Prospectus, Revised Syllabus and List of Books for the

**Master of Library and Information Science**

*(Four Semesters/Two Years Course)*

**Choice Based Credit System (CBCS)**

*(2016–2017 Onwards)*

- Course level: Post Graduate Degree
- Duration: Two Years (Four Semesters)
- Credits: 96
- Eligibility: Graduation in any discipline
- Student intake: 30
- Medium of Instruction: English
Eligibility:
A candidate desirous of taking admission to the Master’s Degree in Library & Information Science shall have passed a degree examination of the University of Mumbai or from any recognized university.

Passing Standard:
The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.

<table>
<thead>
<tr>
<th>Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>96 Credits for four semesters/two years</td>
</tr>
<tr>
<td>Semester</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>(Each Course)</td>
</tr>
<tr>
<td>Sem I</td>
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<tr>
<td></td>
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<tr>
<td>Sem - II</td>
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<td>Sem - III</td>
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<tr>
<td>(T)</td>
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<tr>
<td>(T + P)</td>
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<tr>
<td>Sem - IV</td>
</tr>
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<td>(T+P)</td>
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<tr>
<td>PB - 2</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>Dissertation</td>
</tr>
<tr>
<td>2</td>
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<tr>
<td>Total</td>
</tr>
</tbody>
</table>

T= Theory, P= Practicals, E=Electives, OC= Optional Courses, PB= Project based courses
*Candidate will select any two courses from the Electives.
**Candidate will select one OC from the parent Department and one OC from any other Department of his/her choice.

Each semester will be of 15 weeks.
Outline: MLISc Programme

Semester I

Course 1: Fundamentals of Librarianship
Course 2: Library Cataloguing
Course 3: Library Management - I
Course 4: Computer Applications to Libraries

P1: Library Cataloguing
P2: Basics of Computer Applications to Libraries

Semester II

Course 5: Library Classification
Course 6: Reference Sources and Services
Course 7: Information Services and Systems
Course 8: Applications of ICT to Libraries

P3: Library Classification
P4: Reference and Information Sources and Indexing and Abstracting

Semester III

Course 9: Library Management - II
Course 10: Research Methodology and Statistics

Electives:
Students will have to select two electives out of three electives

Course 11: Soft Skills and Communication
Course 12: Knowledge Organization
Course 13: Information, Communication and Society

P5: Soft Skills and Communication
P6: Advanced Classification and Thesaurus Construction

Semester IV

Optional Courses (OC)

Course 14: Digital Libraries
Course 15: Information Sources in Science and Social Sciences
**Project Based Courses (PB)**

- Course 16: Dissertation
- Course 17: ICT based project with Internship
- P7: Digital Libraries
- P8: Information sources in Science and Social Science

**Exam Structure**

<table>
<thead>
<tr>
<th>Course No</th>
<th>Title</th>
<th>Marks</th>
<th>Internal</th>
<th>External</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td>Fundamentals of Librarianship</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C2</td>
<td>Library Cataloguing</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C3</td>
<td>Library Management - I</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C4</td>
<td>Computer Applications to Libraries</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>P1</td>
<td>Library Cataloguing</td>
<td></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>P2</td>
<td>Basics of Computer Applications to Libraries</td>
<td>100</td>
<td></td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td>500</td>
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<tr>
<td><strong>Semester II</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C5</td>
<td>Library Classification</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C6</td>
<td>Reference Sources and Services</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C7</td>
<td>Information Services and Systems</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C8</td>
<td>Applications of ICT to Libraries</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>P3</td>
<td>Library Classification</td>
<td></td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>P4</td>
<td>Reference and Information Sources and Abstracting and Indexing</td>
<td>100</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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## Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Theory</th>
<th>Practical</th>
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<tbody>
<tr>
<td>C9</td>
<td>Library Management - II</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C10</td>
<td>Research Methodology and Statistics</td>
<td>100</td>
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**Electives: Any two from C11 - C13**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>C11</td>
<td>Soft Skills and Communication</td>
<td>100</td>
<td>40</td>
<td>60</td>
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<tr>
<td>C12</td>
<td>Knowledge Organization</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C13</td>
<td>Information, Communication and Society</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>P5</td>
<td>Soft Skills and Communication</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>P6</td>
<td>Advanced Classification and Thesaurus Construction</td>
<td>100</td>
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**Total**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Theory</th>
<th>Practical</th>
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<tr>
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## Semester IV

