

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.LIB.I.SC.)

INFORMATION, COMMUNICATION AND SOCIETY

PAPER CODE: DEMLS-101

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Information: Nature, Property and Scope

Unit-1 - Comparative Study of Data, Information and Knowledge

Unit-2 – Data: Definition, Types, Nature, Properties and Scope

Unit-3 – Information: Definition, Types, Nature, Properties and Scope

Section-2: Information Generation and Communication

Unit-4 – Communication Process and Media

Unit-5 – Generation of Information: Models and Forms

Unit-6 – Information Theory

Unit-7 – Information Diffusion Process

Section-3: Knowledge Generation Cycle

Unit-8 – Structure and Development of Knowledge

Unit-9 – Social Epistemology of Knowledge

Unit-10 – Knowledge Generation to Utilization

Unit-11 – Knowledge and Societal Survival

Unit-12 – Learning Process and Theories

Section-4: Information and Society

Unit-13 – Social Implications of Information

Unit-14 – Information as an Economic Resource

Unit-15 – Information Policies: National and International

Unit-16 – Information Society

INFORMATION SOURCES, SYSTEMS AND PROGRAMMES

PAPER CODE: DEMLS-102

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Multimedia

Unit-1 – Physical Medium of Information

Unit-2 – Print Media, Multimedia (Hypermedia) and Hypertext

Unit-3 – Non-print Media: Microform, Electronic and Optical Media

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Section-2: Information Sources, Systems and Programmes: Subject wise Organization

Unit-4 – Humanities

Unit-5 – Social Sciences

Unit-6 – Science and Technology

Unit-7 – Non-Disciplinary Subjects

Unit-8 – International organizations

Section-3: Information Sources of Users

Unit-9 – Content Analysis and its Correlation to Clientele

Unit-10 – Customized Organization of Information Sources

Unit-11 – Citation Analysis of Information Sources and their Use

Unit-12 – Aids to Information Sources

Section-4: Information Experts as resource Persons

Unit-13 – Library and information Personnel

Unit-14 – Science and Technology Information Intermediaries

Unit-15 – Database Designers and Managers

Unit-16 – Media Personnel as Source of Information

INFORMATION PROCESSING AND RETRIEVAL

PAPER CODE: DEMLS-103

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Intellectual Organisation of Information

Unit-1 – Intellectual Organisation of Information: An Overview

Unit-2 – Classification Systems 1: General Systems

Unit-3 – Classification Systems 1: Special Systems

Unit-4 – Thesaurus: Its Structure and Functions

Section-2: Bibliographic Description and Subject Indexing

Unit-5 – Bibliographic Description: An Overview

Unit-6 – Standards for Bibliographic Record Format

Unit-7 – Bibliographic Description of Non-Print Media

Unit-8 – Indexing Process and Models

Section-3: Information Storage and Retrieval Systems

Unit-9 – Objectives of ISAR Systems

Unit-10 – ISAR Systems: Operation and Design

Unit-11 – Compatibility of ISAR Systems

Unit-12 – Evaluation of ISAR Systems

Section-4: Information Retrieval

Unit-13 – Information Retrieval Process

Unit-14 – The Process of Searching

Unit-15 – Search Strategies and Heuristics

Unit-16 – Common Command Languages and Mu

ltiple Database Searching

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INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES

PAPER CODE: DEMLS-104

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Information Institutions

Unit-1 – Information Institutions: Evolution and Growth

Unit-2 – Information Centres: Type and their Organisation

Unit-3 – Data Centres and Referral Centres

Unit-4 – Information Analysis and Consolidation Centres

Section-2: Information Services

Unit-5 – Literature Searches and Bibliographies

Unit-6 – Technical Enquiry Service

Unit-7 – Document Delivery Service

Unit-8 – Translation Service

Section-3: Information Products

Unit-9 – Information Newsletters, House Bulletins, In-house Communications

Unit-10 – Trade and Product Bulletins

Unit-11 – State-the-Art Reports and Trend Reports

Unit-12 – Technical Digests

Section-4: Database Support Services

Unit-13 – Databases: Types and Uses

Unit-14 – Database Intermediaries such as Searchers, Editors, etc.

