardiff.ac.uk/ilrb/handbook/>
7. Council of Australian University Librarians. (2001). *Information Literacy Standards*. Canberra: Council of Australian University Librarians.
8. Godwin, P and Parker, J. (2009). *Information literacy meets library 2.0*. Santa Barbara, Facet.
9. Kaul, H. K. (1999). *Library Resource Sharing Networks*. New Delhi: Virgo Publications.
10. Khanna, J.K. (1996). *Handbook of Information Systems and Services*. New Delhi: Beacon Books.
11. Khanna, J.K. (2000). *Documentation and Information Services, Systems and Techniques*. Agra: Y.K. Publishers.
12. Lithikar, Shalini R. (2012). *Information Systems and Networks in India*. New Delhi: Today and Tomorrow's Printers and Publishers.
13. Mackey, T.P and Jacobson, T.E. (2011). *Teaching information literacy online*. London: Neal-Schuman.
14. Neelameghan, A. and Prasad, K. N. (1998). *Information Systems, Networks and Services in India: Developments and Trends*. 2 vols. New Delhi: Indian Bibliographic Center.
15. Presidential Committee on Information Literacy, American Library Association. Final Report. (1989). Chicago: American Library Association. <http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm>
16. Rowley, J. E. (1996). *The Basics of Information Systems*. London: Facet Publishing.
17. Sewa Singh. (1999). "Library and Information networks in India." In *Vistas in Library, Information Systems and Networks*. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.
18. Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. London: SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
19. Torras, M.C and Saetre, T.P. (2009). *Information Literacy Education*. Oxford, Chandos Publishing.

WEBSITES

- CALIBNET: www.calibnet.org
- DELNET: <http://delnet.in/index.html>
- INFLIBNET: www.inflibnet.ac.in
- MALIBNET: www.angelfire.com/in/malibnet
- MEDLARS: www.nlm.nih.gov
- NICNET: www.home.in

SESSION 2023-24

Syllabus

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib. I. Sc.)

2-Year Integrated

SEMESTER - II

MASTER OF LIBRARY AND INFORMATION SCIENCE
SEMESTER - II
CORE COURSES

MLIS-106: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.
<p>Objectives</p> <ul style="list-style-type: none"> • To introduce Environmental Factors of Libraries and Information Centres. • To understand Organizational Structure of libraries. • To study Functions and Routines of different Sections of libraries. 	
<p>Course Outcomes: After completing this course, students shall be able to:</p> <p>MLIS-106.1 Understand the Management aspects of Library & Information Centres.</p> <p>MLIS-106.2 Understand Library Finance and Budgeting.</p> <p>MLIS-106.3 Familiarize with the different Sections of the Library & Information Centres.</p> <p>MLIS-106.4 Understand different aspects of Library maintenance and Space Management.</p>	
<p>Note for the Paper Setter</p> <p>The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit.</p> <p>Unit – I: Library Environment</p> <ul style="list-style-type: none"> - Organisation, Management and Administration: A Conceptual Framework. - Library Organizational Structure, Ranganathan's Staff Formula - Library Committee: Types, functions and powers. <p>Unit – II: Library Finance and Budgeting</p> <ul style="list-style-type: none"> - Sources of Finance. - Methods of Estimating Library Finance. - Budget Preparation for different types of Libraries. - General Administration: Annual Report, Library Statistics, Library Rules. <p>Unit – III: Sections of the Library</p> <ul style="list-style-type: none"> - Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure. - Technical Processing Section. - Periodicals Section. - Circulation Section. - Reference Section 	

Unit – IV: Maintenance, Building, and Space Management

- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding, etc.
- Basic elements in designing library building.
- Furniture and Equipments.

Recommended Books

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, (1979).
2. Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik. (2000). *Management basics for information professionals*. New York: Neal-Schuman
3. Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har-Anand Publications.
4. Mittal, R.L. (1983). *Library Administration: Theory and Practice* (5th ed.). New Delhi: Metropolitan.
5. Mookerjee, Subodh Kumar and Sengupta, Beneyendra. (1972). *Library Organization and Library Administration*. Calcutta: World Press.
6. Panwar, B.S. & Vyas, S.D. (1986). *Library Management*. Delhi: R.R. Publishing Corporation.
7. Ranganathan, S.R. (1967). *Library Manual for Authorities, Librarians and Honorary Library Workers* (2nd ed.). Bombay: Asia.
8. Singh, M. (1983). *Library and Information Management: Theory and Practice*. Delhi: IBT.
9. Singh, R.S.P. (1990). *Fundamentals of Library Administration and Management*. Delhi: Prabha.
10. Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

<p>MLIS-107: Information Sources, Services, and E-Resources Management</p>	<p>Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.</p>
<p>Objectives</p> <ul style="list-style-type: none"> • To acquaint with various types of Information Sources. • To understand the Library Users and their Information requirements • To make use of the Internet for providing quality information services 	
<p>Course Outcomes: After completing this course, students shall be able to:</p> <p>MLIS-107.1 Basics of information sources, their types and Internet as a source of Information.</p> <p>MLIS-107.2 Basics of Information services- types and delivery.</p> <p>MLIS-107.3 Requirements and a step-by-step process for handling users informational requirements.</p> <p>MLIS-107.4 Understanding databases and online/web information resources in a network environment</p>	

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory, and selecting **One** question from each Unit (I–IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit. All questions carry equal marks.