**Optional Courses (OC)**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Theory</th>
<th>Practical</th>
</tr>
</thead>
<tbody>
<tr>
<td>C14</td>
<td>Digital Libraries</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C15</td>
<td>Information Sources in Science and Social Science</td>
<td>100</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>C16</td>
<td>Dissertation</td>
<td>200</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>C17</td>
<td>ICT based project with Internship</td>
<td>100</td>
<td>100</td>
<td></td>
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</table>

**Total**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Theory</th>
<th>Practical</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>500</td>
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</tbody>
</table>

**Grand Total (I+II+III+IV)**  

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2000</td>
</tr>
</tbody>
</table>
Pattern of Examination

A. Theory Examination (60: 40)

1. Semester End Exam – 60 marks
   - There shall be 6 questions, out of which one will be short note question. Each question carries 15 marks.
   - Candidate will attempt any 4 questions

2. Internal Assessment – 40 marks
   
a. Attendance & Participation in Class  10 marks
b. One Classroom Test 10 marks
c. Two Classroom Assignments 20 marks

   (Field Visit Report, Book Review, Preparation of Bibliography on a given topic, Seminar, Essay Writing)

B. Practical Examination
   Practical examination will be conducted in each semester at the Department of Library and Information Science, University of Mumbai, Kalina Campus. External examiners shall be appointed from the panel of examiners appointed by the Ad hoc BOS and approved by the University.

C. Dissertation Evaluation
   Assessment of the written dissertation and viva voce will be held at Department of Library and Information Science, University of Mumbai, Kalina Campus, conducted by the panel of external and internal examiners appointed by the Ad hoc BOS and approved by the University.
## Semester I

### Course 1: Fundamentals of Librarianship

6 Credits

**Objectives:**

a. To understand purpose, role and importance of libraries in society.

b. To know about various types of libraries, their nature, objectives and services.

c. To be familiar with the library scenario in general and the Indian scenario in particular.

d. To study the role of professional library associations.

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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Library and Society: Role and functions; Library as cultural, educational, political and social institution. Types of documents: Books and non-book material; primary, secondary &amp; tertiary documents.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Historical Overview of library development: growth of libraries in India with special reference to Saraswati Mahal Library, Khuda Baksh Oriental Public Library, Baroda Public Library Movement, Contribution of UNESCO to libraries and library profession, Reports of committees and commissions: Kothari, Faizee, Dainton, Professional Associations – ILA, IASLIC, IATLIS, ALA, LA, CILIP, ASLIB, IFLA.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>i. Dr. Ranganathan’s Contribution to Library and Information Science, Five Laws and their current relevance. ii. b) Library cooperation, resource sharing, consortia.</td>
</tr>
</tbody>
</table>
Select Reading List

Course 2: Library Cataloguing

Objectives:

a. To understand the role of cataloguing in retrieving library material.
b. To understand the fundamentals of cataloguing and catalogue construction.
c. To highlight the need for standardization in cataloguing.
d. To understand the different standards of subject approach to documents.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Document Description: types of entries—main, added, analytical, cross reference, parts of an entry, rules for filing, authority files. Cataloguing codes: historical overview of different codes, canons of cataloguing, detailed study of AACR and their revisions, RDA</td>
</tr>
<tr>
<td>3</td>
<td>Subject Cataloguing: Subject headings, descriptors, choice of terms, subject heading lists e.g. LCSH, Sear’s list of subject headings and Cataloguing standards including ISBD, ISBN, ISSN, MARC, CCF, ISO 2709. Metadata (Including Dublin Core, XML), MARC21: Background and Features.</td>
</tr>
</tbody>
</table>
| 4 | Practical aspects of Cataloguing:  
   i. Selective and simplified cataloguing  
   ii. Centralized and Cooperative Cataloguing  
   iii. Cataloguing in the Internet and Digital Era |

