Department of Library and Information Science
Aligarh Muslim University, Aligarh-202002
Syllabus

Master of Library & Information Science
(M.Lib.I.Sc. Ist Semester)
2020-2021
(Revised in the meeting of BOS held on 14.09.2015)

Paper No.	Course No.	Paper title	Credit	Sessional Marks	Exam. Marks	Total Marks
I	MLS-7001	Knowledge, Information and Communication	04	25	75	100
II	MLS-7002	Library Classification (Theory)-I	02	12	38	50
III	MLS-7003	Library Classification (Practice)-I	02	12	38	50
IV	MLS-7004	Research Methods and Statistical Techniques	04	25	75	100
V	MLS-7005	Information Technology (Theory)	04	25	75	100
VI	MLS-7006	Information Technology (Practice)	02	12	38	50
VII	MLS-7007	Information Repackaging and Retrieval	04	25	75	100
VIII	MLS-70VI	Viva-Voce	02	-	50	50
		Total credit / Marks	**24**	---	---	**600**

Master of Library & Information Science

Program Specific Outcome

Master's degree in Library & Information Science aims to:

- Develop manpower for libraries and information centres for effective and efficient service, professional values, dedication and attitudes.
- Prepare students to work in the modern library administrative environment at an advanced level.
- Impart education and training in knowledge communication and knowledge management.
- Equip the students with competent skill essential for carrying out advanced information technology in libraries.
- Equip the students to carry out researches in different fields of Library and Information Science.

Paper-I **Credit: 04**
MLS-7001 **Marks: 100**

Knowledge, Information and Communication

(Revised in the meeting of BOS held on 17.08.2017)

Course objective: To develop an understanding of the concept of information communication and knowledge management aspects in libraries.

Course Outcomes

After studying this paper, the students shall be able to:

- Familiarize with the conceptual difference between the data, information and knowledge.
- Equip students to understand the generation and use of information.
- Importance and processes for communication of information.
- Develop a thorough knowledge about the role of information and Information Industry.
- Understand the concept of IPR, Copyright and Data Security
- Understand the concept of Knowledge Management in libraries.
- Comprehend the latest trends in information communication.

UNIT-I

- Information, Characteristics, Nature, Value and Use
- Conceptual difference between data, information and knowledge
- Communication of Information: Information generation
- Communication Process, Channels, Models and Barriers
- Trends in Scientific Communication

UNIT-II

- Information Industry-Generators, Providers and Intermediaries
- Information as an asset and Resource
- Intellectual Property Rights Acts
- Concept of freedom, Censorship, Data security and fair use
- National Policy on Library and Information Systems and Services

UNIT-III

- Knowledge Management: Definition, concept, need, basic tools
- Knowledge Management Systems: Basic components
- Approaches and Architecture of Knowledge Management
- Trends in Knowledge Management
- Role of Knowledge Managers

Reading List:

1. Vickery, B.C. & Vickery, A. (1987). *Information Science in Theory and Practice.* London: Butterworth.
2. Sharma, S. & Gopal, S. (2011). *Applications of Knowledge management in digital era*. New Delhi: GNOSIS.
3. Kawatra, P.S. (2000). *An introduction to information systems*. New Delhi: A.P.H. Publishing.
4. Menon, S. (2003*). Protection of Intellectual property in cyber space*. New Delhi: Authorspress.
5. Secker, J. (2010). *Copyright and e-learning: A guide to Practitioners*. London: Facet Publishing
6. Angrew, G. (2008). *Digital rights management: A librarian's guide to technology and practice*. U.K.: Chandos Publishing.
7. Parashar, R.G. (1991). *Information and its communication*. New Delhi: Medallion Press.
8. Olive, A. (2007). *Conceptual modeling of information systems*. Berlin: Springer-Verlag
9. Losse, R. M. (1990). *The Science of Information*. San Diego: Academic Press.
10. Rikowski, R. (2007). *Knowledge Management: Social, cultural and theoretical perspectives*. U.K.: Chandos Publishing.
11. Sharma, P. (2004). *Knowledge Management*. New Delhi: A.P.H. Publishing.
12. Khan, M.T.M. (1998). *Information organization and communication*. New Delhi: Ess Ess Publishing.

Paper-II **Credit: 02**
MLS-7002 **Marks: 50**

Library Classification (Theory)

Course objective: To develop an understanding of the concepts of library classification, classification theories and their implication for the development of library classification systems.

Course Outcomes
After studying this paper, the students shall be able to:

- Understand the general theory of classification and Universe of Knowledge.
- Understand the modes of formation of subjects and methods for revision of major Classification Schemes.
- Grasp an understanding of special classification schemes.
- Develop a classification scheme.
- Make a comparison of Major schemes for better selection of Classification Schemes.

UNIT-I

- General theory of Classification : Contributions of Rechardson, W.C. Berwick Sayyers, H.E. Bliss, S.R. Ranganathan and CRG
- Universe of Knowledge : Mapping and Problems
- Categorization of Isolates: Historical Perspective and Modern Trends

UNIT-II

- Modes of formation of Subjects and Methods of Scholarship vis-à-vis revision of CC, UDC and DDC
- Features of Special Classification Schemes
- Classificatory Principles in the Classification of Sciences, Social Sciences and Humanities

UNIT-III

- Comparison of CC & UDC with regard to common sub-divisions and Indicator Digits
- Trends in Classification: Thesaurofacet, automatic Classification, Classaurus, Classification in Online Systems, Web Dewey; Dewey on CD.
- Design Methodology of Classification Scheme.

