

**Baba Mastnath University Asthal Bohar**  
**Department of Library & Information Science**

**Scheme of Examination**

**Masters of Library and Information Science (M.Lib.I.Sc.)**

**Proposal for 2-Year Integrated Program w.e.f. the academic year 2019-20**

Note 1: The entire course of 2-Year Integrated Program of M.Lib.I.Sc will be of four semesters. Total marks in first and second semester will be 1000 (500+500) but total marks of 3<sup>rd</sup> and 4<sup>th</sup> semester will be 1100 (600+500) marks.

**(Semester I & II)**

In Semester I, there will be 5 core papers (3 theory papers and 2 practical) and in Semester II there will be 3 core papers (2 theory papers and 1 practical) and one discipline specific paper.

Sem	Course Code	Title of Course	Marks			Duration of Exam	
			Internal Assessment	Exam. Marks	Total Marks		
I <sup>st</sup> Sem	BLIS-1	Foundations of Library & Information Science	20	80	100	3 Hrs	
	BLIS-2	Knowledge Organization: Classification Theory	20	80	100	3 Hrs	
	BLIS-2(P)	Knowledge Organization: Classification Practice	00	100	100	3 Hrs	
	BLIS-3	Information Communication Technologies (ICTs) Basics: Theory	20	80	100	3 Hrs	
	BLIS-3(P)	Information Communication Technologies (ICTs) Basics: Practice	00	100	100	3 Hrs	
II <sup>nd</sup> Sem	BLIS-4	Knowledge Organization: Cataloguing Theory	20	80	100	3 Hrs	
	BLIS-4(P)	Knowledge Organization: Cataloguing Practice	00	100	100	3 Hrs	
	BLIS-5	Information Sources and Services	20	80	100	3 Hrs	
	BLIS-6	Management of Libraries and Information Centres	20	80	100	3 Hrs	
	<b>Discipline specific paper</b>						
	BLIS-7	Library Operations	20	80	100	3 Hrs	

**Note:**

- All candidates who have passed the 1<sup>st</sup> and 2<sup>nd</sup> semester examination of M.Lib.I.Sc. (2-year Integrated) course shall be awarded Bachelor of Library and Information Science (B.Lib.I.Sc.) Degree. In case the candidate exits the course after 2<sup>nd</sup> Semester, he/she shall be eligible for admission to M.Lib.I.Sc. 3<sup>rd</sup> Semester under lateral entry scheme subject to availability of seats as per university rules.
- The practical examination will be conducted by external examiner and the question paper will be set by him/her in association with internal examiner.

**(Semester III & IV)**

In Semester 3, there will be 3 core theory papers and 3 discipline specific papers and in Semester IV there will be 3 core papers (2 theory papers and 1 practical) and 2 discipline specific papers. Discipline specific courses will be floated according to the administrative and academic convenience of the department.

Sem	Course Code	Title of Course	Course Type	Marks			Duration
				Internal Assessment	Exam. Marks	Total Marks	
III <sup>rd</sup>	MLIS-1	Information Communication and Policies	Core	20	80	100	3 Hrs
	MLIS-2	Information Processing and Retrieval	Core	20	80	100	3 Hrs
	MLIS-2(P)	Information Communication Technologies (ICTs) Advanced: Theory	Core	20	80	100	3 Hrs
	<b>Discipline specific paper</b>						
	MLIS-3	E-Resource Management	D	20	80	100	3 Hrs
	MLIS-4	Information Analysis, Consolidation and Repackaging	D	20	80	100	3 Hrs
MLIS-5	E-learning	D	20	80	100	3 Hrs	
iv <sup>th</sup> Sem	MLIS-6	Research Methods and Statistical Techniques	Core	20	80	100	3 Hrs
	MLIS-7	Information communication Technologies (ICTs) Advanced: Practice	Core	00	100	100	3 Hrs
	MLIS-8	Technical Writing and Communication Skills	Core	20	80	100	3 Hrs
	<b>Discipline specific paper</b>						
	MLIS-9	Academic Library System	D	20	80	100	3 Hrs
	MLIS-10	Information Literacy	D	20	80	100	3 Hrs

Note: The practical examination will be conducted by external examiner and the question paper will be set by him/her in association with internal examiner

**FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE****Unit I :**

- Library as a Social Institution
- History of Libraries-Origin, Development with special reference to India
- Types of Libraries: Academic Libraries: School, College and University Libraries
- Public Libraries, National Library, Calcutta: Concept, Functions and Services
- Special Libraries and Information Centers: State Central Libraries in Maharashtra
- Recent Trends in Library and Information activities in India

**Unit – II :**

- Normative Principles of Library Science
- Five Laws of Library Science by S. R. Ranganathan and its implication to Library and Information Science
- Postulates and Canons
- Public Relation and Publicity
- Extension Activities and Outreach Services
- Promotional and Consultancy Services

**Unit-III :**

- Library Legislation in India
- Salient Features of Maharashtra Public Library Act 1967
- Press and Registration Act and Delivery of Books and News Papers (Public Libraries) Act and Copy Right Act
- Role of Union and State Governments (Committees & Commissions on Libraries, UGC, RRRLF etc.)
- National Information Policy, India

