SYLLABUS

For

2 YEARS MASTER OF LIBRARY & INFORMATION SCIENCE (MLISc) PROGRAMME

(Revised Syllabus Approved by Academic Council)

UNIVERSITY OF SCIENCE & TECHNOLOGY
MEGHALAYA
Unveiling Excellence

Dept. of Library & Information Science

JUNE, 2019

UNIVERSITY OF SCIENCE &TECHNOLOGY, MEGHALAYA

Techno City, 9th Mile, Baridua, Ri-Bhoi, Meghalaya, 793101

Syllabus
Master of Library & Information Science (MLISc)

1.　　First Semester

MLS 101　　**Foundations of Library & Information Science**　　　**Marks: 30 + 70=100**

Total Credits: 4

Objective: This course enables students to understand and appreciate the Library and Information Science Profession with its core components and philosophies

Course Outcomes: The successful completion of this course shall enable the student:

CO1: To acquaint the students with the basic philosophy of Library and Information Science

CO2: To understand the role, types and evolution of Library as a social institution

CO3: To familiarize with the Contribution of Dr. S. R. Ranganathan in the field of LIS and get acquainted with the Five Laws of Library Science

CO4: To familiarize the roles and responsibilities of professional associations in LIS profession

CO5: To acquaint the basic concepts of information and communication systems, to create awareness about legal, political & ethical aspects such systems in the global perspective

UNIT - 1

　1.1　Library:
- Concepts,
- Definition,
- Role and Functions

　1.2　Library as a social institution:
- Changing role of Library and Information Centers in Society

　1.3　Library's role:
- In Information exchange, Recreation and in Community Information

　1.4　Factors affecting library development:
- a. Social and Cultural
- b. Legal
- c. Technological Development

　1.5　Information Science:
- Introduction,
- Characteristic, Nature, Value and Use

　1.6　Information Industry
- Generators, Providers and Intermediaries

UNIT - 2

　2.1　Types of Library:
- a. Public Library
- b. Academic Library
- c. Special Library
  Objectives, Features and functions

　2.2　Historical Development of Library in the World
With Special Reference to Library of Alexandria and other great libraries of Ancient and Modern world

　2.3　Library Movement in India:
With special reference North East India

　2.4　Librarianship:
- a. Professional Ethics

b.   Librarianship as a profession

UNIT – 3
        3.1   Dr. S. R. Ranganathan: An Introduction
        3.2   Dr. S.R. Ranganathan's contribution to Library Science:
        3.3   Five Laws of Library Science:
                a.   Books are for use
                b.   Every reader his or her book
                c.   Every Book it's reader
                d.   Save the time of the reader
                e.   Library is a growing organism
        3.4   Implications of Five Laws :
                -       On Library and Information Science activities
                -       Current Library Practices

UNIT - 4
        4.1   Library Association:
                Meaning, Objectives and Functions
        4.2   Library Associations and Organizations:
                State, Regional, National and International levels
        4.3   Objectives, functions and activities of
                a.   ALA (American Library Association)
                b.   ILA (Indian Library Association)
                c.   IASLIC (Indian Association of Special Library)
                d.   IATLIS (Indian Association of Teachers of Library and Information Science)
                e.   LA, (Library Association)
                f.   IFLA (International Federation of Library Associations)

UNIT – 5

5.1   UNESCO (United Nations Educational, Scientific and Cultural Organization)
-     Objectives, activities and services

5.2   UNESCO and Public Library Manifesto

5.3   RRRLF (Raja Ram Mohan Roy Library Foundation)
-     Objectives, Functions

5.4   Public Library in India
-     With special reference to
-     Asiatic Society Library
-     Khuda Bakash Oriental Library
-     Baroda Public Library System
-     Connemara Public Library
-     Delhi Public Library

Suggested Readings

1.1   **Foundations of Library and Information Science**

Text Books

1.   Kumar, Krishan (1986). Library Organization. New Delhi: Vikas Publishing House
2.   Kumar, P S G. (2000). Indian Library Chronology. 2nd Ed. Bombay: Allied Publishers
3.   Mahapatra, P K and Chakrabarty (1999). Organising Information in Libraries. Vol. 1. New Delhi: Ess Ess
4.   Marshal, D. N. (1983). History of Libraries: Ancient and Medieval. Bombay: Oxford
5.   Mukherjee, A. K. (1996). Librarianship: Its Philosophy and History. Bombay: Asia
6.   Ramiah, L. S. (1998). Information and Society. New Delhi: Ess Ess Publications
7.   Ranganathan, S. R. (1957). Five Laws of Library Science. Bombay: Asia
8.   Chopra, Hans Raj (1989). Librarianship; As a Profession, Jodhpur, Jain Brothers

References

1.   IFLA (1997). Standards for Library Service. 2nd Ed. Munich Verlaj
2.   India, Advisory Committee for Libraries (1959).
3.   Srivastava, H K (2012) Foundation of Library and Information Science. Mohit Publications
4.   Kaushik, P (2006) Foundations of Library and Information Science. Penguin Books Ltd
5.   Kumar, G. K. Sampath (2012) Resource Sharing and Networking in Digital Libraries. Adhyayan Publishers
6.   Kumar, P S G (2011) Foundations of Library and Information Science: Paper I of UGC Model Curriculum
7.   Poonam, B (2010) Modern Handbook of Library and Information Science. Akansha Publishing
8.   Kent, Allen (1974). Resource Sharing in Libraries: why, how, when next action step. New York: Marshal Dekker
9.   Rubin, Richard (2010) Foundations of Library and Information Science. 3rd Ed. Neal-Schuman Publishers
10.   Brown, John Selly, et al, (2002) The Social Life of Information, Boston, Harvard Business School Press

MLS 102   Organization of Knowledge (Theory)   **Marks: 30+70=100**
                                                                     Total Credits: 4

Objective: This course enables students to understand the basic theories of library classification and practical implication of the classification major schemes

Course Outcomes: The Successful completion of this course shall enable the student:

CO1: To introduce the structure and attributes of Universe of Knowledge,
C02: To understand the principles and practices of document description including electronic documents,
CO3: To apply the fundamentals of classification schemes in organizing knowledge resources
CO4: To familiarize with advanced information processing techniques,
CO5: To develop skills in subject analysis and proficiency in using standard schemes of classification and subject cataloguing

PART-A
(Library Classification)

UNIT - 1

1.1   Library Classification:
       -      Origin and Meaning
       -      Need and Purpose.
1.2   History of Classification
1.3   Universe of Knowledge:
       -      Structures and attributes
1.4   Modes of formation of subjects

UNIT - 2   2.1   Normative Principles of Classification:
2.2   General Theory
2.3   APUPA arrangement
2.4   Types and Features of Classification Schemes,
2.5   Brief study of classification schemes:

       a.   DDC(Dewey Decimal Classification)
       b.   UDC (Universal Decimal Classification)
       c.   LCC (Library of Congress Classification)
       d.   CC (Colon Classification)
2.6   Universe of subjects as mapped in major classification schemes

UNIT - 3   3.1   Notation:

       -      Definition, Structures
       -      Quality and Function
       -      Trends of Library Classification Organizations
       -      Institutions of Library Classification:

       a.   DRTC (Documentation and Research Training)
       b.   CRG (Classification Research Group)

PART-B
(Library Cataloguing & Metadata)

UNIT - 1

    1.1   Library Catalogues:
- a. Fundamental Concepts
- b. Historical Developments
- c. Definition and Objectives
- d. Purposes and Functions,

    1.2   Library Catalogue Codes:
History and Development
Physical Forms of

    1.3   Catalogues
Types of Catalogues

UNIT 2

    2.1   Types of Catalogue Entries:
    2.2   Kinds of Entries,
    2.3   Data Elements in Different Types of Entries
    2.4   Filing of Entries:
- a. Classified
- b. Alphabetical Catalogues