Unit 1: Information Sources

- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility, and evaluation
- Internet as a source of information- Open and Subscribed

Unit 2: Information Services

- Information Services: concept, definition, need, and trends
- Information services: anticipatory and on-demand
- Types of Information Services: Reference Services- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3: Information Users

- Types of users: age, profession, and experience
- Information needs and seeking behaviour: concept, methods, and models
- User education: concept, need, methods
- Information literacy: meaning, need, and concept

Unit 4: Electronic Resources

- Electronic resources: concept, need, characteristics, benefits, drawbacks, and types.
- Collection building process: formulating policy, budgeting, evaluation of e-resources, pricing, licensing, ordering, and receiving
- Negotiations with Publishers/ Distributors.
- Consortia: concept, need, purpose & limitations
- National consortia: ShodhSindhu

Recommended Books

1. Foskett, D. J. (1967). *Information service in libraries* (2nd ed.). Connecticut: Archon Book Hamden.
2. Gates, Jean Key (1988). *Guide to the use of libraries and information sources* (6th ed.). New York: McGraw-Hill. Katz, William A. (2002). *Introduction to reference work: Basic information services. Introduction to reference work: (V1. 8thed.)*. New York: McGraw-Hill, (2002).
3. Jones & Wayne (ed. 2009). *E-Journal Access and Management*. New York: Routledge.
4. Katz, Linda S. (2003). *Collection Development Policies: New Dimension for Changing Collections*. London: Routledge Kegan Paul.
5. Katz, Linda S. (2005). *Managing Digital Resources in Libraries*. London: Routledge Kegan Paul.
6. Kemp, Rebecca. (2008). *E-resource Evaluation and Usage Statistics: Selector's Choices*. Saarbrücken: VDM Verlag.
7. Krishan Kumar. (2001). *Reference service* (5th rev. ed.). New Delhi: Vikas Publications
8. Lee, Stuart D. & Boyle, Frances. (2004). *Building an Electronic Resource Collection: A Practical Guide* (2nd ed.). London: Facet Publishing.
9. Lee, Sul H. (2003). *Electronic Resources and Collection Development*. London: Routledge Kegan Paul.
10. Library Association. (1999). *Guidelines for reference and information service in public libraries*. London: Library Association.
11. Ranganathan, S. R. (1989). *Reference service* (2nd ed.). Bangalore: Sharada Ranganathan Endowment for Library Science.
12. Usha Pawan and Gupta, Pawan Kumar. (1994). *Sandarbh Sewa: Saidhantik Avam Kriyatmak*. Jaipur: RBSA.

MLIS-108 (T): Knowledge Organisation: Cataloguing Theory and Practice

Objectives

- To understand the process of Cataloguing
- To know various provisions of CCC and AACR-II
- To learn the presentation of Entries according to CCC and AACR-II

Course Outcomes: After completing this course, students shall be able to:

MLIS-108.1 How to develop knowledge organisation systems

MLIS-108.2 The implications of knowledge organisation systems and approaches

MLIS-108.3 The principles and theories of library cataloguing

MLIS -108.4 To study the various standards available and used in cataloguing

Part – I: Theory

Total Marks: 50

Total Credit: 2

Max. Marks ET Theory: 35

Max. Marks IA Theory: 15

Duration of Practical Exam: 2 Hrs.

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short questions (1 mark each) and having no internal choice, spread over the whole syllabi. The Examiner will set **Two** questions from each Unit carrying 7 marks each.

Unit-1: Library Catalogue

- Catalogue: definition, need, purpose & objectives
- Types of library catalogue – alphabetical (author, name, title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogue, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing

- Kind of entries and their functioning according to CCC and AACR-II

Unit-3: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

Unit-4: Cataloguing Standard

- Standardization and exchange of information: MARC-21, 2709, CCF, Z39.50
- Metadata: Concept, need, purpose and standards (Dublin Core)

MLIS-108 (P): Knowledge Organisation: Cataloguing Theory and Practice

Part – II: Practice

Total Marks: 50

Total Credit: 2

Max. Marks ET Theory: 35

Max. Marks IA Theory: 15

Duration of Practical Exam: 2 Hrs.

Note for the Paper Setter

There will be 7 questions (titles) and the candidates have to prepare 5 entries. All questions carry equal marks.

Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed, merged and split title

(Note: Students will assign subject headings from the Sear's List of Subject Headings themselves and mention in the catalogue entry, the tool will be made available at the time of examination).

Recommended Books

1. ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed.). London: Library Association. Library of Congress. (2011).
2. Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed.). London: Bowker-Saur.
3. Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.
4. Chambers, Sally (Ed.) (2013). *Catalogue 2.0: The future of library catalogue*. London: Facet.
5. Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
6. Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.
7. Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21: For books, electronic resources, sound recordings, video recordings, and serials* (2nd ed.). Chicago: American Library Association.
8. Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide*. Chicago: American Library Association. (Page 16 of 63)
9. Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.
10. Library of Congress Subject Headings (33rd ed.). Washington, D.C.: Library of Congress, Cataloging Distribution Service.

11. Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.
12. Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21* (5th ed.). Westport, Conn.: Libraries Unlimited.
13. Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5th ed. with amendments). Bangalore: Sharada Ranganathan Endowment for Library Science.
14. Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer. Zeng, Marcia & Qin, Jian (2016). *Metadata* (2nd ed.). London: Facet.
15. Saye, Jerry D., & Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association. Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010).
16. Sears List of Subject Headings (20th ed.). New York: H.W. Wilson.
17. Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