**Unit-IV**

- Library Movement with Special Reference of India
- Librarianship as a Profession
- Attributes, Ethics of a Profession
- Philosophy of Librarianship
- Professional Associations: National (ILA, IATLIS) and International (IFLA, ALA, LA)

### **Recommended Books for Study**

1. Chakraaborty, N.C. Library Movement in India. Delhi, Hindustan.1962.
2. Khanna, J. K. Library and Society. Kurukshetra Research Publication. 1987.
3. Krishna Kumar. Public Library Stem in India. Indian Book Industry 21<sup>st</sup> 1992.
4. Kumar PSG. Indian Library Chronology,Ed.2. Bombay, Allied Publishers. 2000.
5. Kumar, PSG. Fundamentals of Information Science. Delhi, S. Chand. 1997.
6. Mittal, R.L. Library Administration. Delhi, Metropolita. 1964
7. Nalhe, Umaji. Working and Finance of Aided Public Libraries. ISBN-978-93-82664-38-3;Satyam Publishers & Distributors, Jaipur. (Rajasthan). 2015.
8. Ranganathan S. R.New Education and School Library. Ed.2. Delhi, Vikas.1973.
9. Ranganathan, S.R. Five Laws of Library Science. Madras LibraryAssociation. 1957.
10. Sharma, O.P. History of the Development of University Libraries in India: an appraisal. Indian Librarian. Dec.1964.
11. Sharma, Pandey S. K. Library and Society. Ed. 2 ND. Ess Ess . 1992
12. Subramoni (TS) Public Relations in Libraries (IASLIC Bulletin v31;1986.
13. The National Library (Calcutta). Brochure,1992.
14. Vashisth, C.P. University Libraries in India: a review. Library Herald V 19: 1980.
15. Vyas, S.D. Library and Society. Jaipur. Panchasheel. 1993.

### **SEMESTER-I BLISc-2**

#### **KNOWLEDGE ORGANISATION**

##### **Unit I: Universe of Knowledge and Library Classification**

1. Knowledge: Concept, Definition, Types
2. Universe of Subject: Structure, Attributes and Mode of Formation
3. Library Classification: Concept, Definition, Need and Purpose
4. Knowledge Classification Vs Book Classification

##### **Unit II: Classification: Foundation And Trends**

5. Basic Concepts and Terminology
6. Canons for three Planes: Idea, Verbal, Notation.
7. Schemes of Classification: CC, DDC, UDC, LC.
8. Modern Trends in Classification: CRG, BSO, Web Dewey

##### **Unit III : Approaches to Library Classification**

Unit 9 : Postulation and Systems Approaches

Unit 10 : Fundamental Categories . Facet Analysis and facet Sequences

Unit 11: Phase Relations and Common Isolates

Unit 12: Devices in Library Classification

### **BLIS -2(P:Knowledge Organization: Classification Practice**

#### **Recommended Books for Study**

1. American Library Association Anglo American Cataloguing Rules 1967, North American Text, Chicago:A.L.A., 1967.
2. Bavakutty, M.Conons of Library Classification, Trivandrum: Kerala Library Associations, 1981.
3. Campbell, M. Cataloguing of Non Book Material, U.S.A: University Microfilms, 1965.
4. Chakraaborty, A.K. Bibliography: theory and practice, Calcutta; World Press, 1987.
5. Coates, E.J. Subject Catalogue Heading and Structure, London: Library Association, 1961.
6. Dhyani, P. Library Classification, Theory and Principles New Delhi: Vishva Prakashan, 1998.
7. Girija Kumar and Krishan Kumar. Bibliography, New Delhi: Vikas Publications, 1990.
8. Girija Kumar and Krishan Kumar. Cataloguing, New Delhi: Vikas Publications, 1986.
9. Hingve, K.S. Granthalaya Vergikaran, Pune: Suvichar Prakashan, 1974.
10. Horner, J. Cataloguing, London: Association of Assistant Librarian, 1970.
11. Husain, S. Library Classification: Facets and Analysis, New Delhi: Tat McGraw Hill, 1993.
12. Khanna, J.K.Handbook of Library Classification System, New Delhi: Beacon Books, 1997.