UNIT 3

    3.1   Normative principles of cataloguing,
    3.2   Subject heading:
- Meaning, Objectives and Functions

    3.3   SLSH (Sears List of Subject Heading)
    3.4   LCSH (Library of Congress Subject Heading)
    3.5   Chain Procedure by Dr. S. R. Ranganathan

UNIT - 4

    4.1   Trends in Library Cataloguing
    4.2   Centralized and Cooperative Cataloguing
    4.3   Bibliographic Standards:
- a. ISBD (International Standard Bibliographic Description)
- b. MARC (Machine Readable Catalogue)
- c. CCF (Common communication Format)
- d. ISBN (International Standard Book Number)
- e. ISSN (International Standard Serial Number)

Suggested Readings

2.5 **Organization of Knowledge (Theory)**

Text Books

1. Krishan, Kumar. 1998. Theory of Classification. 4th rev. ed. Delhi: Vikas Pub. House.
2. Ranganathan, S. R. 1945. Elements of Library Classification. Poona: N.K. Publishing House
3. Ranganathan, S. R. 1962. Elements of Library Classification. 3rd ed. Bombay: Asia
4. Ranganathan, S. R. 1989. Prolegomena to Library Classification. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS
5. Ranganathan, S. R. 1974. Cataloguing Practice. Assisted by G. Bhattacharya. Bombay: Asia Pub. House
6. Ranganathan, S. R. 1988. Classified Catalogue Code with additional rules for Dictionary

Codes / Standards

A. American Cataloging Rules (most recent edition to be used)
B. Ranganathan, S. R. Classified Catalogue Code, etc. 5th ed. Bangalore: SRELS, 1964
C. MARC 21 and related standards for bibliographic records
D. Dublin Core and other relevant metadata standards for different kinds of objects / resources
E. Library of Congress Subject Headings
F. Sears List of Subject Headings

References

1. Satija, M. P. 1993. Colon Classification. 7th edition. New Delhi: Sterling
2. Nath, M. 2008. Universe of knowledge and development of subjects. Jaipur: Pointer
3. Peters, Isabella. 2009. Folksanomies, Indexing and Retrieval in Web 2.0. Germany: Saur
4. Kumbhar, Rajendra. 2011. Library Classification Trends in the 21st Century. UK: Chandos
5. Foskett, A. C. 1996. Subject Approach to Information. 5th ed. London: Library Association
6. Catalogue Code. Assisted by A. Neelameghan. 5th rep. ed. Bangalore: SRELS.
7. Srivastava, M .D. 2011.Metadata Creation in Digital Libraries. New Delhi: Pacific Svenonius, Elaine. 2000. The Intellectual Foundation of Information Organization. USA: MIT Press

MLS 103   Foundations of Computer & Information Technology (Theory)   Marks: 30+70=100
Total Credits: 4

Objective: To acquaint the basic concepts of ICT components and familiarize with the basic theoretical knowledge of ICT

Course Outcomes: The successful completion of this course shall enable the student:

CO1: To acquaint the students with basic concepts of computers and networks
CO2: To understand various aspects of library automation
CO3: To develop skills in using computers and communication technologies
CO4: To identify major issues in the development of new technology in libraries such as digital and virtual libraries and discuss their implications
CO5: To familiarize with the standards connected with library networking

UNIT - 1
1.1   Introduction to I.T. Literacy
1.2   Introduction to Computer:
    -    Concepts, Characteristics, History, Generations
1.3   Essential components of computer system
    -    Storage Media
    -    Input and Output Devices
1.4   Classifications and Application
1.5   Data Representation and Storage
    -    Binary system, Character Codes, Barcodes, Records and Files

UNIT - 2
2.1   Computer Organization
2.2   Basic Computer Operations,
2.3   Functional Units
2.4   Memory System
    -    Core and auxiliary
2.5   System Software
    -    Operating Systems
    -    Windows, UNIX, LINUX

UNIT - 3
3.1   Programming Languages,
    -    Compilers and Interpreters
3.2   Application Software:
    -    Features and Applications
3.3   Database Management System
    -    DBMS (Database Management System)
    -    RDBMS (Relational Database Management System)
3.4   Graphics Software:
    -    Basic Functions and Potential Uses

UNIT - 4   4.1   Office Management:
               4.2   Desk Top Publishing
                     -       Word processing
                     -       Spreadsheet
                     -       PowerPoint presentation etc.

UNIT - 5
               5.1   Fundamentals of Internet:
                     -       Introduction, History,
               5.2   Network
                     -       Types of Network
               5.3   Topology
               5.4   WWW (World Wide Web)
                     -       Introduction, History, Recent Developments
               5.5   Search Engine, Meta Search Engine
                     -       Introduction, Functions
               5.6   Semantic Web
               5.7   Networks in India with special reference to Library networks
                     a.   INFLIBNET (Information and Library Network)
                     b.   DELNET (Developing Library network) etc. &
                     c.   ERNET(Education and Research Network

MLS 104   **Foundations of Computer & Information Technology (Practical)**   **Marks: 30+70=100**
    Total Credits: 4

Objective: To give students practical knowledge of computer and information technology to develop e-library and
Course digital library

Outcomes: The successful completion of this course shall enable the student:
CO1: To apply fundamentals of computer & information technology
CO2: To get students familiarize with different operating systems,
CO3: To apply Photoshop techniques in LIS activities
CO4: To implement power-point presentations, PDF creation

UNIT - 1   1.1   Software Installation:
    Process

    1.2   Operating Systems and Application
    1.3   Functions of Different Operating Systems:
    -    Windows XP, Vista, Windows NT, Linux Setting of Desktop

UNIT - 2   2.1   Creating Presentations with PowerPoint
    2.2   Editing and Formatting Word Documents
    2.3   Creation of Metadata
    2.4   Designing and Developing Static and Dynamic Library websites
    2.5   Designing and Developing Library Blogs
    2.6   RSS Feeds, Wikis

UNIT - 3   3.1   PDF Creation,
    3.2   Image Creation using Photoshop,
    3.3   Corel Draw etc.

Suggested Readings

1.4 Foundations of Computer & Information Technology (Theory / Practical) Text Books

1. Sinha, P. K., Computer Fundamentals. 6th Ed. B P B Publications: New Delhi, 2004.
2. Ram, B Computer Fundamentals: Architecture and Organization. 4th Ed. New Age International Publishers: New Delhi, 2007.
3. Rajaraman, V Fundamentals of Computers. 5th Ed. Prentice Hall India : New Delhi, 2010
4. Arvind Kumar. Ed. Information Technology for All (2 Vols.) New Delhi, Anmol, 2006.
5. Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H. Publishing corporation, 2005.
6. Satyanarayana, R. Information John Wiley, 2000.

References

1. Basandra, S.K: Computers Today and Globalisation, New Delhi, Golgotia, 2002.
2. Deeson, Eric. Managing with Information Technology, Great Britan, Kogan page Ltd. 2000.
3. Gupta, Vikas, Rapidex computer course, New Delhi, Pustak Mahal, 2005.
4. Hunter & Shelly: Computers and Common sense, New Delhi, Prentice-Hall, 2002.
5. Kashyap, M.M: Database Systems, New Delhi, Vikas, 2003.
6. Rowely, Jennifer: Information Systems, Ed.2, London, Clive Bingley, 2001.
7. Taxali Ravikant: PC software made easy Technology and its facets. Delhi, Manak 2005.
8. Sunders, R: Computers Today Ed.2, New Delhi, 2006
9. Bharihoke, Deepak (2006) Fundamentals of Information Technology. 3rd Ed. Excel Books:Delhi
10. Khurana, Rohit (2010) Computer Fundamentals and Internet Basics. APH Publishing Corporation: New Delhi

MLS 105   Organization of Knowledge (Practical)   **Marks: 30+70=100**
                                                                         Total Credits: 4

Objective: To give hands on knowledge and skills in Library classification and cataloguing

Course
Outcome: The successful completion of this course shall enable the student:

CO1: To acquaint with practical knowledge of classifying and cataloguing library documents using Dewey Decimal Classification(DDC),