Select Reading List


### Course 3: Library Management -I

**6 Credits**

**Objectives:**

- To be familiar with library procedures.
- To understand the principles of Library management and library as an organization
- To acquaint students with standard library procedures and services

<table>
<thead>
<tr>
<th>1</th>
<th>Management and administration: concept, definitions and distinction. Schools of Management, functions and principles of management. Library Committee, Organizing library and library departments.</th>
</tr>
</thead>
</table>
| 3 | Collection Maintenance:  
  i. Technical Processing: Policies, Classifying, Cataloguing, Physical Processing, Records Maintenance. Storage and Maintenance: policies; storage requirements, stack; maintenance and upkeep, stock verification, inventory control, weeding, preservation, binding, electronic storage, records maintenance.  
  ii. In-house operations: acquisition, ordering and membership database, circulation, serials control, receipts and expenditure, library fines, retrospective conversion, accounting, stock verification, archiving of rare material, library security systems, application of computer to library work.  
| 4 | Library Services:  
  ii. Extension Services: Concept, policies, outreach methods - mobile libraries, display and exhibitions, book discussions, discussion forum. |

**Select Reading List**


Course 4: Computer Applications to Libraries

Objectives:

a. To understand the fundamentals of computers, its hardware and software.

b. To be familiar with applications of Computers and Information Technology in libraries.

c. To know the concept of RDBMS in library environment.

<table>
<thead>
<tr>
<th>1</th>
<th>Introduction to Computers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>An overview of historical developments in computers.</td>
</tr>
<tr>
<td>ii.</td>
<td>Hardware and software: <strong>Hardware</strong>: Memory- core and auxiliary, storage media – magnetic tapes, disks, optical discs, pen drive, input and output devices – keyboard, mouse, monitors, printers, scanners, OCR, communication ports – serial, parallel, USB. <strong>Software Concepts</strong>: System Software – operating systems e.g. Windows, Unix, Linux, Programming Languages. Application Software – features of MS Office.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>Database Management Systems: Concepts, components and use, database management tools, an outline of WINISIS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RDBMS – MS Access, SQL, MySQL, Oracle.</td>
<td></td>
</tr>
<tr>
<td>Database design – bibliographic and non-bibliographic databases.</td>
<td></td>
</tr>
<tr>
<td>Library Management Software: SOUL, KOHA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Information and Communication Technology: Basic concepts and application to Library and Information Science, transmission media-cables, microwave, satellite.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Communication Systems : Introduction, band-width and channel capacity, WiFi, PDA, bluetooth, smart phone, teleconferencing, ipod, RFID, data security systems</td>
<td></td>
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</tbody>
</table>

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<thead>
<tr>
<th>4</th>
<th>Networks and Networking:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Network topology</td>
</tr>
<tr>
<td>Features of Library Networks in India - INFLIBNET, DELNET, ERNET</td>
<td></td>
</tr>
</tbody>
</table>

Select Reading List

Practicals

P1: Library Cataloguing


Note: Minimum 50 documents, covering different varieties are to be covered for cataloguing.

P2: Basics of Computer Applications to Libraries

Use of Operating System, MS-Office and Creation of database using MS Access and WINISIS.