13. Krishan Kumar, Theory of Classification, 5th ed. New Delhi: Vikas Publication, 1996.
14. Kumar P.S.G. and Mohammad , Riaz. Cataloguing, New Delhi: Vikas Publications,m 1986.
15. Kumar, P.S.G. Knowledge Organisation, Information Processing and Retrieval. New Delhi. B.R.Publishing House, 2003.
16. Kumar, P.S.G. Practical Guide to DDC 20. Nagpur, Dattasons, 1990.
17. Kumar, P.S.G., Knowledge organization, information processing and Retrieval: Practical paper 3 of UGC Model curriculum. B.R. Publication, New Delhi, 2003.
18. Lihitkar, Shalini, R. and Veranjanallu. Cataloguing: Theory and Practice. B.S. Publication, 2012.Hyderabad.
19. Mahajan, S.G.Granthalayan Talikikaran Prathyakshika. Vol. 1, Pune: Maharashtra Vidyapith Granth Nivedhi Mandal, 1974.
20. Marcella, R.A. New Manual of Classification, Delhi: Jaico Publications, 1997.
21. Pande, S.K.Sharma. POusthakalaya Siddantha. Delhi: Satisahitya Prakashan.
22. Rajyalakshmi, D. Impact of Ranganathan on AACR. Datison Publication, 2004. New Delhi.
23. Ranganathan, S.R. Classification and Communication, Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.
24. Ranganathan, S.R. Classified Catalogue Code, 5th ed. Bombay: Asia Publication House, 1964.
25. Sajita, M.P. Manual of Practical Colon Classification, New Delhi: Sterling Publishers, 1984.
26. Satija, M.P. DDC-20th Edi: Practice.
27. Satija, M.P. Theory and Practice of Subject Headings: The Sears List. Today and Tomorrow's Printers and Publishers, New Delhi, 2011.
28. Satijia, M.P. and Goswami, J.P. Exercises in the 21st edition of DDC, New Delhi: Sterling Pub.Pvt. Ltd, 1998.
29. Sengupta, B,K. Cataloguing: Its Theory and Practice, 3rd ed., Calcutta: Work Press, 1974.
30. Shera, J.H. Classified Catalogue Basic Principles of Practice, Chicago: A.L.A., 1956.
31. Tripathi, S.M. and Showkeen, N.S. Prasuchirkaran Siddantatha Multalva. Agra: .K.Publishers, 1997.
32. Tripathi, S.M. Modern Cataloguing theory and practice, Agra: Shivlal Agrawal, 1969.
33. Vishwanathan, C.G. Cataloguing: Theory and Practice, 6th ed., New Delhi: Today and Tomorrow, 1970.

## **SEMESTER-I BLISc-3**

### **Information Communication Technologies (ICTs) Basics: Theory**

#### **Unit-I: Information Technology**

- Information Technology: Definition, Need, Scope and Objectives
- Applications of IT in Libraries and Information Centres
- Introduction to Computers: Historical Development, Generations, Classification and Components, Architecture, Input devices, Output devices, Main Memory, Secondary storage devices

#### **Unit-II: Computer Software**

- Introduction to System Software and Application Software
- Operating Systems: MS-DOS, MS-Windows, XP, Vista, Windows NT, LINUX, UNIX, etc.
- Programming Languages
- Information Processing: Word Processing, Spreadsheets, Power point Presentation, DBMS
- Algorithms and Flow Charting

#### **Unit-III: Fundamentals of Telecommunication**

- Fundamentals of Telecommunication – Concepts, Data transmission, Signals, Media, Modes and Devices.
- Computer network: Types, and Topologies.

#### **Unit-IV: Introduction to Internet**

- Basics of Internet: History and Development
- Web Browsers, Search Engines, Meta Search Engines
- Search Techniques
- Protocols: TCP/IP, FTP, HTTP, E-mail Protocols

#### **Recommended Books for study**

1. Arvind Kumar. Ed.(2006). Information technology for all (2 vols.). New Delhi: Anmol
2. Dhiman, A.K.(2003). Basics of Information technology for librarians and Information scientists, Vol.1. New Delhi: ESS ESS.
3. Bansal, S.K.(2005). Information technology and globalisation, New Delhi: A.P.H. Publishing Corporation
4. Curtin, D.P. & others: Information technology: The breaking wave. New Delhi: TMH, Latest Edition
5. Sinha, P.K.(1992). Computer fundamentals: concept, systems and applications. 2nd ed. NewDelhi: BPB Publications, 1992.

### **BLIS -3(P) Information Communication Technologies (ICTs) Basics: Practice**

#### **Unit-I Use of Operating System & MS-Office**

#### **Unit-II Database Creation in CDS/ISIS & Database search and Retrieval**

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3. Class attendance.

- i) Documents, data, database, etc. to work on for the practical assignments will be provided by the Teacher in the computer lab
- ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.
- iii) Student has to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks

### **Semester-II BLIS-4**

#### **Knowledge Organization: Cataloguing Theory**

#### **Unit-I Knowledge organization**

Concept and history of library cataloguing

Purpose, structure, types and physical forms of library catalogue including OPAC

Standard codes of library cataloguing

Normative principles of library cataloguing

Centralized and cooperative cataloguing, simplified and selective

Cataloguing, Union Catalogue

CCF and MARC

Natural and artificial language

Subject heading lists and Thesaurus

## **Unit-I Information retrieval-I**

Concept of Index and Indexing

Pre-coordinate indexing-Chain, PRECIS, POPSI,

Post-coordinate indexing -UNITERM

Keyword Indexing

Concept of Abstract and Abstracting

Purpose and types of Abstract

Steps of abstracting

## **Unit-III Information retrieval-II**

Concept of Electronic information retrieval

Concept, history and services of Internet

Retrieval techniques for Internet

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

## **BLIS 4(P)**

### **KNOWLEDGE ORGANIZATION: CATALOGUING PRACTICE**

#### **Unit-I Cataloguing of documents (using AACR – II)**

Cataloguing of books and periodicals in accordance with the latest edition of AACR - II and sears list of Subject Heading .

#### **Unit-II Cataloguing of documents (using CCC)**

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

#### **Unit-I Classification of documents (using DDC)**

Classification of documents with the latest edition of Dewey Decimal

Classification with the following details : Main Classes, Divisions, Sectors, Subsectors,

Auxiliary Tables.

