

Gopal Narayan Singh University,
Jamuhar, Sasaram, Rohtas (Bihar)
Department of Library and Information Science
Faculty of Arts



GOPAL NARAYAN | गोपाल नारायण
SINGH UNIVERSITY | सिंह विश्वविद्यालय

Syllabus for Master of Library and Information Science (MLIS)
One Year (Two semesters) Programme
(Semester Based Credit System)


(To be effective from Academic Session: 2022-2023)


29/08/22

Prof. Suresh Chandra Nayak, Chairperson,



Prof. Manoj Kumar Sinha
External Member,



Prof. Ranjit Kumar Chaudhary
External Member



Dr. Awadhesh Singh Gautam
Internal Member



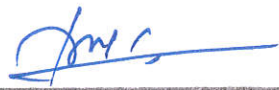
Dr. Sandhya Dwivedi
Invited Member

Ordinance and Regulation

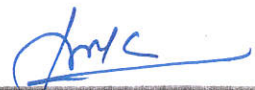
for

Semester based Credit System in Master of Library and Information Science (MLIS) Programme under Regular Mode of One Year (Two semesters) duration

Part-I	
1.	GENERAL
	In cases of admission, the decision of the admission committee shall be final.
1.1	The duration of the programme shall be of one academic year. (2 Semesters).
1.2	The programme shall be full time regular programme.
1.3	The programme shall be divided into two semesters with total credits of 40 and there shall be examination at the end of each semester.
2.	OBJECTIVES
2.1	To train the students in organization, retrieval and dissemination of information using latest relevant technology, particularly information technology in order to meet the challenges of the knowledge society.
2.2	To train students in the techniques of Information Management and equip them with skills for applying Information Communication Technologies (ICT) in Libraries and Information centers.
3.	ELIGIBILITY & ADMISSIONS
	Eligibility requirements for admission to the MLIS Programme:
3.1	Candidates must have a Bachelor Degree in Library and Information Science.
3.2	Admission to the programme made through the Academic Record followed by the Entrance test organized by the University.
3.3	Candidates must fulfill other conditions as may be laid down by the University/Admission Committee published time to time.
3.4	Reservation of seats for admission shall be as per reservation policy of the State Government.
3.5	The intake strength of the students per batch shall be 40 which may be revised only by the order of the Hon'ble Vice-Chancellor on the recommendation of the Board of Studies of the Faculty from time to time.



3.6	No application form will be entertained after the last date of the submission of application form. Further no request for admission will be entertained once the admission is closed.
4. PROGRAMME STRUCTURE	
4.1	The duration of the Master of Library and Information Science Programme shall be of One academic sessions/Two semesters. Each semester shall be of 90 working days of actual study.
4.2	A student must complete the program within double duration as stipulated for the said course i.e. 1 year from the date of admission to the course.
4.3	In case, the student is not able to secure the prescribed marks/credits on the said period are liable to take re-admission in the 1 st semester.
5. Examination	
5.1	The examination for the partially fulfillment of The Master of Library and Information Science shall be held in the end of each semester.
5.2	Academic year shall be divided into two semesters.
	a. Semester –I from July to December and Semester - II from January to June of each year.
	b. The change in the said dates may be made as per the directives of the Ministry of Higher Education / University Grants Commission or any other authority established under the law. In case of the change in such dates decision of the Admission Board of the Gopal Narayan Singh University is final.
5.3	<p>The Master of Library and Information Science Programme consists of 40 credits distributed in 10 different papers in 1 academic year divided into 2 semesters. Wherein,</p> <p>a. 36 credits are meant for Core Papers (coded as MLS- XXX).</p> <p>b. 4 credits are assigned to Elective Papers (coded as MLS-EP-XXX).</p> <p>Students shall must opt one Elective Course in second semester as prescribed herein.</p> <p>The entire curriculum shall be of 1000 marks taken together. wherein,</p> <p>a. 09 core papers contain 100 marks for the each paper. The 09 core papers distributed in 2 semesters. The first semester contains 5 core papers respectively and in the last semester student should must taken 4 core papers along with 1 elective paper.</p>


