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- 397 -

**D R. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
AURANGABAD.**



Syllabus of
Master of Library & Information Science
[M.L.I.Sc.]

[Effective from June-2002 & onwards]

५-६ १०४

DR. BABASAHEB AMBEDKAR MARATWADA UNIVERSITY

AURANGABAD

SYLLABUS

MLISc

JUNE 2002

①

APPENDIX - A

**SYLLABUS FOR
MASTER OF LIBRARY
AND
INFORMATION SCIENCE
(MLISc)
(2 - YEAR INTEGRATED COURSE)**

2

Amended 0.505(A)

A candidate who has qualified Bachelors Degree in any discipline or an examination equivalent there to with at least 50%marks shall be admitted to the first year (First semester) of MLISc course as per merit.

Amended 0.505(B)

Maximum number of seats for the course should not exceed 30. Of the total seats not more than 2 seats will be allotted to the candidates working in technical cadre (viz as Jr. Lib. Asstt. / Sr. Lib. Asstt. / Asstt. Librarian / cataloguer / Technical Asstt / Librarian etc.) sponsored by affiliated Colleges / R & D Institutions, having experience of working in the College/ University/R & D Institute Library for not less than 3 years. However he/She should be permanent confirmed employee of that respective college/University/Institute library. In case seats are vacant for want of deputed in - service candidates, the seats shall be filled in with the fresh candidates.

Amended 0.506

The degree of Master of Library and Information science (MLISc) shall be conferred on a candidate who has pursued a regular course of study consisting of four semesters and has appeared and passed the examination prescribed for the same.

Amended R 334(1)

The word "Bachelor" will be replaced by the word "Master".

Amended R 334(2)

- I. He must have pursued regular course of studying each semester.
- II. The words "They have kept the terms satisfactorily i.e. be deleted while the words "in each semester" be added at the end.
- III. As it is.

Amended R 334 (IV): They have kept the journals in Document cataloguing Document Classification, Information Technology (Basics), Information sources & services, Library field & users survey, Information consolidation and Repackaging, Information Retrieval, Information technology (Applications), Information systems, and project work, etc. duly certified by the Head of the Dept, for submission at the time of practical examination.

R. 334(3) as it is.

R. 334(4) deleted.

R. 334(5) deleted.

R. 334(6) deleted.

R. 334(7) deleted.

R. 334(8) deleted.

Amended R. 334(9)

There shall be 120 periods per paper per semester.

- 6 hours of classroom teaching per week per paper for 20 weeks spread over one semester.
- 6 hours each of 60 minutes duration will be subdivided as under
- 4 hours of classroom teaching / practical per week per paper.

3

- 2 hours – seminars/ Assignments/ Tests, etc.

R 334(10) as it is
R. 334(11) deleted

Amended R 624: -

The following shall be the papers for the course of study for Master of Library & Information Science (Integrated / Semester course)
MLISc /semester –2 years programme (64 credits) Break up of allotted study hours

MLISc- First year Semester-I

Paper No.	Paper title	Hours					Credits	Full Marks
		Teaching	Assignment	Seminar	Practice	Total		
1	Foundations of Library & information science	80	25	15	-	120	4	100
2	Knowledge organization, information processing & Retrieval (Theory)	80	25	15	-	120	4	100
3	Knowledge organization, information processing and Retrieval (Practical)	20	40	-	60	120	4	100
4	Library and users 1) Theory 2) Practical i.) Field Survey ii.) Users Survey	50	10	-	60	120	4	100

4

MLISc First Year Semester – II

5	Management of Libraries, information centers institutions	80	25	15	-	120	4	100
6	Information sources and Services (Theory)	80	25	15	-	120	4	100
7	Information sources and services (Practical) I. Study of information sources II. Compilation of Local Documentati on list	10 10	50 50	-	-	120	4	100
8	Information Technology Basics	50	10	-	60	120	4	100

MLISc – Second year Semester – III

Paper No.	Paper title	Hours					Credits	Full Marks
		Teaching	Assignment	Seminar	Practice	Total		
9	Fundamentals of Information science	80	25	15	-	120	4	100
10	Research Methods & Statistical Techniques	80	25	15	-	120	4	100
11	Information Technology: Applications (Theory)	80	25	15	-	120	4	100

5

12	Information Technology applications (Practical)	20	20	-	80	120	4	100
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MLISc – Second Year Semester – IV

Paper No.	Paper title	Hours					Credits	Full Marks
		Teaching	Assignment	Seminar	Practice	Total		
13	Information Analysis, Repackaging & consolidation	50	10	-	60	120	4	100
14	Information Retrieval	50	10	-	60	120	4	100
15	Project Work					120	4	100
16-26	Electives (any one) 1. Theory 2. Practical	50	10	-	60	120	4	100

Amended R 624 (a)

Study Tour will be compulsory for MLISc (Second Year) students to enable them to visit centers where technologies are available.

R 625 deleted

R 626 deleted

New Regulation

The Dept. of library & information Science should be well-equipped with the adequate number of practical tools such as

- Classification schedules
 - Dewey Decimal classification schedule (latest/edition)
 - Colon classification (6th edition)
- Catalogue codes
 - Anglo American catalogue Rules (latest ed.)
 - Classified catalogue code (latest ed.)
- List of subject Headings
 - Library of congress list of subject headings
 - Sears list of subject headings
 - Medical subject headings
- Thesauri

In the ration of 1:2 (i.e. one set of tools for two students)

Amended R 627
Following shall be the scheme of examination

Master of Library and information science
(Integrated / Semester course)

MLISc (first year) Semester – I

Paper No.	Paper Title	Marks Per paper Theory	Marks Per paper Practical	Duration
1.	Foundations of library and information science	100	-	3 hours
2.	Knowledge organization information processing & Retrieval (Theory)	100	-	3 hours
3.	Knowledge organization, information processing & Retrieval (Practical)			
	I. Document cataloguing	-	50	3 hours
	II. Document Classification	-	50	3 hours
4.	Library & users			
	i. Theory	50		3 hours
	ii. Practical			
	a. Library field survey	-	25	
	b. Users Survey	-	25	3 hours
	Total	250	150	

MLISc (First year) Semester – II

Paper No.	Paper Title	Marks Per paper Theory	Marks Per paper Practical	Duration
5	Management of libraries and information centers / institutions	100	-	3 hours
6.	Information sources and services (Theory)	100	-	3 hours
7.	Information sources & services (Practical)			
	1. Study of information sources	-	50	3 hours
	2. Compilation of Local Documentation List	-	50	3 hours
8.	Information Technology (Basics)			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
	Total	250	150	

MLISc (Second Year) – Semester – III

Paper No.	Paper Title	Marks Per paper Theory	Marks Per paper Practical	Duration
9	Fundamentals of information science	100	-	3 hours
10.	Research Methods and Statistical Techniques	100	-	3 hours
11.	Information Technology: applications	100	-	3 hours

	(Theory)			
12	Information Technology: Applications (Practical)		100	3 hours
	Total	300	100	

MLISc (Second Year) – Semester – IV

Paper No.	Paper Title	Marks Per paper Theory	Marks Per paper Practical	Duration
13	Information analysis repackaging & consolidation			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
14.	Information Retrieval			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
15.	Project Work	-	80	3 hours
	Viva – Voce		20	
Elective (Any One)				
16.	Business Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
17.	Environmental Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
18.	Biotechnology Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
19.	Health science Information System			
	1. Theory	50	-	3 hours
	2. Practical	-	50	3 hours

(1)

20.	Archival Museum and Archeological Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
21.	Legal Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
22.	Agricultural Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
23.	Social science Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
24.	Industrial Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
25.	Rural & Community Information System			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
26.	Marketing of Libraries and Information Centers			
	i. Theory	50	-	3 hours
	ii. Practical	-	50	3 hours
	Total	150	250	
	Total of I-IV semesters	950	650	
	Grand Total	1600 Marks		

New Regulation

The Library should provide for a good & representative collection of reference sources and tools (both in print & electronic media) of all varieties to acquaint the students with sufficient knowledge of their use. The Library

19

should also provide the books & journals prescribed in the syllabus & required for the study.

