

# **SYLLABUS FOR**

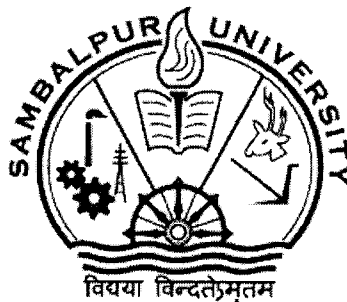
## **MASTER IN LIBRARY & INFORMATION SCIENCE**

### **(MLIS COURSE)**

**WITH**

**SEMESTER-CUM-COURSE CREDIT SYSTEM**

**W.E.F 2017-2018 SESSION**



**P. G. DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**SAMBALPUR UNIVERSITY**  
**JYOTI VIHAR, BURLA-768019**  
Website: <http://www.suniv.ac.in>

**SYLLABUS OF  
TWO-YEAR MASTER IN LIBRARY & INFORMATION SCIENCE (MLISC) COURSE UNDER  
SEMESTER-CUM- COURSE CREDIT SYSTEM**

**w.e.f. 01.08.2017 (2017-18 Sessions)**

**(REVISED)**

The MLISC Programme under Semester-cum-Course Credit System shall comprise of 24 numbers of papers/courses spread over FOUR semesters and carrying a total credit load of 80 Credit Hours. Each Theory paper/course and practical paper shall carry a load of 4 and 2 credits respectively. Each credit hour shall consist of 12 classes of one hour duration. Semester-wise distributions of the courses along with their respective titles are given here under:

**FIRST SEMESTER**

Course No.	Course Title	Credit Hours	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-411	Foundation of Library and Information Science	4	80	10	10	100
MLIS-412	Knowledge Organisation (Classification)	4	80	10	10	100
MLIS-413	Knowledge Organisation (Cataloguing)	4	80	10	10	100
MLIS-414	Information Sources, Systems and Services	4	80	10	10	100
MLIS-415-A	Knowledge Organisation (Classification) Practical	2	50	-	-	50
MLIS-415-B	Knowledge Organisation (Cataloguing) Practical	2	50	-	-	50
MLIS-416	Seminar-I (Write up 25, Presentation 25)	2	50	-	-	50

**SECOND SEMESTER**

Course No.	Course Title	Credit Hours	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-417	ICT and Library Automation	4	80	10	10	100
MLIS-418	Information Storage and Retrieval	4	80	10	10	100
MLIS-419	Search Tools and Techniques	4	80	10	10	100
MLIS-420	Information Needs and Seeking Behaviour	4	80	10	10	100
MLIS-421	ICT and Library Automation Practical	2	100	-	-	100
MLIS-422	Seminar-II (Write up 25, Presentation 25)	2	50	-	-	50

**THIRD SEMESTER**

Course No.	Course Title	Credit Hours	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-423	Management of Libraries and Information Centres	4	80	10	10	100
MLIS-424	Research Methodology and Bibliometrics	4	80	10	10	100
MLIS-425	Internet and Web Resources	4	80	10	10	100
MLIS-426	Digital Library and Information Systems	4	80	10	10	100
MLIS-427	Digital Library and Web Tools Practical	2	100	-	-	100
MLIS-428	Seminar-III (Write-up-25 and Presentation- 25)	2	50	-	-	50

**FOURTH SEMESTER**

Course No.	Course Title	Credit Hours	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-429	Preservation and Conservation of Library Resources	4	80	10	10	100
<b><i>Elective Paper</i></b>						
MLIS-430A	Electronic Resource Management	4	80	10	10	100
OR						
MLIS-430B	Marketing of Information and Knowledge Management	4	80	10	10	100
MLIS-431	Effective Communication Skill	2	40	5	5	50
MLIS-432	Project (Project evaluation 75 marks + Viva-voce 25 Marks) to be evaluated jointly by the Internal and the External Examiners	6	100	-	-	100
MLIS-433	Study Tour	2	50	-	-	50
Total Papers = 24 Total Credits = 80 Total Marks = 2050						

# FIRST SEMESTER

Course No: MLIS-411

FOUNDATION OF LIBRARY AND INFORMATION SCIENCE

(FM: 100/4 CH)

## UNIT-1 INFORMATION AND COMMUNICATION

- 1.1 Information: Definition, Types, Characteristics, Values and Use; Data, Information, Knowledge and Wisdom.
- 1.2 Information Science: Definition, Scope and linkages with other disciplines
- 1.3 Communication: Definition, Concept, Types, Communication Models (Theories): Shannon's Theory, Lasswell's Theory