CO2: To acquaint with practical knowledge of classifying and cataloguing library documents using Colon Classification

CO3: To acquaint with practical knowledge of **AACR2 & SLSH**

CO4: To impart the basic knowledge on technical processing of print/non print materials

PART- A
Library Classification

UNIT - 1 1.1   Classification of Documents representing basic and compound subjects according to DDC 23rd Edition

UNIT - 2   2.1   Classification of Documents representing basic, Compound and Complex Subject according to CC (Latest Edition)

PART-B
Library Cataloguing

UNIT - 1   1.1   Cataloguing of works of personal authors
    a.   Shared responsibility
    b.   Mixed responsibility
    c.   Anonymous works
    d.   Corporate works
    e.   Serial publications,
  1.2   Non Book Materials,
  1.3   Internet and Multimedia resources
    -    According to AACR -2 (Anglo American Cataloguing Rules)

UNIT – 2   2.1   Assigning subject heading using
    -    SLSH (Sears List of Subject Heading) (Latest Edition)

Suggested Readings

1.5   **Organization of Knowledge (Practice)**

A.   **Library Classification**
Text Books
1. Dewey, Melvil (2011). Dewey Decimal Classification and Relative Index. 23rd ed. 4V. New York: Dublin, Ohio
2. Ranganathan, S. R. (2007) Colon Classification: Basic Classification (6th edition) (Ranganathan Series in Library Science). Ess Ess Publications: New Delhi

References:
1. Batty, C. D. (1992). An introduction to the twentieth edition of the Dewey decimal classification. London: L. A
2. Cham, Lois Mai and others. (1996). Dewey Decimal Classification: A Practical guide. New York: Forest press

B.   **Library Cataloguing**
Text Books
1. Lal, C, Kumar, K (2006) Practical Cataloguing AACR-2. Ess Ess Publications: New Delhi
2. Anglo – American Cataloguing Rules (1988) Rev. Edited by Michael Gorman and Paul Winkler. 2nd Ed. Ottawa: Canadian Library Association
3. Gorman, Michael (2004). The Concise AACR 2. American Library Association Editions
4. Sears, Minnie Earl. (2000). Sears List of Subject Headings, 17th Ed. New York: H. W. Wilson

SECOND SEMESTER

MLS 201   **Management of Library and Information Centre**   **Marks: 30+70=100**

Total Credits: 4

Objective: To give students knowledge and skills related to management which can be applied in library for increasing the efficiency, improving performance and maintaining total quality service

Course Outcomes: The successful completion of this course shall enable the student:

CO1: Get introduced to major schools of management and the basic theories of management

CO2: An understanding of current trends and practices in management and various techniques and principles of human relations problem solving

CO3: To give introduction to a variety of leadership and management styles

CO4: Develop skills to perform library operations and to evaluate library and information center performance,

CO5: Use of practical management techniques to achieve organizational effectiveness and efficiency

UNIT – 1
- 1.1   Management:
  -    -   Concepts, Definition,
- 1.2   Scope, style and approaches
- 1.3   Schools of Thought:
  -    -   Classical,
  -    -   Neo-Classical,
  -    -   Scientific etc.
- 1.4   Functions and principles of scientific management

UNIT - 2
- 2.1   Human Resource Management
- 2.2   Delegation, communication and participation,
- 2.3   Job description and analysis; Job evaluation,
- 2.4   Inter-personal relations,
- 2.5   Recruitment procedures,
- 2.6   Motivation; Group dynamics,
- 2.7   Training and development,
- 2.8   Discipline, grievances, performance appraisal

UNIT - 3
- 3.1   Financial Management
- 3.2   Budgeting
- 3.3   Different types of budgets-
  -    -   PPBS (Planning Programming Budgeting System)
  -    -   ZBB (Zero Based Budgeting)
- 3.4   Line Budget
- 3.5   Costing: Cost and benefit analysis,
- 3.6   Resource mobilization and Outsourcing

UNIT - 4   4.1   Performance parameters:
- Measurement, Reengineering.

    4.2   Time and Motion Study,
- SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis
- TQM (Total Quality Management)
- Definition, concept, elements,

    4.3   Quality audit

    4.4   LIS related standards,

    4.5   ISO (International Standard Organization) 9000 series

UNIT - 5   5.1   Library housekeeping operations,

    5.2   Library as a System,

    5.3   Components and subsystems of a Library and their inter-relationships;

    5.4   Acquisition and Collection Development: policy, procedures,

    5.5   Document circulation- functions, procedures, and methods,

    5.6   Serials control – functions, procedures and methods,

    5.7   Stock Verification.

    5.8   Organizational structure of Library Authority
- Library Committee,

    5.9   Management functions
– Planning, Organizing, Staffing, Leading, Budgeting and Controlling

Suggested Readings

Management of Library and Information Centre

Text Books
1. Mittal, R. Library Administration: Theory and Practice. 2007. Ess Ess, New Delhi.
2. Ranganathan, S.R. Library Administration. 2006. Ess Ess, New Delhi.
3. Seetharama, S. Guidelines for Planning Of Libraries and Information Centers. 1990. Iaslic, Calcutta.
4. Kumar, Krishan   Library Management in E l e c t r o n i c E n v i r o n m e n t . 2007. Har-Anand Publications, New Delhi.

References
1. Bryson Jo. Effective Library and Information Centre Management. 1990. Gower, Hants.
2. Clayton P R and Gorman G E. Managing Information Resources in Libraries: Collection Management In Theory And Practice. 2006. Facet Publishing, London.
3. Evans G E and Saponaro M Z. Developing Library and Information Center Collections. Ed. 5. 2005. Libraries Unlimited, London.
4. Stueart , R.D and Moran, B.B. 2007. Library and Information Center Management. Libraries Unlimited, London.
5. Katz W A. Collection Development: The Selection of Materials for Libraries. 1980. Holt, Rinehart and Winston, New York.
6. Matthews, J. Strategic Planning and Management for Library Managers. 2005. Libraries Unlimited, London

MLS 202   Information Source & Services   **Marks: 30+70=100**
                                                            Total Credits: 4

Objective: To introduce the different types of information resources, services and systems in LIS

Course Outcomes: The successful completion of this course shall enable the student:

CO1: To introduce different categories of Reference and Information sources,
CO2: To familiarize with standard reference and information sources in print, non-print and electronic media,
CO3: To acquire skills for providing reference and information services,
CO4: To develop skills for creating information products,
CO5: To develop competence in enhancing information handling skills of users.

PART-A
(Reference & Information Sources)

UNIT - 1

1.1   Reference and Information Source
-    Fundamental Concepts: Meaning, Definition,
1.2   Printed and Electronic Information Sources
-    Importance, Nature and Characteristics
1.3   Types of Information Sources and Services
1.4   Criteria for Evaluation of Reference Sources

UNIT - 2

2.1   Sources of Information:
-    General Introduction
2.1.1 Primary Information Sources
    Periodicals, Conferences, Patents, Standards, Theses/ Dissertations, Trade Literature, etc.
2.1.2 Secondary Information Sources:
    Dictionaries, Encyclopaedias, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Newspaper Indexes and Digests, Statistics, Handbooks and Manuals
2.1.3 Tertiary Information Sources:
    Directories, Yearbooks, Almanacs, Bibliography of Bibliographies, Union Catalogues
2.2   Documentation and Information Centers:
    a.   NISCAIR **(**National Institute of Science Communication and Information Resources)
    b.   DRTC (Documentation Research and Training Centre)
    c.   DESIDOC (Defense Scientific Information & Documentation Centre)
    d.   OCLC (Online Computer Library Center) etc.

UNIT - 3

3.1 Library Corporation / Resource Sharing,
3.2 Impact of IT in Resource Sharing,
3.3 Library Consortia: Definition, Purpose and Functions
3.4 Library Consortia in India: Current trends in scholarly communication
3.5 Open Access Movement.