New Regulation

The Department should be equipped adequately in order to enable the students to acquire the knowledge & skills in the use of IT tools & services. For this purpose an IT Laboratory with network facilities be established in the department with user- Computer at the ratio of 1:5 (One computer for every five students.) This should be supported with all the standard software packages including one or two Library application software packages as prescribed in the syllabus from time to time.

New Regulation

As per the recommendations of CDC (UGC) "... in the changing scenario the teaching staff requirements suggested by two earlier reports viz. Dr. Ranganathan committee report (1965) & Prof. Kaula committee CDC report (1992) be taken as the basis For further improvement considering the imperative need on practical component especially in the IT area of growing specialization, the staff strength may be increased proportionately".

The Ranganathan committee report (1965) as well as Kaula committee report (1992) suggested minimum teaching staff for conducting MLISc (M.Lib.LSc.) course as follows:

Professor: 1

Readers: 2

Lecturers: 4

The report further states that the old practice of employing... library staff as part time teachers should be discontinued as early as possible. Therefore the department should have the staff as suggested by the committees appointed by the Govt.

Amended R. 628

The candidate shall have to do the practical work, assignments and participate in the seminars on a given topic assigned to him in each semester.

Amended R. 629

The word "dissertation" will be replaced by "Project Work"

The words "Before the commencement of examination" will be replaced by the words "before the commencement of MLISc (Second Year) Semester - IV examination.

New Regulation

The medium of instructions as well as examination shall be English only

New Regulation

The practical examination shall be of 3 hours duration and will be conducted by external and internal examiners.

11

Amended Rule 630

In case of failure on due to some unforeseen for exceptional circumstances a candidate appearing again for any semester examination, may be exempted each of the following parts, if he/she secures 50% marks prescribed for passing at the aggregate of each part. However there will not be exemption for individual paper/practical.

<u>Semester I</u>	<u>Marks</u>
a) Theory paper	250
b) Practical	150

<u>Semester II</u>	<u>Marks</u>
a) Theory paper	250
b) Practical	150

<u>Semester III</u>	<u>Marks</u>
a) Theory paper	300
b) Practical	100

<u>Semester IV</u>	<u>Marks</u>
a) Theory paper (Compulsory)	100
b) Theory paper (Elective)	050
c) Practicals	150
d) Project work	080
e) Viva Voce	020

New Regulation

There shall be a university examination at the end of each semester in the subjects for which the candidate has registered & applied.

New Regulation

The candidate who appears for the examination of first semester will be permitted to keep terms in the second semester, irrespective of results of the first semester. However Candidate who have appeared for examination of second semester and pass as per (new rules I) in all theory and practical papers of the first semester will be permitted to keep terms in third semester.

The candidates allowed to keep terms in IV th semester must have appeared examination in IIIrd semester and passed as per new rules (I) all the subjects of the second semester.

Standard of passing & Award of Division

New Regulation (I)

To pass the examination a candidate must obtain minimum 45% marks in each theory (compulsory as well as elective) papers & practicals However the minimum for each part (Theory & Practical) shall be 50% of the total marks for all theory papers together and for all practicals together in each semester.

R. 631 - deleted

R. 632 - deleted

12

Amended Regulation 633

A candidate who secures 50% or more marks but less than 60% of the aggregate marks prescribed for the whole examination will be declared to have passed, the examination in Second Division.

Amended R. 634

A candidate who secures 60% or more marks but less than 70% of the aggregate marks prescribed for the whole examination will be declared to have passed the examination in First class.

New Regulation

A candidate who secure 70% or more of the aggregate marks prescribed for the whole examination will be declared to have passed the examination in first class with distinction.

New Rule

In addition to the subject material in the syllabus, the individual teachers for each paper may teach the latest development as & when they occur in the respective subjects as the syllabus / curriculum.

**MLISc 1 year
First Semester**

Paper I: - Foundations of Library and Information Science

No. of Lectures Per Unit

Unit -I Library as a Social Institution

- Social and historical foundations of Library
- Different types of Libraries – their distinguishing features and Functions
- Role in Library of formal and informal education.

10 Unit -2 Normative Principles of Library and Information Science

- Five laws of Library science
- Implications of Five laws in Library and information Activities

15 Unit -3 Library Development

- Development of Libraries with special reference to India
- Resource sharing and Library Networking

15 Unit -4 Laws relating to Libraries and Information

- Library legislation need and essential features
- Library legislation in India
- Press and Registration Act and Delivery of Books (public Libraries) Act
- Copyright Act.

13

- 10 Unit -5 Library and Information Profession
 - Attribution of profession
 - Library-ship as a profession
 - Professional ethics
 - Professional associations and their role
 - National and International Library Associations
 - Professional Education and Research

- 10 Unit-6 Promoters of Library and Information services
 - National level promoters – RRRLF
 - International level promoters –UNESCO

- 10 Unit -7 Public Relations and Extension Activities
 - Definition
 - Facets and Programs
 - Publicity and Extension, Out reach activities
 - Library path Finders (Guides)
 - Consultancy including Promotional Web Tools.

Recommended Books, Paper I

1. White C.M. Bases of Modern Librarianship, New York Pergmon Press 1964
2. Mccolvin in L.R. public Library extension Paris UNESCO 1851
3. Ranganathan S.R. Five Laws of Library Science 2 Madras Library Association, 1957.
4. Indian Libraries (Advisory Committee for) Repoft Delhi, Manager of Publications, 1969
5. Rangnathan S.R. ed Free book services for all International Survey Bombay Asis 1969.
6. Thomson C. etc. Adult. education activities for public Libraries UNESCO 1950.
7. Bengé R.C. –Libraries and cultural change, London, Clive Bingley 1970
8. Shera J.H. – Sociological foundation of Librarianship Bombay, Asia 1970
9. Jefferson G. –Library Co.-operation, London andre Deutch, 1966
10. Kent A. & Calvin J.J. Library its origin Resources Sharing New York Marcel Dekker, 1977
11. Morrison W.J. –Public Library: its origin purpose and significance ed-3. London clive Bingley, 1988
12. Kauje P.N. –National Library in India: a cultural study, Bombay Somajya. 1971.
13. Thompson J. Introduction to University Library Administration London Clive bingley 1970
14. Chadler G. Libraries in the modern world, Oxford, pergamon, 1965
15. Mukharjee A.K. – Librarianship: its philosophy & history, Bombay Asia Publication.
16. Gardner, Frank K. –Public Library, Legislation: A comparative Study, Paris UNESCO, 1971

(14)

17. Atherton, Pauline A. Putting Knowledge to work Delhi, Vikas publishing House, 1973
18. Luckman, Bryan – The Library in society, London Library Association 1971.
19. Thomson, James – A history of the principles of Librarianship, London, Clive bingley 1977.
20. Thomson James-Library Power: A new philosophy of Librarianship, London Clive, Bingley.
21. Jefferson G. –Library & society, London James Clerk & Co. 1969.
22. Venkattapai – Model Library legislation in India, New Delhi, Concept 1974.
23. Sharma S.K. – public Libraries in India, New Delhi, Ess. Ess. 1985
24. Raut – Library Legislation in India, New Delhi, Reliance publishing House 1991.
25. Shrivastav S.N. & Varma S.C. – University Libraries in India their Organization & administration, New Delhi Sterling 1980.
26. Ashworth W, Ed – Hand Book of special librarianship & Information worked 2, London Aslib 1962.
27. Buch, Alien- Basics of Information work, London, Clive Bingley 1984
28. Harrison, Colin & Bannham Rosemary- Basics of Librarianship, London Clive Bingley 1987.
29. Khanna J.K. – Library & Society: Kurkshetra Research Publications 1987.
30. Venkutappaih, V. – India Library Legislation, Vol.1&2, Delhi Laya Publishing 1990.
31. Wilson E.R. & Tauber M.F. – University Library ed 2, New York, Columbia University Press, 1956
32. Ranganathan S.R. – Library Administration ed 2, Bombay, Vikas, 1959
33. Urwick L. Elements of Administration ed.2 London, Pitnan 1947
34. Kent Allen: Library Resources sharing New York Marcel Dekker 1977
35. Gupta P.K. and Pawan, Usha: Library & Information Science current Trends in India, Jaipur R.B.S.A. Publishers 1986
36. IFLA Resource sharing of Libraries in developing countries Paris IFLA1977.