Reading List:

1. Foskett, A.C. (1977). *Subject Approach to information* (3rd ed.). London: Clive Bingley.
2. Mills, J. (1960). *A Modern Outline of Library Classification*. Bombay: Asia Publishing House.
3. Ranganathan, S.R. (1967). *Prolegomena to Library Classification* (3rd ed). Bangalore: Sarada Ranganathan Endowment for Library Science.
4. Husain, S. (2004). *Library Classification: facts and analysis*. New Delhi: BR Publishing.
5. Ranganathan, T.S., Ed. (1990). *Ranganathan Philosophy: Assessment, Impact and Relevance*. New Delhi: Vikas Publishing House.
6. Kumar, K. (1988). *Theory of Classification* (4th ed). New Delhi: Vikas Publishing.

7. Marcella, R. and Newton, R. (1996). *A New Manual of Classification*. New Delhi: Jaico Publishing.
8. Mills, J. (1996). *A Modern Outline of Library Classification*. Bombay: Asia Publishing.
9. Ohedar, A.K. & Sengupta, B. (1977). Library Classification (2nd rev. ed.). Calcutta: World Press.
10. Ranganathan, S.R. (1962). *Elements of Library Classification* (3rd ed.). Bombay: Asia Publishing.
11. Brown, J.D. (1939). *Subject Classification* (3rd ed.). London: Grafton.
12. Parkhi, R.S. (1972). *Library Classification: Evolution of a Dynamic Theory*. New Delhi: Vikas Publishing House.

Paper-III **Credit: 02**
MLS-7003 **Marks: 50**

Library Classification (Practice)

Course objective: To equip the students with the advance level practical knowledge of library classification using the Universal Decimal Classification (UDC) scheme by classifying complex and simple titles respectively.

Course Outcomes
After studying this paper, the students shall be able to:

- Classify and construct the class numbers of simple and complex titles using UDC scheme of classification.
- Synthesize class numbers by using different Auxiliary Tables and 'Add to Instructions' of UDC scheme.

The practical examination will consist of transcripts of eight complex titles of monographs and other documents to be classified in depth according to UDC (Abridged edition 2003)

Reading List:

1. Fosket, A. C. (1973). *Universal Decimal Classification*. Clive Bingley, London.
2. Mcllwaine, I. C. (2007). *The Universal Decimal Classification: A guide to its use*. UDC Consortium, The Hague, Netherlands.
3. Universal decimal classification. (Latest Edition). British Standards Institution, London

Paper-IV **Credit: 04**
MLS-7004 **Marks:100**

Research Methods and Statistical Techniques

(Revised in the meeting of BOS held on 17.08.2017)

Course objective: To understand the concept of Research Design, Tools and Techniques for carrying out the research in various fields of Library and Information Science.

Course Outcomes

After studying this paper, the students shall be able to:

- Understand the concept of research design, tools and techniques.
- Understand the designing of a Research Proposal.
- Develop a thorough understanding of research data analysis, interpretation and presentation.
- Use different statistical techniques and statistical packages.
- Develop skills for writing and evaluating a research report.

UNIT-I

- Research: Concept and definition
- Types of research: Fundamental and Applied, Inter disciplinary and Multidisciplinary
- Research Design: concept and types
- Elements of Research methods Identification and formulation of problem
- Hypothesis
- Literature **S**earch: Print & Non-print
- Research Methods: Scientific, Historical methods, Descriptive methods, Survey and Case Study Methods, Experimental and Delphi Methods
- Designing of Research Proposal

UNIT-II

- Sampling Techniques
- Research Technique Tools**:**
  - Questionnaire, Interview, Observation
  - Scales and Check lists
  - Library Records and Reports
- Research Reporting: Structure, Style, Contents, Guidelines
- Methods of Research Report Evaluation

UNIT-III

- Data analysis and interpretation: concept and use
- Descriptive Statistics – Measures of Central Tendency, Mean, Mode, Median
- Tabulation and Generalization
- Measures of dispersion, Variance and Covariance
- Standard Deviation
- Graphical presentation of data: bar, Pie-line graphs, Histograms
- Inferential Statistics: Correlation, T-test, Regression – linear and non-linear, Chi square test
- Statistical packages – SPSS, (introduction)

Reading List:

1. Best, J. W. & Kahn James, V. (1999). *Research in Education* (2nd ed.). New Delhi: Prentice Hall of India.
2. Busha, C. H. & Harter, S. H. (1988). *Research Methods in Librarianship: Techniques and Interpretations*. New York: Academic Press.
3. De Vaus, D. (2001). Research Design in Social Research. New Delhi: Sage Publications.
4. Ghosh, B. N. (1984). *Scientific Method and Social Research* (2nd ed.). Delhi: Sterling
5. Slater, M., Ed. (1990). *Research Methods in Library and Information Studies*. London: The Library Association.
6. Kumar, K. (1992). *Research Methods in Library and Information Science*. New Delhi: Vikas Publishing House
7. Kumar, P.S.G. (2004). *Research Methods and Statistical Techniques*. Delhi: B.R. Publishing.
8. Rao, I. K. R. (1983). *Quantitative Methods for Library and Information Science*. New Delhi: Wiley Eastern.
9. Sanders, D. H. (1980). *Statistics: A Fresh Approach*. New Delhi: McGraw Hill.
10. Alvesson, M. & Skoldberg, K. (2009).*Reflexive methodology: new vistas in qualitative research* (2nd rev. ed.). Sage Publication: London.
11. Devarajan, G. (2011). *Prolegomena to Research methodology*. New Delhi: Ess Ess Publishing.
12. Das, S. (2012). *Research methodology: methods, tools & techniques*. Jaipur: Yking books.
13. Sharma, J. N. (2011). *Research methodology: The discipline and its dimensions*. New Delhi: Deep & Deep Publications.
14. Singh, Y.K. & Bajpai, R.B. (2008). *Research methodology: Data presentation*. New Delhi: A.P.H. Publishing.
15. Sharma, C.K. & Jain, M.K. (2009). *Research methodology*. New Delhi: Shree Publishers.