PART - B
(Reference & Information Services)

UNIT - 1

    1.1   Reference and Information Services**:**
-     Ready Reference Service, Bibliographical and fact finding assistance,
-     Web based Services and FAQs (Frequently Asked Questions)

    1.2   Users and their Information Needs
    1.3   Theory and Functions of Reference and Information Service
    1.4   Enquiry Techniques
    1.5   Role of Reference Librarian and Information Officer in Electronic Environment

UNIT - 2

    2.1 Information Dissemination:
-    An Introduction

    2.2 Types of Information Services:
    2.3 Documentation Services: Abstracting and Indexing Services

-     *Alerting Services*,
    a. CAS (Current Awareness Service)
    b. SDI(Selective Dissemination of Information)
    c. Reprographic Service,
    d. Translation Service,
    e. Document Delivery
    f. Referral Service.

    2.4   Digital reference service,
    2.5   Information analysis & consolidation

Suggested Readings
Information Source & Services

Text Books
1.   Kumar, Krishan. Reference Service. Ed. 3. 1996. Vikas Publishing, New Delhi.
2.   Ranganathan, S.R. Reference Service. Ed 2. 1989. Ranganathan Endowment for Library Science, Bangalore.

Reference
1.   Cheney ,F N and Williams W J. Fundamental reference sources. 3rd. Ed. 2000. ALA, Chicago.
2.   Crawford**,** John. Evaluation of Library and Information Services. 2000. ASLIB, London.
3.   Farmer , LSJ, Ed. The human side of reference and information services in academic libraries: adding value in the digital world.2007. Chandos Publishing, Oxford.
4.   Foskett, D J. Information Service in libraries. Ed.2.1967. Archon Book Hamden, Connecticut.
5.   Fourie, D and Dowell,D. Libraries in the information age.2002.Libraries Unlimited, New York.
6.   Katz ,William A. Introduction to reference work: reference service and reference process. v.2. Ed. 5. 1987. McGraw-Hill, New York
7.   Walford ,A . J. Guide to reference books. v.3. Ed. 4. 1980. Library Association, London.

MLS 203   Library Systems   **Marks 30+70=100**
                                                    Total Credits: 4

Objective: To introduce to major library systems, professional organizations, IPR and preservation & conservation of library materials

Course Outcomes: The Successful completion of this course shall enable the student:

CO1: To make students familiar with different types of libraries, professional associations & organizations
CO2: To develop a concept of Library Buildings and proper planning in today's context
CO3: To give knowledge of law and legislations relating to public library and other laws and acts
CO4: To make aware of the Intellectual Property Rights and related issues
CO5: To give knowledge of preservation and conservation of library materials

UNIT - 1

1.1   Professional Associations and Organizations
-            Introduction, Functions and contributions
1.2   National Library of India:
-            Concept, Functions and Services
1.3   Public Libraries, Academic Libraries, Special Libraries
-            National and International Level
1.4   National Knowledge Commission (India)
-            Introduction, Functions, Recommendations
1.5   National Information Policy
-            Role in improving library and Information Services

UNIT - 2

2.1   Library Building:
-            Planning, designing, building standards
2.2   Library building in present context
-        ICT section
-        Security System
-        Air Conditioning
-        Disaster Management
2.3   Library Furniture
-            Selection, Material etc.
2.4   Library Extension
-        Modular
2.5   Library Ambience
-        Lighting
-        Aesthetics

UNIT - 3
3.1   Library Legislation:
-                Need, Purpose, Objectives and
3.2   Model Library Act
3.3   Library Legislation in India:
-                Structure and Salient Features
3.4   Press and Registration Act
3.5   Delivery of Books (Public Libraries) Act

UNIT - 4   4.1   Legal Issues

4.2   Intellectual Property Rights (IPR),
- Basic concepts

4.3   Copyright,
- Author's Rights

4.4   Patents

UNIT - 5   5.1   Library preservation, conservation and restoration:
- Basic concepts
- Methods and techniques

5.2   Microfilm, Microfiche,
Basic concepts

5.3   Digital preservation and conservation,

5.4   Archiving

Suggested Readings
Library Systems

Text Books
1. Bhatt ,R K. History and Development of Libraries in India. 1995. Mittal Publications, New Delhi.
2. Chowdhury G G, Burton (P F) and Mcmenemy (D). Librarianship: The Complete Introduction. 2008. Neal-Schuman Publishers, New York.
3. Khanna J K. Library and Society. 1955. Research Publication, Kurukshetra.
4. Krishan Kumar. Library Organization. 1993. Vikas, New Delhi.
5. Rajamani, G S, IPR Intellectual Property Rights in IT Information Technology

References:
1. Chapman (E A) and Lynden (F C). Advances in Librarianship. 2000. Academic Press, San Diego.
2. Feather (J). The Information Society: A Study of Continuity And Change. Ed. 5. 2008. Facet Publishing, London.
3. Recommendations of the National Knowledge Commission 01 Edition, National Knowledge Commission (Government of India)Publisher: Academic Foundation (2009)
4. Planning for Results: A Library Transformation Process; Chicago: Public Library Association, ALA, 1998.
5. McCarthy, Richard D. Designing Better Libraries, Selecting and Working with Building Professionals, 2nd.Ed. Highsmith Press, 1999
6. Barclay, Donald A., and Eric D. Scott. *The Library Renovation, Maintenance, and Construction Handbook*. New York: Neal-Schuman Publishers, Inc., 2011.
7. McCarthy, Richard C. *Managing Your Library Construction Project: A Step-by-Step Guide*. Chicago: American Library Association, 2007.
8. H. Olsson, Introduction to Intellectual Property Law, WIPO/CNR/S/93/1, August 1993
9. Management and Use of Intellectual Property, and Global Intellectual Property Issues), 2000 International Bureau of WIPO
10. Banks, Paul N. and Roberta Pilette, ed. Preservation: Issues and Planning. Chicago and London: American Library Association, 2000.
11. Morrow, Carolyn Clark, with Gay Walker. The Preservation Challenge: A Guide to Conserving Library Materials. White Plains, NY: Macmillan, 1983.

MLS 204   Information & Communication and Information System   Marks: 30+70=100
                                                                    Total Credits: 4

Objective: To provide in depth concept of data and information, information communication, information explosion, economics of information and its impact in modern society.

Course Outcomes: The Successful completion of this course shall enable the student:

CO1: To get conceptual knowledge about value and use of Information
CO2: To familiarize the Information communication cycle and its steps
CO3: To enable the students to design and develop information system new/emerging areas/disciplines,
CO4: To explore feasibility of application of Information Technology and related aspects in their implementation.
CO5: To familiarize the national and global information systems & services

Part-A
(Information & Communication)

UNIT - 1
- 1.1   Information:
    - Definition, Characteristics, Nature, Types
- 1.2   Value and Use of Information
- 1.3   Information Architecture
- 1.4   Conceptual difference between Data, Information and Knowledge
- 1.5   Communication:
    - Definition, Characteristic
- 1.6   Communication channels, models and barrier

UNIT - 2
- 2.1   Information communication
- 2.2   Information cycle
- 2.3   Generation,   Collection, Storage
- 2.4   Transmission and dissemination of information,
- 2.5   Scientific Communication:
- 2.6   Formal and Informal channels of communication,
- 2.7   Information explosion,
- 2.8   Invisible colleges

UNIT - 3
- 3.1   Economics of Information:
    - Basic Concept, Definition;
- 3.2   Information as commodity and resource.
- 3.3   Document Management vs. Knowledge Management

PART-B
(Information System)

UNIT - 1

    1.1   Information systems:
-     Concept, Definition,

    1.2   Purpose, Organization & types.

    1.3   Components of Information System

    1.4   Cybernetics
-     Basic concept

UNIT - 2   2.1   National & Global Information Systems;
-     NISCAIR (National Institute of Science Communication and Information Resources)
-     NASSDOC (National Social Science Documentation Centre)
-     DESIDOC (Defence Scientific Information & Documentation Centre)
-     SENDOC (Small Enterprises National Documentation Centre)
-     UN Information Systems & CORD, ASTINFO, APINESS, AGRIS, MEDLARS, INIS, ENVIS