Paper –II Knowledge Organization, Information Processing & Retrieval

No. Of Lectures Per Unit

- 10 Unit-1 Universe of Knowledge
 - Structure and attributes
 - Modes of formation of subjects
 - Different types of subjects
 - Universe of subjects as mapped in different schemes of classification
- 30 Unit-2 Bibliographic Description
 - Catalogue purpose, structure and types physical forms including OPAC filling Rules

15

- Normative Principles of Cataloguing
- Overview of principles and practice in document description
- Current trends in standardization, description and exchange
- Standard codes of cataloguing.

30

Unit-3 Methods of knowledge Organization

- General theory of Library classification
- Normative principles of classification and their application
- Species of Library classification
- Standard schemes of classifications and their features, CC, DDC, UDC.
- Design and Development of schemes of Library Classification
- Trends in Library classification.

10

Unit-4 Subject Cataloguing

- Principles of Subject cataloguing
- Subject heading lists and their feature.

Recommended Books:

1. Needham C.D. - Organizing knowledge in Libraries: An introduction to classification & catalogue ED. 1, London, Andre Deutsch 1971.
2. Philips W.H. -Primer of book classification Ed. 5, London Association of Assistant Librarians 1961.
3. Ranganathan S.R. -Elements of Library classification Ed.3 Bombay Asia Polishing House 1962
4. Ranganathan S.R. - Colon classification (latest edition) Bombay Asia publishing House 1976
5. Melvil Dewey - Decimal classification ed 3, New Delhi, Vikas publishing House 1960
6. Krishnakumar - Theory of classification ed 3, New Delhi Vikas, publishing House 1979.
7. Mills J. - Modern outline of Library classification, London chapmen and Half 1960.
8. Ranganathan S.R. - Prolegomena to Library classification Ed. 3; Bombay Asia 1967.
9. Berwick Sayers - WCB Manual of classification for Libraries Rev. by Arthur mail ed 5, London Andre Deutsch 1975
10. Parkhi R.S. - Decimal classification & colon classification to perspective Bombay Asia 1967.
11. Sayers W.C.B. - Introduction to Library classification Ed. 9, London, Grafton 1952.
12. Rangnathan S.R. -Descriptive account of the colon classification Bombay Asia 1967.
13. Berwick Sayers W.C. - Introduction to Library classification, London Andre Dutch 1950.
14. Buchanan, Brian -Theory of Library classification, London Clive Bingley, 1970.

16

- 15 Foskett, A.C. - the subject approach to information 4 th Ed. London, Clive Bingley, 1982.
- 16 Akers S.G. - Simple Library Cataloguing Ed. 5, Metuchen N.J. Scarecrow 1969.
- 17 Wymar B.S. - Introduction to cataloguing and classification ed 7, New York Libraries unlimited 1985.
- 18 Bolly J.J. -Introduction to cataloguing 2 v, New York, McGraw Hill 1974
- 19 Shera J.H. & Egan M.E. - classified cataloguing Basic Principles and practices, Chicago ALA 1956.
- 20 Jolly L. - Principles of cataloguing London, Crosby Lockwood 1950.
- 21 Sharp H.A. -Cataloguing: A textbook for use in Libraries ed 5, London Grafton 1964.
- 22 Mann, margaret- Introduction to cataloguing and the classification of books Ed. 2, Chicago ALA 1943.
- 23 Needham C.D. -Organizing knowledge in Libraries: An introduction to information retrieval ed, 2 London Andredeutsch 1971.
- 24 American Library Association etc.- Anglo American Cataloguing Rules, Ed. 2, London Library Association 1978.
- 25 Girija Kumar and Krishna Kumar- Theory of Cataloguing Ed.5 Delhi Vikas 1986.
- 26 Westby B.M. ed - sears list of subjects Headlines ed 12, New York Wilson 1982.
- 27 Ranganathan S.R.-Classified catalogue code with additional rules for dictionary catalogue code ed 5, (With amendments) Bombay Asis 1964.
- 28 Escreat P.K. -Introduction to the Anglo American Cataloguing rules London Andre Deutsch 1971.
- 29 Jolly B. - Principles of cataloguing, London Crosby Lockwood. 1960
- 30 Horner John- Cataloguing London 1970.
- 31 Vishwanathan C.G. -Cataloguing: Theory and practice ed 5, Lucknow, Print House 1987.
- 32 Hunter E.J. & Bakewell-Cataloguing: ed 2 London, Clive Bingley 1983.
- 33 Bakewel K.G.B.- Manual of Cataloguing ed practice, Oxford, Pergamon Press 1972
- 34 Ranganathan S.R.-Cataloguing practice assisted by g. Bhattacharya ed. 2, Bombay Asia publishing House, 1974.
- 35 Library of congress list of subject Headings (Latest ed)
- 36 Sears list of subject Headings (Latest ed.)

19

Paper – III

Knowledge organization, Information Processing & Retrieval.
(Practice)

- No. of Lectures per unit.
- 30 Unit –1 Classification of Documents (Using CC & DDC)(Latest Ed.)
- Classification of documents representing simple subject.
 - Classification of documents having common isolates.
 - Classification of documents representing compound subject.
 - Classification of documents representing complex subject.
- 10 Unit-2 Assignment of Book Number.
- (Using at least one standard Book Numbering System)
- 30 Unit-3 Cataloguing of Documents
- (Using CCC & AACR (Latest ed)
 - Cataloguing of simple documents.
 - Cataloguing of complex documents.
- 10 Unit-4 Subject Cataloguing
- Assigning subject Heading using at least one standard Subject Heading.

Paper IV - Library and Users

PART-1: THEORY

- No. of Lectures per unit.
- 05 Unit –1 Techniques of Library and information Centers Survey.
- Proforma method
 - Interview Method.
 - Records analysis method
- 15 Unit-2 Information Users and their Information Needs
- Categories of Information Users
 - Information Needs definition and models
 - Information Seeking Behaviour
- 20 Unit –3 User Studies
- Methods and techniques of User Studies
 - Evaluation of User Studies.

(18)

PART-2: PRACTICE

- 30 Unit -1 Survey of Libraries and Information Centers
30 Unit -2 Survey of a group of User.

Recommended Books

1. Line M.B. : Library Survey London Clive Bingley ,1967
2. Guha B and Gurven Reddy : Information Seeking and communication behaviour of Indian scientists – NISSAT Study NISSAT News letter 12 : 1993 18-22
3. Rohde ,Nancy Freeman: Information Needs Advance in Librarianship 14,1986 ,49-73
4. Rowley J.E. & Turner (CMD) : Dissemination of Information ,London, and Andre Dutch, 1978.
5. Toeffler (A): The third Wave ,New York Morrow Williams & co. 1980
6. Voigt M.J: Scientists Approaches to Information, Chicago, ALA 1961
7. Guha B. : Information services Calcutta, world press 1983.

Second Semester MLISc (First Year)

Paper V: Managements of Library and Information Centers / Institutions.

No. of lectures per unit

- 08 Unit-1 Management
- Concept; definition and scope
 - Management styles and approaches
 - Management schools of thought
 - Functions and principles of Scientific Management.
- 08 Unit-2 Human Resource Management
- Organizational Structure.
 - Delegation, Communication and participation
 - Job Description and Analysis; job evaluation.
 - Inter –personal Relations
 - Recruitment Procedures
 - Motivation, Group Dynamics
 - Training and Development
 - Disciplines and Grievances
 - Performance Appraisal.
- 08 Unit-3 Financial Management
- Resources Mobilization
 - Budgeting Techniques and Methods PPBS, Zero Based Budgeting Etc.
 - Budgetary Control
 - Cost Effectiveness and Cost Benefit Analysis.
 - Outsourcing

19

- 04 Unit-4 Reporting
- Types of Report, Annual Report-Computation, Contents and Style
 - Library Statistics etc.
- 15 Unit-5 System Analysis and Design
- Library as a System
 - Project Management PERT/COM
 - Decision Tables
 - Performance evaluation standards, MIS
 - Performance Measurement, Reengineering, Time and Motion Study
 - SWOT (Strength Weakness Opportunities Threat)
 - DFD (Data Flow Diagram)
- 04 Unit -6 Total Quality Management (TQM)
- Definition, Concept, Element
 - Quality Audit, LIS related standards
 - Technology Management.
- 20 Unit -7 Library House Keeping Operations
- Different Sections of Library & Information Center and their functions.
 - Collection Development and Management Policies, Procedures
 - Book Ordering (Acquisition)
 - Technical Processing
 - Serials Control, Circulation Control, Maintenance etc.
 - Stock Verification- policies and procedures
 - Evaluation and Weeding
 - Archiving -Conservation -Preservation
 - Restoration including print, Non- Print and Electronic Materials
- 05 Unit -8 Planning
- Concept, Definition, Need and purpose; Types.
 - Policies and Procedure; MBO.
 - Building and space Management in Libraries and Information Centers.
 - Risk Management, Contingency Management.
 - Planning of Related Infrastructure, Library Standards.
- 08 Unit-9 Management of Change.
- Concept of Change
 - Changes in Procedure, Methods, Tools and Techniques.
 - Problems of Incorporating Change
 - Techniques of Managing Change.