Paper-V **Credit: 04**
MLS-7005 **Marks: 100**

Information Technology (Theory)-I

Course objective: To understand the various advance applications of Information Technology in libraries with the concept of library automation, planning and implementation and to study different modules of various library management software packages.

Course Outcomes
After studying this paper, the students shall be able to:

- Study the library software packages for use in different types of libraries.
- Develop an understanding of proprietary and open source software.
- Learn about the importance of Human Computer Interfaces and application of multimedia to libraries.
- Knowledge about the concept of Telecommunication and Networking in general.
- Generate awareness about various types of networks and their applications in library networks for enabling better library facilities.

UNIT-I

- Information Technology and Libraries.
- Software packages: Operating systems, utility software, application software.
- Criteria for selection of application software.
- Library automation software packages-Proprietary and Open source softwares with examples: WINISIS, KOHA, Alice for Windows.

UNIT-II

- Human Computer interfaces.
- Multimedia: Elements and its application to libraries
- Telecommunication and networking: Concepts, Media, Mode and Components
- Network Media: UTP, Optical fiber Ethernet, Network Interface Card, Hub, Router, Modem.

UNIT-III

- Network types-LAN, MAN, WAN and their applications in Library Networks
- Network topologies-Bus, Star, Ring, Token Ring
- Local Area Network – Types
- CD Networks

Reading List:

1. Goel, A. (2012). *Computer fundamentals*. New Delhi: Pearson Education.
2. Marshal, F. & Kulkarni, L.G. (2009). *Computer networking and the internet* (5th ed.). New Delhi: Pearson Education.

3. Black, U. (2003). *Computer networks: Protocols, standards and interfaces* (2nd ed.). New Delhi: Prentice-Hall.
4. Tanenbaum, A.S. (2003). *Computer networks (4th ed.)*. New Delhi: Pearson Education.
5. Samuel, T.M. & Samuel, M. (2008). *Information technology*. New Delhi: Commenwealth.
6. Leon, A. & Leon, M. (1999). *Fundamentals of information technology* (2nd ed.). New Delhi: Vikas Publishing.
7. Sehgal, R.L. (1999). *Handbook of library software packages*. New Delhi: Ess Ess Publication.
8. Parashar, R.G. (2003). *Indian library in IT environment*. Ludhiana: Medallion press.
9. Rajaraman, V. (2007). *Fundamentals of computers* (4th ed.). New Delhi: Prentice-Hall of India.
10. Kresh, D., Ed. (2000). *The whole digital library: Handbook*. New Delhi: Indiana Publishing.
11. Aswal, R.S. (2003). *CDS/ISIS for windows: A handbook for librarians*. New Delhi: Ess Ess Publication.

Paper-VI **Credit: 02**
MLS-7006 **Marks: 50**

Information Technology (Practice)-I

Course objective: To provide hands-on training on standard modules of popular library automation software packages viz Libsys, Alice for Windows and WINISIS.

Course Outcomes
After studying this paper, the students shall be able to:

- Create database using WINISIS, and Alice for Windows
- Familiarize with Library software package-Alice for Windows for in-house operations,
- Generate barcode labels and membership cards using Alice for Windows.
- Lear search techniques of various CD-ROM & Online Databases.
- Create and design Web page for a Library/ Information Centre

The practical questions will be set to check IT skills in the following areas:-

- Creation of database using WINISIS, and Alice for Windows.
- Use of Library software package, Alice for Windows for in-house operations, Bar Code Generations, membership cards, machine readable catalogue cards.
- CD-ROM & Online searching.
- Web page design and creation for a Library/ Information Centre.

Note: The semester examination, which will be conducted by one external examiner and one internal examiner to be appointed by Board of Studies. The duration of the examination will be of 2 hours.

Reading List:

1. Xavier, C. (2007).*World Wide Web design with HTML*. New Delhi: Tata Mc Graw Hill.
2. Bradley, P. (2007). *How to use web 2.0 in your library*. London: Facet Publishing.
3. Cox, C. N. (2006). *Federated search: solution or setback for online Library Services*. Philadelphia: The Haworth Press.
4. Donnelly, V. (2000). *Designing easy-to-use websites: a hands-on-approach to structuring successful websites*. Boston: Addison-Wesley.
5. Lowery, J. W. (2002). *Dreamweaver MX bible*. Indianapolis: Wiley Publishing,
6. Lynch, P. J. & Horton, S. (2009). *Web style guide: basic design principles for creating web sites* (3rd ed.). London: Yale University Press.
7. Niederst, Jennifer (2006). Learning Web Design : *A Beginner's Guide to HTML, Graphics and Beyond* (2nd ed.) Mansion Shroff Publishers and Distributers Pvt. Ltd.

