

OPJS UNIVERSITY,CHURU(RAJASTHAN)



SYLLABUS

For

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib.)

School of Library & Information Science

Opjs University,Churu(Rajasthan)

2014-15

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Scheme of Examination

(M.Lib.)

S.No.	Paper Code	Name of Papers	M.M.(T./S./P.)
1.	MLIS-01	Knowledge Organisation and Information Management	70+30
2.	MLIS-02	Library Information, Policy and Society	70+30
3.	MLIS-03	Management of Library and Information Centers	70+30
4.	MLIS-04	Reference and Information Sources	70+30
5.	MLIS-05	Library Management Software	70+30
6.	MLIS-06	Library Information analysis, Repackaging and Consolidation	70+30
7.	MLIS-07	Networks and Electronics Management	70+30
8.	MLIS-08	Marketing and Legal Issues Management	70+30

Details of Syllabus

MLIS-01- KNOWLEDGE ORGANISATION AND INFORMATION MANAGEMENT

Universe of Knowledge -Organisation of Universe of knowledge, Concept, Methods of Acquiring and Attributes of Knowledge Need, Purpose and Functions of Information Organisation, Process of Knowledge growth and Intra Knowledge relationship, Knowledge Production and Knowledge Distribution.

Universe of Subject, Modes of formation of subjects, General Theory and Dynamic Theory of Classification, Works of Classification in Three Planes and Their Relationship

Structure and Features of Formation of Subjects, Multidimensional Nature of Subjects, Five Fundamental Categories, Rounds and Levels

Postulation Approach of Classification Facets and Facet Analysis, Historical Development of Classification Schemes and Library Classification Schemes- Enumerative, Faceted and Analytico-Synthetic

Features of DDC, UDC and CC and Recent Trends in the field of Classification

Recommended Books-

1. **Sayers, W.C.B.** - Introduction to Library Classification. Rev. by Arthur Maltby. Ed. 9, London.
2. **Srivastav, A.P.** - Theory of knowledge classification in Libraries. New Delhi, Laxman Book Store.
3. **Shabahat Husain.** Library Classification: Facet and Analysis. Delhi, B.R. Publishing Corporation, 2004

MLIS-02- LIBRARY INFORMATION, POLICY AND SOCIETY

Introduction to the concept of Information and Communication-Data, Information, knowledge, Wisdom Communication concept, media, channels and systems (libraries and other information systems, Formal, informal oral,

recorded, print and electronic), Communication model, Impact of media convergence; libraries in the information society.

Library and Information Law-Need and Importance of Library Legislation, Library Legislation in Gujarat Comparative study of Library Legislation in different state of India [any five states], Five Laws of Library Science and its implementation.

Library as a Social Organisation-Social and historical foundation and development of libraries with special reference to India, U.K. and U.S.A, Critical theories of the Information Society and Globalisation, Different types of libraries & their Role in the development of society and Library as a Local Gateway of Knowledge.

Information and Governments-Information policy - national, supranational (eg EU) and international (eg WSIS), Information policy development, e-governance and e-democracy, Press and Registration Act and Delivery of Books Act, Copyright Act, Right to Information, Computer misuse.

Information and Professional Issues-Library as a Profession Role and Functions of Regional, National and International Library Associations: Gujarat Granthalay Seva Sangh, ILA, IASLIC, ALA, ASLIB, SLA, CILIP, IFLA, Ethical dilemmas (eg. censorship, privacy), Liability and information quality.

Recommended Books:

1. **Campbell, H.C.** Developing Public Library System and Services, 1983.
2. **Khanna, J.K.** Library and Society Kurushektra: Research Publications, 1987.
3. **Ranganathan, S.R.** Five Laws of Library Science, 1957.
4. **Sengupta, B and Mookerjee, K.** Library Organization and Administration, 1977.
5. **Shera, J.H.** Sociological Foundations of Librarianship.
6. **Viswanathan, C.G.** Introduction Library Organization and Administration, 1977.
7. **Mahapatra, P.K.** Library and Information Science – An Introduction Calcutta, 1989.
8. **Pandey S.K.** Library and Society 2nd rev. New Delhi, 1992.

MLIS-03- MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

Management -Concept and principles of Scientific Management, Definition and scope Application of Scientific Management principles to Library and Information Centers, Management School of Thoughts – Global Theory of management, Approaches of Management Management by Objectives System approach to MBO.

Personnel Management -Theories and styles of personnel management, Staffing recruitments – selection – development and manpower planning – Management Inventory Chart, System approach to staffing, System approach to selection, Selection Process: Techniques and instruments, Motivation and leadership –Public Relations.

Library System analysis and design, Project management, PERT/CPM, Policy development alternatives-evaluation, Selecting an alternatives, Policy making and Decision making-Importance and limitations, Programmed and Non programmed decisions.