MLIS-109: BASIC COMMUNICATION SKILLS	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.
Objectives <ul style="list-style-type: none"> • To describe the basics of communication and its process. • To understand the various barriers of communication. • To identify the various types of listening, their characteristics, and barriers. • To explain the effectiveness of verbal communication and its applications in group presentations. 	
Course Outcomes: After completing this course, students shall be able to: MLIS-109.1 Understand the role of communication in professional excellence. MLIS-109.2 Understand the way of effective presentation as Team Leader. MLIS-109.3 Familiarize yourself with Professional Communication Skills. MLIS-109.4 Familiarize with Group Presentation and Discussion.	
Note for the Paper Setter <p>The paper is divided into 4 Units. The examinees will be required to attempt Five questions in all, including Question 1, which is compulsory and selecting One question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set Two questions from each Unit.</p> <p>Unit – I: Communication Fundamentals</p> <ul style="list-style-type: none"> - The Basics - Social Skills - Introducing the Institution <p>Unit – II: Preparing for the Job Interview</p> <ul style="list-style-type: none"> - Your Profile - Preparing your Portfolio - Preparing your Curriculum Vitae - The Job Interview <p>Unit – III: Workplace Skills</p> <ul style="list-style-type: none"> - Presentation Skills - Telephone Skills - Group Discussion - Body Language <p>Unit – IV: Writing Skills and Soft Skills for Leadership and Team Management</p> <ul style="list-style-type: none"> - Internal Communication - Introducing Yourself - Communication with Service Providers - Qualities of a Good Leader - Problem Solving - Critical Thinking - Negotiation Skills 	

Recommended Books

1. Barker, Alan. (2010). *Improve your communication, Skills*. London: Kogan.
2. Carnagey, Dale and Berg, J. *The Art of Public Speaking*. Prabhat Prakashan.
3. Coleman, Keith. (1971). *Effective Communication Skills*.
4. Communication Skills for Librarians.
<http://dpad.jogjaprovo.go.id/article/library/vieww/communication-skill-for-librarian-1404>.
5. Mohan, Krishna & Banerji, Meera. (1990). *Developing Communication Skills*. Delhi: Macmillan.
6. Palliwal, A.K. (2000). *Communication Skills in English*. Jaipur

MLIS-110: Summer Training	Total Credit: 4 Total Marks: 100 Max. Marks Training: 70 Max. Marks IA Theory: 30
Objectives <ul style="list-style-type: none"> • To understand the project and training concept. • To identify the various types of listening, their characteristics, and barriers. • To train the students with the concept of 'how to undertake project and write its report. 	
Course Outcomes: After completing this course, students shall be able to: Take up any project related to working of different types of libraries and put up before the higher authorities for its approval	

SESSION 2024-25

Syllabus

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib. I. Sc.)

2-Year Integrated

SEMESTER - III

MLIS-201:
Information, Communication and Society

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs.

Course outcomes (COs): At the end students will able to know:

CO1: about the information and related concept;

CO2: how freedom of information prevails in an advanced society to uphold a democracy;

CO3: about information science as a discipline;

CO4: about different acts, commissions and policies related to information activities in India.

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit 1: Information and Communication

- Information : definition, characteristics, nature, type, value and use
- Conceptual difference between data, information and knowledge
- Communication of information
- Communication channels, models and barriers

Unit 2: Information Science and Information Society

- Information science: definition, scope and objectives
- Information science as a discipline and its relationship with other subjects
- Information society: definition, genesis, characteristics and implications
- Changing role of library and information centers in society
- Information industry: generators, providers and intermediaries
- Knowledge society: definition, genesis, characteristics & implications

Unit 3: Information Society

- Freedom : Freedom of information- concept, censorship, cyber law, data security and fair use policies in relation to information, right to read and write: banning books.
- Organization: WIPO
- Policies: International and National Programs and Policies (NAPLIS)
- Commission: National Knowledge Commission (NKC)
- Typology of the Information sector.

Unit 4: Economics of Information and Its Management

- Information as power
- Information as an economic resource
- Information as a commodity
- Information economics
- Marketing of information product and services
- Information/knowledge management: concept and tools

Suggested Readings

1. Feather, John (2008). *The information society: A study of continuity and change*. 5th ed. London: Facet.
2. Martin, William J. (1988). *The information society*. London: ASLIB.
3. Raja Rammohan Roy Library Foundation and Indian Library Association (1985). *Documents of national policy on library and information system*. Calcutta: The Foundation.
4. Rao, Madan Mohan (2003). *Leading with knowledge: Knowledge management practices in global infotech companies*. New Delhi: McGraw-Hill.
5. Sharma, Pandey S. K., ed. (2003). *Electronic information environment and library services*. New Delhi: Indian Library Association.
6. Vickery, Brian C. & Vickery, Alina (1987). *Information science in theory and practice*. London: Butterworths.

MLIS -202:
Information Storage and Retrieval

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs.

Course Outcomes: After completing this course, students shall be able to:

- Distinguish between the different types of indexing systems and their techniques;
- Understand and use the different vocabulary control devices in information retrieval;
- Conduct search using various search techniques; and
- Understand and evaluate the information retrieval systems

Note for the Paper Setter

The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit- 1: Indexing Systems and Techniques

- Assigned and Derived Indexing. Pre- Coordinate and Post- Coordinate indexing. Chain Indexing, PRECIS, POPSI.
- Keyword Indexing: KWIC, KWAC, KWOC.
- Concept of Automatic Indexing.
- Citation Indexing: Features of Scopus, Web of Science, Google Scholar.

Unit- 2: Vocabulary Control

- Vocabulary Control: Need, Purpose, Functions, Types and Characteristics.
- Vocabulary Control Tools.
- Subject Headings: LCSH, SLSH and MeSH.
- Thesaurus: Features, Structure and Construction, ERIC, UNESCO Thesaurus. Taxonomies.

Unit- 3: Information Searching and Media

- Search Methods and Search Strategy: Boolean Search, Heuristic Search, Proximity Search, Phrase Search, Truncation Search, etc.
- Information Searching in Different Media: Print and Electronic.
- Federated Search: Concept and Features.
- Web-Scale Discovery System: Concept and Features.
- Data Mining and Text Mining.