## UNIT-2 NORMATIVE PRINCIPLES OF LIBRARY INFORMATION SCIENCE, LIBRARY LEGISLATIONS AND ACTS

- 2.1 Five Laws of Library Science and Application of Five Laws in Library and Information Activities
- 2.2 Library Legislation-Concept, Need, Purpose and the Salient Traits
- 2.3 A brief sketch of Library Legislation so far made in different States in India
- 2.4 Press and Registration Act, Delivery of Books (Public Libraries) Act 1954, Indian Copyright Act, 1957, Right to Information Act, 2005

## UNIT-3 LIBRARY DEVELOPMENT

- 3.1 Development of Libraries with Special reference to India since 1900
- 3.2 Role of UNESCO in development of Public Libraries
- 3.3 National Information Policies in India, National Knowledge Commission
- 3.4 Library Resource Sharing
- 3.5 Library Systems: Public Library, Academic Library and Special Library-Their distinguishing features and functions.

## UNIT-4 LIBRARY AND INFORMATION PROFESSION AND EXTENSION ACTIVITIES

- 4.1 Professional Ethics-The Concept and need
- 4.2 Philosophy and Ethics of Librarianship
- 4.3 Publicity and Extension Activities
- 4.4 Outreach Programmes

## UNIT-5 LIBRARY ASSOCIATIONS AND NATIONAL LIBRARIES

- 5.1 Library Associations: Need, Objectives and Functions
- 5.2 Library Associations: ILA, IASLIC, IFLA
- 5.3 National Library: Its concept and role
- 5.4 National Library of India and Library of Congress (USA)

**Course No. MLIS-412 KNOWLEDGE ORGANIZATION (CLASSIFICATION)**

**(FM: 100/4 CH)**

**UNIT-1 FUNDAMENTALS OF LIBRARY CLASSIFICATION**

- 1.1 Definition, Need, Purpose and Functions of Classification, Basic Terminologies and historical perspectives
- 1.2 Species of Library Classification Schemes: Enumerative Vs. Faceted and General Vs. Special
- 1.3 Fundamental Categories (PMEST), Postulates pertaining to PMEST
- 1.4 Facet Analysis, Principles of Facet Sequence, Phase Relation, Common Isolates

**UNIT-2 GENERAL THEORY OF LIBRARY CLASSIFICATION**

- 2.1 Normative Principles of Library Classification
- 2.2 Basic Study of major schemes of Library Classification: DDC, UDC and CC
- 2.3 Call Number: Class Number, Book Number and Collection Number

**UNIT-3 NOTATION**

- 3.1 Notations: Definition, Purpose, Types, Qualities, Canons
- 3.2 Patterns of Notation used in DDC, UDC and CC
- 3.3 Design of Library Classification Scheme: Basic considerations and methodology

**UNIT-4 UNIVERSE OF KNOWLEDGE**

- 4.1 Modes of Formation of Subjects
- 4.2 Different Types of Subjects
- 4.3 Universe of Subjects as mapped in different Schemes of classification

**UNIT-5 RECENT TRENDS IN LIBRARY CLASSIFICATION**

- 5.1 Relevance of Classification in the context of Computerized/Digital Libraries, Online Classification Schemes-Cyber Dewey, Citeceer, NetFirst, BUBL, OMNI
- 5.2 Organizations, Societies and Research Groups-LRC, FID/CR, CRG, DRTC, ISKO
- 5.3 Classification of web resources, Web ontology

UNIT-1 BASICS OF LIBRARY CATALOGUING

- 1.1 Catalogue: Concept, Purpose and Objectives of Library Catalogue
- 1.2 Forms of Catalogue : Outer and Inner Forms
  - 1.2.1. Outer Forms: Conventional and Non-Conventional
  - 1.2.2. Inner forms: Alphabetical, Classified and Alphabetico-Classed Catalogue
- 1.3 Library Catalogue and Five Laws of Library Science
- 1.4 Entries: Types, Formats & their functions, Data elements in different types of Entries

UNIT-2 SUBJECT CATALOGUING, CENTRALISED AND CO-OPERATIVE CATALOGUING

- 2.1 Subject Cataloguing: Concept, Objectives, General Principles & Problems of Subject approach
- 2.2 Subject Heading Lists & their features: Library of Congress Subject Headings (LCSH) and Sears List of Subject Headings (SLSH)
- 2.3 Subject Cataloguing by Chain Indexing
- 2.4 Centralised and Co-operative Cataloguing

UNIT-3 CATALOGUING CODES

- 3.1 Cataloguing Codes: Definition, Need, Historical Developments
- 3.2. Features of Anglo-American Cataloguing Rules -2 (AACR-2, Revised Edition)
- 3.3 Features of Classified Catalogue Code (CCC 5<sup>th</sup> Edition)
- 3.4 Features of Resource Description and Access (RDA)