Paper-VII **Credit: 04**
MLS-7007 **Marks: 100**

Information Repackaging and Retrieval

(Revised in the meeting of BOS held on 17.08.2017)

Course objective: To enable the students to understand the concept of information repackaging and retrieval.

Course Outcomes

After studying this paper, the students shall be able to:

- Learn the skills for preparation of Indexes/Abstracts.
- Assess the role of National and International Abstracting/ Indexing services.
- Understand the concept and importance of Information Repackaging and consolidation.
- Comprehend the concept of Vocabulary Control and construction of thesaurus.
- Understand the use and evaluation of Information Retrieval Systems.
- Understand the search strategies, feedback and refining of information search.

UNIT-I

- Abstract & Abstracting: Concept, Types, procedure of Abstracting, Guidelines in preparing Abstracts
- Repackaging and consolidation: Concept and Need
- Procedure of repackaging: Content analysis, formatting, consolidation
- Study of few Internationally recognized Abstracting /Indexing Services: Sci-Finder, PUB-MED, Web of Science

UNIT-II

- Index and Indexing: Concept and Types
- Indexing models – assigned and derived
- Co-ordinate Indexing system
- Citation indexing
- Indexing languages: types and characteristics
- Vocabulary control – tools of vocabulary control
- Features and Construction of IR Thesaurus

UNIT-III

- Information Retrieval System – concepts and types
- Features and elements of online IR
- Trends in IR
- Evaluation of IR systems
- Search Strategies: Manual/Machine, feedback and Refining

Reading List:

1. Rajan, T.M. (1981). *Indexing systems: Concepts, models and techniques*. Calcutta: IASLIC
2. Chakrabortty, A.R. & Chakrabarti, B. (1984). *Indexing: Principles, processes and products*. Calcutta: The World Press.
3. Prashar, R.G. (1989). *Index and Indexing systems*. New Delhi: Medallion Press.
4. Riaz, M. (1989). *Advanced indexing and abstracting practices*. New Delhi: Atlantic publishers.
5. Chowdhury, G.G. (2010). *Introduction to model information retrieval system* (3rd ed.). London: Facet publishing
6. Rich, Elaine. (1990). *Artificial intelligence* (2nd ed.). New York: McGraw-Hill.
7. Salton, G. & McGill, M.J. (1983). *Introduction to modern information retrieval*. New York: McGraw-Hill.
8. Lancaster, F.W. (1991). *Indexing and abstracting in theory and practice*. London: Library Association Publishing.
9. Dierick, H. & Hopkinson, Alan. (1981). *Reference manual for machine-readable Bibliographic Descriptions* (2nd ed.). Paris: UNESCO.
10. Date, C.J. (1981). *An introduction to database systems* (3rd ed.). Reading, MA: Addison-Wesley
11. Aitchison, J. & Gilchrist, A. (2000). *Thesaurus construction and use: a practical Manual* (4th ed.). London: Aslib.

Paper-VIII **Credit: 02**
MLS -70VI **Marks :50**

Viva-Voce

Course Outcomes

After studying this paper, the students shall be able to:

- Develop better interaction and communication skills.

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Master of Library & Information Science
(M.Lib.I.Sc. IInd Semester)
2020-2021
(Revised in the meeting of BOS held on 14.09.2015)

Paper No.	Course No.	Paper title	Credit	Sessional Marks	Exam. Marks	Total Marks
I	MLS-8001	Informetrics and Scientometrics	04	25	75	100
II	MLS-8002	Library Cataloguing (Theory)	02	12	38	50
III	MLS-8003	Library Cataloguing (Practice)	02	12	38	50
		Any one of the following				
IV (a)	MLS-8004	Information Sources and System in Natural Sciences	02	12	38	50
IV (b)	MLS-8005	Information Sources & Systems in Social Sciences	02	12	38	50
IV (C)	MLS-8006	Information Sources and Systems in Medical Sciences	02	12	38	50
IV (d)	MLS-8007	Information Sources and Systems in Agricultural Sciences	02	12	38	50
IV (e)	MLS-8008	Information Sources and Systems in Eng. & Technology	02	12	38	50
		Any one of the following				
V (a)	MLS-8009	Planning and Management of Academic Library System	02	12	38	50
V (b)	MLS-8010	Planning and Management of Public Library System	02	12	38	50
V (c)	MLS-8011	Planning and Management of Special Library System	02	12	38	50
V (d)	MLS-8012	Planning and Management of Health Science Library System	02	12	38	50
VI	MLS-8013	Information Technology (Theory)-II	04	25	75	100
VII	MLS-8014	Information Technology (Practice)-II	02	12	38	50
VIII	MLS-80DI	Dissertation	04	25	75	100
IX	MLS-80VI	Viva-Voce	02	-	50	50
		Total credit / Marks	**24**	---	---	**600**

Paper -I **Credit: 04**
MLS-8001 Marks:100

Informetrics and Scientometrics

(Revised in the meeting of BOS held on 19.12.2018)

Course objective: To develop an understanding of Information Science, Marketing of Information Products and Services, measurement and use of scholarly information using different Bibliometric Models and Indicators and imparting the relevant competencies**.**

Course Outcomes

After studying this paper, the students shall be able to:

- Develop an understanding of the concept of Information Science and its relation with other subjects.
- Comprehend the role of Libraries and Information Centers in society.
- The importance of measuring literature and its impact on use of information with different models and indicators.
- Design and development of Information Products.
- Develop an understanding of the concept of marketing and economics of information products.