Unit-15 – Online Information Systems and Information Networks

Unit-16 – International Standards for Database Design and Development

MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

PAPER CODE: DEMLS-105

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Management Perspectives

Unit-1 – Principles of Management

Unit-2 – Management Functions

Unit-3 – Managerial Quality and Leadership

Unit-4 – Schools of Management Thought

Section-2: Systems Analysis and Control

Unit-5 – Systems Analysis and Design

Unit-6 – Work Flow and Organisation Routines

Unit-7 – Monitoring Techniques

Unit-8 – Evaluation Techniques

Section-3: Personnel Management

Unit-9 – Overview of Personnel Management

Unit-10 – Manpower Planning

Unit-11 – HRD – Quality Improvement Programmes

Section-4: Financial Management

Unit-12 – Budgeting and Types

Unit-13 – Budgetary Control System

Unit-14 – Costing Techniques

Unit-15 – Cost Analysis

Section-5: Marketing of Information Products and Services

Unit-16 – Information as a Marketable Commodity

Unit-17 – Pricing of Information Products and Services

Unit-18 – Marketing Strategies

APPLICATION OF INFORMATION TECHNOLOGY

PAPER CODE: DEMLS-106 & 6P

Theory: 50

Assignment: 20

Practical: 30

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Overview of Information Technology

Unit-1 – Overview of Computer Technology

Unit-2 – Overview of Communication Technology

Unit-3 – Overview of reprography and Micrography

Unit-4 – Printing and Publishing Technology

Section-2: Library Automation

Unit-5 – Use of Computers of Housekeeping Operations

Unit-6 – Computer-based Acquisition Control

Unit-7 – Computer-based Cataloguing

Unit-8 – Computer-based Serials Control

Section-3: Design and Management of Databases

Unit-9 – Database Concept and Database Components

Unit-10 – Database Structure, Organisation and Search

Unit-11 – Database Management Systems

Section-4: Networks

Unit-12 – Resource Sharing through Networks

Unit-13 – Networks and their Classification

Unit-14 – Network Architecture and Services

Unit-15 – Bibliographic Information Networks

RESERCH METHODOLOGY

PAPER CODE: DEMLS-107

Theory: 80

Assignment: 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Introduction to Research Methodology

Unit-1 – Meaning of Research

Unit-2 – Research Problems and Process of Research

Unit-3 – Sampling and Definition of Universe

Section-2: Design of Research

Unit-4 – Definition and Types of Research Design

Unit-5 – Observation, Descriptive, Diagnostic, Exploratory and Experimental Formulations

Unit-6 – Survey Analysis, Content Analysis, Sociometric Technique

Unit-7 – Constructive Typology, Projective Techniques and Statistical Study

Unit-8 – Case Study and Evaluation Studies

Section-3: Testing of Hypothesis

Unit-9 – Definition and Delimiting of Problem

Unit-10 – Measures of Central Tendency, Measures of Association, Co-relation Co-efficient, other contingencies

Unit-11 – Regression Analysis and Time Series Analysis

Unit-12 – Analysis and Inference

Unit-13 – Report Writing: Organisation of Report, Table Presentation and Reporting Format, Graphics in Report

Presentation

ACADEMIC LIBRARY SYSTEM

PAPER CODE: DEMLS-108

Theory: 80

Assignment: 20

Note: 1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section-1: Academic Library

Unit-1 – Role of Academic Library in Education

Unit-2 – Academic Library as a Support System for Education

Section-2: Development of Academic Library

Unit-3 – Role of UGC in Promoting Academic Libraries, University, College and other Institutions

Unit-4 – Role of Library Authorities of the Institutions in Promoting Library Resources