#### **Unit-II Classification of documents (using CC)**

Classification of documents by 6<sup>th</sup> edition of cc with following details : Basic Subject compound and complex subject phase relation common isolate etc.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

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## **BLIS PAPER-4(P)**

### **KNOWLEDGE ORGANIZATION: PRACTICE-II**

#### **Unit-I Cataloguing of documents (using AACR – II)**

Cataloguing of books and periodicals in accordance with the latest edition of AACR - II and sears list of Subject Heading .

#### **Unit-II Cataloguing of documents (using CCC)**

Cataloguing of books and periodicals in accordance with the latest edition of CCC.

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

## **BLIS-5 PAPER: INFORMATION SOURCES AND SERVICES**

### **Unit-I Information sources-I**

Concept of information sources

Primary sources of information -journal, conference volume, patents, research reports, thesis and their electronic form

Evaluation of reference sources

### **Unit-II Information sources-II**

Secondary sources of information-Bibliography, Encyclopedia, Dictionary Yearbook, Directory, Biographical Source, Geographical Source, text book, Index and abstract and their electronic form

### **Unit-III Information sources-III**

Tertiary source of information-Bibliography of bibliographies and guide to literature and their electronic form

### **Unit-IV Information sources-IV**

Human resource

Information centers

Institutional information sources

Mass media

Database

Web resources

**Methodology:** Lectures, self study, case studies, assignments, experimental learning exercises

**Sessional assessment:** will be based on 1.Test 2. Assignment 3.Class attendance.

## **INFORMATION SOURCES AND SERVICES**

### **Unit-I: Information Sources**

- Need for Information Sources in Library.
- Sources of Information: Documentary and Non Documentary Information Sources/ Electronic Information Sources.
- Nature, Characteristics of Printed and Electronic Reference books and Criteria for Evaluation of Printed and Electronic Reference Books.

### **Unit-II: Reference Services, User Studies and User Education**

- Definition, Need, Nature and scope of Reference Service (Manual and Electronic).
- Types of Reference Service: Ready and long Range Reference Services, Anticipatory, Responsive Service and Electronic Reference Service.
- Steps in Reference Services, Reference Services in Public, Academic and Special Libraries
- Organisation of Reference Department.
- Types of Users, User studies: Purpose and Techniques.
- User education: Objective and Techniques.



**Unit-III: Information Services**

- Information Services: Definition, Concept, Need and Current Trends.
- Types of Abstracts: International and National Abstracting Services.
- Index: Meaning, Types and its use, International and National Indexing services.
- Alerting (CAS and SDI), Bibliographical, Referral, Electronic Document delivery Service and Translation Services.
- Internet as a source of information in Library Services.

**Unit-IV: Trends in Reference and information Services & Information Centers/ System**

- Impact of IT on Reference and Information Services: Databases, E-books and Journals.
- Digital and Virtual Reference Service.
- National Information Centres and systems (NISCAIR, NASSDOC, DESIDOC, NCSI).
- International Information systems (INIS, AGRIS, DEVSIS, MEDLARS).

### **Recommended Books for Study**

1. Bhat, S.G, Pralekhan Parichaya, Nagpur: Maharashtra Rajya Granth Mirmiti Manda, 19772.
- Bose, H.C. Information Science, Principles and Practices, 2<sup>nd</sup> ed. Delhi: Sterling, 1993. 3.
- Chaturvedi, D. Sandarbha Seva Ke Vividha Ayam, Mumbai: Himalaya Publishing house, 19934.
- Foskett, D.J. Information Service in Libraries, New Delhi: Anmol Publications, 1994 5. Guha, B. Documentation and Information, 2<sup>nd</sup> ed. Calcutta: World Press, 1983. 6. Katz W.A. Introduction to Reference work. Vol. I and II, 6<sup>th</sup> Ed. New Delhi: Vikas Pub. House, 1992.7. Krishna Kumar Reference Service, 5<sup>th</sup> edition, New Delhi: Vikas Pub. House, 1996.8. Kumar, P.S.G. Information Sources & Services: Theory & Practice. New Delhi, B.R. Publishers, 2004. 9. Mukherjee, A.K. Reference work and its tool, 3<sup>rd</sup> ed. Calcutta: World Press, 1975. 10. Ranganathan, S.R. Documentaation, Genesis and Development. New Delhi: Vikas Pub. House, 1975. 11. Ranganathan, S.R. Reference Services, 2<sup>nd</sup> ed. Bangalore: Sarda Rangnathan Endowment for Library Science, 1961 [ Reprint (1990)]. 12. Sewa Singh. Manual of Reference Service and Sources, New Delhi: B.R. Publishing Corporation, 2004.13. Sharma, J.S. and Grover, D.R. Reference Service and Sources of information, New Delhi: Ess Ess Publications, 1987.14. Sharma, S.K. Reference Service, New Delhi: Shree Publications, 2008. 15. Sood, S.P. (ed.) Pralekhan Evam Suchana Vigyan, Jaipur: Raj Publishing House, 1994.16. Tripathi, S.M. Sandarbha Avam Suchana Seva Ke Navin Ayam (New Dimension of Reference/information services), Agra: Y.K. Publishers, 1993. 17. Varma, S.R. Reference and Information Service, New Delhi: Shree Publications, 2006. 18. Walfard, A.J. (ed.) Concise Guide to Reference Material, London: Library Association, 1981.19. Kale, K.B. Sandarbha Seva Ani Mahiti Sadhananche Mulyankan (Reference and Evaluation of Information Sources), Nagpur: Vishva Publishers and Distributors, 2010. 20. Kale, K.B. Mahiti Seva Va Sadhane ( Information Services and Sources), Nagpur: Vishva Publishers and Distributors, 2010.21. Bhat, S.G. Electronic Mohiti Sadhane, Nagpur : Pimpalapure Book Dustributor, 2008.