MS-Office 1 Credit

WINISIS 1 Credit
## Semester II

### Course 5: Library Classification  
4 Credits

#### Objectives:

- **a.** To understand the role of library classification in knowledge organization.
- **b.** To understand the elements of library classification.
- **c.** To be familiar with the select schemes of classification.
- **d.** To analyze, apply and evaluate DDC Scheme.
- **e.** To acquaint with special schemes of classification and latest developments in the field of classification.

| 1 | Knowledge Organization: origin, history of classification, universe of knowledge, Knowledge classification, Library classification- Need, purpose. Types and features of Classification Schemes:  
|   | i. Enumerative, faceted, analytico-synthetic.  
|   | ii. Notation – need, functions, characteristics, notational systems, hospitality.  
|   | iii. Other auxiliary features – form classes, form divisions, generalia class, index, broken order, call number. |

| 2 | Comparison of knowledge and library classification.  
|   | General Principles and Theory of Library Classification: Modes of subject formation, Rules of Division, Literary warrant. APUPA pattern.  
|   | Canons of Classification, principles of helpful sequence. |

| 3 | Library Classification Schemes:  
|   | i. DDC – a detailed study (latest edition)  
|   | ii. UDC, CC, Library of Congress classification scheme– an introductory study  
|   | iii. Comparison of DDC, UDC and CC |

| 4 | Special Classification Schemes: Needs and Purpose, Classification schemes for Patents, Pamphlets, Computer Science, Music, Mathematics, Medicine, LIS.  
|   | Current development trends in classification: Ontology, Taxonomy, Folksonomy. Institutions in Classification: CRG, ISKO, B.S.O. |

#### Select reading List

Course 6: Reference Sources and Services 4 Credits

Objectives:

a. To understand the basic concept of reference service and its organization.
b. To be familiar with different categories of reference and information sources.
c. To develop the students’ ability to critically evaluate reference sources.

<table>
<thead>
<tr>
<th>1</th>
<th>Reference Service: Concept, definition, need &amp; scope. Reference &amp; Information Sources: types, criteria for selection and Evaluation (authority, scope, treatment, arrangement, special features and utility), different physical formats (print, non-print, electronic reference sources); Reference Librarian : role, functions and qualities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Categories of Reference and Information Sources: Dictionaries, Encyclopedias, Yearbooks, Directories, Handbooks, Bibliographies and Abstracts; News Digest, Indexes, Biographical Sources, Statistical Sources, Geographical Sources.</td>
</tr>
<tr>
<td>3</td>
<td>Reference Services: Referral Service, user education, Reference Service Delivery in different types of libraries such as public, academic, special, Steps in reference service, reference interview</td>
</tr>
<tr>
<td>4</td>
<td>Internet based reference services: Ready reference service, bibliographical and fact finding assistance, advisory and guiding assistance, short and long range reference service, pro active and responsive services, delivery of internet based services, virtual reference service.</td>
</tr>
</tbody>
</table>

Select Reading List


Objectives:

a. To understand different methods of processing information.
b. To be familiar with different information centres at national and international level.
c. To assess the information needs and to know the factors affecting information organization.

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Information service: Concept, definition, need and scope.</td>
</tr>
<tr>
<td>2</td>
<td>Information Processing: historical background of abstracting and indexing, types of abstracts - informative, indicative, statistical, special purpose. Types of indexes, Indexing language, pre and post co-ordinate indexing systems – Chain Indexing, POPS, PRECIS, Keyword indexing – KWIC, KWAC, KWOC.</td>
</tr>
<tr>
<td>3</td>
<td>Consolidation and Repackaging.</td>
</tr>
<tr>
<td>4</td>
<td>Information Dissemination: CAS and SDI services, translation service, Document Delivery Services In-house information Products: Bibliographies, state-of-the-art reports, trend reports, newsletters, house journals, library manual, library websites, blogs. Documentation and Information Centres: OCLC, INPADOC, I.S.I. (USA), NISCAIR, DRTC, DESIDOC, NASSDOC, SENDOC, CMIE, National Informatics Center. Information Systems: INIS, AGRIS, MEDLARS, INSPEC, COMPENDIX, PIS, India</td>
</tr>
<tr>
<td></td>
<td>Information users and their needs: Categories of users and their information needs, information seeking behaviour, information seeking models, user studies – methods, techniques and evaluation, needs of distance users and e-learners.</td>
</tr>
</tbody>
</table>

Select Reading List

Course 8: ICT Applications to Libraries

**Objectives:**

*a.* To introduce the elements of Information and Communication Technology.