Unit-5 – Development of Library Services

Unit-6 – Financial Management of Academic Libraries

Section-3: Collection Development

Unit-7 – Collection Development Policy, Weeding Policy

Unit-8 – Problems in Collection Organisation in an Academic Library

Unit-9 – Collection Development Programmes, Allocation of Funds to Collection-procurement, Curriculum and Collection, Development

Unit-10 – Library Committees and their Role in Collection Development

Section-4: Staffing and Staff Development for Academic Library

Unit-11 – Norms and Patterns for Staffing University, College and School Libraries

Unit-12 – Continuing Education Programmes for Academic Library Development

Unit-13 – Personnel Management in Academic Library

Section-5: Resource Sharing Programmes

Unit-14 – Resource Sharing Service – Its Objectives, Organisation and Development

Unit-15 – INFLIBENT and its Implications to Library Resource Sharing

Unit-16 – Regional and City Network of Libraries and their Importance

**BACHELOR OF LIBRARY & INFORMATION
SCIENCE (B.Lib.I.Sc.)
LIBRARY AND SOCIETY
PAPER CODE DEBLS-101**

Theory 80

Assignment 20

Note: 1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 :

Development of Libraries and Their Role in Society.

Unit 1 : Role of Libraries in Modern Society.

Unit 2 : Laws of Library science.

Unit 3 : Development of Libraries in UK and USA.

Unit 4 : Library Development in Modern India-plans and programme

Section 2 :

Unit 5 : National Libraries: A Descriptive Account of National Libraries of India, UK, USA & USSR.

Unit 6 : Academic Libraries : University, College and School Libraries.

Unit 7 : Public Libraries

Unit 8 : Special Libraries and Information Centres

Section 3 :

Library Legislation

Unit 9 : Library Legislation and Model Public Library Act.

Unit 10 : Library Legislation in Indian States- their Salient Features

Section 4 :

Resource sharing and User Studies

Unit 11 : User Studies

Unit 12 : User Education

Unit 13 : Resource Sharing – Concept, Need, Form, Resource Sharing- Selected Case Studies

Section 5 :

Library Associations, Organization and Institution

Unit 14 : Librarianship as a Profession & Professional ethics.

Unit 15 : Role of Professional

Unit 16 : Organization and Institutions involved in Development of Library and Information Services.

LIBRARY MANAGEMENT

PAPER CODE DEBLS-102

Theory 80

Assignment 20

Note: 1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Principles of Library Management

Unit 1 : General Principles of Management and the Application to Library Management.

Unit 2 : Library Organizational Structure.

Unit 3 : Management Information System.

Unit 4 : Physical planning

Section 2 : Information Resources Development

Unit 5 : Types of Information Resources Selection Principles including the communication Media.

Unit 6 : Different Types of Selection Tools and the Importance

Unit 7 : Acquisition Procedure Books and Non- Printing Material

Unit 8 : Acquisition of Periodicals and Serials

Unit 9 : Technical Processing

Section 3 : Use and Maintenance of the Library.

Unit 10 : Circulation Work

Unit 11 : Maintenance Shelving and Stock Verification etc.

Unit 12 : Elements of Binding and Preservation

Section 4 : Human Resource Development

Unit 13 : Human Resource Development Concept and Contours

Unit 14 : Personnel Planning

Unit 15 : Participatory Management and Total quality Management(TQM)

Section 5 : Library Finance, Library Budget

Unit-16 : Library Finance

Unit 17 : Budgeting and Accounting.

LIBRARY CLASSIFICATION THEORY

PAPER CODE DEBLS-103

Theory 80

Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Elements of Classification Theory

Unit 1 : Basic Terminology and Historical Perspective.

Unit 2 : Perspective Need and Purpose of Library Classification.