(20)

Recommended Books

1. Allen T.J. and Cohen S.I. 1966- Information flow in an R&D Laboratory.
2. Atherton P. 1977- Handbook for Information System and Services UNESCO, Paris
3. Bhattacharya G.B. -Collection Development and Document Circulation, Inaugural Address, DRTC, annual Seminar (18)
4. ----- 1981 - Information Analysis for Consolidation : some Basic Consideration DRTC Annual Seminar(18).
5. Dought R.M. 1982 --Scientific Management of Library Operations . The Scarecrow Press, London..
6. Evans E.G. 1976 2nd ed-Management Techniques for Librarians.
7. Foskett T.J. 1984-Pathways for communication :Books and Libraries in Information Age. London Bingley.
8. Gopinath M.A. 1982 - Financial Norms for Collection Development in Libraries, DRTC, Annual Seminar (19).
9. ----- and Ravichandra Rao (I.K.) 1982 Collection Development and usage :An analytical Approach DRTC Annual Seminar(19)
10. Hamburg M. 1974- Library Planning and Decision marking System.
11. Hartman W. et al 1972 --Management Information systems Handbook McGraw Hill Book Co.
12. Harvey J.M. 1976-Specialist Information Centers Clive Bingle, London.
13. Kotler H. --Marketing 7, McGraw Hill International Book Company Tokyo, Japan.
14. Kotler P. 1982 - Marketing for non profit organizations ed 2, Engle wood Cliffs N.J. Prentice Hall.
15. Narayana G.J. - Managing Libraries & Information Centers in India.
16. Jones K. 1984- Conflict and Change in Library Organization Clive Bingley, London.
17. Lancaster F.W. 1978- Guidelines for the evolution of information systems and services UNESCO Paris.
18. ----- 1977 - The measurement and evolution of library services. Information resources Press .Washington.
19. ----- 1979 - Information retrieval systems : Characteristics testing and evolution ed.2
20. Kaula P.N. 1971 - Planning and Design, Vikas Publication , New Delhi.
21. McKee (BOB)1990- Planning Library Services. Clive Bingley London.
22. Neelameghan (A) 1974- Information Service for Business and Industry DRTC course material.
23. ----- 1975 - Presentation of Ideas in Technical Writing ed 1.
24. Neelameghan (A) and Seetharama (S) 1981 - Reference Frame Work. An Aid to Information Analysis and Consolidation. DRTC Annual Seminar (18).
25. Wheeler J.R. & Goldhor H. - Practical Administration of public Libraries, New York Harper 1962.
26. Stone, Establish Training for the improvement of Library Administration Urbana of Illinois 1962.
27. Thompson James- Introduction to University Library Administration ed 3, London Clive Bingley 1979.

(21)

28. Lock R.N. -Library, Administration ed 3 , New York, Philosophical Library 1973.
29. Metcalf K.D.- Planning Academic and Research Library Building, New York ,Wilson 1974.
30. Lyle G.R. -Administration of the college library ,ed 4, New York Wilson 1974.
31. Brown R. - Public Library Administration , London Clive Bingley 1979.
32. Chakrabarti A.R. - Treatise on book selection Delhi D.K. publications 1983.
33. Davinson D.E. - Periodicals 1983, A manual of practice for libraries , London Crafton & Com. 1960
34. Ellsworth R.E. - Planning Manual for Academic Library Building, Metuchen, Scarecrow 1973.
35. Krishnan Kumar - Library Administration and Management , Delhi,Vikas 1987.
36. Mayes Paul ed- Periodical Administration in Library London Clive bingley 1978.
37. Orr J.M. -Designing Library Building for Activity , London Andre Dentach 1972.
38. Spiller David,-Book Selection ed 2, London Clive Bingley 1974.
39. Davar R.B. -Management process Bombay Progressive Corporation ,1978
40. Evans G. Edward-Management Techniques for Librarians ed, 2,New York Academic Press,1983.
41. Stuart R.D. & Moran B.B. - Library Management ed 3, Colorado, Libraries unlimited 1987.
42. Narayan = Information Management , New Delhi Prentice Hall,1991.
43. S Seetharama - Guidelines of planning & Management of Libraries & Information centers ,IASLIC 1990.
44. Mittal R.L. - Library Administration Theory & Practice New Delhi, Metropolitan 1983.
45. Job M.M.- theory of book selection , New Delhi Sterling 1978.
46. Mukherjee A.K. -Eook Selection : Principles practice & Tools Calcutta World Press ,1974.
47. Hicks & Tillin - Developing multimedia Library , New York ,R R.Bokewar 1970.
48. Davinson D.V. - The periodicals collection, its purpose & uses in Libraries , London Andre Deutsch , 1970.
49. Rangnathan S.R. - Library book selection ed 2 Bombay Asis 1956.
50. Godden J.P. ed - Library technical services New York, Academic Press 1984.
51. Godfray Thompson - Planning & designing of Library Building, London Architectural Press,1973.
52. Sharma H.D. - Library Building & Furniture , Varanasi, Indian Bibliographic center 1972.
53. Cowely - Personnel Management in Libraries London, Clive Bingley.
54. I.K. Ravichandrarao & M.A. Gopinath ed- Collection Development & Document circulation DRTC, Annual Seminar,1982.
55. Singh M. - Library & Information Management, Theory & Practice.

22

56. Fitzgerald : System Analysis & Design.
57. Awad E.M. : System Analysis & Design New Delhi, Galgotia 1999.
58. Mittal : Total Quality Management
59. Underwood P.G. : Managing change in Libraries & Information Services a systems approach London, Clive Bingley, 1990.
60. Arara K.C. : Total quality Management & is 14000 (is -13967) Delhi S.K. Kataria & Sons 1998.
61. Wilson E.R. & Tauber M.F. -University Library ed 2, New York ,Columbia University Press 1956.
62. Ranganathan S.R. - Library Administration ed 2, Bombay ,Vikas 1959.
63. Urwick L.- Elements of Administration ed 2, London Pitman 1947. Reference
64. Evans G. Edward - Management Techniques for Librarians ,New York Academic Press,1983.
65. Stueart R.D. and Moran B.B. - Library Management ed 3, Colorado, Libraries Unlimited 1987.
66. Lancaster A.F.W. -No you want to evaluate your Library, 1982.
67. Shimman Rosse, Reader in Library Management, London Clive Bingley 1976.

**Paper VI: Information Sources and Services.
(THEORY)**

No. of Lectures per unit.

- 30 Unit -1 Reference and Information Sources
 - Documentary Sources of Information, Print, non Print including Electronic
 - Nature, Characteristic, Utility and evaluation of different types of Information Sources.
 - Non Documentary Information Sources
 - Human and Institutional Nature types characteristics and utility.
 - Categories, Primary, Secondary and Tertiary Information Sources
 - Internet as a source of Information.
- 05 Unit-2 Reference Service
 - Concept, Definition and Trends
 - Reference Interview and Search Techniques.
- 10 Unit -3 Information Users and their Information Needs
 - Categories of Information Users
 - Information Needs Definition and Models
 - Information Seeking Behaviour
 - User Studies: Methods, Techniques and Evaluation.