UNIT - 3   3.1   Alerting Services:
-     Basic concept, Functions and Services

    3.2   Types: Newspaper clipping, Listserv, Blogs.

UNIT-4

    4.1   Library and Information Systems:

    4.2   Public Library And Information System

    4.3   Academic Library And Information System

    4.4   Research And Technical Library And information System

    4..5   Health Science Library And Information system

    4.6   Agricultural Sciences Library And information System

    4.7   Engineering And Technological Library And information System

Suggested Readings
Information Communication & Information System

Text Books
1.   Chapman (E A) and Lynden (F C). Advances in librarianship. 2000. Academic Press, San Diego.
2.   Chowdhury (G G), Burton (P F) and Mcmenemy (D). Librarianship: the complete introduction. 2008. Neal-Schuman Publishers, New York.
3.   Guha, B. Information and Documentation. Calcutta: World Press, 1983.
4.   Gupta, B.M. et.al. Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related volumes.
5.   Krishna Kumar. Reference Service. New Delhi: Vikas, 1977.
6.   Kumar ,Krishan. Library organisation. 1993. Vikas, New Delhi.
7.   Ranganathan, S.R. Reference Service.Bombay: Asia, 1967.

References

1.   Bhatt, R K . History and development of libraries in India. 1995. Mittal Publications, New Delhi.
2.   Martin,W J. The information society. 1988. Aslib, London.
3.   Prasher,R G. Information and its communication. 1991. Medallion Press, New Delhi.
4.   Ranganathan ,S R. Five laws of library science. Ed. 2. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
5.   Singh,S P. Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
6.   Venktappaiah ,V and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi
7.   Osborne, Larry N. and Nakamura, Margaret. System analysis for librarians and information professionals. 2nd ed. Engewook: Libraries unlimited, 2004.

MLS 205   Organization of Knowledge (Practice + Project)   **Marks: 30+70=100**
                                                                                  Total Credits: 4

Objective: To give hands on knowledge and skills in Library classification using DDC and UDC
Course
outcomes: The Successful completion of this course shall enable the student:
      CO1: Classification of Documents requiring common subdivisions and other auxiliaries
      CO2: Practical knowledge of classifying library documents using DDC and
      CO3: Practical knowledge of classifying library documents using UDC,
      CO4: To equip students preparing customized library and information services doing a
      documentation project
      CO5: A practical exposure to Library functioning by observation and interaction by
      library visit

PART-A
(DDC & UDC Practical)

UNIT – 1   1.1   Classification of Documents requiring common subdivisions and other auxiliaries

UNIT – 2   2.1   Classification of documents basic, compound and complex subjects according to DDC and UDC (Latest edition)

PART-B
i.   Documentation Project

(Each student will be assigned any one of the following)

    i.   News Paper Clipping
    ii.   Description of few selected library websites
    iii.   Preparing bibliography of selected topics with indexes
    iv.   Preparing current contents of at least 25 monthlies / bi-monthlies

ii. LIBRARY VISIT REPORT

MLISc 2nd semester students are required to prepare a report on various aspects of a few selected/ prominent libraries after a daylong visit to library.

Third Semester

MLS 301   Information Retrieval   **Marks: 30+70=100**
                                                                            Total Credits: 4

Objective: To provide the knowledge of Information Retrieval in the context of LIS with its basic models, techniques and strategies

Course Outcomes:
  The successful completion of this course shall enable the student:

  CO1: To provide in-depth knowledge of Information Retrieval,
  CO2: To familiarize with different tools, Vocabulary control and its practical usage in information handling and dissemination,
  CO3: To acquaint with different information retrieval models,
  CO4: To Provide in-depth knowledge on Automatic Information Retrieval,
  CO5: To orient the students with the search strategies, Academic Databases

Unit 1   1.1 Information Retrieval Systems:
                          -Historical Perspectives,
                          - Nature,
                          -Characteristics,
                  1.2 Content analysis tools:
                          - Principles,
                          -Theories, Structure
                          -Cataloguing and Subject Indexing,
                  1.3 Indexing Language
                          - Controlled indexing language
                          - Natural language indexing language
                           Free indexing language
                                  -Free Text Search
                  1.4 Syntactical and semantic problems of indexing language

Unit 2   2.1 Vocabulary control:
                          -Tools, need, functions,
                          - Applications in Library and Information Science
                  2.2 Thesaurus:
                          -Characteristics, need, structure and construction
                  2.3 Difference of Thesaurus with other vocabulary control tools:
                          -Classification schedules,
                          -Subject Heading Lists

Unit 3   3.1 Application of Computer in Information Retrieval,
                  3.2 Inverted file creation in databases,
                  3.3 Automatic indexing: trends,
                  3.4 Keyword indexing,
                          -KWIC (Keyword in Context)
                          -KWOC (Keyword out of Context)
                  3.5 Machine Translation,
                  3.6 Computerized abstracting,
                  3.7 Natural language processing,
                  3.8 Evaluation of Information Retrieval Systems:
                                  -Recall, Precision, specificity

Unit 4   4.1 Information Retrieval (IR)
                                  - Introduction
                                  - Models
                  4.2 Manual and Machine IR
                  4.3 Search strategies:

-Boolean, Vector operations,
-Proximity search, Heuristic search,
-Free Text Search, Navigational search,

4.4 Internet searching:
Search Engines, Meta Search Engines with special reference to
-Library Websites, Academic Databases, Bibliographic Repositories

Suggested Readings

3.1   Information Retrieval

Text Books
1.   Alberico, Ralph and Micco Mary. Expert Systems for reference and information retrieval. West port: Meckler, 1990.
2.   Atchison, Jean & Gilchrist, Alan. Thesaurus construction: a practical manual. London: ASLIB. 1972.
3.   Chowdhruy, G.G. Introduction to Modern Information Retrieval. 2nd Ed. London, Facet Publishing, 2003.
4.   Malwad, N.M. and others. Digital libraries: Dynamic store house of digitized information. New Delhi: New Age, 1996.
5.   Pandey, S.K. Ed. Library information retrieval. New Delhi, Anmol, 2000.
6.   Prasher, R. G. Information and its communication. New Delhi: Medallion Press, 1991.

References
1.   Atherton, Pauline. Handbook for information systems and service, Paris: UNESCO, 1977.
2.   Austin, D. Precis, A manual of concept analysis and subject indexing. 2nd ed. 1984.
3.   Barbara Allan. E-learning and teaching in library and Information Services. London: Facet Publishing, 2002.
4.   Bikowitz., W R. Knowledge Management. Delhi: PHI, 2000.
5.   Cawkell, A.E., Ed. Evolution of an Information Society. London: ASLIB, 1987.
6.   Chernyi, A.I. Introduction to Information Retrieval Theory. 1983.
7.   Cleaveland, D. B., Cleveland, A. D. Introduction to Indexing and Abstracting. 1983.
8.   Crawford, Marshall Jean. Information broking: a new career in information work. London: LA 1988
9.   Dearnley, James and Feather, John. The Wired World: An introduction to the theory and practice of the information society. London : Facet Publishing, 2001
10.   Houghton B & Convey J. Online information retrieval system and introductory manual to principles and practices. Clive Bingley, London, 1977.

MLS 302   Marketing of Library and Information Products and Services   Marks: 30+70=100
Total Credits: 4

Objective: To introduce the students with the theoretical knowledge of Information as a resource and marketing in terms of demand, advertising, pricing, customer satisfaction etc.