		b. Elective paper contains 100 marks.	
5.4	The distribution of paper like Lecture, Tutorial, and Practical with number of credits is specified in the indexed Programme structure.		
5.6	The term credits means weightage given to a paper in relation with the instructional hours assigned. One credit consists of one hour of teaching per week.		
5.7	Dean/Director/Professor/HOD/In charge of this programme is empowered to add or change the syllabus as per the direction of UGC after due approval by Board of Studies or Academic Council.		
5.8	Each theory paper/course is of 100 marks and the 100 marks is further divided into two components i.e. End Semester Examination (ESE) of 70 marks and Continuous Internal Assessment (CIA) of 30 marks.		
5.9	Evaluation pattern of the Internal Assessment for Theory and Practical Papers shall be as follows:		
	I.	Two midterm tests will be organized by the department and the highest mark which is secured by a students in any of the two midterm test shall be provided to the office of the Controller of Examinations	15 Marks
	II.	Seminar/Power Point Presentation	05 marks
	III.	Assignment	05 marks
	IV.	Regularity, Punctuality and Conduct	05 marks
			Total=
5.10	Evaluation pattern of the practical papers for End Semester Examination shall be as follows:		
	I.	Written Test/Lab work	50 Marks
	II.	Viva-voce	20 Marks
			Total=
5.11	Question Paper pattern for End Semester University Examination		
	I.	Long answer type question (Answer 2 out of 4)	2*15=30 Marks
	II.	Short answer type question (Answer 4 out of 6)	4* 5= 20Marks


	III.	Very short answer type question (Answer 5 out of 8)	5* 2= 10 Marks
	IV.	Objectives type question (Only 10 Questions)	10*1= 10 Marks
		Total=	70 Marks
5.12 Evaluation of Written Assignment/Sessional Examination			
	5.12.1	The written assignment(s) shall be submitted by the students to the concerned teachers, by a date fixed by the Head of the Department in consultation with the Dean of the Faculty. After evaluation the teacher concerned shall submit the result to the Head of the Department along with the marks of oral evaluation. It is the responsibility of the Head of Department in consultation with the Dean of the Faculty to forward the same for tabulation to the office of the Controller of Examinations.	
	5.12.2	Where a candidate fails to take examination in any one or more papers/courses in End semester examination or having taken the said examination has failed to secure the minimum pass marks in any one or more papers/courses or in the aggregate, the same midterm marks shall be carried forward for the subsequent examination. There is no need to conduct the separate midterm examination for the said category student.	
5.13 End Semester Examination and evaluation			
	5.13.1	The question papers shall be set and the answer-scripts shall be evaluated by the teachers appointed by the University in consultation with the Dean of the Faculty. However, if the University authority considers appropriate, it can constitute a group of evaluators comprising of University teachers/out-side the University belonging to the concerned subject.	
	5.13.2	The marks obtained by the student in End Semester examination shall be displayed on the notice board.	
	5.13.3	In case of any objection by a student in the evaluation, the same shall be looked after by a panel of two senior faculty members, to be nominated by the University, whose decision shall be final.	
	5.13.4	The examinations of MLIS Programme shall be conducted in two semesters ordinarily in December/June or on such dates as may be suggested by the	

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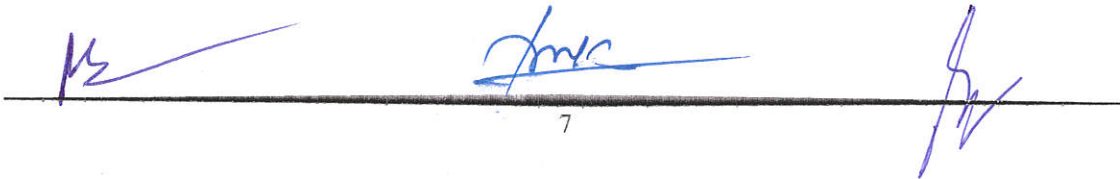
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		Dean/HOD and approved by the University.
	5.13.5	The academic performance of a candidate shall be evaluated in respect of the papers of study prescribed for each semester through the examinations held for respective semesters.
	5.14	The Credit System:
	a.	The credits specified for MLIS Programme describes the weightage of various papers/courses of the programme. The number of credits along with grade points that the student has satisfactorily completed measures the performance of the student.
	b.	Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different papers/courses of the programme. A certain number of credits as specified in these Ordinances must be earned by the student to qualify for the degree.
	5.15	Assignment of credits
	a	For all theory (Lecture) papers, one credit shall be assigned for one-hour lecture per week in the semester and two hours should be given to practical classes and it will counted as one lecture.
	b	Credits shall be in whole numbers.
		<p>The Performance of a candidate in a semester or up to a semester shall be measured by SGPA and CGPA, details of which are given below:</p> <p><i>SGPA: Semester Grade Point Average.</i></p> <p><i>CGPA: Cumulative Grade Point Average.</i></p> <p><u>Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):</u></p> $\sum_{i=1}^n C_i.P_i$ <p>SGPA=</p> $\frac{\sum_{i=1}^n C_i}{n}$ <p>where,</p>