UNIT-4 COMPUTERISED CATALOGUING

- 4.1 Need for Computerized Cataloguing,
- 4.2 OPAC, WEBPAC, Social Online Public Access Catalog (SOPAC)
- 4.3 Cataloguing of Web Resources/Digital materials
- 4.4 Retro-conversion

UNIT-5 CURRENT TRENDS IN STANDARDIZATION OF BIBLIOGRAPHICAL DESCRIPTION & INFORMATION RETRIEVAL

- 5.1 ISBDs
- 5.2. Dublin Core
- 5.3 MARC-21
- 5.4 Z39.50

**MLIS-414 INFORMATION SOURCES, SYSTEMS AND SERVICES**

**(FM: 100/4 CH)**

**UNIT-1 INFORMATION SOURCES**

- 1.1 Sources of Information-Primary, Secondary & Tertiary; Documentary and Non-documentary
- 1.2 Bibliographical Sources: Bibliographies, Abstracting journals, Indexing Journals ; Bibliographical Control: Meaning, Purpose, UBC and UAP
- 1.3 Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources

**UNIT-2 ECONOMICS OF INFORMATION**

- 2.1 Value of Information as a resource and commodity
- 2.2 Economics of Information Sources and Production
- 2.3 Information as a factor of production

**UNIT-3 INFORMATION SYSTEMS**

- 3.1 Information System: Basic Concept, Components
- 3.2 Categories of information systems: libraries, documentation centres, referral centres, information analysis centres, databanks etc. their structure and functions.
- 3.3 Different kinds of information systems: Decision support systems, MIS etc.
- 3.4 Evaluation of Information Systems
- 3.5 National Information Systems: NISCAIR, DESIDOC, NASSDOC, NISSAT; Global Information Systems: INIS, AGRIS, MEDLARS
- 3.6 Library Network: Meaning, Purpose, Function; Library Networks: DELNET, CALIBNET, MALIBNET, INFLIBNET, OCLC- their objectives, functions, services, and activities.

**UNIT-4 INFORMATION SERVICES**

- 4.1 Information Services : Concept, Définition, Need & Purpose; Information Services vis-à-vis Reference Service
- 4.2 Current Awareness Services (CAS), Selective Dissemination of Information (SDI), Bibliographic, Referral, Document Delivery Service (DDS) , Translation service
- 4.3 Abstracting and Indexing Services: Meaning, Use. Types and Parts.
- 4.4 Current trends in information service.

**UNIT-5 INFORMATION ANALYSIS, CONSOLIDATION AND REPACKAGING**

- 5.1 Information Analysis and Consolidation: Concept, Need and Purpose
- 5.2 Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- 5.3 Information Consolidation Products: Types, Design and Development

**Course No. MLIS-415-A KNOWLEDGE ORGANIZATION (CLASSIFICATION) PRACTICAL**

**(FM: 50/2 CH)**

Classification of Documents representing Simple, Compound and Complex Subjects using the following Schemes of Library Classification:

- 1. DDC 18<sup>th</sup> Edition
- 2. UDC Medium Edition

**Course No: MLIS-415-B KNOWLEDGE ORGANIZATION (CATALOGUING) PRACTICAL**

**(FM: 50/2 CH)**

**UNIT-1 PRACTICAL CATALOGUING OF BOOKS**

- (Cataloguing of books According to AACR-2 Revised Edition)
- (A) Works of Personal Authorship
  - (B) Works of Joint Authorship
  - (C) Works of Corporate Authorship
  - (D) Pseudonymous Works

**UNIT-2 PRACTICAL CATALOGUING OF NON-BOOK MATERIALS BOOKS**

- (Cataloguing of non-book materials according to AACR-2 Revised Edition)
- (A) Cartographic Materials
  - (B) Manuscripts
  - (C) Motion Pictures
  - (D) Video Recording

**Course No. MLIS-416 SEMINAR-I**

**(FM: 50/2 CH)**

- (A) Write up on An assigned topic : 25 Marks
- (B) Seminar Presentation : 25 Marks



# SECOND SEMESTER

**Course No. MLIS-417: ICT AND LIBRARY AUTOMATION**

**(FM: 100/4 CH)**

## UNIT-1 COMPUTER AND BASIC TERMINOLOGIES OF IT

- 1.1 Computer: Definition, Concept, History, Characteristics and functions
- 1.2 Computer Hardware: Memory, Input & Output devices
- 1.3 Basic Terminologies and their Conceptual Meaning: Log-on and Log-off, Online, Offline, Command, End User and Intermediary, Modem, Password, Prompt, Bit and Byte, and Response Time, Bandwidth, Processors, ASCII, bug, Back up, Virus, Micro Processor