Course outcome: The Successful completion of this course shall enable the student:

CO1: To give knowledge of concept of information in the context of global scenario, the concept of marketing and particularly marketing of information products and services
CO2: To give the knowledge of marketing of Information in the context of LIS
CO3: To give an understanding of product development phases
CO4: To familiarize the students with the Factors influencing prices, techniques of pricing
CO5: To give knowledge on Market research, strategic marketing and new technology based marketing

Unit 1   1.1 Information as a resource,
                         -Concept
                         -Characteristics
                         -Prominent ideas
                         -Prospects for library and information services
                 1.2 Economic value of information,
                         -Economics of Information
                 1.3 Information marketing:
                         Basic Concepts and global scenario

Unit 2   2.1 Marketing of Information and Information services –
                         -Definition and purpose.
                         - Contemporary approaches
                 2.2 Economic models and their application to information industry.

Unit 3   3.1 Transborder data flow.
                         -Basic concept, Functions
                 3.2 Barriers: access, economic, legal, linguistic and cultural

Unit 4   4.1 Products and Services:
                         -Planning and development.
                 4.2 Product Development
                 4.2 Product and service promotion:
                         Advertising, packing, branding etc

Unit 5   5.1 Pricing of information products and service-
                         -objectives and importance
                 5.2 Factors influencing prices, techniques of pricing

Unit 6   6.1 Market Research
                         - Introduction,
                         - Definition
                         -Characteristics
                         - Types
                 6.2 Strategic marketing,
                         -Strategies for marketing of information products & services in different libraries
          `   6.3 Information marketing and new technologies

Suggested Readings

3.2   Marketing of Library and Information Products and Services

Text Books

1. Anderson, A.R. Advancing library marketing. Journal of Library Administration. 1(3), 1980, pp. 17 32.
2. Anderson, W. T. Jr., Bentley, C. C. and Sharpe, L K IV. Multi-dimensional marketing: Managerial, societal, and philosophical. Austin TX: Austin Press 1976.
3. Kotler, P. Marketing for non-profit organizations. Englewood Cliffs, New Jersey: Prentice Hall, 1975.
4. Kotler, P. Marketing decision making: A model building approach. New York: Holt, Rinehat and Winston, 1971.

References

1. Bellardo, T. and Waldhart, T J. Marketing products and services in academic libraries, Libri. 27(3), 1977. pp. 181 194.
2. Berry J. The test of the marketplace. Library Journal. 104. Sept. 1979. pp. 1605.
3. Dragon, A C. Marketing the library. Wilson library bulletin. 53, 1979, pp. 498 500.
4. Eisner, J, ed. Beyond PR: Marketing for libraries. A Library Journal Special Report, 1981.
5. Ferguson, D. Marketing online services in the university. Online 1, Jul. 1977. pp. 15 23.
6. Kelley E. J. Marketing: Strategy and functions. N J. Prentice Hall, 1965.
7. Massey, M E. Marketing analysis and audience research for libraries. Library Trends. 24(3), 1976, pp. 473 481.
8. Moulton, B. Marketing and Library cooperatives. Wilson Library Bulletin. 55, Jan 1981, pp 347-352.
9. Seetharama. S. ed. Libraries and information centres as profit making organizations. (DRTC Workshop. 9 11 Aug. 1995). Bangalore: DRTC Indian Statistical Institute, 1995.
10. Wasserman, P. and Ford F T. Marketing and marketing research: What the library manager should learn. Journal of library administration. 1(1), 1980, pp. 23 30.
11. Weingand, Darlene E. Marketing for information agencies. New Jersey: Ablex Publishing, 1984.

MLS 303   Research Methodology   **Marks: 30+70=100**
                                                                Total Credits: 4

Objective: To give the knowledge and understanding of research with its the core concepts and elements

Course Outcomes:

The Successful completion of this course shall enable the student:

CO1: To understand and articulate the role and importance of research in library and information Science,
CO2: To introduce the different methods and techniques of research,
CO3: To familiarize in the use of statistical tools and techniques.
CO3: To develop Research reporting skills, to identify and discuss ethical related to Research.
CO4: To acquaint with components of a research report
CO5: To familiarize with different citation styles like APA, MLA etc.

Unit 1   1.1 Research:
                    -Concepts, Definition,
            1.2 Objectives and Significance of Research,
            1.3 Steps in conducting Research,
            1.4 Research types:
                    -Qualitative research, Quantitative Research
            1.5 Methods: Scientific & Historical
            1.6 Research Problems

Unit 2   2.1 Research Design:
                    -Definition, Need,
            2.2 Sampling,
                    -Fundamentals and Techniques,
            2.3 Hypothesis:
                    -Definition, Formulation,
                    -Types and Testing.

Unit 3   3.1 Methods and tools of data collection:
                    -Collection of Primary data
                    -Collection of Secondary data
                    - Survey, Experimental,
                    - Case-study and Observation, statistical,
            3.2 Delphi Tools: Questionnaire, Interview schedules.

Unit 4   4.1 Processing and analysis of data
            4.2 Statistics in Research
                    -Measures
                            -Mean, Median, Mode
                    -Scaling Technique
                    -Criteria of Good Measurement
            4.2 Interpretation
                    -Techniques
            4.3 Inferences,
            4.4 Presentation of data.

Unit 5   5.1 Report Writing:
                    -Introduction
            5.2 Components of a Research Report;
            5.3 Style manuals:
                    a. APA (American Psychological Association),
                    b. MLA (Modern Language Association) Style Manual

c. Chicago Citation Manual

Suggested Readings

3.3   **Research Methodology**
Text books

1.   Ahuja, Ram. Research Methods, Rawat. New Delhi, 2001.
2.   Auger, Current trends in scientific research. UNESCO, Paris, 1961.
3.   Bhandarkar. P.L & Wilkinson. T. S. Methodology & techniques of Social research Ed.9 Himalaya. Bombay, 1992
4.   Kothari, C.R. Research methodology: Ed2 Wishwa. New Delhi, 1990.
5.   Kumar, Krishna: Research methods in library in social science. Vikas, New Delhi, 1992
6.   Swamy, Krishna. O.R. Methodology of research in social sciences. Himalaya, Bombay, 1993

References

1.   Bundy.M.L & Wasserman.P. Reader in research methods in librarianship; techniques and interpretation: academic, New York, .1970. 21
2.   Busha, Charles, H. and Harter, Stephen, S. Research Methods in Librarianship. Techiques and Interpretation. Orlando, Academic press, 1980.
3.   Chapin.F.S (1974): Experimental designs in sociological research Rev Ed. Greenwood Press, Westport.
4.   Charles, H. et.al. Research Methods in Librarianship: Techniques and Interpretations. New Delhi, Sage, 1993.
5.   Downs, R.B & Down, E. How to do library research university of Illinois press, Urbana, 1966.
6.   Fowler, F.J. Survey Research Methods. New Delhi, Sage, 1993
7.   Goode, W.J & Hatt, P.K. Method of Social Research. McGraw Hill. Auckland, 1989
8.   Gopal, M.H. An introduction to research procedure in social sciences. Asia, Bombay, 1990.
9.   Ravichandra Rao, I.K. Quantitative methods in library and information science, Wiley Eastern. New Delhi, 1988.
10.   Slatter, Margaret, Ed. Research, methods in library and information science. London, L.A, 1990.
11.   Stevens, Rolland, E. Research methods in librarianship, Clive Bingley, London, 1971.
12.   Tabuer, M.F and Stephens, I.R. Ed. Library surveys. Columbia University Press, New York, 1968.

MLS 304   Bibliometrics Studies and Job Diary and Library Visit Report

Marks: 30+70=100

Total Credits: 4

Objective:
Course Outcomes: The successful completion of this course shall enable the student:

CO1: To give students knowledge of different methods to quantitatively analyze scientific and technological literature,
CO2: To make students familiar with commonly used Bibliometrics methods, Wide applications in the field of library and information Science.
CO3: To make familiar with Bibliometrics Laws
CO4: To familiarize with Citation Index and Citation Analysis
CO5: To make the students familiar with housekeeping operations by involving in Job Diaries

PART-A

(Bibliometrics Studies)

Unit 1
1.1 Bibliometrics,
  -Concepts, Definition
  -Scope & Usage
1.2 Scientometrics,
1.3 Informetrics
1.4 Webometrics
1.5 Limitations of Scientometrics, Informetrics and Webometrics

Unit 2
2.1 Bibliometrics Laws:
  a. Bradford,
  b. Zipf,
  c. Lotka.
2.2 Bibliographic Coupling:
  -History, Application

Unit 3
3.1 Citation Index and Citation Analysis:
  -Basic Concept
3.2 Citation Index Services
3.3 Citation Index and Citation Analysis in Social Sciences and Humanities.