23

- 15 Unit-4 Information Services and Products
- Information Services and products
 - Information Services Concepts, Definition, Need and Trends
 - Need, Techniques and Evaluation of Alerting services (CAS&SDI)
 - Bibliographic, Referral, Document Delivery and Translation Services.
- 15 Unit-5 Information Systems and their Services
- Study of National, International and Commercial information Systems and Services - Background, their Services and Products.
- 05 Unit-6 User Education
- Goals and objectives level, Techniques and Methods, Evaluation of Users Education Programmes.

Paper VII: Information Sources and Services.
(PRACTICE)

- 10 Unit -1 Study and evaluation of Information Sources.
- 10 Unit -2 Compilation of current awareness list / biography/content list/ Press Clippings.

Recommended Books:

1. Cheney F.N. and Williams W.J.- Fundamental Reference Sources ed 2, Chicago ALA1980
2. Walford A.J. -Guide to reference books ed 4,3v, London Library Association,1980.
3. Katz W.A. -Introduction to reference work v1 Basic work McGraw Hill ,1987.
4. Galine S. and Spielberg P. -Reference book s How to select and use them, New York Random House 1969.
5. Winchell C.M> - Guide to Reference Books , Chicago ALA 1967.
6. Collision R.L. -Library Assistance to Readers ed 4, London Lockwood 1965.
7. Doyle J.M. & Girmes G.R. - Reference Resources : a systematic approach Metuchen Scarecrow press 1976.
8. Sharma J.S. & Grover D.R. -References Services & Sources of Information New Delhi ESS 1987.
9. Sheely E.P. -Guide to Reference Books 9 th ed Chicago ALA 1976.
10. Chandler (G)-How to find of guide to sources of Information for all Ed 4 Oxford 1974
11. Coblans H. -Librarianship and Documentation : An International perspective Andrew Deutech 1974.
12. Guha B. - Documentation and information services : Techniques and systems Rev. Ed 2, Calcutta World Press 1983.

24

13. Mukherjee A.K. -Reference work and its tools Ed. 3 Calcutta World Press 1975.
14. Girijakumar & Krishna Kumar-Philosophy of user education New Delhi Vikas ,New York.
15. Ranganathan S.R. -Reference Services 2nd ed Bombay ,Asia 1961.
15. M
16. Mukherji A.K. -Reference Services 2nd Ed. Bombay Asia 1961
17. Narayana-Information Management
18. Young J.F.-Information Theory Founder Butterworth 1971
19. Vickery B.C. -Technique of Information Retrieval .London Butterworths ,1970
20. Kent Allen,-Information Analysis and Retrieval, New York Becker & Hayes 1971.
21. Hutchins M.-Introduction to Reference work ,Chicago, ALA 1944
22. Foskett D.J.- Information service in Libraries 2nd ed London Crosby Lockwood 1967.
23. Bose H. - Information Science , Principle & Practice ,New Delhi Sterling 1976.
24. Guha B.- Information services, Calcutta, World Press ,1983
25. Borko Harold-Abstracting Concept & methods , New York Academic Press 1975.-
26. Prasher- Index & Indexing System , New Delhi ,Medallion Press 1989]
27. Vickery B.C.- Classification & Indexing in Since ed, 3 London Butterworths 1975.
28. Fjallbrant N. & Stevenson M.- User Education in Libraries London Clive, Bingely 1978
29. Sehagod R.L. -User Education in computer based Libraries, New Delhi, ESS , 1998.

Paper VIII Information Technology: Basics.
PART :I (THEORY)

- No. of Lectures per unit
- 05 Unit-1 Information Technology
 - Definition, Need, Scope and Objectives.
 - 05 Unit -2 Computer Basic (Hardware)
 - Historical development of Computers
 - Generations of Computers, Classification of Computers.
 - 10 Unit-3 Computer Architecture – Organization of Computer
 - Input and Output Devices.
 - 08 Unit-4 Software
 - Operating Systems: Single & Multi User Systems, Basic features of MS-DOS, MS Windows, Linu., UNIX, WINDOWS-NT etc.
 - Programming languages: Concepts and Tools
 - Algorithm & Flowcharting.

25

- 05 Unit -5 Word Processors, Spread Sheets etc/
- 07 Unit -6 DBMS Package.
 - DBASE, FOXPRO, CDS/ISIS, MS Access (Basic features)

PART- II (PRACTICE)

No. of Lectures per unit

- 10 Unit-1 use of Operating Systems
- 10 Unit-2 Word Processors, Spread Sheets
- 25 Unit-3 Database Creation using at lease one DBMS Software..
- 15 Unit-4 Database Search and Retrieval.

Recommended Books :

1. Base B.C. ed- Local Area Network : Its Significance and Information System Bafla Book Service 1991.
2. Brown K.R. -Challenge of Information Technology ,1983.
3. Hills P. _Future of the Printed World, the impact and Implications of the New communication Technology 1980.
4. Katzan H.- Advanced Programming and Operating Systems. Van Nortrand Reinhold Company London 1990
5. Lane E.S.- Microcomputers Management & Maintenance for Libraries Mecker-Westport London 1970.
6. Spencer D.D.- An Introduction to Computer Charles. E Merrill Publishing Co. Columbus 1984.
7. Lancaster F.W. - Towards paperless Information Systems Academic Press Inc. New Delhi 1978.
8. Vickery B.C. -Information's Systems 1973.
9. Wilson T.P.-Computers and Application Software : An Introduction B.S. College publishing 1985.
10. Zorkoezy Peter- Information Technology : An Introduction Pitman 1984.
11. Computer & Common Sense.
12. Sanders - Introduction to Computers
13. Taxali R.A. -FoxPro ; made simple BPB Publications , New Delhi 1996.
14. Shrivastav Chetan- Fundamentals of Information's Technology , New Delhi ,Kalyani Publishers 2000.
15. Mano Morris - Computer system Architecture 3rd ,New Delhi Prentice Hall of India 2000
16. Hayes John P.- Computer Architecture & Organization 3rd ed Boston M Grow Hill 1998.
17. Hwang Kai- Computer Architecture & Parale Processing , New York Mc Grow Hill 1985.
18. Chandhuvi P. Pal- Computer organization & Design 2nd ed New Delhi Prentice Hall of India 1999.

25

19. Kain Richard – Computers Architecture Hardware & software Vol.1&2 New Delhi Jersey, prentice hall 1989.
20. Stallings , William – Operating systems 2nd ed New Delhi , prentice Hall of India 2001.
21. Horowitz Ellis and Sahni Sartaj – Fundamentals of computer Algorithm New Delhi, Galgotia 1996.
22. Tackett, Jack – Using Linux Individual corporation 1995.
23. Thames, Rebecca & Yates Jean- A user Guide to UNIX system California MC grow Hill
24. Chopra ,I.I.S. Bdes-Library Information technology in modern India New Delhi ,common wealth 1999.
25. Moodgal H.M.K. & Kokila Krishnan Gopal- Cd-Rom Technology Librarians Information guide Delhi Authors Press 2000.
26. Horowirz ,Eills- Fundamentals of programmes languages ,New Delhi , Galotia, 1988.

MLISc II year

Third Semester

Paper IX: Fundamentals of Information Science

No. of Lectures per unit

- 15 • Unit-1 Information and Communication
 - Information, Characteristics, Nature, Value and Use of Information.
 - Conceptual difference between Data, Information and Knowledge.
 - Communication of Information: Information generation
 - Communication channels, models and barriers
 - Trends in scientific Communication.

- 10 Unit-2 Information Science.
 - Definition, Scope and Objectives
 - Information Science as a discipline and its relationship with other subjects.

- 25 Unit-3 Library, Information and Society.
 - Genesis and Characteristics and implications of information Society.
 - Changing role of Library and Information Centers in Society.
 - Information Industry Generations, Providers & Intermediaries
 - Intellectual property act right to information acts
 - Concept of freedom, censorship, data security and fair use.
 - Policies relating to information, Right to Information including sciences and technology , education.

27

- International and National Programmes and Policies (NAPLIS) IT and Library UAP, UBC.