Total Quality Management-Concept, Definition, Elements, Operations Management System, Tools and techniques for improving quality-Inventory planning and control, Open Access and Technology Management.

Financial Management- Sources of Library Finance in different types of libraries, Budget techniques and method, budgetary control Costing library process, functions and services, Cost effectiveness and Cost benefit analysis, Report writing and Library Statistics.

Recommended Books:

1. **Krishan Kumar.** Library administration and management. New Delhi: Vikas,1993
2. **Clare, Jenkins.** Collection Management in academic libraries. Bombay: Jaico publishing House,1996
3. **Anand, Ballabh.** Modern Scientific Management of libraries. Delhi: Rajat Publication, 2000
4. **Ansari, M. M.** Text book of library Management. New Delhi: Shree pud &Dist, 2003
5. **Gorman, Christine.** Staff development in libraries. New Delhi: Dominant Publishers, 2003
6. **Jordan, Pater.** Staff management in library and information work. Bombay: Jaico Publishing House, 1996

MLIS-04- REFERENCE AND INFORMATION SOURCES

Introduction to Information and Reference Sources-Nature, Definition, Guide lines for Evolution and limitations, Functions and importance of reference and information sources, Characteristics of reference and information sources.

Users- Characteristics and Types of user and their needs, Information Seeking Behaviour, User Studies and User Education and Information literacy.

Documentary Sources-Primary: Primary Periodicals, technical reports, conference documents, standards, patents, theses, trade literature, monographs, treaties; Secondary: Dictionaries, encyclopedias, yearbooks, almanacs, handbooks, bibliographies, gazetteers, abstracting and indexing periodicals, maps and atlases, guidebooks, etc. Mixed-Newspapers, popular periodicals, technical (Computerised data bases), Multimedia, Web based Information sources.

Non Documentary Sources-Human: Consultants, Subject Experts, Extension workers, Technological gatekeepers, invisible colleges, common men, Institutional: R & D Institutes, Academic Institutes, Publishing House, Broadcasting Stations, Audio – Video Resources, Micro Publications, Popular databases and Internet as a primary.

Information Searches- Manual and Electronic, Analysis and understanding of the query, Identification of source, Collecting the relevant available source, find out the information Preparation of the answer and Advanced online search.

Recommended Books:

1. **Amjad Ali.** Reference Service and the digital sources of information. 2004
2. **Choudhary, G. G. and Choudhary, S.** Searching CD-ROM and online information sources, 2001
3. **Fourie, D. and Dowell, D.** Libraries in the information age. New York, Libraries unlimited, 2002
4. **Katz, William A.** Introduction to reference work: reference service and reference Process. V.2 Ed.5. New York, McGraw-Hill, 1987
5. **Sewa Singh.** Handbook of International sources on reference and information, 2001
6. **Sewa Singh.** Manual of reference and information sources, 2004
7. **Sherman, C. and Price, G.** The invisible web: uncovering Information Sources Search engines can't see. 2001

MLIS-05- LIBRARY MANAGEMENT SOFTWARE

Library Information Technology- Need and importance of IT in Society, Need and importance of IT in Library Need and importance of IT in Library & Information Services, Planning of IT in Libraries: Manpower ,Marketing and Budgeting Implementation of IT in Library, Training of Staff and user.

Library Automation- Basic: Retrospective Conversion Techniques , Library Automation Software, OPAC, Automation Identification Methods: Bar coding.

RFID Selection criteria for hardware and software, Library Automation Software – Open source / Commercial, Hardware and software management, Server configuration and Managing the servers, Backups, RAID application.

Software licensing, AMC issues, Software Packages /Open Source Software: Development of Library Automation Software –its Function and requirements, Systems requirements - Function and requirements.

Implementation of Library Automation Software and Available Library Software Packages in India, Evaluation of Library Automation Software and Trends and future development of Library Automation Software.

Recommended Books:

1. **Cochrine, Peter.** IT: A glimpse of the future. *ASLIB Proceedings*, 47(10), 1995
2. **DESIDOC Bulletin of Information Technology**, 15(2&3)1995. Ravichandrarao, I.K. Library Automation. Y.V. Estern, New Delhi, 1993
3. **Haravu, L.J.** Strategies for the adoption of new information technology in Indian Libraries. Paper presented in CALIBER-95 Organised jointly by INFLIBNET Programme and University of Hyderabad at Hyderabad, 10-12 Feb. 1995
4. **Jain, V.K.** Computer fundamentals. New Delhi, BPB, 1993
5. **Lakshmanamoorthy, A. and Rajendra V.** Information Technology for Libraries and Information Centers. *AGLIS Journal*, 8(1-4), 1990.