**List of Reference Sources for Evaluation Dictionaries ( )** 1. Webster's Third New International dictionary of English Language 2. Oxford English Dictionary 3. The Twenty Century English-Marathi Dictionary 4. Chambers English-Hindi Dictionary 5. English-Marathi 6. The Librarians Glossary of Terms Used in Librarianship, Documentation

**Encyclopedias ( )** 1. The New Encyclopaedia Britannica 2. Encyclopaedia Americana 4. McGraw-Hill Encyclopaedia of Science & Technology 5. International Encyclopaedia of the Social Sciences 6. Encyclopaedia of Library and Information Science

**Yearbooks & Almanacs ( )** 1. India 2014 : A Reference Annual 2. Manorama Yearbook 3. The Statesman's Yearbook 4. The Europa World Yearbook 5. World Almanac and Book of Facts

**Biographical Sources ( )** 1. India who's who 2. The International who's who 3. Who's who of Indian Writers:1999 4. Dictionary of National Biography (by S.P. Sen)

**Geographical Sources ( )** 1. Britannica World Atlas. 3. 4. India Handbook (Broadnauk, Robert) 5. Gazetteer of India: Indian Union

**Directories ( )** 1. Directories of Libraries in India 2. World of learning. 3. Commonwealth Universities Yearbook: A Directory 4. University Handbook: AIU Publication (INDIA)

**Handbook and Manuals ( )** 1. Guinness Book of World Record. 2. Limca Book of Record.

**Bibliographies ( )** 1. Indian National Bibliography 2. British National Bibliography 3. Indian Books in Print 4. Books in Print (R.R. Bowker) 5. National Union Catalogue of Scientific Serials (NUCSSI) 6. Ulrich's International Periodicals Directory

**Indexing Sources ( )** 1. Guide to Indian Periodical Literature: Social Sciences and Humanities 2. Index India 3. Current Technology Index

**Abstracting Sources ( )** 1. Indian Library Science Abstracts 2. Indian Science Abstracts 3. Chemical Abstracts 4. Biological Abstracts 5. Library and Information Science Abstracts (LISA) 6. Sociological Abstracts

**BLISc (CBS) / MLISc- I (CBCS)**

**SEMESTER- II**

**2T1**

**MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

**Unit I: Management of LICs**

- Meaning and definitions, Role/functions and principles of management, schools of thoughts in management, levels of management
- Planning: Characteristics Need, Forecasting, Types and Steps
- Organisational structure, Authority and Delegation

### **Unit II: Library Housekeeping Operations**

- Sections of Library and Information Centers, Book Ordering, Acquisition and Technical Processing, Serial Control, Circulation Control, Maintenance, Stock Verification,
- Online Books Shops, Weeding, Conservation and Preservation of Library Resources
- Library Committee, Library Statistics, Library Reports, Library Rules and Regulations
- Building and Space Management in LICs

### **Unit III: HRM and Financial Management**

- Recruitment and Selection, Training and Development, Leadership Styles, Motivation.
- Financial Management: Budgeting Techniques Traditional- PPBS and ZBB
- Sources of Finance and Resource Mobilisation
- Budget and Control – Cost effectiveness and Cost benefit Analysis.

### **UNIT IV: Trends in Management Techniques**

- Trends in Management Techniques-MBO, TQM, SWOT, MIS, Management of Change, Outsourcing.

### **Recommended Books for Study**

1. Evans, E. Management Techniques for Libraries, New York, Academic Press Inc. 1984.
2. Faraqui Khalid, F. (ed). Planning Budget in Libraries, New Delhi: Anmol Publications, 1997.
3. Jain, M.K. Library Manual: A Practical Approach to Management, New Delhi: Shipra Publication, 1996.
4. Kale, K.B. Library Security, Nagpur: Dattason's Publication, 2010.
5. Khan, M.A. The Principles and Practice of Library Science, New Delhi: Sarup & Sons, 1996.
6. Khanna, J.K. Fundamentals of Library Organisation, New Delhi: Ess Ess Publication, 1984.
7. Koontz, H and Weithgric, H. Essentials of Management. 5th ed. New Delhi, Tata McGraw Hill Publishing Co.Ltd., 1998.
8. Krishan Kumar. Library Administration.
9. Krishan Kumar. Library Manual
10. Krishna Murthy, R. Library Administration & Resources, New Delhi: Common Wealth Publishers, 1997.
11. Kumar, PSG. Management of Libraries and Information Centers, B R Publication, Delhi.
12. Lahiri, R. Management of Libraries Concepts and Practices, New Delhi: Ess Ess Pub. 1996.
13. Mittal, R.L. Library Administration: Theory and Practice, New Delhi: Metropolitan, 1996.
14. Mukherjee, S.K. and Sengupta, B. Library Organisation and Library Administration, 2nd ed. Calcutta: The World Press Private Ltd., 1977.
15. Narayanan, G.J. Library Management and Information of Management. New Delhi, Printice Hall of India, 1991.
16. Nikose, S.M. Aadhunik Granthalaya Vyvasthan (M) Pradyna Publication, Nagpur. 2007.
17. Nikose, S.M. Granthalaya Vyvasthan (M). Pradyna Publication, Nagpur. 2007.
18. Pawar, B.S. and Vyas, S.D. Library Management, New Delhi: B.R. Publishing Corporation, 1986.
19. Ranganathan, S.R. Library Administration. Madras: Asia Publishing House, 1959.
20. Sehgal, R.L. Guide to Library and Information Science, New Delhi: Ess Ess Publications, 1999.