Unit- 4: Information Retrieval System

- Information Retrieval System (IRS): Concept, Definition, Types, Characteristics Components of IRS. Information Retrieval Models.
- Library Information Retrieval Systems.
- Evaluation of Information Retrieval Systems

Recommended Readings

1. Atchison, Jean and Gilchris, Alan (1972). *Thesaurus Construction: A Practical Manual*. London: ASLIB.
2. Chowdhary, GG, (2003) *Introduction to Modern Information Retrieval*. 2nd Ed. London: Facet Publishing,.
3. Gopinath, M.A. (1986). *Construction of Depth Version of Classification: A Manual*. New Delhi. Wiley Eastern Limited.
4. Harter, Stephen P. (1978). *Online Information Retrieval: Concept, Principles and Techniques*. Orlando, Academic Press, 1978.
5. Hepas,ITS, (1978). *Information Retrieval: Computational and Theoretical Aspects*. New York, Academic Press.
6. Houghton, Bernard and Convey, John. (1984). *Online Information Retrieval Systems: An Introductory Manual to Principles and Practices*. 2nd Ed. London Clive Bingley.
7. Houghton, Bernad (1968) Ed. *Computer Based Information Retrieval Systems*. London, Clive Bingley.
8. Lancaster, F. Wilfrid (1979). *Information Retrieval Systems: Characteristics, Testing and Evaluation*. 2nd Ed. New York: Wiley.
9. Ranganathan S R (1967). *Prolegomena to Library Classification V1*, Bangalore, Sarda Ranganathan Endowment for Library Science,. Page 14 of 21
10. Rowley, Jennifer E (1997). *Abstracting and Indexing*. Aldorshot: Gower.
11. Salton G. (1968). *Automatic Information Organisation and Retrieval*.
12. Vickery B C (1970). *Techniques of Information Retrieval*. London: Butterworths.

MLIS – 203:
**Advanced Information and Communication
Technologies (ICTs): Theory**

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
**Duration of Theory Exam: 3
Hrs.**

Course outcomes (COs):

At the end students will able to know:

CO1: the understanding about implementation of library automation software and in achieving library security with the use of latest ICTs technique;

CO2: the use of communication and networking technologies;

CO3: the knowledge about database management, data ware housing, data mining and other artificial intelligence technologies.

Note The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory, and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit 1: Library Automation

- Planning, implementation and evaluation of library automation
- Automation of in-house operations: acquisition, cataloguing, circulation, serials control system, OPAC and its features, library management
- Library automation software: proprietary (LIBSYS), Open source (KOHA)
- Library security technology: RFID, CCTV, biometrics

Unit 2: Database Management

- Database: concept, need and types
- DBMS: concept & features
- RDBMS: concept, definition, features and need
- Database design, development, evaluation, query language
- Database architecture and models

Unit 3: Data Communication Technology

- Data communication: concept, definition
- Internet connectivity: dialup, leased line, ISDN, wireless
- Protocols and standards: TCP/IP, FTP, HTTP, OSI
- Web servers and Internet security
- Use of social networking tools for library services: RSS, Podcasting, Blogs

Unit 4: Artificial Intelligence

- Artificial intelligence: concept, definition and features
- Expert systems: concept, definition and features
- Data warehousing -Data mining

Suggested Readings

1. Ackermann, Ernest. (1995). *Learning to use the Internet: An introduction with examples and experiences*. New Delhi: BPB.
2. Chellis, James, Perkins, Charles & Strebe, Mathew (1997). *MCSE: Networking essential study guide*. New Delhi: BPB.
3. Chowdhury, G. G. & Chowdhury, Sudatta (2007). *Organizing information: From the shelf to the Web*. London: Facet.
4. Chowdhury, G. G. & Chowdhury, Sudatta. (2000) *Searching CD-ROM and online information sources*. London: Library Association.
5. Cooke, Alison. (2008). *A guide to finding quality information on the Internet: Selection and evaluation strategies*. 2nd ed. London: Facet.
6. Cooper, Michael D. (1996). *Design of library automation systems: File structures, data structures and tools*. New York: John Wiley.
7. Haravu, L. J. (2004). *Library automation design: Principles and practice*. New Delhi: Allied.
8. Falk, Bennett. (1995). *The Internet basic reference from A to Z*. Singapore: Tech. Pub.
9. Forouzan, Behrouz A, Coombs, Catherine & Fegan, Sophia Chung. (2000). *Data communication and networking* (2nd ed). New Delhi: Tata McGraw-Hill.
10. Kashyap, M. M. (1993). *Database system: Design and development*. New Delhi: Sterling.
11. Leon, Alexis & Leon, Mathews. (1993). *Fundamentals of IT*. Chennai: Leon TechWorld.
12. Panda, K. C. & Gautam, J. N. (1999). *Information technology on the cross road: From abacus to internet*. Agra: Y. K.
13. Pandian, M. Paul & Jambhekar, Ashok. (2001). *Internet for libraries and information centres*. New Delhi: Tata-McGraw Hill.
14. Patterson, Dan W. (2000). *Introduction to artificial intelligence and expert systems*. New Delhi: Prentice-Hall of India.

MLIS-204:
**Collection Development and E-Resource
Management**

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs.

Course outcomes (COs) At the end the students will able to know:

CO1: the methods of materials acquisitions, covering various formats;
CO2: the issues surrounding collection development, including budgeting, policies, user communities, and collection management;
CO3: the real-life situations to tackle those collections development situations in workplace.
CO4: the meaning, definition and types of electronic resources;
CO5: about collection development of e-resources;
CO6: the activities involved in developing collection and providing access to electronic resources.