UNIT-I

- Information Science: Definition, Scope and Objectives
- Information Science: Historical background, Relationship with other subjects
- Information society: Genesis, Characteristics, Implications
- Changing role of Library and Information Centres in Society

UNIT-II

- Bibliometrics, Scientometrics, Informetrics and Webometrics: concepts, evolution and present status
- Bibliometric Laws: Bradford, Zipf, Lotka and their utility and application
- Citation analysis, Bibliographic Coupling, Obsolescence, E-citation, Impact factor

UNIT-III

- Information Products: Nature, Concepts, Types
- Design and Development of Information Products.
- Marketing of Information Products
- Economics of Information: Concepts and Evolution
- Information as a Commodity

Reading List:

1. Dhawan, K.S. (2001). *Reading in Library Science*. New Delhi: Commonwealth.
2. Sardana, J.L., Ed. (2002). *Libraries and information studies in retrospect and prospect: Essay in Honour of* D. R. Kalia. New Delhi: Concept publishing company.
3. Baruah, A. (2004). *Library Science: Prospects in 21st century*. New Delhi: Kilaro Books.
4. Melntosh, J. (Ed.). *Library and Information Sciences: Parameters and Perspectives.* Canada: Apple Academic Press.
5. Kawatra, P.S. (2000). *Textbook of Information Science*. New Delhi: A.P.H. Publishing

Paper-II **Credit: 02**
MLS-8002 **Marks: 50**

Library Cataloguing (Theory)

(Revised in the meeting of BOS held on 19.12.2018)

Course objective: To prepare the student to understand the theatrical aspects of cataloguing and study the latest trends in cataloguing.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the contributions of significant people in the field of cataloguing.
- Know the Web based cataloguing systems.
- Understand subject cataloguing with the help of PRECIS, POPSI and Chain Indexing.
- Comprehend the current trends in library cataloguing.
- Know the standards for bibliographic interchange and communication formats.

UNIT-I

- Contributions of Cutter, Lubetzky, Ranganathan in the field of Cataloguing.
- Resource Description and Access (RDA) : Concept and Structure.
- Online Cataloguing: OPACs and Web OPAC with examples at national and international level.
- Knowledge Discovery Tools: Concept and examples.

UNIT-II

- Subject Cataloguing: Definition and General Principles
- Choice and Rendering of Subject Headings: LCSH, POPSI, PRECIS
- Thesaurus: Need and Guiding Principles for Compilation

UNIT-III

- Layout and rules for the Union Catalogues of Books, Periodicals, Indexing and Abstracting Journals and National Bibliographies.
- Compilation of Local, National and International Union Catalogues, Application of IT
- Development and current trends in Standardization, Description and Exchange Formats: ISBD, MARC, CCF, ISO2709
- UNIMARC, MARC21, UNICODE: Overview

Reading List:

1. Fritz, D. A. (2009). *Cataloguing with AACR-II & MARC21: for books Electronics Resources, Sound Recording, Video Recording & Serials*. New Delhi: Pentagon Press.
2. Maxwell, R. L. (2009). *Maxwell's Handbook for Anglo- American Cataloguing Rules2: Explaining & illustrating through the 2003 update.* New Delhi: Indiana Publishing House.

3. Dabs, K.C. (2008). *IT Application for TQM and Library Marketing*. New Delhi: Ess Ess Publications.
4. Lois Mai Chan (2007). *Cataloguing and Classification: An Introduction* (3rd ed.). Lanham: The Scarecrow Press.
5. Sahoo, K.C. (2004*). Information Management with IT Application*. New Delhi: Medallion Press.
6. Taylor, A.G. (2000). *Wynar's Introduction to Cataloging & Classification ,(*9th ed.). Westport: Libraries Unlimited.
7. Dhawan, K .S. (1997). *Online Cataloguing Systems*. New Delhi: Commonwealth Publication.
8. Singh, S.N. & Prasad, H.N. (1985). *Cataloguing Manual AACR-II*. New Delhi: B. R. Publishing Corporation.
9. Lois Mai Chan (1985*). Cataloguing and Classification: An Introduction.* New York: Mc Graw Hill
10. Parmeshwaran, M (1984). *Anglo American Cataloguing Rules and CCC (s)*. New Delhi: Ess Ess Publications.
11. Agrawal, S.S. & Kaula., P.N. (1972). *Catalogue entries & procedure: A guide to cataloguing work according to ALA, AACR, CCC*, New Delhi: Lakshmi Book Store.
12. Coates, E.J. (1960). *Subject Cataloguing: Headings & Structure.* London: The Library Association

Paper-III **Credit: 02**
MLS-8003 **Marks :50**

Library Cataloguing (Practice)

Course objective: To prepare the students with the practical aspects of complex catalogue entries of cooperate authorship, non-book materials and periodicals publications.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the practical aspects of cooperative cataloguing.
- Prepare the complex entries of non-book materials.
- Comprehend the complex problems of periodical publications.

Cataloguing of complex problems involving the rendering of headings and description will be done according to Anglo-American Cataloguing Rules (AACR-2).

- Corporate authors
- Non-books materials
- Periodicals

The practical examination will be conducted through a question paper containing the reproduction of title pages of the documents and other information required for their cataloguing. There will be three cataloguing problems.

Paper-IV (a) **Credit: 02**
MLS -8004 **Marks: 50**

Information Sources and System in Natural Sciences

Course objective: This paper will familiarize students with the sources and systems in Natural Sciences.