## UNIT-2 PROGRAMMING LANGUAGES AND SOFTWARE FUNDAMENTALS

- 2.1 Programming Languages :Types, Characteristics and their Applications
- 2.2 Computer Software- System Software and Application Software
- 2.3 Operating System: Windows and Linux

## UNIT-3 NETWORKING

- 3.1 Definition, Need, Client server Architecture
- 3.2 Network types & Topologies
- 3.3 Components of a Network

## UNIT-4 LIBRARY SOFTWARE AND AUTOMATION OF LIBRARIES

- 4.1 An Overview of Library Softwares, types and their features:
- 4.2 Library Automation: Definition and automated housekeeping operations
- 4.3 Selection and implementation of LMS software
- 4.4 Study of Individual Automation Software Packages and their application: LIBSYS, SOUL, KOHA & NewGenLib

## UNIT-5 LATEST TRENDS IN ICT APPLICATION

- 5.1 Radio Frequency Identification (RFID) and its applications in libraries
- 5.2 Internet and Web technology: What is Internet, How does it work, Basic web terminologies- TCP/IP, DNS, URL, Telnet, FTP, WWW
- 5.3 Multimedia technology and its application in libraries

**UNIT-1 FUNDAMENTALS OF INFORMATION RETRIEVAL SYSTEM**

- 1.1 Information Retrieval System (IRS): Definition, Concept, Components, Functions, and Qualities
- 1.2 ISRS Systems: Types of IRS- Design and Operation
- 1.3 Database: Definition, Concept and Components, Structures

**UNIT-2 CLASSICAL MODELS OF INFORMATION RETRIEVAL**

- 1.1 Information Retrieval Models: Basic Concept,
- 1.2 Boolean Model, Vector Model, Probabilistic Model
- 1.3 Alternative Set Theoretic Models: Fuzzy Set Model, Extended Boolean Model

**UNIT-3 EVALUATION AND COMPATIBILITY**

- 3.1 Evaluation of ISRS: Purpose, Criteria and Steps
- 3.2 Common Evaluation Measures: Recall vrs Precision
- 3.3 Evaluation Experiments and Initiatives: Cranfield Tests, SMART, Evaluation of Search Engines
- 3.4 Compatibility of Information Storage and Retrieval System: Areas of Compatibility; Interface Compatibility, Principal issues

**UNIT-4 INTELLIGENT INFORMATION RETRIEVAL**

- 4.1 Intelligent Information Retrieval: Introduction, Intelligent Retrieval System: Artificial Intelligence (AI), AI applications in LIS
- 4.2 Expert Systems: Definition, Kinds & Components, Application of Expert System in Library & Information Services
- 4.3 Semantic Web: its application in knowledge management

**UNIT-5 RECENT TRENDS IN INFORMATION RETRIEVAL**

- 5.1 Web Information Retrieval-Characteristics of Web IR-Components of Web IR-Crawler, Page Repository, Indexing Module, Query Module, Ranking Module-Web IR Tasks
- 5.2 Natural Language Processing (NLP): its application in information retrieval
- 5.3 Data mining, Data Warehousing, Web Mining: Concepts, Techniques and applications

**UNIT-1 SEARCH STRATEGIES**

- 1.1 Search Strategy: Concept, need, development of a search strategy
- 1.2 Process for Searching: Preparing to search, Feedback and Refining
- 1.3 Basic Search Techniques: Word and Phrase, Boolean, Truncation, Proximity, Field, Metadata, Limit Search Techniques

**UNIT-2 ONLINE SEARCHING**

- 2.1 Online Searching and Retrieval: Definition, Historical development, basic features ; Searching vs. browsing
- 2.2 Online Search tools: Search Engines- Primary Search Engines, Meta search Engines, Focused crawler based search engines and Directories ; Subject Gateways
- 2.3 Google Search tools and techniques

**UNIT-3 INDEXING LANGUAGE AND VOCABULARY CONTROL**

- 3.1 Indexing Language: Types and Characteristics
- 3.2 Vocabulary Control: Definition and Purpose. Tools of Vocabulary Control
- 3.3 Thesaurus: Structure and Function; Design/Construction of Thesaurus.(Printed material)

**UNIT-4 INDEXING TECHNIQUES**

- 4.1 Post Coordinate Indexing, Uniterm, KWIC, KWOC, Keyword Indexing, Citation Indexing
- 4.2 Citation Indexing – Meaning and importance, Different citation indexes: SCI, SSCI, AHCI
- 4.3 Automatic Indexing: Concept and Process; Manual vrs Automatic Indexing,
- 4.4 Automatic Term Extraction and Weighing, Automatic Text Retrieval