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit 1: Electronic Resources

- Electronic resources: concept, need, characteristics, benefits and drawbacks
- E-Resource life cycle, Types of e-resources, Electronic publishing

Unit 2: Collection Development

- Collection building process: formulating policy, budgeting, evaluation of e-resources, pricing, licensing, ordering and receiving
- Model licenses and guidelines, Negotiation: concept and need
- Consortia: concept, need, purpose & limitations
- National consortia: eShodhsindhu

Unit 3: Access Management

- Access management of e-resources
- Authentication and Authorization
- Access channels, Preventing misuse, e-resource publicity
- Preservation of e-resources, User training and awareness

Unit 4: Usage Statistics and ERMS

- Usage statistics of e-resources
- Standards and guidelines (COUNTER, SUSHI)
- ERMS: concept, need, features, Salient features of some ERMS (ExLibris Verde)

Suggested Readings

1. Alabaster, Carol. (2002). *Developing an outstanding core Collection: A guide for libraries*. Chicago: American Library Association.
2. Cassell, M. K., & Greene, G.W. (1991). *Collection development in the small library: Small libraries Publications, no. 17*. Chicago: American Library Association.
3. Cole, Jim et al. (2003). *E_ - serials Collection Management : Transition , Trends and Technicalities*. London: CRC Press.
4. Bonk, W. J., & Magrill,R.M. (1979). *Building library collections* (5th ed.). Metuchen, NJ: The Scarecrow Press.
5. Conger, Joan E. (2004). *Collaborative electronic resource management: From acquisitions to Assessment*. Westport: Libraries Unlimited
6. Curtis, Donnelly. (2005). *E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection*. London: Facet Publishing
7. Evans, G. E. (1995). *Developing library and information center collections*, (3rd ed.): Library Science Text Series. Englewood, CO: Libraries Unlimited.
8. Fecko, Mary Beth.(1997). *Electronic Resources : access and issues*. London: Bowker-Saur.
9. Gabriel, M. R. (1995). *Collection Development and Collection Evaluation: A sourcebook*. Metuchen, NJ: The Scarecrow Press.
10. Hanson, Ardis & Levin, B.L. (2002). *Building a virtual library*. Hershey, P.A. Information Science Publishing.
11. Jones, Wayne, ed. (2009). *E-Journal Access and Management*. New York: Routledge.
12. Katz ,Linda S. (2003). *Collection Development Policies: new dimension for Changing Collections*. London: Roulledge Kegan Paul.
13. Katz ,Linda S. (2005). *Managing Digital Resources in Libraries* . London : Roulledge Kegan Paul.
14. Lee, Staurt D. & Boyle, Frances. (2004). *Building and Electronic Resource Collection: A Practical Guide* (2 nd ed.). London: Facet Publishing.
15. Lee, Sul H. (2003). *Electronic Resources and Collection development* . London: Roulledge , Kegan Paul.
16. Mitchell, Anne M & Surrat, Brain E. (2005). *Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians*. London: Facet Publishing.
17. Yu, Holly & Breivold, scott (2008). *Electronic Resource management in Libraries: Research and Practice* . Information Science References .

MLIS – 205 :
Information Resources in Social Sciences

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs

Course Outcomes: After completing this course, students shall be able to:

- Understand the structure and development of different disciplines of Social Sciences;
- Critically analyse the various information sources in Social Sciences;
- Assess the functions of social science information institutions; and
- Evaluate the information systems and networks in Social Sciences

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit 1: Structure and Development of Social Sciences:

- Growth and Development of Social Sciences.
- Definition, Scope, Landmarks and Research Trends in the Disciplines of: Political Science, Economics, History, Sociology and Psychology.
- Study the contributions of Eminent Social Scientists- Socrates, Plato, Aristotle, Karl Marx, Jean-Jacques Rousseau, Adam Smith, Alfred Marshall, John Maynard Keynes, Auguste Comte, and Herodotus

Unit 2: Social Sciences Information Sources

- Social Science (print) Literature- Format, Popular and Scholarly Literature, Derived and Bibliographical Literature.
- Web-based Information Sources: E-journals, Databases- Bibliographic and Full-text Subject Gateways, Institutional Repositories, Digital Libraries.
- Evaluation of: International Encyclopaedia of Social and Behavioural Sciences, International Bibliography of the Social Sciences, EconLit, PsycINFO, Indian Citation Index, ProQuest, Web of Science, Scopus, JSTOR

Unit 3: Social Sciences Information Institutions

- Institution connected with Social Science Information Generation to Dissemination.
- Study of the activities of: ICSSR, ICWA, National Council for Applied Economic Research, TISS, ICHR, United Nations- ECOSOC, UNESCO.

Unit 4: Documentation Centres and Networks

- Planning of Social Science Research Libraries.
- Study of existing Documentation Centres, Information Systems and Networks in Social Sciences at National and International level
- INFLIBNET, DELNET, DEVSIS, NASSDOC, SENDOC, DEVINSA, APINESS, Social Science Research Network (SSRN).

Recommended Readings

(List of suggested readings to be provided by concerned faculty)

SESSION 2024-25

Syllabus

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib. I. Sc.)

2-Year Integrated

SEMESTER - IV

MLIS 206: Research Methods and Statistical Techniques	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs
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Course outcomes (COs)

At the end students will able to know:

- CO1: the different methods and techniques of research;
- CO2: the use of data collection tools, organization and representation of data;
- CO3: different data analysis techniques;
- CO4: about how to prepare research report

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT 1: RESEARCH BASICS

- Research: definition, concept, objectives, types
- Scientific enquiry and scientific method: validity, reliability, objectivity and subjectivity
- Research problem: theoretical and applied; research problem identification.
- Literature search and review: purpose, objectives and style
- Research Proposal: how to write an effective research proposal
- Current trends in LIS research

UNIT 2: RESEARCH DESIGN

- Research design: concept, need and purpose
- Research approach: qualitative- narrative, phenomenology, ethnography, discourse;
- quantitative-experimental and non-experimental (survey, historical, descriptive)
- Identification and formulation of problem
- Research objectives, questions and hypotheses: meaning, concept types and narrating style