Course Outcomes

After studying the paper, the students shall be able to:

- Acquaint themselves with the primary sources of information and their criteria of evaluation.
- Comprehend the print and online secondary sources of information in Natural Science.
- Evaluate the print and online tertiary sources of information in Natural Science.
- Assess the National and International Systems Natural Science.

UNIT-I

- Sciences: definition, terminology, scope.
- Primary Sources: Periodicals, Standards, Patents, Dissertations.
- Web based sources
- Evaluation of representative sources in each category

UNIT-II

- Secondary Sources: Bibliographies, Dictionaries, Treatises/Monographs, Directories, Trade Catalogues.
- Tertiary Sources: Guides to Literature and Bibliography of Bibliographies.
- Web based sources
- Evaluation of representative sources in each category

UNIT-III

- Information Systems and Networks in Natural Sciences: Need and Purpose
- Study of Science Information Systems at National and International levels: ENVIS, INIS, AGRIS, MEDLARS, BT Net

Reading List:

1. Katz, W. A. (1969). *Introduction to Reference Work.* New York. Mc Graw Hills.
2. Sharma, J. S. & Grover, D.R (1987). *Reference Service & Sources of Information*. New Delhi: Ess Ess Publication.
3. Sharma, Pandey, S.K. (1992). *Library & Society.* New Delhi: Ess Ess Publication.
4. Dhiman, A. K. & Rani, Y. (2007). *Resource Sharing and Library & Information Networks.* New Delhi: Ess Ess Publication.

Paper-IV (b) **Credit: 02**
MLS-8005 **Marks: 50**

Information Sources and Systems in Social Sciences

Course objective: This paper will familiarize students with the sources and systems in Social Sciences.

Course Outcomes

After studying the paper, the students shall be able to:

- Acquaint themselves with the primary sources of information and their criteria of evaluation.
- Comprehend the print and online secondary sources of information in Social Sciences.
- Evaluate the print and online tertiary sources of information in Social Sciences.
- Assess the National and International Systems in Social Sciences.

UNIT-I

- History of Social Sciences
- Definition, Terminology, Branches and Land marks in Social Sciences.
- Primary Sources: Periodicals, Government bulletins, Standards, Dissertations, Monographs, Memoirs
- Web based sources
- Evaluation of representative sources in each category

UNIT-II

- Secondary Sources: Bibliographies, Dictionaries, Treatises, Directory.
- Tertiary sources: Trade Catalogues, Guides to the literature and Bibliography of bibliographies
- Web based sources
- Evaluation of representative sources in each category

UNIT-III

- Information Systems and Networks in Social Sciences: Need and Purpose
- Study of Select Social Science Information Systems at National & International levels.

Paper- IV (c) **Credit: 02**
MLS-8006 **Marks:50**

Information Sources and Systems in Medical Sciences

Course objective: This paper will familiarize students with the sources and systems in Medical Sciences.

Course Outcomes

After studying the paper, the students shall be able to:

- Acquaint themselves with the primary sources of information and their criteria of evaluation.
- Comprehend the print and online secondary sources of information in Medical Sciences.
- Evaluate the print and online tertiary sources of information in Medical Sciences.
- Assess the National and International Systems in Medical Sciences.

UNIT: I

- Medical/Health Sciences: Definition, Scope, Development, Modern Trends.
- Primary Sources: Periodicals, Standards, Patents. Dissertation.
- Web based Primary Sources.
- Evaluation of representative types of sources in each category.

UNIT: II

- Secondary Sources: Indexing Journal: Drug Indexes, Index Medicus.
- Abstracting Journals: British Medicine, Excerpta Medica.
- Reviews.
- Dictionaries.
- Encyclopedias.
- Tertiary Sources: Directories, Guides to medical literature.
- Web based Secondary and Tertiary Sources.
- Evaluation of representative types of sources in each category

UNIT: III

- Information Systems and Networks in Medical/Health Sciences: Need and purpose.
- Medical/Health Information Systems at National and International Levels: IndMED, MedIND, MEDLARS.

Reading List:

1. Morton, L.T. & Godbolt, S. (1984). *Information Sources in the Medical Sciences (3rd Ed.)* London: Butterworths.

Paper -V(a) **Credit: 02**
MLS-8009 **Marks: 50**

Planning and Management of Academic Library System

Course objective: This paper will provide insights to students about the role of library in academic institutions along with the efforts made by the government.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the development of academic libraries in India.
- Develop an understanding about role of UGC and UNESCO.
- Examine the working of prominent University libraries in India.

UNIT-I

Role of the Library in Academic Institutions. Development of Academic Libraries in India after Independence. Planning of Academic Libraries, Study of the recommendations of various Committees and Commissions with regard to Academic Libraries in India. Role of the UGC and UNESCO in promoting academic libraries.

UNIT-II

Library Governance: Authority, Committees and Role of Librarian. Organisational Pattern. Human Resource Management: Staffing, Selection & Recruitment. Performance Appraisal. Budgeting. Academic Library Buildings: Planning, basic elements in designing. Furniture and fittings. Public Relations: Need and Methods.

UNIT-III

Library & Information Services: Need and types. Library Co-operation and Resource Sharing, Role of INFLIBNET. Electronic Journals and Consortia: Concept. UGC Info-Net. Online Computer Library Centre (OCLC). Study of Select University Libraries in India: Aligarh Muslim University, Delhi University, Jawaharlal Nehru University.