**UNIT-5 CURRENT TRENDS IN ONLINE SEARCHING**

- 5.1 Federated search: Concept, Need, Functions, Advantages, Disadvantages
- 5.2 Federated Search providers- Free and Commercial; Federated Search Engine vs Meta search engine;
- 5.3 Cluster Based Web search

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**Course No. MLIS-420 INFORMATION NEEDS AND SEEKING BEHAVIOUR  
(FM: 100/4 CH)**

- UNIT-1 TYPES OF USERS AND THEIR NEEDS**
- 1.1 Composition of User Community
  - 1.2 Classification of Users: Planners, Policy Makers, Managers, R&D Personnel, People at Grass Root, Academics
  - 1.3 Assessment of Information Needs of Users
- UNIT-2 METHODS AND TECHNIQUES OF USER STUDIES**
- 2.1 User Study: Its Need, Types, benefits, and Steps in Planning User Studies, impact on LIS
  - 2.2 Questionnaire Method
  - 2.3 Case Study Method & Interview Method
  - 2.4 Observation Method and Survey Method
- UNIT-3 INFORMATION SEEKING AND USES OF INFORMATION**
- 3.1 Information Seeking Behaviour (ISB): Concept and Models.
  - 3.2 Information Seeking Behaviour of different user groups
  - 3.3 Uses of Information in various activities: Management activities, Decision Making, R & D, Teaching & Learning, social development
- UNIT-4 USER EDUCATION AND EVALUATION OF USER STUDIES**
- 4.1 User Education: Concept, need,
  - 4.2 Methods of User Education
  - 4.3 Evaluation of User Studies: Definition, Need, and Criteria
  - 4.4 Methods and Steps in Evaluation
- UNIT-5 INFORMATION LITERACY**
- 5.1 Information Literacy: Meaning and Concept
  - 5.2 Salient Features of Information Literacy
  - 5.3 Digital Information literacy and Library Users

**Course No. MLIS-421 ICT AND LIBRARY AUTOMATION PRACTICAL**

(FM: 100/2 CH)

**UNIT-1 USE OF SYSTEM SOFTWARE AND APPLICATION SOFTWARE**

- 1.1 WINDOWS-7, Linux
- 1.2 MS-Word, EXCEL, POWERPOINT, MS-ACCESS

**UNIT-2 HANDS ON EXPERIENCE WITH LIBRARY AUTOMATION SOFTWARE (ANY ONE)**

- 2.1 NewGENLIB
- 2.2 E-Granthalaya
- 2.3 Koha

**UNIT-3 PROGRAMMING LANGUAGE AND DATABASES**

- 3.1 Basic Programming in HTML, C, PHP and Java
- 3.2 Opensource RDBMS (MySQL and PostGreSQL)

**Course No. MLIS-422 SEMINAR-II**

(FM: 50/2 CH)

- (A) Write up on an assigned Topic : 25 Marks
- (B) Seminar Presentation : 25 Marks

# THIRD SEMESTER

**Course No: MLIS-423 MANAGEMENT OF LIBRARIES AND INFORMATION CENTERS**

**(FM: 100/4 CH)**

**UNIT-1: BASICS OF MANAGEMENT**

- 1.1 Management: Concept, Administration vs. Management & Functions of Management (POSDCORB)
- 1.2 Management Schools of Thought: Classical, Neoclassical and Modern Management Theory
- 1.3. Principles of Management: Scientific Principles & Administrative Principles
- 1.4 Application of Management Principles in Libraries
- 1.5 Management Information System (MIS)

**UNIT-2: MANAGEMENT OF LIBRARY HOUSE KEEPING OPERATIONS**

- 2.1 Different Sections of libraries and information centers and their functions
- 2.2 Acquisition Procedures: Selection Principles Ordering and Accessioning
- 2.3 Technical Processing: Classification, Cataloguing and Physical Processing
- 2.4 Serial Control, Circulation and Maintenance
- 2.5 Stock Verification and Weeding: Policies and Procedures

**UNIT-3: HUMAN RESOURCE MANAGEMENT**

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

**UNIT-4: FINANCIAL MANAGEMENT AND TQM**

- 4.1 Sources of Finance
- 4.2 Budgeting: Concept, Types of budgets-Line, ZBB, PPBS
- 4.3 Total Quality Management (TQM): Its Concept, Contribution of TQM Pioneers
- 4.4 Quality Indicators in LIS: LibQUAL, ISO-9000

**UNIT-5: LATEST TRENDS IN LIBRARY MANAGEMENT**

- 5.1 Stress Management
- 5.2 Time Management
- 5.3 Project Management
- 5.4 Change Management