*b.* To familiarize with internet and digital libraries.

*c.* To understand the managerial aspect of computer application in LIS.

<table>
<thead>
<tr>
<th>1</th>
<th>Information Technology (IT) in libraries: Components of IT, impact of IT on libraries, IT based library and information services. Current developments: listserv, push and pull technology, e-learning, web 2.0 - social tagging, YouTube, Library 2.0, Data and Information Mapping, Data warehousing, data mining.</th>
</tr>
</thead>
</table>
| 2 | Internet  
   i. Internet :Basic features and tools. Connectivity – Dial up, lease lines, microwave, ISDN, cable modem  
   ii. Protocols – Telnet, FTP, HTTP.  
   iii. Digital Subscriber Lines  
   iv. E-mail, SMTP, wireless, POP3.  
   v. Web browsers – Netscape Navigator, Internet Explorer, Mozilla, Google Chrome  
   vi. Web servers – Apache, Internet Information Server.  
   vii. Server side scripting language – PHP/ASP  
   viii. Database Connectivity – ODBC, IDBC.  
   ix. Search Engines and Meta Search Engines and their evaluation.  
   x. Web design – SGML, HTML, DHTML, XML  
   xi. Evaluation of websites  
   xii. Internet security – Firewalls, proxy servers. |
| 3 | Digital Library: Concept, definition, evolution, emerging trends in Digital Library  
   ii. Image formats: JPEG, GIF/BMP  
   iii. Audio formats : WAV, MIDI, MP3 MPEG, AV1, QuickTime  
   iv. Storage media formats: ISO 9660, DVD  
   v. Software-Digital library software: D-Space and GreenStone, OCR and image editing software.  
   Input / capture devices: Scanners, scanning and digitization process, digital and movie cameras. |
| 4 | Managerial aspects of ICT’s: Planning for Information and Communication Technology in Libraries: assessment of needs, priority settings, hardware selection, software evaluation and selection, website and portal development, restructuring of physical set up, ergonomics, staff training, financial aspects, maintenance aspects- Maintenance of hardware, software security, Institutional repositories, web content management, data migration |
Select Reading List


**Practicals**

**P3: Library Classification**

Classification of documents using DDC.

Building class numbers using tables.

Note: Minimum 50 examples to be covered.

**P4: Reference And Information Sources and Indexing and Abstracting**

Minimum 80 queries of different types are to be done.

Minimum 5 examples each for indexing and abstracting respectively.
Semester III

Course 9: Library Management - II

6 Credits

Objectives:

a. To apply principles and techniques of management to Libraries and Information Centres.
b. To apply the concepts of planning, marketing, Human Resource Development and control in libraries and information centres.
c. To be familiar with the techniques of monitoring and evaluating libraries.

1. Management approach to Library:
   i. Management – concept, definition and scope.
   ii. Systems approach: Concept – Library as a system, environmental influence and responses.
   iii. Management of change.
   iv. Knowledge Management

2. Planning: Need and importance of planning.
   i. Planning process, time and motion study, data flow diagram,
   ii. Planning tools – SWOT analysis, MBO, PERT/CPM, DELPHI, MIS, decision tree, brainstorming.
   iii. Planning of library building and its interior.
   iv. Organizing: Purpose and need for organizing, organizational structure, line and staff functions, departmentalization, organization charts, authority and decentralization, quality circles, total quality management, quality audit,
   v. Marketing: Publicity and marketing and of library services: need, policies, methods, annual reports, library guides, Public Relations, library promotion programmes, promotion techniques including use of electronic media Identification of markets for libraries, market segmentation, best and innovative practices, outreach services.

3. Human Resource Management:
   i. Staffing – job description, recruitment, job analysis, training and development, people skill: personal competencies, skills for communication, negotiation, decision making, assertiveness, time management, interpersonal relations, motivation, job enrichment, evaluation and appraisal.
ii. Leadership and Creativity – effective leadership in library, functions, activities and qualities of library managers, creativity and innovation, entrepreneurship.

iii. Communication in library – methods and barriers.