Reading List:

1. Singh, S. (1986). *Reference Service in Academic Libraries in India*. New Delhi: Ess Ess Publication.
2. Prasher, R.G. (1991). *University Libraries in India 1980s and Beyond*. New Delhi: Medallian Press.

Paper No. V(b) **Credit: 02**
MLS-8010 **Marks: 50**

Planning and Management of Public Library System

(Revised in the meeting of BOS held on 09.02.2016 & 19.12.2018)

Course objective: This paper will provide insights to students about the role of public libraries along with the efforts made by the government.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the nature and role of Public Libraries and Information Systems.
- Explain the role of government and other agencies in the development of libraries.
- Perceive the role of public library in the promotion of formal and informal education.
- Select, acquire, organize and manage public library collection.
- Provide various types of library and information services.
- Offer extension and outreach services to different categories of users.
- Comprehend the functions of Human Resource Development and Design of library building.

UNIT-I

- Public Library : Concept, Nature, Characteristics.
- Public Library Users.
- Development of Public Library Movement in India with reference to post independence period
- Public Library Legislation: Maharashtra, Karnataka, Kerala, Tamil Nadu, Goa.
- National Policy for Library Development in India (National Policy for Library and Information Science and National Knowledge Commission).

UNIT-II

- Public Library Collection: Print and Non-Print.
- Library Co-operation and Resource Sharing in Public Libraries.
- Public Library Finance.
- Planning Library Building and Equipments.
- Human Resource Development.

UNIT-III

- Public Library Services for Special Categories of Users: Visually Impaired and Physically Challenged, Children, Young Adults, Women.
- Library Extension Services.
- Organizations promoting public libraries: National, International, Government Agencies and Non-Government Agencies: UNESCO; IFLA; Raja Rammohan Roy Library Foundation, Kolkata, Digital Empowerment Foundation.

- Prominent Public Libraries in India (Illustrative): The State Central Library, Mumbai; Connemara Public Library, Chennai; Delhi Public Library; T.S. Central Public Library, Chandigarh.

Reading list

1. Bhatt, R. K. (2011). *Libraries in India: collection to connectivity*. Ane Books.
2. Goulding, A. (2016). *Public libraries in the 21st century: defining services and debating the future*. Routledge.
3. Gupta, A. (1994). *Government of India Libraries: Their Growth, Development, and Services*. BR Publishing Corporation.
4. Jain, M. K., Mangla, P. B., Kalia, D. R., & Jagannathan, N. (1998). *50 Years: Library and Information Services in India*. Shipra.
5. Kent, A. (2014). *Encyclopedia of Library and Information Science Volume 24*. Crc Press.
6. Murison, W. J. (1971). *The public library: its origins, purpose and significance*. London: Harrap.
7. Ranganathan, S. R., & Neelameghan, A. (1972). Public library system. *Bangalore: Sarada Ranganathan Endowment for Library Science*.
8. Sager, D. J. (1989). *Managing the public library*. Boston, Mass.: GK Hall.
9. Sharma, P. S. (1985). *Public libraries in India*. Ess Ess Publications.
10. Totterdell, B. (1978). *Public library purpose: A reader*. C. Bingley; Hamden, Ct.: Linnet Books.

Paper-V(c) **Credit: 02**
MLS-8011 **Marks: 50**

Planning and Management of Special Library System

(Revised in the meeting of BOS held on 09.02.2016 & 19.12.2018)

Course objective: This paper will provide insights to students about the role of special libraries along with the efforts made by the government.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the nature and role of Special Libraries and Information Systems.
- Explain the role of government and other agencies in the development of special libraries.
- Perceive the role of special libraries in the promotion of education and research.
- Select, acquire, organize and manage specialized collection.
- Provide various types of library and information services.
- Comprehend the function of Human Resource Development and Planning and Management of Special Library System.

UNIT-I

Definition, objectives, distinguishing features and scope of Special Libraries: Industrial, Business, Government, Research Institute, Newspapers, Differently abled, Development of Special Libraries in India.

UNIT-II

Library governance: Authority, Committee and role of librarian. Organisational Pattern: centralized v/s decentralized. Library Personnel: staff pattern, selection and recruitment. Public relations. Budgeting, Modern special library buildings: Planning, basic elements in the design of building, furniture and fittings.

UNIT-III

Inter-Library cooperation and Resource sharing, Electronic Journal Consortia: e Shodhsindu FORSA. Study of some representative Special libraries of India: Indian Institute of Technology (IIT) Madras, BARC, Bombay, CFTRI, Mysore, Indira Gandhi National Centre of Arts, New Delhi, Nehru Memorial Museum and Library, New Delhi, National Institute for the Visually Handicapped, Dehradun, Khuda Bakhsh Oriental Public Library, Patna.

Reading List:

1. Mukherjee, A.K. *Fundamental of Special Librarianship & Documentation……..*
2. Sinha, S. C. &. Dhiman, A. K . (2002). *Special Libraries: Research & Technical Libraries* New Delhi: Ess Ess Publication.

Paper-V (d) **Credit: 02**
MLS -8012 **Marks : 50**

Planning and Management of Health Science Library System

Course objective: This paper will provide insights to students about the role of Health Science Libraries along with the efforts made by the government.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the nature and role of Health Science Libraries.
- Explain the role of government and other agencies in the development of Health Science Libraries.
- Perceive the role of special libraries in the promotion of Health Science research.
- Select, acquire, organize and manage specialized collections.
- Provide various types of library and information services.
- Comprehend the function of Human Resource Development and Planning and Management of Health Science Libraries.