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**Course No. MLIS-424 RESEARCH METHODOLOGY AND BIBLIOMETRICS**

**(FM: 100/4 Credits)**

**UNIT-1 FUNDAMENTAL CONCEPTS OF RESEARCH**

- 1.1 Research-Definition, Concept, Elements, Functions, Purpose and Scope
- 1.2 Research and its Classification - Pure Vs Applied Research, Individual Vs Collaborative, Interdisciplinary Vs Multidisciplinary, Team, Relay Research
- 1.3 Factors to be considered in determining Research Problems

**UNIT-2 RESEARCH METHODS AND DATA COLLECTION**

- 2.1 Methods of Research: Survey Method, Case Study Method and Delphi Techniques
- 2.2 Scientific Method-Its Concept, History and Procedural Steps
- 2.3 Methods of Data Collection: Primary data- Questionnaire, Interview and Observation
- 2.4 Secondary data; Historical/Recorded data

**UNIT-3 RESEARCH DESIGN, PLANNING AND REPORT WRITING**

- 3.1 Research Design - Its concept, Purpose, Attributes, Components and steps
- 3.2 Synopsis-Its concept and Essential Components
- 3.3 Hypothesis-Its concept, Functions, Types and Sources
- 3.4 Report Writing-Concept, Attributes, Qualities and Outlines of a Good Report

**UNIT-4 BIBLIOMETRIC STUDIES**

- 4.1 Bibliometrics – The concept and Origin and current developments-Scieintometrics, Webometrics, Informetrics, Altmetrics
- 4.2 Bibliometric Laws: Bradford's, Zipf, Lotka
- 4.3 Bibliographic Coupling and Obsolescence
- 4.4 Citation Analysis and Impact Factor

**UNIT-5 STATISTICAL METHODS – BASICS**

- 5.1 Statistical Methods-Its Concept, Definitions, Basic Steps, Factors involved
- 5.2 Frequency Distribution
- 5.3 Mean, Median, Mode, Standard Deviation and Range
- 5.4 Types of Time Series and Correlation
- 5.5 Sampling Techniques-Data, Correlation and Regression, Use of z and  $x^2$  Statistics

**Course No. MLIS-425 INTERNET AND WEB RESOURCES**

**(FM: 100/4 Credits)**

**UNIT-1 GROWTH OF INTERNET AND WEB RESOURCES**

- 1.1 Internet: Definition & Concept, inception, growth and development
- 1.2 Basic Internet services-E-Mail, FTP, Telnet, IRC, News groups
- 1.3 Web Browser: Concept, function; Features of Internet Explorer & Firefox

**UNIT-2 INTERNET AND ORGANIZATION OF WEB RESOURCES**

- 2.1 Organization of Web Resources: Classification & Cataloguing
- 2.2 Selection and Acquisition of Web Resources: Need, Standards, and Criteria
- 2.3 Online Database: It's Concept and Taxonomy-Bibliographic, Full text, Numeric , Citation Searching

**UNIT-3 INTERENET BASED INFORMATION RESOURCES**

- 3.1 E-resources on the Web, E-books, E-journals, E-prints, E-databases
- 3.2 Open Access initiatives: Philosophy, grounds of OA, benefits, OA initiatives in India
- 3.3 Library Consortia: Definition, need, function; Library consortia initiatives in India

**UNIT-4 SUBJECT BASED INFORMATION SOURCES**

- 4.1 Web based Social Science Information
- 4.2 Web based Information Sources in Health and Medicine
- 4.3 Web based Information Sources in Business Management
- 4.3 Web Based Information Sources in Engineering

**UNIT-5 LATEST TRENDS AND TOOLS OF INTERNET**

- 5.1 Web 2.0: Definition and Concept, Features, Introduction to Web 3.0 and Web 4.0
- 5.2 Web 2.0 Tools: Wiki, Blog, Social Bookmarking, Video Sharing, Document Sharing, Social Networking, RSS; Application of Web 2.0 in libraries- Library 2.0
- 5.3 Cloud Computing: Concept, Need, Functions; Cloud computing application in Library



UNIT-1 INTRODUCTION AND OVERVIEW TO DIGITAL LIBRARIES

- 1.1 Digital Libraries: Conceptual Framework; Definitions, Models and Theories
- 1.2 History and evolution of Digital Libraries, Digital Divide
- 1.3 Issues and challenges involved in building digital libraries
- 1.4 Major Digital library Initiatives in India and abroad

UNIT-2 COLLECTION DEVELOPMENT IN DIGITAL LIBRARIES

- 2.1 Digital Resources: Nature, Characteristics and types
- 2.2 Building Digital Library Resources – Born Digital and Digitized, Digital Conversion: general issues, digitization process, standards, file formats, Unicode, Metadata
- 2.3 Selection and Acquisition of materials for Digitization
- 2.4 Digital Collection Management and Evaluation – Issues and Strategies