PART-B
(Job Diary)
Students are to prepare Job Diary by working in the USTM Library or any other library under the supervision of library professionals specified by the department to have hands in experience in every possible unit / section of a library at regular basis.

3.4 Bibliometrics Studies and Job Diary and Library Visit Report

Text Books

1. Baker S L. and Lancaster S W. Measurement and evaluation of library services. 2ed. Arlinglon, Information resources press, 1991.
2. Ravichandra Rao, I.K. Quantitative Methods for Library and Information Science, New Delhi, Wiley Eastern, 1985

References

1. Carpenter R L. and Vasu E S. Statistical methods for librarian. Chicago. ALA, 1979.
2. Donohue, J C. Understanding scientific literature. A Bibliometric approach. London: MIT. 1990.
3. Egghe, L and Rousseau R. Introduction to Informetrics: Quantitative methods in Library, Documentation and Information Science. Amsterdam, Elsevier. 1990.
4. Garfield, E. Citation Indexing Its theory and application in science and technology and humanities. John Wiley, New York. 1979.
5. Hernon. P. Statistics: A component of the research process. Assblex, 1991.
6. M. M. Kessler (1963), "Bibliographic coupling between scientific papers." "American Documentation", 14(1), pp. 10–25.
7. M. M. Kessler (1963). "An experimental study of bibliographic coupling between technical papers." *IEEE Transaction on Information Theory*, 9(1) pp. 49.
8. Hernon. P. Handbook of statistics for library decision making. Ables 1989.
9. Hjerppe R. An outline of bibliometric and citation analysis. Stockholm: Royal institute of technology library, 1980.
10. Kraft D H. and Boyce B R. Operations research for libraries and information agencies: techniques for the evaluation and management decision alternative. San Diego: Academic Press. 1991.
11. Mores P M. Library effectiveness: A system approach. Cambridge: The MIT Press. 1968.
12. Nicholas D. and Ritchil, M. Literature and Bibliometrics. London, Clive Bingley, 1979.

MLS 305   Web Technologies (Theory and Practical)

Objective: To impart knowledge, understanding and skills on web technologies

Course Outcomes: The Successful completion of this course shall enable the student
    CO1: Students can understand history and basic concepts of web technologies
    CO2: Students will be able to know commonly used software packages for web designing
    CO3: This paper will introduce students to content management system
    CO4: Basic knowledge and skills of actual Library Website Designing
    CO5: Impart Basic knowledge on RSS Feeds, Wikis and Social networking

PART-A
(Theory)

Unit 1
    1.1 Website Designing:
        -Library website
    1.2 Navigational Tools:
        HTML (Hypertext Mark-up Language)
        CSS (Cascading Style Sheets)

Unit 2
    2.1 Designing and Developing
      a. Library Blogs,
      b. RSS Feeds,
      c. Wikis and Social networking etc

PART-B
(Practical)

    Unit 1
    Library Website Designing
    i.   Navigational Tools:
    ii. HTML, CSS (Cascading Style Sheets)
    iii. Designing and Developing
    iv. Library Blogs
    v.   RSS Feeds
    vi. Wikis and Social networking etc.

Suggested Readings
3.5   Web technologies (Theory & Practical)

Text Books
1.   Kumar, P S G (2003) Information Technology Basics: Volume 4: Paper IV of UGC Model Curriculum (Kumar's Curriculum Series in Library and Information Science) BR Publishing Corporation
2.   Kumar, P S G (2003) Management of Library and Information centres (Paper V of UGC Model Curriculum): Kumar's Curriculum Series in Library and Information Science, 5 BR Publisher

References
1.   Fox, Edward A, Goncalves , Marcos Andre and Shen Rao (2012) Theoretical Foundations for Digital Libraries: The 5S (Societies, Scenarios, Spaces, Structures, Streams) Approach (Synthesis Lectures on Information Concepts, Retrieval, and Services) Morgan & Claypool Publishers
2.   Atwood, R. The net grows. Internet world. 10, Sept. 1996. pp. 30 32.
3.   Benedikt, M. ed. Cyberspace: First steps. Cambridge, MA. MIT Press. 1991.
4.   Berners-Lee T. Weaving the Web. London: Orion business books. 1999.
5.   Burnett, Robert and Marshall P David. Web theory: An introduction. London: Routledge, 2003.
6.   Cheung. A home on the web: Presentations of self on personal homepages. (In: Guantlett, D: Web studies: Rewiring media studies for the digital age. London: Arnold 2000.)
7.   Gilder, G. Life after television, New York: WW Norton, 1994.

8.   Herman and Swiss T, Eds. The World Wide Web and contemporary cultural theory. New York. Routledge, 2000.

9.   Jones S G. ed. Virtual culture: Identity and communication in cyber society. London. Sage publications 1997

Fourth Semester

MLS 401   **Library System Analysis and Library and Users**   **Marks 30+70=100**
Total Credits: 4

Objective: To acquaint the students with library as a system, its components and knowledge of information need, information seeking behaviour and related aspects.

Course Outcomes: The successful completion of this course shall enable the student

CO1: To give students knowledge of interacting entities, including computer systems analysis and library as a system, different tools and techniques of analysis,
CO2: To give students knowledge of information repackaging, information analysis etc.
CO3: To familiarize the students with structured analysis tools like DFD, PERT etc.

PART-A
(Library System Analysis)

Unit 1
    1.1 Library as a System:
        -Concepts, components and subsystems of a library
    1.2 Inter-relationships of components information system,
    1.3 System development life cycle,
    1.4 Role of system analyst,
    1.5 Planning and conduction a system study

Unit 2
    2.1 Repackaging,
    2.2 Formatting,
    2.3 Consolidation,
    2.4 Current analysis,
    2.5 Content creation,
    2.6 Trends of Information analysis

Unit 3
    3.1 Planning and investigation,
    3.2 Information Gathering,
    3.3 Structured analysis tools
    3.4 Flow Chart:
        -DFD (Data Flow Diagram),
        -PERT (Program Evaluation and Review Techniques)
        -CPM (Critical Path Methods)

Objective: To impart the knowledge and understanding of information users, information needs & user education

Course Outcomes:

> **CO1:** To give knowledge of information need, information seeking behaviour, information seeking in both human and technological contexts,
>
> **CO2:** To familiarize with the concept of user studies, user education and their importance in the management and improving the services of a library and information centre.

Unit 1
1.1 Categories of Information Users,
1.2 Information Needs:
-Definition and models,
1.3 Information Seeking Behaviour,
-Models
1.4 Information transfer

Unit 2
2.1 Users Studies;
2.2 Methods and techniques of users studies 2.3 Evaluation of users studies

Unit 3
3.1 Users Education:
Goals and objectives,
3.2 Levels, techniques and methods evaluation of users education programme

Suggested Readings

4.1   Library System Analysis and Library and Users
Text Books
1. Nakamura, Margaret. Systems Analysis for Librarians and Information Professionals (Library and Information Science Text Series, Publisher: Libraries Unlimited; 2 ed.2000
2. Pandey, Raghunath Systems Analysis in Libraries. Publisher: Jnanada Prakashan.2011
3. Sharma, Lokesh. Information System Analysis in Libraries. Friends Publisher: New Delhi. 2006
4. Choukhande,V.G. Information Needs And Information Seeking Behaviour, Adhyan Publisher 01 Edition 2008
5. Laloo, B.T. Information needs information seeking behaviour and users 01 Edition , Ess Ess Pub. 2009

MLS 402   Library Automation & Networking   Marks 30+70=100

Objective: To give knowledge and understanding on Library Automation & Networking focusing on the core technologies and aspects