- 10 Unit -4 Economics of Information
- 10 Unit -5 Information Management
- 10 Unit -6 Knowledge Management

Recommended Books:

1. Anderson N.B. Ed. AI – Information Society for Richer for Poorer, North Holland publishing Co. Amsterdam 1982.
2. Kumar ,P.S.G.- Fundamentals of Information Science New Delhi S. chand & co. 1998.
3. Intellectual Property Rights.
4. Information Technology Act, 200
5. Copyright Act, of India.
6. Arthur W.E. –Key papers in Information Science Asis 1992.
7. Bhattacharya G. – Information Science: a unified view through a system Approach IASLIC 1978.
8. Dobons A.Ed. – Information Science: Search for Identity Marcel Declare New York 1974.
9. Debons A er al- Reading in the Information science Xerox Individualize publishing Lexing –ton 1975.
10. Debons A and Cancron W.J. ed- Perspectives in Information Sciences Noorhoff Heydev U.K.1975.
11. Griffith B.C. ed 1980- - key papers in Information Sciences American Society for Information Science Washington 1980.
12. Marlin W.J. – The Information Society Aslib London 1988
13. Renganathan S.R. – Five laws of Library Science 1957.
14. Ranganthan S.R.- Documentation and its Facets 1963.
15. Aranguren J.- Human Communication to from Spanish by Frances Partridge(London , World Univ. 1967.)
16. Barry Gerald(ed)- Communication and Languages. Network thought and action.(London McDonald 1965)
17. Benge R.C. Libraries and Cultural Change. London Clive Bingley 1970)
18. Chandler G. Libraries in the Modern World.(Oxford pergamon 1965)
19. Cherry Colin - On human Communication: Review a survey and a criticism (Mass M.I.T. 1975)
20. Chibnall B. – Organization of Media. (London, c. Bingley 1976.)
21. Edwin Emery- Introduction to mass communication (New York, Dodd Mead, 1960)
22. Harrison K.E. – The Library and the Community (London G.A. Deutsch, 1966 all.)
23. Matson F.W. & Montague A. – The Human Dialogue (New York Free, 1973.)
24. McCall A.W. – The reader the library and the book selected papers 1949-1970 (London C. /Bingley 1973)

28

25. Megarry K.J. – Communication Knowledge and the librarian (London C. Bingley 1975.)
26. Rivers W.L.-The mass media (Delhi University /Book stall 1967.)
27. Shera J.H. Sociological Foundations for Librarianship (Bombay, Asia, 1970.)
28. Wilson David- Communicators and society (Oxford, Pergamon, 1968.)
29. Young J.F. Information Theory (London Butterworth, 1971)
30. Rawski – Towards a theory of Librarianship Advances in Librarianship
31. Mohrhandt – Reading in a changing world
32. Thompson – Library power.
33. Muon- Asian Libraries and librarianship.
34. Ei- Hadidy, Bahaa- The infrastructure of an Information Society. North Holland servicer, 1984.

Paper X: Research Methods and Statistical Techniques.

No. of Lectures per unit

- 05 Unit-1 Research
 - Concept, Meaning, Need and Process of Research.
 - Types of Research Fundamental and Applied including inter disciplinary and multidisciplinary approach.
 - Research and Development of Scholarship

- 15 Unit-2 Research Design
 - Conceptualization and operationalisation
 - Types of Research Design
 - Identification and formulation of problem
 - Hypotheses; Nominal and Operational definition
 - Designing Research proposal
 - Ethical aspects of Research
 - Literature search –Print, Non print and electronic sources.

- 10 Unit-3 Research Methods
 - Scientific Method
 - Historical Method
 - Descriptive Method
 - Survey Method and case study Method.
 - Experimental Method and Delphi Method

- 10 Unit-4 Research Techniques and Tools
 - Questionnaire
 - Schedule
 - Interview
 - Observation
 - Scales and check lists
 - Library Records and Reports
 - Sampling Techniques.

29

- 15 Unit-5 Data Analysis and Interpretation
- Descriptive statistics Measure of Central Tendency Mean, Mode, Median
 - Tabulation and Generalization
 - Measures of dispersion, variance and covariance
 - Standard Deviation
 - Graphical presentation of data-bar, pie -line graphs, Histograms etc.
 - Inferential Statistics
 - Z-T test Correlation
 - Regression linear and non linear
 - Chi Square Test
 - Sociometry
 - Statistical packages -SPSS
 - Statical Graphics etc.

- 15 Unit-6 Bibliometrics, Scientometrics, and Informatics
- Concept and Definition
 - Bibliometric Laws; Bradford, Zip Lotka
 - Bibliographic coupling
 - Obsolescence
 - Citation Analysis
 - Web metrics
 - Citation Studies
 - Informatics
 - Scientometrics.

- 05 Unit -7 Research Reporting
- Structure, Style, Contents
 - Guidelines for Research Reporting
 - Style Manuals-Chicago MLA APA etc.
 - E Citation and Methods of Research Evaluation.

- 05 Unit-8: Current Trends in Library and Information Science Research.

RECOMMENDED BOOKS:

- 1 Goods W.J. & Hatt P.K. . Methods in social research New York, McGraw Hill Co., 1952
2. Young Pauline V. : Scientific social surveys and Research, Bombay Asia publishing House ,1980
3. Bush Charies H. & Harter,
4. Ravichandrarao I.K.: Quantitative methods for library and information science Calcutta Wiley Eastern ,1985.
5. Sadhu A.N. & Amargit singh: Research methodology in social sciences Bombay Himalayan 1980.
6. Line M.B. : Library surveys London Clive, Bingley 1967.
7. Gupta C.B. & Ratan : Statistical calculations Delhi Vikas pub House 1973

30

8. Sardana J.L. & Sehgal R.L.: Statistical methods for Libraries, New Delhi ESS publication 1981
9. Das S.K.: Introduction to research Bombay A Mukherjee & Co. Pvt. Ltd. 1986.
10. Wilkinson F.S. & Bhandarkar P.L.: Methodology and Techniques of social research Bombay Himalayan publishing House 1977.
11. Ghosh B.N.: Scientific method and social research, new Delhi sterling publishers, 1982.
12. Whitney F.L.: Elements of Research Bombay Asia publishing House 1961.
13. Hillway Tyrus: Elements of Research Bombay Houghten Mifflin Co. 1964.
14. Carpenter Ray, & Vasu Ellen story : Statistical methods for Librarians, Chicago , and American Library Association, 1978.
15. Gupta C.B. Introduction to Statistical methods Delhi chand 1974.
16. Borko H.: Target for Research in Library Education Chicago American Library Association 1973.
17. Sehgal R.L.: Designing & Evaluation of Research in Library science Vol. 1&2. New Delhi ESS 1998.
18. Sehgal R.L.: Applied statistics for Library science research vol.1&2 New Delhi, ESS publications ,1998.

Paper XI Information Technology: Applications

No. of Lectures per unit

- 15 Unit-1 Library Automation
 - Planning and implementation and Library Automation.
 - Automation, in-house operations acquisition, Cataloguing, Circulation, serials Control, OPAC, Library Management.
- 10 Unit-2 Multi Lingual Bibliographic Databases
 - Library Automation Software packages; their study and composition
- 20 Unit-3 Communication Technology.
 - Fundamentals of Telecommunication Technology; Media, Mode and Components
 - Network Media, UTP, Optical Fiber, Ethernet, Network interface card, Hubs, Routers and Modern.
 - Network types and Topologies LAN, WAN MAN
 - Bus, Star, Ring, Token Ring etc.
 - Local Area Network -Types and Topologies.
- 20 Unit-4 INTERNET Basic features and Tools
 - Network based information Services
 - Connectivity: Dialup, leased lines, ISDN, digital subscriber lines
 - E-mail, SMTP, wireless, send mail POP3 ck.
 - Protocols - FTP, HTTP
 - Web browser Netscape Navigator Internal Explorer

(31)

- Web servers, web tools, Search Engines
- Internet Security
- Teleconferencing, Tele facsimile, Teletex, Videotext.