	<p>C_i = Number of credits assigned for the i^{th} paper/course of a semester for which SGPA is to be calculated.</p> <p>P_i = Grade point earned in the i^{th} paper/course.</p> <p>$i = 1, \dots, n$, represent the number of papers/courses in which a student is registered in the concerned semester.</p> <p>CGPA=</p> $\frac{\sum_{j=1}^m C_j \cdot P_j}{\sum_{j=1}^m C_j}$ <p>where,</p> <p>C_j = Number of credits assigned for the j^{th} paper/course, up to the semester for which CGPA is to be calculated.</p> <p>P_j = Grade point earned in j^{th} paper.</p> <p>$j = 1, \dots, m$; represent the number of papers/courses in which a student was registered up to the semester for which CGPA is to be calculated.</p>																														
5.16	Script and Duration of Examinations																														
	<p>a. Question paper in the examination is in both the languages i.e. Hindi and English respectively. The student is further may answer the questions in any one of the said language in the examination in all the papers.</p> <p>b. Each theory/practical paper of end semester examination shall carry three hour.</p> <p>c. Internal assessment shall carry one hr duration.</p>																														
6.	Evaluation Pattern:																														
6.1	Point Scale for Grading																														
	A. Award of Grades Based on Absolute Marks																														
	<table border="1"> <thead> <tr> <th>Marks Range (Out of 100)</th> <th>Grade</th> <th>Grade Point</th> </tr> </thead> <tbody> <tr> <td>90 - 100</td> <td>S</td> <td>10</td> </tr> <tr> <td>80 - 89</td> <td>A</td> <td>9</td> </tr> <tr> <td>70 - 79</td> <td>B</td> <td>8</td> </tr> <tr> <td>60 - 69</td> <td>C</td> <td>7</td> </tr> <tr> <td>50 - 59</td> <td>D</td> <td>6</td> </tr> <tr> <td>40 - 49</td> <td>E</td> <td>5</td> </tr> <tr> <td>Passed with Grace</td> <td>P</td> <td>4</td> </tr> <tr> <td>00 - 39</td> <td>F</td> <td>0</td> </tr> <tr> <td>Non-appearance in examination (Incomplete)</td> <td>I</td> <td>-</td> </tr> </tbody> </table>	Marks Range (Out of 100)	Grade	Grade Point	90 - 100	S	10	80 - 89	A	9	70 - 79	B	8	60 - 69	C	7	50 - 59	D	6	40 - 49	E	5	Passed with Grace	P	4	00 - 39	F	0	Non-appearance in examination (Incomplete)	I	-
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90 - 100	S	10																													
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40 - 49	E	5																													
Passed with Grace	P	4																													
00 - 39	F	0																													
Non-appearance in examination (Incomplete)	I	-																													
6.2	Explanation:																														
	a. Letter grades S, A, B, C, D, E and P in a course mean that the candidate has																														



		passed that paper/course.
	b.	The 'F' grade denotes poor performance, i.e., failing in the paper/course. A student has to appear at subsequent examination(s), if provided under the ordinances in all courses in which he/she obtains "F" grade, until a passing grade is obtained.
	c.	The 'I' Grade: The "I" Grade is awarded, when a student does not appear in the examination of course/courses. This shall be treated as "F" Grade.
6.3	<u>Grace Rule:</u>	
	Tabulators shall award grace marks as per the following guidelines:	
	a.	0.5% marks shall be awarded to each subject maximum to three subjects (papers) including theory and practical separately in the mid/end semester examination.
	b.	Any fraction in computation of 0.5% shall be rounded off to the next higher integer.
	c.	All grace marks awarded be shown as +G in the Grand total as well as at the places where the Grace marks were awarded. Further, grace mark awarded at a place, will not be carried forward at any other place.
	d.	Grace marks shall not be given separately for Supplementary or Second Examinations.
	e.	No Grace marks shall be awarded for the examinations where the candidate can be promoted even if he/she fails in one or more papers/courses.
	f.	No grace mark shall be awarded for making up shortfall in the SGPA/CGPA.
6.4	<u>Admit Card (for End Semester Examination):</u>	
	A candidate may not be admitted into the examination room until and unless he/she produces his/her admit card to the Officer/Invigilator conducting the examination or satisfies such Officer/Invigilator that it shall be subsequently produced.	
7.	PROMOTION RULES AND SUPPLEMENTARY EXAMINATION	
	There is a provision of supplementary examination in each semester the candidate will be promoted to 2 nd semester but will not be allowed to appear in the end semester examination until and unless he/she clears all the papers/courses of previous semester.	
8.	ELIGIBILITY CRITERIA FOR APPEARING IN THE EXAMINATION	