UNIT 3: RESEARCH TOOLS AND TECHNIQUES

- Data world: population and sample - concept, meaning and sampling techniques
- Data collection methods: questionnaire, schedule, interview, observation
- Library records and reports

UNIT 4: DATA ANALYSIS, INTERPRETATION & REPORTING

- Data processing- analysis, interpretation, presentation: concept, need and purpose
- Descriptive statistics and inferential statistic
- Measures of central tendency: mean, median, mode

- Dispersion, correlations, linear Regression, standard deviation- non-parametric & parametric (chi-square test, t-test)
- SPSS and Web-based statistical analysis tools: basics
- Research report writing

Recommended Readings :

1. Charles, Busha H. and Harter, Stephen P. (1980). *Research methods in librarianship: Techniques and interpretations*. USA: Academic Press.
2. Fowler, Floyd J. (2001). *Survey research methods*. 3 rd ed. California: Sage.
3. John W. Creswell (2013). *Research design: Qualitative, quantitative, and mixed methods approach*. 4th ed . New Delhi: Sage.
4. Kothari, C. R. (2004). *Research methodology: Methods and techniques*. 2nd rev ed. New Delhi: New Age .
5. Krishan Kumar (1992). *Research methods in library and information Science*. New Delhi: Vikas.
6. Powell, Ronald R. & Connaway, Lynn Silipigni (2010). *Basic research methods for librarians*. 5th ed. New York: Libraries Unlimited.
7. Rao, I. K. Ravichandra (1983). *Quantitative methods in library and information science*. New Delhi: Wiley Eastern.
8. Young, P. V. (1982). *Scientific social survey and research*. New Delhi. Prentice Hall.
9. Menter, Ian et al (2011). *A guide to practitioner research in education*. Los Angeles: Sage.

MLIS 207:
**Advanced Information and
Communication Technologies (Practice)**

Total Credit: 4
Total Marks: 100
Max. Marks EP Practice: 70
Max. Marks IA Practice: 30
Duration of Practical Exam: 3 Hrs

Course outcomes (COs)

At the end students will able to know:

- CO1: to understand the practical aspects in designing and developing library database,
- CO2: to develop library website and blog;
- CO3: to have hand-on training on library automation software and data migration from one system to another system.

Note for the Paper Setter

The paper is divided into 4 units. The Examiner will set *Two* questions from each Unit. The candidates are required to attempt 5 questions in all by selecting at least one question from each unit. All questions carry equal marks

Unit 1: Library Management Software

- Library management software- KOHA

Unit 2: Use of Internet

- Designing and developing library blog

Unit 3: Digital Library Practice

- Hands on practice of scanner, digital camera and OCR
- Hands on practice of DL creation using Greenstone

Unit 4: Website Designing and Navigational Tools

- Designing library websites (HTML/Dreamweaver, etc.)
- Image creation/editing using Paint/Photoshop/Office Picture Management Tools, etc.

Recommended Readings

1. Ackermann, Ernest. (1995). *Learning to Use the Internet: An Introduction with Examples and Experiences*. New Delhi: BPB.
2. Bradley, Phil. (2004). *Advanced Internet Searcher's Handbook*. Facet Publishing.
3. Chowdhury, G. G. and Chowdhury, Sudatta. (2000). *Searching CD-ROM and Online Information Sources*. London: Library Association.
4. Falk, Bennett. (1995). *The Internet Basic Reference from A to Z*. Singapore: Tech. Pub.
5. McCoy, John. (1996). *Mastering Web Design*. New Delhi: BPB.
6. Neelameghan, A. & Lalitha, S. K. (2001). *Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.
7. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
8. Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley, 2004.
9. Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.
10. Winship, Ian & McNab, Alison. (2000). *Student's Guide to the Internet*. London: Library Association

MLIS 208:
Informetrics and Scientometrics

Total Credit: 4
Total Marks: 100
Max. Marks ET Theory: 70
Max. Marks IA Theory: 30
Duration of Theory Exam: 3 Hrs

Course outcomes (COs)

At the end students will:

- CO1: Become familiar with the fundamentals of Bibliometrics, Scientometrics, Informetrics and Webometrics
- CO2: Know about the basic bibliometric laws and their applications in the present time
- CO3: Know about various data sources including citation indexes, like Web of Science, SCOPUS, Google Scholar and search and retrieve useful information for conducting studies
- CO4: Understand the indicators of the publication productivity- country-wise, institution wise, subject/theme wise, journal wise and author wise.
- CO5: Use of tools and software for scientometric analysis

Note for the Paper Setter

The paper is divided into 4 units. The candidates are required to attempt 5 questions in all, selecting 1 question from each unit, out of two internal choices. Question 1 is compulsory consisting of 8 short answer type questions, spread over the whole syllabus. All questions carry equal marks.

UNIT I: INTRODUCTION TO BIBLIOMETRICS, SCIENTOMETRICS, AND INFORMETRICS AND RELATED LAWS

- Concept and Definition of Librametrics, Bibliometrics, Scientometrics, Informetrics, Webometrics and Altmetrics.
- Theoretical foundation of Bibliometrics and Scientometrics; Limitations of Bibliometrics, Scientometrics, Informetrics and Webometrics
- Classical laws of Bibliometrics - Bradford's Law, Zipf's Law, Lotka's Law.

UNIT II: EVALUATIVE BIBLIOMETRICS

- Historical Perspectives of Evaluative Bibliometrics
- Publication productivity dynamics - Journal level, Institutional level, regional level, National level, Global level, Discipline level publication
- Research Collaboration Dynamics-Individual, Institution, Regional, National and Global level.