10 Unit-5 Digital Libraries

- Genesis, Definition, objectives Scope of Digital Libraries
- Image formats, Audio formation
- Storage media formats 180-9660 DVD
- Software and Hardware for digital libraries, OCR, image Editing software
- Input capture devices scanners, digital, movie cameras
- Data Warehousing, data Mining and Meta data

05 Unit -6 Artificial Intelligence & Expert Systems
(With reference to Library & Information Science)

Recommended Books:

1. Rowley, Jennifer: Basics of Information Technology ,London ,Clive Bingley , 1988aldm
2. Greenberg A.D. : Digital Images: A practical Guide , New Delhi , Tata McGraw Hill , 1995.
3. James: Catalanocynthal : Researching on the world wide Web, New Delhi, Galgotia ,1997.
4. Creating
5. Honeycutt , Jerry and Pike Mary Ann\ : Using the Internet Indian (USA) , Que Corporation 1996.
6. Shah S.L. : Information Technology New Delhi Gyan publishing 1999.
8. Martin , James : Telecommunications & the computer New Delhi Prentice Hall of India , 1998
9. Elaine Rich and Kevin Knight : Artificial Intelligence ,1991.
10. Winstan P.H. : Artificial intelligence New York, Addition Wesley published company 1992
11. Elithorn & Bangerji R. : Artificial and human intelligence Amsterdam , 1984.
12. T Ashok Babu and others ed : Vision of future library and information systems new Delhi Viva Books 2000
13. Fandian M. Paul and Jambhekar Ashok : Internet for Libraries and information centers New Delhi Mc Grow Hill 2001.

(32)

Paper XII: Information Technology: Applications, (Practice)

No. of Lectures per unit.

- 30 Unit-1 Creation and Maintenance of Databases by CDS/ISIS, SOUL, LIBSIS, etc and others
- 15 Unit-2 Using of Library Software packages (SOUL, CDS/ISIS, LIBSIS, etc)
- 15 Unit-3 CD-ROM, online searching
- 20 Unit-4 Internet Searching
- 20 Unit-5 Library and Information Center web page design and creation.

**MLISc II Year
Fourth Semester****Paper XIII: Information Analysis, Repackaging and Consolidation.**

No. of lectures per unit

- 10 Unit-1 Abstracting
- Abstracting: Types and guidelines in preparing abstract
- 10 Unit-2 Repackaging and Consolidation
- Content Analysis
 - Repackaging, formatting consolidation.
- 25 Unit -3 Information Products.
- Information products: nature, concept, types, design; and development and marketing.
- 05 Unit-4 Trends in information analysis, repackaging and Consolidation, Including Electronic Content Creation.

Recommended Books:

1. Seetharama S.: Information Consolidation and Repacking New Delhi ESS publications 1997
2. Eorko Harold: Abstracting concept and methods New York Medallion press, 1989.
3. Maigell R.E. and others: Abstracting scientific and Technical Literature New York; Wiley interscience, 1971.
4. IASLIC: Information Analysis and consolidation activities in nonn R&D contexts (paper presented at IASLIC seminar Kanpur).
5. Neelameghan A and Seetharama s Reference Frame work an aid to information analysis and consolidation DRTC annual seminar (18), 1981.

33

6. Saracevic T and woods J.S.: Consideration of information " a Handbook of Evaluation restructuring and repackaging of scientific and technical information Paris 1981.
7. Seetharama S.: Information consolidation Actives: Fame work methodology and planning proceeding of regions training course on information consolidation March 14-18 1988 sponsored by UNESCO and DSIR and Hyderabad.

Paper XIV: Information Retrieval

PART -1: THEORY

- 20 Unit 1: Cataloguing & Subject Indexing: Principles and Practices
 - Principles of Subject Cataloguing: Assigning Subject Headings Using Library of Congress Subject Headings and Sear's List Subject Headings etc.
 - Models Assigned and Derived
 - Pre & Post Coordinate indexing Systems and Citation Indexing.
- 15 Unit-2 Indexing Languages & Vocabulary Control:
 - Indexing Languages: Types and Characteristics
 - Vocabulary Control
 - Tools of Vocabulary Control
 - Structure and construction of an IR Thesaurus.
 - Trends in Automatic Indexing.
- 15 Unit-3 Information Retrieval.
 - I R Models, Search Strategies, Manual/ Machine, Feedback and Refining
 - Evaluation of Information Retrieval Systems; Projects and Parameters.
 - Trends in I R Models.

PART-2 PRACTICE

- 15 Unit-1 Assigned Indexing Practice.
- 15 Unit-2 Derived Indexing Practice.
- 20 Unit-3 Design and development of IR Thesaurus.
- 10 Unit-4 Search Methods and Formulation of Search Strategy.

Recommended Books:

1. Bhattacharya (G) 1979-POPSI: Its fundamentals and procedure based on a General Theory of subject indexing languages. Lib. Sci.
2. Brown (AG) 1982 – An introduction to subject indexing 2nd Ed Clive Bingley.
3. Craven (TC) 1986- String Indexing Academic Press. San Dingo .
4. Cutter (CA). 1904 –Rules for a dictionary catalogue ed 4.
5. Cerman (M) and Winkler (PW) 1988- AACR 2nd Ed Canadian Library Association Ottawa.
6. Gopinath (MA) 1983-Colon Classification ed 7.
7. Kaisee (J) 1911 –Systematic Indexing.

34

8. Parthasarathy (VV) 1965 -Combination of Quais -Isolates DRTC Annual Seminar.
9. Ramsden (M) 1981-PRECIS Work Book for students for Librarianship.
10. Ranganathan (CR) 1964- COC , with Additional Rules for Dictionary Code ed 5.
11. ----- 1965- Prolegomena to Library Classification Asia Publishing House , Bombay.
12. ----- 1964 - Colon Classification : Basic Classification ed .6.
13. Austin (D) 1984 -PRECIS : A Manual of concept Analysis and subject indexing.
14. UDC. British Standard institution Part I and II.
15. Wellisch (HH) ed 1977 - The PRECIS index system , principles applications and prospects.
16. Wilson (TD)1971 - An introduction to chain indexing , Clive Bingley.
17. Borko : Indexing Methods
18. Fosket D.J. : Subject Approach to Information.
19. Prasher : Index & Indexing Systems.

Paper XV: Project Work.

- a. Project Work on Approved Topic.
- b. Viva- Voce on Project Work Submitted by the Student.

Paper XVI -XXVI Electives: Information Systems.

An illustrative list of Electives option is an under. It is not suggestive but illustrative.

16. Business Information System
17. Environmental Information System
19. Biotechnology Information Systems.
20. Health Science Information Systems.
21. Archival, Museum and Archaeological Information Systems.
22. Legal Information Systems.
23. Agricultural Information Systems
24. Social Sciences Information Systems.
25. Industrial Information Systems
26. Rural and Community Information Systems.
27. Marketing of Libraries & Information Centers.

NOTE: The Electives are offered in Semester IV, MLISc-II as paper 16-27 with the following broad structure of contents (For electives XVI-XXV)

1. Study of the specialized subject /discipline - its Structure and Development.
2. Definition, Terminology, Branches and Landmarks in the Subject/disciplines.
3. Planning, Design and Evaluation of Information Systems.
4. Database design, creation and development in the area pertaining to Information Components of the subject. Study of Data Structure, Selection of DBMS and Retrieval aspects, Content Creation and Development

5. Information Systems and New works in the subject /discipline, Study of Information Sources, Services, INTERNET based Sources & Services.

Books & Periodicals for General Reading for All Papers.

Books

1. Encyclopedia of Library & Information Science ed by Allen Kent & others New York, Marcel Dekker.
2. Advances in Librarianship ed by Voigat, Melvin J. New York, Academic Press, 1970.

Periodicals

1. Annuals of Library Science & Documentation.
2. Herold of Library Science
3. ILA Bulletin.
4. IASLIC Bulletin.
5. Journal of Documentation.
6. Library Resources & Technical Services.
7. Journal of Library & Information Science
8. Library Trends
9. Library Science with a slant to documentation.
10. International Library Movement.
11. Library & Society.
12. Library Herald.