	a. A candidate who secures minimum 80% attendance is eligible to fill the examination form and appear in the respective examination.
9.	Classification after examination
	<p>a. After appearing in the Examination of the Semester-I, the candidates can be put in the following categories in the context of declaration of the results of the Semester-I Examination:</p> <p>(i) Passed, i.e., those who have passed in all papers/courses of the examination of the Semester.</p> <p>(ii) Promoted, i.e., those who have not passed in all the papers/courses of the 1st Semester.</p> <p>(iii) Minimum passing grade shall be Grade 'E' for each course. However, candidates with grade 'P' in a course shall also be considered as passed in that course.</p>
	b. In internal assessment a student must secure at least 40% marks in theory & practical separately.
10.	<u>Semester - II Course & Examination:</u>
	<p>For appearing in the 2nd semester examination the candidate must fulfill the following criteria:</p> <p>i. Minimum attendance of 80%</p> <p>ii. Minimum midterm examination marks in each theory & practical separately should be 40%.</p> <p>All the Papers of 1st semester must be cleared.</p>
11	Declaration of results after Semester-II (based on the results of I and II-Semester Examinations):
	<p>After declaration of results of the Semester -I and Semester - II, a candidate can be put in the following two categories:</p> <p>i. Passed: A candidate who has passed in examinations of all the courses Semesters -I and Semester -II.</p> <p>ii. Failed: A candidate who has not passed in the examinations of Semesters -I and Semester - II taken together shall be treated as failed.</p> <p>Failed candidate(s) can clear their backlog by appearing in Supplementary examination as stated.</p>
12.	<u>Declaration of Division:</u>
	<p>A candidate who has passed in all the papers/ courses of Semesters -I and Semester - II of the One year MLIS Programme taken together shall be declared as 'Passed'. Such passed candidates may be awarded with the division according to the following criteria:</p>

	<p>(i) First Division with distinction : CGPA 8.5 and above (ii) First Division : CGPA 6.5 and above, but below 8.5 (iii) Second Division : CGPA 5.0 and above, but below 6.5</p> <p>Note: The SGPA and CGPA shall be computed up to 2 places of decimals (truncated at the second place).</p> <p>The conversion formula for converting CGPA to the corresponding Percentage of Marks will be as follows: $X = 10 Y - 4.5$ where, X = Percentage of Marks Y = CGPA</p>
13.	<u>RANKING TO THE CANDIDATES</u>
	<ul style="list-style-type: none"> ➤ Ranking shall be given to only those candidates who pass all the papers/courses of the programme in one attempt. ➤ Notwithstanding any provision in the ordinances to the contrary, the following category of examinee is also eligible for ranking: <p>The student who, having been duly admitted to a regular examination of the course, was unable to take that examination in full or in part due to some cogent reasons, and took the next following examination of that course and passed the course.</p> <ul style="list-style-type: none"> ➤ The marks obtained by him/her at the examination shall be considered as the basis for the University Ranking, Scholarships and other distinctions. ➤ In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing after proving his/her eligibility there for.
14.	<u>BREAK IN THE PROGRAMME</u>
	<p>Any student taking admission in MLIS Programme shall not be allowed to pursue any other full time programme/course in the Faculty or elsewhere in the entire period of the programme meaning thereby that if a student leaves the programme after passing some of the semesters/ courses and takes up a full-time programme/ course elsewhere, then he/she shall not be allowed to continue the programme further in the Faculty.</p>



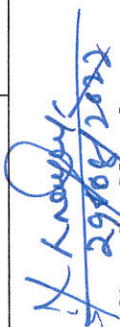



PROGRAMME STRUCTURE
Master of Library and Information Science

Plan of Study

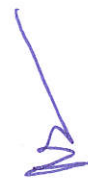
1st SEMESTER

Course Code No.	Title of the Course	Credits (L+T+P)	Theory		Sessional		Practical				Total Marks
			Full Marks	Pass. Marks	Full Marks	Pass. Marks	Term End		Lab Work		
							Full Marks	Pass. Marks	Full Marks	Pass. Marks	
MLS- 101	Research Methods and Techniques	4(4+0+0)	70	28	30	12	-	-	-	-	100
MLS- 102	Information Network and Knowledge Management	4(4+0+0)	70	28	30	12	-	-	-	-	100
MLS- 103	Information Users and Needs	4(4+0+0)	70	28	30	12	-	-	-	-	100
MLS- 104	ICT Applications (Practical)	4(0+0+4)			30	12	70	28	-	-	100
MLS- 105	Information Processing and Retrieval (Theory)	4(4+0+0)	70	28	30	12					100
Total=		20 (16+0+4)	280		150		70				500