MLIS-06- LIBRARY INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Information and Society, Information Economics and Economics of Information, Information and Knowledge management, Types of users and their environment, user's need and their identification; user, Studies and Information seeking behavior

Information consolidation, Consolidation Products; Trend Reports, State-of-the Art Reports, Reviews, Conference proceedings, Compilation of products: Annual Reports, Manuals, Handbooks, Directories, Abstracts Bulletin, Bibliographies and Analysis of Information

Marketing of information product and services, Information providers: Libraries, Information Centers, Referral Centers, Analysis Centers, Data Centers, Bibliographic Utilities, Vendors etc, Design of Information product and services marketing of information product and services

Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies, Information Products /Services: Newsletter, Bulletins, Digests, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies.

Repackaging of Information, Research in progress and Backup Services, Electronic Document Delivery and UAP (Universal Availability of publications), Database type and use; database intermediaries such as searchers, editors etc.

Recommended Books:

1. **Coote, Helen and Bachlor, Bridget.** How to market your library services effectively. Ed.2 London: Aslib, 1997.
2. **Gupta, D.K.** et al. Marketing Library and information services: international perspectives. Munich: K.G.Saur, 2006.
3. **Helinsky, Z.** A short-cut to marketing the library. Oxford: Chandos Publishing, 2008.
4. **Jain, Abhinandan K., et al.** Marketing information product and services: a prime for libraries and information professionals. New Delhi: Tata McGraw-Hill, 1999.
5. **Kotler, Philip.** Marketing Management. Ed.12. Delhi: Prentice Hall, 2002.
6. **Kotler, Philip and Armstrong, Gary.** Principles of Marketing. Ed.7. New Delhi Prentice Hall of India, 1996.

MLIS-07- NETWORKS AND ELECTRONICS MANAGEMENT

Telephone Networks and Integrated Services Digital Network -Land line and Mobile networks, Data transmission in telephone networks with Major Telecommunication Networks, User interfaces and Broadband ISDN.

Data Networks- Data networks classification and Satellite based data networks, Local area networks and Wide area networks, Metropolitan area networks.

Internet-Internet architecture, Internet protocols, Internetworking and Network management

Information Industry and Generation, Information Age and Development of Information Industry, Genesis of Information Industry and Characteristics and Importance of Information Industry, Role of librarian in Information Industry, Introduction to electronic information and Structure and features of electronic information

E-Publishing, Categories of E-publishing: commercial, No – fee distribution, electronic self –publishing and Print on demand publishing Kinds of E-publishing products, E-Books, E-Journals, E-zine, E-Reference Sources, Digital Documents (Born and legacy documents) Electronic Theses and Dissertation: major ETD initiatives, NDLTD, Role of UGC and INFLIBNET

Recommended Books:

1. **Mahapatra, M. and Ramesh,D.B.(Ed.)** Information Technology Application in Libraries: a text book for beginners. Bhubaneswar: Reproprint.2004.
2. **Merilin and Rose,Tom.** Self publish and keep all the profits. 2003
3. **Ahmadayaz, A.** handbook for Information Technology. New Delhi: Anmol Publication, 2003
4. **Bansal, S.K.** Internet Technologies. New Delhi: A P H Publication, 2001
5. **Nair, R. Raman.** Internet for information services. New Delhi: Ess Ess Publications, 2002
6. **Rouse, William B.** Management of Library Networks. New York: John Wiley,1980.

MLIS-08- MARKETING AND LEGAL ISSUES MANAGEMENT

Professionalism and Professional Issues-Characteristics of Library professional, Education required for the profession and Responsibilities in Librarianship, Scholarly communication and Professional Appititude.

Academic issues and Administrative issues, Recruitment rules and Service issues, Financial support: scholarship, fellowship, awards and rewards, Ethics and Legal Issues, Quality issues and liabilities of information provider.

Introduce to Principles and Role of marketing, Able to explain the importance of marketing oriented, Requirements and customer focus in Market.

Marketing Management-Definition, Fundamentals of Marketing, Pillars of Marketing, Evolution of Marketing: conventional approach and contemporary approach, Marketing environment and Marketing planning: aims and objectives, detail plans and programmes, Marketing Research, Digital and E-Marketing.

Information Marketing-Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies, Design of Information product and services, pricing, promotion techniques, marketing strategies, Information providers: Libraries, Information Centers, Analysis Centers, Data Centers, Bibliographic, Vendors etc.

Recommended Books:

1. **Chopra, Hans Raj.** Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
2. **Coblans, Herbert.** Librarianship and documentation: an international perspectives. London: Andre Deutsch Limited, 1974
3. **Code of Ethics for Information Scientists** - <http://cool.conservationus>.
4. **Codes of Ethics Online** – [http://ethics.iit.edu/index1.php/Programs/Code of Ethics](http://ethics.iit.edu/index1.php/Programs/Code%20of%20Ethics)
5. **MLA Code of Ethics** – <http://www.mlanet.org/about/ethics.html>
6. **Chopra, H.S.** Information marketing. Jaipur: Rawat Publications, 1996

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