Course Outcomes:
  CO1: To give students knowledge of network, switched network
  CO2: To give knowledge about different switching technology, accessing and architecture of Internet
  CO3: To give in-depth knowledge of library automation,
  CO4: To familiarize with the basic elements of Digital Library and its structure
  CO5: To make aware students from content creation and its management & knowledge of consortia, know-how of hardware and software of Digital Library

Unit 1   1.1 Library Automation:
                        -Introduction, need and advantages,
                1.2 Planning and implementation of Library Automation,
                1.3 Steps in Library Automation,
                 1.4 Selection of Hardware and Software,
                1.5 Areas of Library Automation:
                        -Acquisition, Cataloguing, Circulation, Serials Control,
                        -OPAC (Online Public Access Catalogue),
                        -Library Management

Unit 2   2.1 Communication Technology
                2.2 Transmission Media –
                        -Switching System,
                        -Bandwidth,
                        -Multiplex,
                 2.3   Wireless Communication,
                 2.4   Fax & Email
                 2.5   Teleconferencing, Videoconferencing
                 2.6   Bulletin Board Service,
                 2.7   Tele text, Video text, Voice mail

Unit 3   3.1 Library Networking
                         -Introduction
                         -Historical development
                         -Recent Activities
                3.2 Network Consortia:
                        Introduction, with special reference to
                        ERNET (Education and Research Network),
                        NICNET(National Informatics Centre Network)
                        DELNET(Developing Library Network),
                        INFLIBNET(Information And Library Network)
                        JANET(Research and Education Network)
                        BLAISE (British Library's Automated Information
                        Service)
                        OCLC (Ohio College Library Centre/Online Computer
                        Library Centre)

Unit 4   4.1 Data warehousing,
                 4.2 Data Mining and Meta data
                 4.3 Networking Technologies and Library Networks
                 4.4 Knowledge Management Systems
                 4.5 Dublin Core Metadata Standard
                 4.6 ISO-2709,
                 4.7 MARC Format.

Unit 5   5.1 Digital Libraries:
                    -Conceptual Framework; Definitions,
            5.2 Models and Theories
            5.3 Digital Libraries: Role in Education and Research**,**
            5.4 Academic and Research Perspective:
            5.5 Challenges and Concerns for Digital Library
            5.6 Open Access Initiative – India and Global, Its implications for empowering society

Suggested Readings

4.2   Library Automation & Networking

Text Books
1.   Chowdhury, G.G. Introduction to Digital Libraries. London: Facet Publishing, 2003
2.   Satyanarayana, N.R. A Manual of Computerization of Libraries. New Delhi: Viswa Prakashan, 1995

References
[1]   Cooper, Michael D. Design of Library Automation Systems: File Structure, Data Structures and Tools, New York: John Wiley, 1996.
[2]   John M. Cohn, Ann L. Kelsey and Keith Michael Fiels, Planning for Library automation: A Practical Handbook London: Library Association, 1998.
[3]   John M. Colon, Annl Kelsey, Keith Michael Fiels. Planning for Automation: A How-to do-it for Librarian. 2nd ed. (S.I.): Neal-Schuman, 1997.
[4]   Kausik Bose Information Networks in India: Problems and Prospects / New Delhi: Ess Ess Publications, 1994.
[5]   Leona Carpenter, Simon Shaw & Andrew Prescott. Towards the Digital Library. London: LA, 1998.
[6]   Lovecy, Ian. Automating Library procedures: a survivor s handbook. London: Library Association, 1984.
[7]   Paul Pedley. The invisible Web: Searching the hidden parts of the Internet. London: Aslib, 2001.
[8]   Reynolds, Dennis. Library automation: Issues and applications. New York: Bowker, 1985.
[9]   Xavier, C. World Wide Web Design with HTML, New Delhi: TMH, 2000

MLS 403   Computer Application to Library Work and Library Software Packages (Theory)

Marks 30+70=100   **Total Credits: 4**

Objective: To give students theoretical knowledge on Computer Application to Library Work and Library Software Packages

Course outcomes:

        CO1: To understand and get familiar with applications of Computer and Information Technology in Library and Information Centers.
        CO2: To give the basic concepts of library software packages,
        CO3: To acquaint the students with to give basic concepts on open source library software.
        CO4: To make familiar with software used in Indian libraries and online academic and scholarly databases
        CO5: To give the basic understanding of online publications, e-publications etc.

Unit 1   1.1 Computer Applications to Library and Information Work:
      i.   In House operations-
           -acquisition, ordering, membership database, circulation etc.
      ii.   Retrospective conversion,
      iii. Accounting,
      iv. Stock verification,
      v.   Archiving of rare materials,
      vi. Library security systems etc.

Unit 2   2.1 Information Services:
        -Search through CD-ROM & Internet
    2.2 Electronic Publishing
        -Online magazines and E-journals,
        -Academic Databases
            -Shodhganga
        -Retrieval from electronic archival material
            -Internet Archive
    2.3 Digital Library Projects
        -Digital Library of India
        -Universal Digital Library
        -World Digital Library

  Unit 3   3.1 Library software packages:
        -Introduction,
        -Historical Development
        -Use in Indian Libraries
    3.2 Integrated Library System (ILS)
        - Basic Concept
    3.3 UNICODE
        -Basic Concept

Unit 4   4.1 Study and composition of
      a.   CDS/ ISIS,
      b.   SOUL 2.0,
      c.   LibSys,
      d.   E – Granthalaya packages
      e.   Content management software
        -Drupal
        -WordPress

Unit 5   5.1 Open source software packages:
                       -Introduction,
                       -Applications
                       -Recent Trends
                       -Open Source Initiative
              5.2 Study of Open Source Software:
                       a.   NewGenLib,
                       b.   KOHA
                       c.   GSDL,
                       d.   Greenstone packages

MLS 404   Library Software Packages (Practical)   **Marks 30+70=100**

Total Credits: 4

Objective: To give students skills on different library software packages for library management

Course outcome:

CO1: To give hand on knowledge of library software packages like CDS/ISIS, SOUL etc.
CO2: To understand the concept of E – Granthalaya software
CO3: To give hand on development of Digital Library /Institutional Repository
CO4: To give hand on Planning and Adoption of Open Source Software
CO5: To get an insight into use and management of open source software like KOHA, NewGenLib etc.

Unit 1   1.1 Library Automation Software likes
               -CDS/ ISIS (Computerized Documentation System-Integrated Set for Information Systems)
                    by UNESCO
               -SOUL (Software for University Libraries) 2.0 by INFLIBNET
               - E-Granthalaya software by National Informatics Center

Unit 2   2.1 Development of Digital Library /Institutional Repository
                    -Using Software's like DSpace, Greenstone etc.

Unit 3   3.1 Planning and Adoption of Open Source Software:
                    -KOHA,
                    -NewGenLib etc.

Suggested Readings

1.   CDS/ ISIS Manual Micro Version. Paris: UNESCO
       portal.unesco.org/ci/en/ev.php-
       URL_ID=2071&URL_DO=DO_TOPIC&URL_SECTION=201.html
2.   SOUL Manual, Ahmedabad: INFLIBNET
3.   KOHA Manual
4.   E- Granthalaya Manual

MLS 405   **Dissertation**   **Full Marks=100**

Total Credits: 4

Objective: To familiarize the students with the steps of a research activity and analysis of data

Course outcome:

CO1: The aim of a dissertation work is to equip the students with
practical knowledge and technical steps to carry out a research project.

A)   MLISc (Master of Library and Information Science) 4th Semester students shall
have to choose a topic for project / dissertation in the beginning of the Semester
and preliminary preparation is to be carried out under the guidance of a faculty.

B)   They have to submit the Dissertation on the selected topic, as per (A) above, after
a stipulated time period to be fixed by the department at the end of the 4th

semester examination.

N.B. Dissertation is a compulsory work and each student need to submit two (2) hard bound copies and one (1) soft copy (on CD) to the department