UNIT-3 DIGITAL LIBRARY ARCHITECTURE

- 3.1 DL Architecture Overviews, Principles and Types: Distributed, Federated, Service Oriented and Component based Architectures.
- 3.2 Digital Library Components: Identifiers – Handles – Digital Object Identifier (DOI) Persistent Uniform Resource Locator (PURL), Interoperability, Security
- 3.3 Digital Library Software: Open Source – GSDL & DSpace
- 3.4 User Interface for DL – Need, Design principles for effective user interface

UNIT-4 INFORMATION MANAGEMENT AND ACCEESS

- 4.1 Metadata: Role of Metadata in Digital Resource Management; Metadata Harvesting
- 4.2 Metadata Schemas: Generic Schemas: DCMI, MODS, TEI; Domain Specific Schemas: METS, VRA Core
- 4.3 Information Access in Digital Libraries-Open Access
- 4.4 Information Discovery in DL– Harvesters and Federated Search Engines, OAIPMH, OpenURL, Web Portals

UNIT-5 PRESERVATION AND LEGAL ISSUES

- 5.1 Legal Issues of DL – Intellectual Property Rights (IPR), Copyright, Open Licenses – GNU, Creative Commons
- 5.2 Approaches to Digital Preservation: Policies & Strategies
- 5.3 Preservation Metadata Maintenance Activity (PREMIS) and Preservation Projects
- 5.4 Archiving: Concepts, Methods and Procedures, Self Archiving Policies

**Course No. MLIS-427 DIGITAL LIBRARY AND WEB TOOLS PRACTICAL**

**(FM: 100/2 Credits)**

**UNIT-1 CREATION AND MAINTENANCE OF BIBLIOGRAPHIC DATABASES**

- 1.1 CDS/ISIS
- 1.2 WIN/ISIS

**.UNIT-2 DIGITAL LIBRARY SOFTWARE (ANY ONE)**

- 2.1 GSDL
- 2.2 D-Space
- 2.3 E-Print

**UNIT-3 HANDS ON EXPERIENCE WITH DIFFERENT WEB SERVICES**

- 3.1 Contribute an article to Wikipedia, Sharing of Resources via Social bookmarking
- 3.2 Create an web blog for library
- 3.3 Searching Google Search Engine and Online Databases: Pubmed, , EBSCO, JCCC, MathScinet, Web of Science, ProQuest

**Course No. MLIS-428 SEMINAR-III**

**(FM: 50/2Credits)**

- (A) Write up on an assigned Topic : 25 Marks
- (B) Seminar Presentation : 25 Marks

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# FOURTH SEMESTER

**Course No. MLIS-429      PRESERVATION AND CONSERVATION OF LIBRARY RESOURCES**

**(FM: 100/4 Credits)**

## **UNIT-1      CONCEPT OF PRESERVATION AND CONSERVATION**

- 1.1      Preservation and Conservation: Concept, Need & History
- 1.2      Evolution of Writing Materials
- 1.3      Inherent characteristics of the Library Materials – Manuscripts, Books, Periodicals and Newspapers

## **UNIT-2      HAZARDS TO LIBRARY MATERIALS**

- 2.1      Environmental Factors – Temperature, Humidity, Light and Dust
- 2.2      Biological Factors – Fungi, Insects and Other Pests
- 2.3      Chemical Factors – Chemicals used in Production and Preservation of Documents

## **UNIT-3      PREVENTIVE METHODS OF PRESERVATION OF LIBRARY RESOURCES**

- 3.1      Preventive Measures for Environmental Factors
- 3.2      Preventive Measures for Biological and Chemical Factors
- 3.3      Disaster Preparedness/Response
- 3.4      Care and Handling of Library Resources

## **UNIT-4      NON-BOOK MATERIALS AND THEIR PRESERVATION**

- 4.1      Variety of Non-Book Materials
- 4.2      Physical Environment for Storing of Non-Book Materials
- 4.3      Care and Handling of Non-Book Materials

## **UNIT-5      CURRENT TRENDS IN PRESERVING THE LIBRARY MATERIALS**

- 5.1      Digital Preservation: It's Need
- 5.2      Challenges and Strategies for Preserving Digital Contents
- 5.3      Role of International/National Organisations
- 5.4      Indian Initiatives towards Digital Preservation