UNIT III: BIBLIOMETRICS/ SCIENTOMETRICS INDICATORS AND EMERGING TRENDS

- Bibliometric data sources: Scopus, Web of Science, Google Scholar; Crossref; Microsoft academic Bibliometric Data Collection: Citation coUNITng methods.
- Journal citation measures - Journal impact factor, Journal Citation Indicator, Immediacy index, CiteScore, SNIP, Weighted Impact -Eigenfactor, SJR; Half-life; Normalized Impact Indicators
- Individual Impact measures-H-Index, g-index, etc; Co-Citation Analysis, Bibliographic coupling.

UNIT IV: ADVANCED LEARNING IN BIBLIOMETRICS/ SCIENTOMETRICS

- Scientometrics Analysis Tools- R Software -Bibliometrix, Publish or Perish, Bibexcel, etc.;
- Network Visualization Software – Vosviewer; Pajek, Sci2Tools, CiteSpace, etc
- Altmetrics and Webometric data source and Analysis
- Responsible Research Metrics – DORA declaration, Leiden Manifesto, etc.

Recommended Readings

1. Bornmann, L., & Daniel, H. D. (2008). *What do citation counts measure? a review of studies on citing behavior*. *Journal of Documentation*, 64(1), 45 – 80.
2. Cronin, B. & Sugimoto, C. (Eds.). (2014) *Beyond Bibliometrics : Harnessing Multidimensional Indicators of Scholarly Impact*. Massachusetts, MIT Press
3. Cronin, B. (1984). *The citation process: the role and significance of citations in scientific communication: Taylor Graham*.
4. Cronin, B., & Atkins, H.B. (Eds.). (2000). *The Web of Knowledge: A Festschrift in Honor of Eugene Garfield: Information Today Inc*.
5. De Bellis, N. (2009). *Bibliometrics and Citation Analysis: From the Science Citation Index to Cybermetrics*. Lanham: Scarecrow Press.
6. Egghe, L. (2005). *Power Laws in the Information Production Process: Lotkaian Informetrics: Emerald Group Publishing Limited*.
7. Glänzel, W., Moed, H.F., Schmoch, U., Thelwall, M. (Eds.) (2019) *Springer Handbook of Science and Technology Indicators*. Cham, Switzerland: Springer Nature
8. Haustein, S. (2012). *Multidimensional journal evaluation: Analyzing scientific periodicals beyond the Impact Factor*. Berlin : De Gruyter.
9. Moed, H. F. (2005). *Citation analysis in research evaluation*. Dordrecht,:Springer
10. Sugimoto, C. R. (Ed.)(2016), *Theories of Informetrics and Scholarly Communication: A festschrift in honor of Blaise Cronin*
11. Thelwall, M. (2016). *Web indicators for research evaluation: A practical guide. Synthesis Lectures on Information Concepts, Retrieval, and Services*. San Rafael, CA: Morgan & Claypool Publishers.
12. Vinkler, P. (2010). *The Evaluation of Research by Scientometric Indicators*. Oxford: Chandos
13. Waltman, L. (2016). *A review of the literature on citation impact indicators*. *Journal of Informetrics*, 10(2), 365–391. <https://doi.org/10.1016/j.joi.2016.02.007>.
14. Wilsdon, J. (2016), *Towards Metric Tide: Independent Review of the Role of Metrics in Research Assessment and Management*, Sage publication/ HEFCE, UK

MLIS – 209: Library and Information Centre Management	Total Credit: 4 Total Marks:100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.
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Course Outcomes: After completing this course, students shall be able to:

- Understand the basic concepts related to library management;
- Understand the essential aspects of human resource management;
- Know the sources of finance and budgeting techniques as well as quality management concepts and tools; and

Note for the Paper Setter

The paper is divided into 4 Units. The examinees will be required to attempt **Five** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

UNIT 1: LIBRARY MANAGEMENT

- Principles of Management: Scientific Principles & Administrative Principles
- Application of Management Principles in Libraries
- Project Management: PERT, CPM,
- Performance parameters; Measurement,
- Time and Motion Study, SWOT.
- Reporting: Types of reports: Annual Report-compilation, contents and style, Library statistics

UNIT 2: HUMAN RESOURCE MANAGEMENT

- Human Resource Management: Concept and Importance
- Human Resource Planning: Estimating Manpower Requirements
- Methods of Manpower Planning Job Analysis, Job description, Recruitment, Selection, Induction & Deployment
- Human Resource Development: Performance Appraisal, Training & Development

UNIT 3: FINANCIAL MANAGEMENT AND TQM

- Principles of Financial Management
- Financial Management in Service-Oriented and Not-for-Profit Organisations,
- Sources of Funds in Academic Libraries, Public Libraries and Special Libraries.
- Budgeting: Concept, Types of budgets: Line, ZBB, PPBS
- Library planning: Types of Plans, Factors and Techniques of Library Planning.
- Financial Estimation -Per Capita Method, Proportional Method, Method of Details
- Library Expenditure Planning, Importance of Library Expenditure, Nature of Library Expenditure, Principles of Library Expenditure, Classification of Library Expenditure

UNIT 4: ASSESSMENT, MANAGEMENT AND MARKETING OF LIBRARY SERVICES

- Identification of markets for libraries, Information as a marketable commodity,
- Marketing of Library Services and Products,
- Promotion techniques including use of electronic media, public relations,
- Best and Innovative Practices, Extension Services, Outreach Services.
- Library Service Quality Models- TQM, Servqual, Libqual+ and SQIP,
- Quality Audit,