4  Financial Management:
   i. Financial Planning – types of budgets, sources of funds, funds generation, accounting and auditing practices, costing, cost analysis of library services.
   ii. Control: Techniques, budgetary and non-budgetary techniques.
   iii. Library Insurance, Disaster Management.

Select Reading List
Course 10: Research Methodology and Statistics 6 Credits

Objectives:

a. To understand the value of research in Library and Information Science.
b. To understand the process of research in Library and Information Science.
c. To understand the importance of qualitative and quantitative aspects of research and management.
d. To interpret and infer based on data/information.

1

i) Research Process and elements: Definition and meaning of research, characteristics of scientific research, Spiral of scientific research, types of research – pure, applied, action, qualitative and quantitative approaches to research, Relevance of RM in LIS.


2

i) Research Methods and Techniques: Historical, Experimental, Descriptive Methods, Survey, Case Study. Delphi method, content analysis, operations research-matrix structure, evidence based research method, use and user study, usability study. Sampling, need for sampling, types of samples, Morgan Table.

ii) Data Collection: Sources – individuals, documentary and non-documentary sources, instruments – survey, questionnaire, interview, observation, Checklist.

iii) Bibliometrics: Concept, method, application

Laws of bibliometrics – Bradford, Zipf, Lotka, analysis of bibliometric data, quantitative content analysis, citation analysis, co-citation analysis. Librametry, informetrics, scientometrics, webometrics.almetrics.

3

Statistics and Data Analysis:

i) Descriptive statistics – Concept of Validity and Reliability, Tabulation and Generalization, Measures of central tendency, mean, mode, median, measures of dispersion, variance, standard deviation, and graphical presentation.

ii) Inferential statistics – outlines of parametric and non-parametric tests, z and t-tests, correlation, regression – linear and non-linear, chi square test, ANOVA, sociometry,

iii) Use of Excel and Statistical Packages

4

i) Research report writing: Structure, style, content; style manuals – Chicago, MLA, APA, E-Citations.

ii) Current trends in Library and Information Science research, criteria for research evaluation, peer reviewing, research ethics, plagiarism. Plagiarism detection software.
Select Reading List

Electives: Select Any Two Courses

Course 11: Soft Skills and Communication 4 credits

Objectives:

a. To prepare students to enter into the profession.
b. To train students to be employable.
c. To inculcate in students a professional work culture.

|   | Soft skills: Leadership skills, creative thinking and problem solving, Interview skills.
|---|--------------------------------------------------
| 2 | Listening & Tactful handling of library problems.
| 3 | Personality development, Work Culture, Time Management, Stress and anger management. Building support within the organization.
| 4 | Written and spoken communication skills.

Select Reading List

Course 12: Knowledge Organisation 4 CREDITS

Objectives:

a) To appraise methods used for knowledge organization.

b) To review the methods of organization of documents.

c) To understand the criteria used for evaluating Information Retrieval Systems.

<table>
<thead>
<tr>
<th>1</th>
<th>Organizing Knowledge: Concept, definition, objectives, tools, techniques. Organization of library material – reports, standards, patents, grey literature, maps, audio-visual material, institutional repository, digital material.</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Access to Documents: Classification, cataloguing, indexing, citations and citation indexing, annotations, thesauri, ontology, taxonomy, metadata harvesting, subject gateways</td>
</tr>
<tr>
<td>3</td>
<td>Information Retrieval: Search process, search strategies, Boolean Expressions, online searching, formulations of search statement. Search through Internet, online databases and e-journals, retrieval from electronic archival material, J-Stor, aggregators</td>
</tr>
</tbody>
</table>
| 4 | i) Factors influencing organization of information: Information architecture, information overload, information anxiety, information analysis.  
ii) Evaluation of information storage and retrieval systems, relevance, recall, precision, impact factor and other criteria, information audit. |

Reading list is same as given for Course 6.
Course 13: Information, Communication and Society