Section 2 : Theory and Development of Library Classification

Unit 3 : General Theory of Library Classification

Unit 4 : Species of Schemes of Library Classification

Unit 5 : Learning about subjects

Section 3 : Approaches to Library Classification

Unit 6 : Postulation and Systems Approaches

Unit 7 : Fundamental Categories . Facet Analysis and facet Sequences

Unit 8 : Phase Relations and Common Isolates

Unit 9 : Devices in Library Classification

Section 4 : Study of Selected Schemes of Classification

Unit 10 : Dewey Decimal Classification

Unit 11 : Comparative Study of 19 th 20 and 21st Edition of DDC

Unit 12 : Universal Decimal Classification

Unit 13 : Colon Classification

Unit-14 : Different Versions of Colon Classification.

Unit 15 : Current Trends in Library Classification

LIBRARY CLASSIFICATION PRACTICE (PRACTICAL)

PAPER CODE DEBLS-104

Practical 80

Assignment 20

- Note: 1. There will be three parts consisting of Ten Question each
2. The student is required to classify any 5 titles by Colon Classification 6th revised edition from part-A each title carries four Marks; Classify any 5 titles by Dewey Decimal Classification 19th edition from part-B and each title carried 4 Marks and Classify and 5 titles using both colon Classification 19th from Part –C and each title carries Bight Marks.
3. Copies of Dewey Decimal classification 19thed and Colon Classification by S.R. Ranganathan 6th revised edition willbe provided for use.
4. The class members assigned should specific as possible.
5. Furnish your answers in the question paper itself in the space provided against each title.
6. Question Paper should have English and Hindi version. Only trans literation of title should be done and not the translation.

Section 1: Dewey Decimal Classification (19thEdition) Part-I.

Unit 1 : Introductions, Structure and Organization

Unit 2 : Definitions, Notes and Instructions

Unit 3 : Introduction to Three Summaries and Steps in Classifying Documents

Unit 4 : Relative Index and its use

Section 2 : Dewey Decimal Classification (19th Edition) Part-2.

Unit 5 : Study of Tables and Schedules

Unit 6 : Auxiliary tables and Devices

Unit 7 : Practical Classification

Section 3 : Colon Classification (6thEdition) : Preliminaries

Unit 8 : Introduction, Structure and Organization

Unit 9 : Schedules and Techniques

Unit 10 : Steps in Classification

Section 4 : Colon Classification (6thEdition) : Introduction to the Application of Postulates and Principles for Facet Analysis and Synthesis.

Unit 11 : Humanities and Social Sciences

Unit 12 : Biological Sciences

Unit 13 : Physical Sciences and Generalia

LIBRARY CATALOGUING THEORY

PAPER CODE DEBLS-105

Theory 80 Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : History, Purpose and Types of Library Catalogue

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Unit 1 : Library Catalogue: Objectives, Purpose functions

Unit 2 : History and Development of Library Catalogue codes.

Unit 3 : Physical form of Catalogue

Unit 4 : Types of Catalogues

Section 2 : Format of Catalogue Entries

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Unit 5 : Kinds of Entries

Unit 6 : Date Elements in Different Types of Entries

Unit 7 : Filing of Entries – Classified and Alphabetization.

Unit 8 : Centralized Cataloguing, cataloguing in Publication and MARC

Unit 9 : Machine Formats : MARC and CCF

Section 3 : Choice of Rendering of Headings

Unit 10 : Personal Authors (Western and Indian Names)

Unit 11 : Corporate Authors

Unit 12 : Pseudonyms, Anonymous Works and Uniform Titles

Unit 13 : Cataloguing of Non- Print Media

Section 4 : Subject Indexing, Vocabulary Control and Recent Development in Cataloguing.

Unit 14 : Subject Cataloguing -Problems

Unit15 : Vocabulary Control : Subject Heading List Thesauri

Unit 16 : Subject Indexing Models

Unit 17 : Techniques for subject indexing

Unit 18 : Recent Trends in Library Cataloguing.