Recommended Readings

1. Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik (2000). *Management basics for information professionals*. New York, Neal-Schuman
2. Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har- Anand.
3. Mittal, R. L. (2007). *Library administration: Theory and practice*. 5 ed. New Delhi: Ess Ess.
4. Panwar, B. S. & Vyas, S. D. (1986). *Library management*. Delhi: R. R. Publishing.
5. Ranganathan, S. R. (2006). *Library administration*. 2nd ed. New Delhi: Ess Ess.
6. Singh, M. (1983). *Library and information management: Theory and practice*. Delhi: IBT. Singh, R. S. P. (1990). *Fundamentals of library administration and management*. Delhi: Prabhat Publications.
7. Stueart R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.
8. Abdul Majeed, K.C and Bavakutty, M. (2005) *Methods for measuring quality of libraries*, New Delhi: Ess Ess
9. Hernon, Peter and Altman Ellen. (1998). *Assessing Service Quality : Satisfying the Expectations of Library Customers* Chicago : American Library Association.
10. Sahu, Ashok Kumar. (2007). "Measuring service quality in an academic library: an Indian case study" *Library Review*, 56 (3), p. 234-243.
11. Verma, R. K. (2002). "Measuring quality management level with reference to ISO 9000 and TQM for special libraries in India", *Annals of Library Science and Information Studies*, 49 (4), p. 141-163.

**MLIS 210 :
Dissertation/ Project Work**

**Total Credit: 4
Total Marks: 100
Max Marks EP Project Work: 70
Max. Marks IA Project Work: 30**

Course outcomes (COs)

At the end students will be able:

- CO1: To find, evaluate, select, consolidate and integrate information from various sources;
- CO2: To prepare a proposal on a topic of research;
- CO3: To write a research work following a scientific manner; and
- CO4: To understand application of research in libraries and information centres.

Note:- the students will undertake a dissertation/ project work in consultation with the supervisor allotted by the Department. The work must be completed within the time frame provided by the Department. The evaluation of the Dissertation/Viva-Voce will be done by a committee formed by the HOD including internal examiner(s).

(Scheme of Examination)
Masters of Library and Information Science
(M.Lib.I.Sc.) 2-Year Integrated
SEMESTER - I

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
MLIS-101	Fundamentals of Library and Information Society	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-102 (T)	Knowledge Organization: Classification Theory and Practice	2	0	2	2*	15	35	-	-	50	2 Hours	-
MLIS-102 (P)	Knowledge Organization: Classification Theory and Practice (Practical)	0	2	2	4*	-	-	15	35	50	-	2 Hours
MLIS-103	Information Communication Technology (Theory)	4	0	4	4	30	70	-	-	100	3 Hours	3 Hours
MLIS-104	Information Communication Technology (Practice)	0	4	4	4	-	-	30	70	100	3 Hours	--
MLIS-105	Information Systems, Networks and Information Literacy	4	0	4	4	30	70	-	-	100	3 Hours	2 Hours
	Total	18	2	20						500		

* Groups will be formed on the basis of student strength.

Note: A student who successfully completes the first year shall be awarded a Bachelor of Library and Information Science and if the student continues for the next year and completes the course successfully, he will be awarded a Master Degree in Library and Information Science. Likewise, a student having a Bachelor's Degree in Library & Information Science from any recognized University may get admission in the second year of Master of Library & Information Science, as per university rules, subject to availability of seats.

Semester II

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
MLIS-106	Management of Libraries and Information Centers	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-107	Information Sources, Services and E-Resource Management	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-108(T)	Knowledge Organization: Cataloguing Theory and Practice	2	0	2	2*	15	35	-	-	50	2 Hours	-
MLIS-108 (P)	Knowledge Organization: Cataloguing Theory and Practice (Practical)	0	2	2	4*	-	-	15	35	50		2 Hours
MLIS-109	Basic Communication Skills	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-110	Summer Training	0	4	4	4	-	-	--	--	100	Viva Voce	
		18	2	20						500		

* Groups will be formed on the basis of student strength.

Note: A student who successfully completes the first year shall be awarded a Bachelor of Library and Information Science and if the student continues for the next year and completes the course successfully, he will be awarded a Master Degree in Library and Information Science. Likewise, a student having a Bachelor's Degree in Library & Information Science from any recognized University may get admission in the second year of Master of Library & Information Science, as per university rules, subject to availability of seats.

(Scheme of Examination)
Masters of Library and Information Science
(M.Lib.I.Sc.) 2-Year Integrated
SEMESTER - III

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
MLIS-201	Information, Communication and Society	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-202	Information Storage and Retrieval	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-203	Advanced Information and Communication Technologies (Theory)	4	0	4	4	30	70	-	-	100	3 Hours	-
MLIS-204	Collection Development and E-Resource Management	4	0	4	4	30	70	-	-	100	3 Hours	--
MLIS-205	Information Resources in Social Sciences	4	0	4	4	30	70	-	-	100	3 Hours	-
	Total	20	00	20						500		

Note: A student having a Bachelor's Degree in Library & Information Science from any recognized University may get admission in the second year of Master of Library & Information Science, as per university rules, subject to availability of seats.

Semester IV

Paper Code	Nomenclature of Course	Total Credits			Teaching Work Load per week per group in Hours	IA Theory	Max. Marks Theory	IA Practical	Max. Marks Practical	Total Marks	Duration of Theory Exam	Duration of Practical Exam
		L	P	Total								
MLIS-206	Research Methods and Statistical Techniques	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-207	Advanced Information and Communication Technologies (Practice)	0	4	4	4	-	-	30	70	100	--	3 Hours
MLIS-208	Informetrics and Scientometrics	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-209	Library and Information Centre Management	4	0	4	4	30	70	--	--	100	3 Hours	--
MLIS-210	Dissertation/ Project Work*	0	4	4	4	30	70	--	--	100	-	--
		12	08	20						500		

* Groups will be formed on the basis of student strength.

Note: A student having a Bachelor's Degree in Library & Information Science from any recognized University may get admission in the second year of Master of Library & Information Science, as per university rules, subject to availability of seats.