Objectives:

a. To understand the importance of library in the communication process
b. To understand the concept of information society and its implications
c. To study the role of Library Profession.

|   | Information and Information Science: Concept, Characteristics, definitions, scope and objectives.
|   | Information needs in different fields of knowledge. Economics of Information and its components.
| 2 | Library and Communication: Communication Process in Society- Personal and mass communication, scholarly communication process, scientific communication, channels, models and barriers.
|   | Role of libraries in communication process
| 3 | Information Society- its genesis, characteristics, Impact of information society on libraries, National Information Policy, Censorship, IPR, Copyright and Fair Use.
| 4 | Library Profession: Concept, criteria LIS as profession, its relationship with other subjects, professional ethics, Education and training in LIS in USA, UK and India, National Knowledge Commission, NAAC.

Select Reading List

14. McMenemy, David, Poulter, Alen and Burton, Paul F.: A Handbook of ethical practice:
    a practical guide to dealing with ethical issues in information & library work. Oxford:
15. Parekh, Harsha: Internet in the Scholarly Communication Process. Mumbai:
    Knowledge Ware Association. 1999
16. Pedley, Paul: Essential law for information professionals, 2nd ed London: Facet,
    2006.

Practicals

P5: Soft Skills and Communication 2 Credits

P6: Advanced Classification and Thesaurus Construction 2 Credits
Semester IV

A) Optional Courses: Select Any One

Course 14: Digital Libraries  
4 Credits

Objectives:

a) To study the concept of digital libraries.
b) To understand the characteristics and components of digital libraries.
c) To develop skills for organizing digital resources.

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<tr>
<td>1</td>
<td>Digital Library: Concept, definition and characteristics, Hardware and software: types, characteristics and requirements. Introduction to Open Archives</td>
</tr>
<tr>
<td>3</td>
<td>Digital Library Services: Browse, Search and retrieval, user interfaces, Digital reference services, search engines, Boolean operators, personalization and authentication. Preservation and archiving. Migration, back up and data security.</td>
</tr>
<tr>
<td>4</td>
<td>Management: Planning, evaluation and feedback, social and legal issues including IPR</td>
</tr>
</tbody>
</table>

Select Reading List

8. Amjad, Ali.: Digital libraries in higher education, New Delhi : Ess Ess, 2005
Course 15: Information Sources In Science And Social Science

Objectives:

a) To acquaint the students with the concept of information sources in Science and Social Science
b) To familiarize the student with sources in Science and Social Science.
c) To develop the skills of critical evaluation of different sources of Information.

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<tbody>
<tr>
<td>1</td>
<td>Information Sources : Introduction, concept, history, scope and evaluation criteria</td>
</tr>
<tr>
<td>2</td>
<td>Types of Information Sources : Primary, secondary and tertiary information sources — traditional, non-book material, non-print material and electronic.</td>
</tr>
<tr>
<td>3</td>
<td>Full-text &amp; bibliographic databases : organization of information and searching. Internet based resources (freely available): organization of information and searching.</td>
</tr>
</tbody>
</table>

Practical

P7: Creation of digital library using Open Source Software. 2 Credits

P8: Evaluation of information sources 2 Credits

Searching for information using various information sources – print and online.
B) Project Based Courses (PB):

Course 16: Dissertation 10 Credits

Objectives:

a. To develop independent thinking and problem-solving skills.
b. To apply research methods to a project.
c. To acquaint with report writing skills.

Students will have to select a research topic based on recent trends in LIS which will be further developed using research methods and techniques. Three copies of the research report will be submitted to the Department. The evaluation will be done by Experts in the field. The component of evaluation will be the Dissertation, Presentation and Viva Voce.

Course 17: I) Information Communication Technologies Based Project with Internship 2 Credits

- Advanced Internet Search, Internet based Reference Service, RSS Feeds, and Folksonomy.
- Blog Creation
- Web Page Creation
- Creation of Digital Library and Content Management using Open Source Software

II) Internship

The above course will be conducted with an interaction with academic and corporate libraries.