### **Semester-3 MLIS -6**

#### **RESEARCH METHODS AND STATISTICAL TECHNIQUES**

##### **Unit I : Introduction to Research**

- Concept, Meaning, Need and purpose of Research, Motivation and objectives of research.
- Types of Research : Basic and Applied Research
- Ethics in Research: Areas of Research in LIS, Role of research in the development of scholarship.

## **Unit II : Research Methods and Design**

- Planning of research- The planning process, review of literature
- Selection of a problem for research-mode of selection, sources of problem, process of identification, criteria of selection.
- Hypothesis- Meaning, types, sources, functions, conceptualization and operationalization
- Designing research proposal
- Literature search-Print, non print and electronic sources
- Research methods- Scientific method, historical method, descriptive, survey and case study method.

## **Unit III: Research Tools and Statistical Techniques**

- Questionnaire, schedule, Interview, Observation,, Library records etc. Primary and secondary data
- Sampling techniques, sample design, sample size, criteria of selecting sample.
- Statistical analysis of data- Mean, Median and Mode, Measures of central tendency.
- Presentation of data-Tabular, Graphic, Bar diagram, Pie chart etc
- Statistical Packages- SPSS, Web based tools etc

## **Unit IV: Research Report Writing**

- Organisation of report, structure, style, contents, Guidelines of research reports.
- Style Manual-Chicago. MCA,, APA, .e-citations etc
- Current Travels in LIS research
- Role of computer in Research.

## **Recommended Books for Study**

1. Gorman, G.E. and Clayton, P. Qualitative Research for Information Professionals: A Practical Hand Book.
1. Goswami, M. Research Methodology in Library Science. New Delhi. Common Wealth Publications, 1995.
2. Kothari, C.R. Research Methodology: Methods and Techniques: New Delhi. Weily Eastern Limited, 1985.
3. Krishan Kumar. Research Methods in Library and Information Science. New Delhi. Har Anand Publications, 1999.
4. Kumar, P.S.G. A Student's Manual of Library and Information Science. New Delhi. B.R.Publishing House, 2002.
5. Nikose, S.M. Granthalaya Aani Mahitishatra Sanshodhan Padhati, Pradnya Publication, Nagpur 2007.
6. Ravichandra Rao I.K. Quantitative Methods for Library and Information Science. New Delhi.Wiley Eastern Limited, 1983.
7. Wilkinson, T.S. and Bhandarkar, P.L. Methodology and Techniques of Social Research. Bombay. Himalaya Publishing House. 1984.

## **INFORMATION AND COMMUNICATION**

### **Unit I: Information Science**

- Definition, Genesis, Scope and Objectives
- Growth and Development of Library and Information Science
- Information and Knowledge Society: Genesis, Characteristics and Implication
- Interdisciplinary nature of Information Science

## **Unit II: Communication of Information**

- Information: Nature and Characteristics
- Generation of Information
- Value and Use of Information
- Communication Channels, Models and Barriers

## **Unit III: Economics of Information**

- Information as a Commodity
- Economics of Information
- Information Industry- Generators, Providers and Intermediaries
- Global village

## **Unit IV: Current Trends in Information and Communication**

- Databases: Security and Legality
- Copyright Act, Intellectual Property Right Act, Right to Information Act
- National Information Policy, National Knowledge Commission
- Information Superhighway

## **Recommended Books for Study**

1. Hirwade Anil. Patent Information Sources on Internet, Himalaya Publishing House: Mumbai, 2009.
2. Hirwade M.A. and Anil W. Hirwade. Fundamentals of Intellectual Property Rights. Mumbai, Himalaya Publishing House. 2007. P 92.
3. Kumar P.S.G. Fundamentals of Information Science, New Delhi: S.Chand & Co. 1998.
4. Kumar, P.S.G. Information and Communication. Vol.8: Paper 9 of UGC Model Curriculum, B.R.Publication, New Delhi.2004.
5. Lihitkar, Shalini, R. Information Systems and Networks in India. Today Tomorrow, Printer & Publishers, New Delhi, 2012.
6. Lihitkar, Shalini, R. Libraries and Information centres in Maharashtra. Pimplapure Publication Nagpur, 2012.
7. McGarry, K.J. The Changing Context of Information: An Introductory Analysis, London: CliveBingley, 1981.
8. Narayana, G.J. Knowledge and Information Perspective and Prospects. Ess Ess Publication, New Delhi.2010.
9. Nikose, S.M. Resource Sharing Through Networking of University Libraries, Pradnya Prakashan, Chandrapur. 2006.
10. Toffer, Alvin. The Power shift: Knowledge wealth and violence at the Edge of the 21st Century, New York: Bantam House, 1991.
11. Vickery, B.c. & Vickery, A. Information Science in Theory and Practice. London: Butterworth, 1987.