LIBRARY CATALOGUING (PRACTICAL)

PAPER CODE DEBLS-106

Practical 80

Assignment 20

Note:1. There will be two parts consisting of 5 questions each, Part-A is devoted to AACR-II and Part –II to Classified Catalogue Code, 5th rev. edition

2. The students required to prepare entries for five titles selecting atleast 2 titles from each part. All titles carry equal Marks.

3. Copies of Colon Classification by S.R. Ranganthan 6th Revised Edition and Sears list of Subject Heading will be provided for use.

Section 1 : AACR-2R-Part -1

Unit 1 : Preliminaries

Unit 2 : Single Personal Author

Unit 3 : Shared responsibility and Editorial Direction

Unit 4 : Choice Among Different Names and References

Unit 5: Series and Multivolume

Section 2 : AACR -2R-Part -2

Unit 6 : Subject Headings

Unit 7 : Corporate Bodies

Unit 8: Uniform Titles and Serials

Unit 9 : Cataloguing of Non Print Material and Users –Guide to AACR-2R

Section 3 : Classified Catalogue Code Part-1

Unit 10: Preliminaries Classified Catalogue Code

Unit 11: Class Index Entries and Tracing

Unit 12: Personal Authors

Unit 13: Corporate Authors

Section 4 :Classified Catalogue Code Part-2

Unit 14 : Analytical Entries and Composite Books

Unit15 : Series and composite books.

Unit 16 : Multivolume

Unit 17: Periodical Publications

REFERENCE AND INFORMATION SOURCES

PAPER CODE DEBLS-107

Theory 80

Assignment 20

Note:

1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Study of Reference Sources.

Unit 1 : Reference and Information Access Tools Overview.

Unit 2 : Types of References and Information Access tools.

Unit 3 : Kinds of Bibliographies.

Unit 4 : Indexing and Abstracting Periodicals

Unit 5: Reviews, States of Art Reports, Trends Reports.

Section 2 : Categories of Reference Sources –Part-1

Unit 6 : Dictionaries

Unit 7 : Encyclopedias.

Unit 8: Hand book, Manuals, year Books etc.

Unit 9 : Standards, Patents, Trade Catalogue etc.

Section 3 : Categories of Reference Sources –Part-2

Unit 10: Geographical Sources.

Unit 11: Biographical Sources.

Unit 12: Statistical Information Sources

Unit 13: Sources of Current Affairs.

Section 4 : Non Documentary Sources.

Unit 14 : Human Resources and referral Systems

Unit15 : Institutional Information Sources.

Unit 16 : Mass Media

INFORMATION SERVICES

PAPER CODE DEBLS-108

Theory 80 Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Services and Organizations

Unit 1 : Concept and need for Information.

Unit 2 : Information Services : an overview

Unit 3 : Users of Information Services

Unit 4 : Organizations of Information Services

Section 2 : Information Services and Techniques.

Unit 5 : Reference Services.

Unit 6 : Current Awareness Services.

Unit 7: Literature Search and Data Base Services.

Unit 8 : Document Delivery Service.

INFORMATION TECHNOLOGY : BASICS

PAPER CODE DEBLS-109

Theory 80 Assignment 20

Note:1. Examiner is required to set 10 questions covering whole syllabus of the paper and the candidates are required to attempt any 5 questions in all. All questions carry equal marks.

Section 1 : Information Technology : Concepts and Basics

Unit 1 : Introduction to Information Technology

Unit 2 : Introduction to Computers

Unit 3 : Telecommunications : Basics

Section 2 : Application Software

Unit 4 : Introduction to Application Software

Unit 5 : Library and Information Software Package .

Unit 6 : Features of Indian Software Package.

Section 3 : Library Automation

Unit 7 : Library House Keeping Operations

Unit 8 : Computerized Information Services .

Unit 9 : Management of Computerized Library .

Section 4 :Information System and Networks

Unit 10 : Basic Concepts and Contours of Computer based information systems.

Unit 11 : Library and Information Networks

Unit 12 : Resources Sharing Networks

Unit 13 : Internet