36

Appendix -C

Amended 0.1

The admission fee, Tuition fee, Library fee, Medical examination fee, gymkhana fees, Sports fee, Laboratory fees, Students Welfare fee for the Students of MLISc shall be charged according to table No.1

Class	Admission		Tuition		Library		Laboratory	
	Fees		Fees		Fees		Fees	
	Univ. Dept.	Priv. Colleges	Univ. Dept.	Priv. Colleges	Univ. Dept.	Priv. Colleges	Univ. Dept.	Priv. Colleges
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
MLISC I & II year	50	150	1000	15000	50	1000	500	1500
I semester			1000	15000	50	1000	500	1500
II semester			1000	15000	50	1000	500	1500
III semester	50	150	1000	15000	50	1000	500	1500
IV semester			1000	15000	50	1000	500	1500

34

Appendix-B
Frame Work for the proposed UG Syllabus in the subject
"Library and Information Science"

B.A. (First Year)

Paper 1: Library & society 100 Marks
Paper 2: Library planning and Management 100 Marks

B.A (Second year)

Paper 3 Document Classification (Theory) 100 Marks
Paper 4 Document Cataloguing (Theory) 100 Marks

B.A. (Third year)

Paper 5: Information Sources & services (Theory) 100 Marks
Paper 6: Document Classification (Practical) 100 Marks
Paper 7: Document cataloguing (Practical) 100 Marks
Paper 8: Information service (Practical) 100 Marks

38

B.A. First Year Examination

Paper I Library and Society

- Communication: definition, Models Barrios.
- Communication Media – Documents (Printed & A-V Material & e-material)
- Library
- Definition
 - Functions
 - Collection
 - 1) Organization
 - 2) Spread of Knowledge
- Types of libraries and their functions
 - 1) Public
 - 2) Academic
 - 3) Special
 - 4) National
- Five laws of Library Science
- Library cooperation and Resource Sharing
- Library movement in India
- Library legislation in (Maharashtra public libraries act 1967)
- Development of library services in modern India plans and proposals.
- Library Associations in India
 - 1) Maharashtra library Association
 - 2) ILA
 - 3) IASLIC
 - 4) IATLES.
- Role of library in Modern society
- Extension and publicity
 - 1) Exhibition.
 - 2) Library week.
 - 3) Lecture Series.
- Study of Prominent local libraries with reference to special collection and services.

Book Recommended:

- 1) Ranganathan S.R.: Five laws of library science.
- 2) Kent, A and Calvin J.J – Library resource sharing
- 3) Mahajan S, G, - History of library Movement in Maharashtra
- 4) Khanna, J.K- Library & Society
- 5) Khanna J.K. fundamentals of Library & society
- 6) Sharma J S – library organization.
- 7) Sharma K.S. Organization & administration of college libraries
- 8) Murharyee, A. K – librarianship: its Philosophy & History.
- 9) Jefferson, G library libraries & society .
- 10) Raut – library legislation in India
- 11) Sharma,S.K.- public libraries in India
- 12) Venkatappih V –Indian library legislation.

39

Paper II library planning and Management

- Principles of library Management
- Various selection of a library, their Planning Management and function
- Book selection, acquisition and processing of reading material
- Circulation system
- Browne
- Network
- Computerized circulation system
- Personal: their selection and acquisition, method of recording
- Finance: Estimates expenditure and audit
- Per serial Management: Recruitment duties & training, and human relation.
- Library Building, equipment and furniture.
- Library committee and annual report
- Physical verification of books
- Library rules and regulations
- Binding and preservation of reading Material
- Important records maintained in the library
- Library statistics

Recommended:

- 1) Ranganathan, S.R. - Library administration.
- 2) Mittal, R.L. library administration theory and practice
- 3) Murherjee, A.K Book selection
- 4) Ranganathan- Library administration.
- 5) Ranaganathan S.R. Library Manual
- 6) Sharma R.S – organization and adminisation of college libraries
- 7) Krishnan Kumar – library Administration and Management.
- 8) Spiller, David- Book selection.
- 9) Job M.M Theory of book selection
- 10) Ranganathan, S.R- Library book selection.
- 11) Divinson, D.u The periodicals calculation its purposes & use in libraries.

B.A. Second Year Examination

Paper III

Classification: Theory

- Classification: Definition scope need purpose and function, knowledge classification and Book classification
- special features of book classification
 - 1) Generalia
 - 2) Form division
 - 3) Form classes
 - 4) Notation.
 - 5) Index.
- Types of classification schemes: Enumerative and analytico-synthstic.
- Brief Study of
 - 1) Bibliographic classification scheme

(40)

- 2) Library of congress
- 3) Subject
- 4) Universal decimal
- Detail study of
 - 1) Dewey decimal classification scheme
 - 2) Colon classification scheme.
- Biosketch of Dr. Melvel Dewey & Dr. S.R. Ranganathan.
- General study of canons of classification
- Principles of classifications
- Models of classification.

Books recommended

- 1) Raganathan, S. R. – Elements of library classification.
- 2) Ranganathan, S. R. – colon classification (latest edition)
- 3) Melvil Dewey – decimal classification & Relative Index (Latest edition)
- 4) Krishnan Kumar - theory of Classification
- 5) Ranganathan , S.R. Prolegomena library classification.
- 6) Parkhi, R.S Decimal Classification and colon classification to decibel classification and colon classification to perspective.
- 7) Sayow W.C.B.9 introduction to library classification
- 8) Ranganathan S.R- description account of the colon classification.
- 9) Berwick Sayers W.C Introduction to library classification
- 10) Mills, J.S.- Modern outline of library classification
- 11) Srivastav Theory of Knowledge classification.

Paper - IV

Document cataloguing. Theory

- Library Catalogue its definition need purpose & function
- Guiding principles & canons of cataloguing
- Physical forms of catalogue
 - 1) Register form
 - 2) Sheet form
 - 3) Card form
 - 4) Computer form
- Inner forms of catalogue
 - 1) Author catalogue
 - 2) Name catalogue
 - 3) Title catalogue
 - 4) Dictionary catalogue
 - 5) Classified catalogue
- Types & functions of entries According to CCC & AACRII
 - 1) Main
 - 2) Added
- Detail study of various section of main entry according to CCC AACR with examples
- Symbiosis between classification & cataloguing
- Arrangement of entry cards

41

Book Recommended:

- 1) Krishnan Kumar. - Theory of cataloguing
- 2) Datta D.N and 9 Introduction to library cataloguing.
- 3) Ranganathan S.R Classified catalogue code
- 4) Sengupta B cataloguing: its Theory and Practice
- 5) Tripathi s Modern cataloguing theory and practice
- 6) Vishanathan C.G – cataloguing theory and practice
- 7) Shera J.H. & Egan M.E. classified cataloguing
- 8) Mann, Margaret introduction to cataloguing and the classification.
- 9) Girija Kumar and Krishnan Kumar Theory of cataloging

B.A. Third year

Paper V: Information Sources & Services

- Information source: - Definition need and importance qualities & role of a reference librarian information officer.
- Information sources definition kinds of basic sources, primary, secondary territory.
- Evaluation of information.
- Standard information sources of different categories.
- Reference of question: Their categories Techniques of answering them
- Current Awareness services (CAS) & selective dissemination of Information (S.D.I)
- Preparation of documentations list.
- Abstracting: Acutance with major. Abstracting services in the world.
- Information Organization for retrieval: Indexing methods indexing tools
- Bibliographical control.
- Reprography and Translation services
- Computer Awareness DOS, FOXPRO, WORDPROCESSOR.

Books recommended:

- 1) Krishna Kumar – reference service
- 2) Mukherjee A.K –Reference works and its tool
- 3) Ranganathan S.R. - Reference services. & Information sources.
- 4) Sharma & information sources
- 5) Winchell C.M. –guide to reference books
- 6) Walford A.J guide to Reference book
- 7) Chandler G – how to find guide To sources of information for all
- 8) Walford T.D. & Stephenson Dissemination of Information
- 9) Fosketi D.J. Information service in library
- 10) Guha B Information services.

42

Paper VI: Document classification (Practical)

80 Marks

Practical test in classification of document according to colon Classification & Dewey decimal Classification by latest edition. (Minimum 150) Examples should be solved each according to DDC and CC)

- Classification practical Record Work 20 Marks.

Books Recommended:

- 1) Dewey decimal classification latest edition.
- 2) Colon classification latest edition.

Paper VII: Document cataloguing (Practical)

100 Marks

Practical test in cataloguing of document according to classified Catalogue code 5th edition & Anglo American cataloguing Rules 2nd Edition cataloguing practical record work.

20 Marks.

Books recommended

- 1) Ranganathan S.R classified catalogue code (latest edition)
- 2) Anglo – American cataloguing rules

Paper VIII: Information service (practical)

100 Marks

- 1) Viva- voce
 - 2) Record of practical work
- a) Report of library visit.
 - b) Compilation of bibliography.

40 Marks.

60 Marks