## **MLISc- II (CBCS)**

### **SEMESTER- III**

3T2

## **INFORMATION STORAGE, RETRIEVAL AND BIBLIOGRAPHICAL CONTROL**

### **Unit-I: Information Storage and Retrieval**

- Information Storage and Retrieval: Concept, Objectives and Functions
- Document Description: Concept, Standards and Trends
- Information exchange
- Concept, History and Principles of subject Indexing

### **Unit-II: Indexing models and control devices**

- Pre-coordinate Indexing
- Post Co-ordinate Indexing
- Characteristics of Indexing Language
- Vocabulary Control: Concept
- Vocabulary Control Devices: Thesaurus and Subject Heading List

### **Unit III: Trends in Information Retrieval**

- Citation Indexing
- Computer Based Indexing System: KWIC, KWOC etc.
- Search Strategy
- Search Processes: Offline and Online Information Retrieval Techniques
- Evolution of Information Retrieval System
- Research in Information Retrieval System

### **Unit-IV: Bibliographic Control**

- Bibliographical control: Concept and Need
- National Bibliographical Control
- Universal Bibliographical Control
- Role of UNESCO and IFLA for Bibliographical Control

### **Recommended Books for Study**

1. Atchison, J. Gilchrist: Thesaurus Construction, a practical manual, 1972.
2. Austin D., Precis, A Manual of concept analysis and subject indexing: 2nd ed. 1984.
3. Chowdhary G.C. Introduction to Modern Information Retrieval, London. Facet Publishing, 2009.
4. Dhawan, K.S. Principles of Information Retrieval. New Delhi, Commonwealth Publication, 1997.
5. Ellis, D. New Horizons in Information Retrieval, London: Library Association, 1990.
6. Fosket, A.C. Subject Approaches to Information 5th Ed. London: Clive Bingley, 1996.
7. Ghosh, S.B. and Satpathi, J.N. Subject Indexes: Methods and Techniques.
8. Gopinath, M.A. Preparation of an Index to a Book: Case study Lib.Sci with a slant to Documentation, 1967, Paper E.
9. Kesarwani, S.K. Information Access to contributions from LIS feschrits published from India. New Delhi, Ess Ess Publication, 2011.

10. Kochen, M et.al., Principles of Information Retrieval, 1974.
11. Kumbhar, Rajendra. Thesaurus of Library and Information Science terms. New Delhi, Ess Ess Publication, 2004.
12. Lancaster, F.W. Indexing and abstracting theory and practice. London, facet Publication, 2009.
13. Lancaster, F.W. Information Retrieval System Characteristics, Testing and Evaluation, New York: John Wiley, 1968.
14. Lancaster, F.W. Vocabulary Control for Information Retrieval, New York: Information Resources Press, 1972.
15. Prashar, R.G. Index and indexing system, New Delhi, Medollian Press, 1990.
16. Sengupta, B. and others. Documentation and Information Retrieval, Calcutta, World Press, 1972.

## **MLISc- II (CBCS)**

### **SEMESTER III**

#### **3T3**

### **ICT APPLICATIONS IN LIBRARIES AND INFORMATION CENTRES**

#### **Unit-I: Planning of Library Automation**

- Steps in Planning Library automation: Feasibility Study, system analysis, Design, Implementation and Evaluation
- Selection of Hardware and Software
- Human Resource Development For IT Challenges
- Automation of Housekeeping Operations: Acquisition, Cataloguing, Circulation, Serial Control

#### **Unit-II: Library Management Software**

- CDS/ISIS
- LIBSIS
- SOUL
- Open Source Library Management software: Salient features
  - e-Granthalaya
  - Koha

#### **Unit-III: Web Technologies in Libraries and Information Centres**

- Library Websites: Contents, Design and Evaluation
- WebOPACs, M-OPACs
- Web 2.0 and Web 3.0: Features and Functions
- Web 2.0 Tools and their applications in Libraries: Weblogs, Podcasts, RSS Feed, Instant Messaging, Wikis, Flickr, Social Networking

#### **Unit-IV: Emerging Technologies in Libraries**

- Library Security Technology: RFID, Bar Code, Smart Card, 3M Security, CCTV



- Audio and Video Conferencing: Concept, Tools and Techniques
- E-Learning: Concept, Need, Objectives, Tools
- Multimedia applications in libraries
- Cloud Computing: Concept, Need, Objectives, Tools