**Course No. MLIS-430 A ELECTRONIC RESOURCE MANAGEMENT (ELECTIVE PAPER)**  
**(FM: 100/4 Credits)**

**UNIT-1 INTRODUCTION TO E-RESOURCES**

- 1.1 Electronic Resources: Definition, Emergence, features, advantages and disadvantages, Print vs E-resources
- 1.2 Types of E-Resources: Databases, E-Books, E-Journals, Multimedia objects, E-references, Scholarly materials, Subject Guides, Web Search Tools, Subject Gateways
- 1.3 Effective E-Resource Framework, E-Resource Life Cycle

**UNIT-2 ELECTRONIC RESOURCE MANAGEMENT SYSTEM (ERMS)**

- 2.1 ERMS: Concept, need, features, types, functional requirements, benefits
- 2.2 Application Modules of ERMS
- 2.3 ERM Technology Framework: OpenURL, DLFERM

**UNIT-3 ERM WORKFLOW**

- 3.1 Principles and Policies of E-Resource Development, Selection, Licensing, Renewal, Deselection
- 3.2 Acquisition, Technical Services, Delivery, ILL, Marketing and maintenance
- 3.3 Content Providers, Library-vendor relation, and collaboration

**UNIT-4 USAGE, EVALUATION AND IPR**

- 4.1 Use Statistics-COUNTER, Citation Studies, Observation Logs, Interviews and Focus Groups
- 4.2 Evaluation of E-Resources: Need, Criteria and Methods
- 4.3 Copyright, Fair use, Relevant Acts, Digital Rights Management (DRM)

**UNIT-5 ARCHIVING AND PRESERVATION**

- 5.1 E-Archives: Meaning, Features, Registry Models
- 5.2 Preservation of E-Resources: Meaning, Challenges, issues and strategies
- 5.3 Preservation Policies, Preservation Initiatives-LOCKS and CLOCKS

**UNIT-1** FUNDAMENTALS OF MARKETING

- 1.4 Marketing: Concept, need
- 1.5 Market Segmentation
- 1.6 Marketing Mix

**UNIT-2** MARKETING OF LIS PRODUCTS AND SERVICES

- 2.4 LIS Products and Services as a Marketable Commodity-Pricing, Distribution Channels and Communication Strategies
- 2.5 Information Analysis, Consolidation and Repackaging: Concept, Need, Purpose, types of consolidation products and their design
- 2.6 Advertising, Sales Promotion, Public Relations and E-Marketing

**UNIT-3** VALUING LIS RESOURCES AND SERVICES

- 3.5 Value: Concept, types and
- 3.6 Value of LIS services: History, Importance, Levels and Areas
- 3.7 Methods in determining value in Library Services- Cost-Benefit, Return on Investment, Balance Score Card and TQM

**UNIT-4** KNOWLEDGE MANAGEMENT

- 4.4 Knowledge Management : Concept, Scope and Principles
- 4.5 Types of Knowledge
- 4.6 Information Management Vs Knowledge Management

**UNIT-5** APPLICATION OF KNOWLEDGE MANAGEMENT IN LIS

- 5.6 Knowledge Management in Libraries
- 5.7 Tools of Knowledge Management in Libraries
- 5.8 Role of Librarian in Knowledge Management

**Course No. MLIS-431 EFFECTIVE COMMUNICATION SKILL**

**(FM: 50/2 Credits)**

**UNIT-1: EFFECTIVE WRITING**

**Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing.**

**UNIT-2: EFFECTIVE PRESENTATION**

**Presentation Skills, Interviews, Public Speaking, Preparing the Speech, Organising the Speech, Special Occasion Speeches. • Greeting and introducing. • Practising Short Dialogues. • Group Discussions, Seminars/Paper-Presentations. • Listening News/Conversations/Telephonic Conversation.**

**Course No. MLIS-432 PROJECT**

**(FM: 100/4 Credits)**

**(EVALUATION OF PROJECT: 75; VIVA-VOCE: 25)**

A Project on any of the themes or sub-themes of current practices (Behavioral, Managerial and Technological) of libraries or librarianship has to be submitted independently by the examinees in consultation with the teachers or an external expert. The Project will be evaluated jointly by the Internal and External Examiners. The evaluation of the Project carries 75 marks and a viva-voce (includes presentation and answering the questions of the examiners by the examinee) carries 25 Marks.

**Course No. MLIS-433 STUDY TOUR**

**(FM: 50/2 Credits)**

The students will visit Libraries/Information Centres of repute with modern technology for a period of seven days along with teacher(s) guide. They will have practical exposure to the latest trends in library automation, digitization and user services. At the end of the tour, each of the students will have to submit a report and also make a presentation with all the details of the learning outcomes of the programme. The Study Tour Report and Presentation will be evaluated jointly by the Internal and External Examiners. The evaluation of the Study Tour Report carries 75 marks and the presentation carries 25 Marks.