UNIT – I

Growth and development of Health Science Libraries with special reference to India. Types and characteristics. Role of MCI, DCI, NML, NIC, ICMR and WHO in the development of medical libraries in India. Planning and layout of Health Science Libraries. Collection development. Organization of documents through classification and cataloguing. Circulation, Reference and Documentation Services (CAS, SDI and literature search services).

UNIT-II

Health Science Library governance: Authority, Committee and role of librarian. Organisational Pattern: centralized v/s decentralized. Library Personnel: staff pattern, selection and recruitment. Public relations. Budgeting, Modern library buildings: Planning, basic elements in the design of building, furniture and fittings.

UNIT-III

Information Technology in Health Science Libraries: Use and scope. Software packages. Electronic Document Delivery System. Health Information Sources and Services on the Net. INTERNET and Bio-medical Information. Indexing and Abstracting services: Index Medicus, Current Contents and Exerpta Medica etc. MeSH Headings and their use in literature search including CD ROM Searches. MEDLARS services. Inter-Library Cooperation and resource sharing, Electronic Journal Consortia.

Paper -VI **Credit: 04**
MLS-8013 **Marks:100**

Information Technology (Theory) – II

(Revised in the meeting of BOS held on 16.10.2015, 09.02.2016 & 19.12.2018)

Course objective: To understand various ICT-based tools and techniques for designing computer/ communication networks, digital libraries and information retrieval systems.

Course Outcomes

After studying the paper, the students shall be able to:

- Understand concept of Networking and Internet.
- Develop an understanding about digital libraries, their genesis, designing and infrastructure.
- Comprehend the components and applications of RFID Technology.
- Knowledge about the features and applications of Artificial intelligence and expert systems.
- Comprehend the concept of electronic publishing and applications of video conferencing.

UNIT-I

- Internet and Intranet: Basic features and applications
- Protocols: Concepts, functions
- Network protocols: TCP/IP, SPX, Net BUI, FTP, HTTP
- Modes of Connectivity**:** Dial up, ISDN, Leased Lines, Blue tooth, Wifi etc.
- Web Browser: Netscape Navigator, Internet Explorer, Mozilla Firefox etc.
- Web Servers, Web tools, Search Engines
- Internet Security

UNIT-II

- Digital Libraries: Genesis, definition, objectives, scope
- Digital Library Initiatives : National and International
- Software for digital Libraries: OCR, Image Editing Software.
- Open source softwares : Concept and Examples.
- Hardware For Digital Libraries: Scanners, Digital & Movie Cameras.
- Data warehousing, Data Mining, Meta Data, Dublin Core Digital Object Identifier (DOI)
- RFID : Features Components and Applications

UNIT-III

- Artificial Intelligence and Expert Systems: Concepts, Features, Software, Application in Libraries & Information Centres.
- Online Searching of Databases: Web of Science, PubMed, SciFinder, OCLC
- Electronic publishing: Electronic bulletins, e-journals, Institutional Repositories
- Subject gateways : Concept and Examples.
- Video Conferencing : Concept and Application.

Paper-VII **Credit: 02**
MLS-8014 **Marks: 50**

Information Technology (Practice) –II

Course objective: To provide advanced training on standard modules of Library Automation Software packages and imparting skills to build digital library using Green Stone Digital Library Software (GSDL).

Course Outcomes

After studying the paper, the students shall be able to:

- Create database using LibSys and Soul.
- Generate Barcodes, membership cards using LibSys and Soul.
- Design and develop Digital Library using Green Stone Digital Library Software (GSDL)

The practical questions will be set to check IT skills in the following areas:-

1. Database creation using software packages, LibSys and SOUL
2. Use of Library software packages, LibSys, SOUL for in-house operations, Bar Code Generations, membership cards, machine readable catalogue cards
3. Development of Digital Library using Green Stone Digital Library Software (GSDL)

Paper-VIII **Credit: 04**
MLS -80DI **Marks: 100**

Dissertation

Course objective: To develop an analytical and assimilative ability among the students for developing research proposals

Course Outcomes

After studying the paper, the students shall be able to:

- Understand the tools and techniques of research methodology.
- Comprehend the tools of data collection
- Understand the use of graphical tools in the presentation of research.
- Preparation of research report.

This paper will consist of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The paper will be of 100 marks.

The dissertations will be evaluated by an external examiner and will carry 75 marks. Viva-voce examination will be of 25 marks. This will be conducted by a group of three members consisting of chairman of the department, external examiner and the supervisor.

The dissertation will be submitted before the commencement of annual examination.

Paper-IX **Credit: 02**
MLS -80VI **Marks: 50**

Viva-Voce

Course Outcomes

After studying the paper, the students shall be able to:

- Equate with the functioning of different types of libraries so as to give the student practical exposure.

Viva-voce examination will be conducted preferably after completing II-Semester examination by one external examiner.

This paper consists of 50 marks including 25 marks for compulsory educational tour. Of the 25 marks, 13 marks are allotted to the tour report and the remaining 12 marks will be for viva-voce examination, conducted on the educational tour report, just before the commencement of second semester exam.

Note: Compulsory Educational tour will be conducted preferably during the winter vacations and will be a part of second semester. For 'Suggested Readings' please contact concerned teachers.