### **Recommended Books for Study**

1. Ackermann, F and Hartman, K. The Information specialist's guide to searching and Researching on the Internet and the World Wide Web, Chicago: Fitzroy Dearborn Publishers, 1999.
2. Bhatnagar, S.C and Ramani, K.U. Computers and Information Management: A Printers for practicing Managers, New Delhi: Printice Hall of India, 1989.
3. Bradley, P. and Smith, A. World Wide Web: How to design and construct home pages, London: ASLIB, 1996.
4. Chaudhary, C.G. Text Retrieval System in Information Management, New Delhi: New Age Internation, 1996.
5. Hirwade M.A. Websites of Indian Universities: An Evaluation. Mumbai, Himalaya Publishing House. 2006.p.376. (ISBN 818-4886802 & 978-8184886801)
6. Hirwade, M.A. and Anil W. Hirwade. Information Technology: A Practical Manual. Mumbai, Himalaya Publishing House. 2007. P. 164.
7. Kumar, P.S.G. Computerisation of Indian Libraries, New Delhi: B.R. Publishing, 1987.
8. Kumar, P.S.G. Information Technology Application: Theory & practice. Vol-2: paper 13 &14 of UGC model Curriculum. B.R. Publication. New Delhi, 2004.
9. Leon, A and Leon, M. Fundamentals of Information Technology. Chennai, Leon Tech World 1999.
10. Lihitkar, Shalini, R. Information Systems and Networks in India. Today and Tomorrow's printer and publishers, New Delhi.2012.
11. Ravichandra Rao, I.K. Library Automation, New Delhi: Wiley eastern, 1993.
12. Saffady, W. Introduction to Automation for Librarians, 3rd ed. London: American Library Association, 1996.
13. Taxali, R.K. FOXPRO 2.5 Made Simple for DOS and Windows, New Delhi: BPB Publications, 1996.
14. Thomas,R and Yates, J.A. User's guide to the Unix System, 2nd ed. New Delhi: Tata McGraw Hill, 1995.
15. Wadhawa, R.K. Management Information Systems and Corporate Coomunications, New Delhi: Kanishka Publishers, 1998.

### **MLISc- II (CBCS)**

#### **SEMESTER III**

**3T6**

### **MLISc- II (CBCS)**

#### **SEMESTER- IV**

**4T2**

### **INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION**

#### **Unit-I: Information analysis and Consolidation**

- Definition, Concept and Need
- Methods of Information analysis
- Abstracting: Types, Techniques, Standards and Guidelines

#### **Unit-II: Packaging, Repackaging and Consolidation**

- Content analysis
- Packaging and Repackaging
- Methods of Consolidation: Prerequisites and Steps
- Tools for Consolidation

**Unit-III: Information Consolidation Products**

- Nature, concept and different types Consolidation Products
- Design and development of Information Products
- Tools and Techniques
- Electronic Content Creation
- Marketing of Information services and Products
- Evaluation of Information Products
- Recent Trends in Information analysis Consolidation and Repackaging

**Unit-IV: Information Agencies and Trends**

- Information analysis Centres (IAC): Planning and Management
- Government and Non-Government Information Agencies: NISCAIR, NASSDOC, DESIDOC, SENDOC, PIS etc

### **Recommended Books for Study**

1. Bhat, S. G. Mahiti Prakriya wa Tantrik Lekhan, Nagpur: Pimpalapur Books Distributors, 2014
2. Bhattacharya, G. DRTC Annual Seminar on IA+C: A Review (DRTC Annual Seminar, 18, 1981; Paper IA).
3. Brandreth, M. Specialised Information/Analysis Centres in International Development: Report of a meeting held at Montebellow, Quebec, Canada 4-8, October, 1982. 12DC Manuscript Series. March, 1984.
4. Bryson (J.O.) Effective Library and Information Centre Management, USA Gower Publishing Company, 1980.
5. Chandra, A. and Saxena, P. Style Manual for Writing thesis, Dissertations and papers in Social Science. 1979. Metropolitan Book Co.Pvt. Ltd., Delhi.
6. Chatterjee, Amitabh. Elements of Information analysis, Consolidation and Repackaging, Calcutta. Prova Prakashan, 2014.
7. Dinesh, E. and Ramachandran, M. Organisation and set up of an Information Analysis Centers (DRTC Annual Seminar 18, 1981. Paper HB)
8. G.J. Narayana, Library and Information Management, New Delhi. Printice Hall India, Pvt.Ltd. 1991.
9. Gopinath, M.A. Typology of structural relations for Information Analysis and Consolidation Products: Feed Back and Evaluation: A case Study. DRTC Annual Seminar. 18: 1981, paper EA.
10. Kumar P.S.G. Information Analysis, Repackaging Consolidation and Information Retrieval. B.R. Publication Vol.9: Paper X & XI of UGC Model Curriculum, 2004. New Delhi.
11. Metcalfe, J.R. Organisation of information consolidation units: Centralised or Decentralised? Information Analysis and Consolidation: who page (Paper presented at the third meeting of UNISIST working Group on Information Analysis and Consolidation. Kuala Lumpur 12-16 September, 1983.
12. Sarcevic, T. and Wood, J.S. Consolidation of Information: A hand book of evaluation restructuring and repackaging of Scientific Technical Information. 1981. UNESCO, Paris.
13. Seetharama, (S). Costing of Information Systems and Services: Some General Considerations (DRTC Annual Seminar 24, 1990. Paper B).
14. Seetharama, S. (ed) Libraries and information Centres as Profit Making Institutions, New Delhi, Ess Ess Publication, 1998.
15. Seetharama, S. Evaluation measures in Information Retrieval System IASLIC Conference 1992. Chidamboram.
16. Seetharama, S. Guidelines for Planning of Libraries and Information Centres, Calcutta, IASLIC, 1990.
17. Seetharama, S. Information Consolidation and Repackaging. New Delhi, Ess Ess Publications, 1997.
18. Seetharama, S. Information Consolidation and Repackaging: Framework, Methodology, Planning. New Delhi: Ess Ess Publications, 1997.

### **MLISC – II (CBCS)**

## **RESEARCH 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