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Dr. Sandhya Dwivedi
Invited Member

IInd SEMESTER


Course Code No.	Title of the Course	Credits (L+T+P)	Theory		Sessional		Practical			
			Full Marks	Pass Marks	Full Marks	Pass Marks	Term End Full Marks	Lab Work		
								Full Marks	Pass Marks	Full Marks
MLS- 201	Preservation and Conservation of Library Materials	4(4+0+0)	70	28	30	12	-	-	-	100
MLS- 202	Digital Library and Web Technology	4(4+0+0)	70	28	30	12	-	-	-	100
MLS- 203	Professional Ethics and Legal Issues	4(4+0+0)	70	28	30	12	-	-	-	100
MLS- 204	Information Processing and Retrieval (Practical)	4(4+0+0)	70	28	30	12	-	-	-	100
MLS- 205	Dissertation	4(0+0+4)			30	12	70	28	-	100
	Total=	20 (16+0+4)	280		150		70			500
	Total	20+20=40	280+280		150+150		70+70			500+500 =1000


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 External Member


 Dr. Awadhesh Singh Gautam
 Internal Member


 Dr. Sandhya Dwivedi
 Invited Member

SEMESTER Ist

Credits= 20, Total Marks = 500

PS

~~Final~~

BN

Course Code: MLS- 101

Course Title: Research Methods and Techniques

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. To aid in the comprehension of concepts related to research methods in general;
2. To introduce research support tools and a research communication process; and
3. To help in identifying research information sources in LIS and to explore the trends of LIS research in India.

Unit 1 Concept of Research

- Meaning, Concept and Significance
- Types and Approaches of Research: Pure V/S Applied, Interdisciplinary V/S Multidisciplinary
- S. R. Ranganathan Spiral of Scientific Method
- Research in Social Science, Trends in Library and Information Science Research

Unit 2 Research Methods, Techniques and Tools

- Research design, Hypothesis,
- Literature Search, Sampling Techniques
- Research Methods – Scientific, Historical, Survey, Census, Case Study, Experimental, Focused groups
- Techniques of collecting data- Questionnaire, Interview, Schedule, Observation, and Check Lists

Unit 3 Data Analysis and Interpretations

- Graphical presentation of data
- Measurement of Central Tendency, Mean, Mode, Median, Measurement of Variables,
- Measures of Dispersion, Correlation Studies and Regression Analysis
- Librametrics, Bibliometrics, Scientometrics, Informetrics, Webometrics.

Unit 4: Research Report Writing

- Report Writing: Outline and Qualities of Good Report
- Referencing Standards
- Plagiarism: Definition and Concepts
- Plagiarism Software: URKUND, TURNTIN etc.

Unit 5 Citation analysis, Impact Factor, Online citation index

- Concept of citation analysis, Formulas for measuring Citation H-index, I-index, G-index
- Impact factor: Concept, need, Formulas for measuring impact factor
- Citation Indexing Databases and Services
- Scopus; Web of Knowledge; Google Scholar and others

Course Outcomes:

The course will enable the students to learn the basics of research and research methodology in terms of types, forms, and formulation; research questions including objectives and hypotheses; furthermore, the students will also benefit from the data collection methods and understand how to analyse data through different statistical techniques.



Suggested Books for Reading & References

1. BUSHA (C H) & HARTER (S P). Research methods in librarianship: techniques and interpretation. New York: Academic Press, 19100.
2. Gupta, S.P. (2002). Statistical Methods. New Delhi: Sultan Chand
3. Khan, M. A. (2002). Research methods in library and information science. New Delhi: Cosmo Publications
4. KRISHNASWAMI, O.R. (1993). Methodology of Research in Social Sciences. Bombay : Himalaya
5. KRISHAN KUMAR. Research methods in library and information science. New Delhi: Vikas, 1992.
6. RAVICHANDRA RAO (I K). Quantitative methods for library and information science. New Delhi: Wiley Easter, 1983.
7. STEVENS (R E). Research methods in librarianship. London: Bingley, 1971.



Course Code: MLS- 102

Course Title: Information Network and Knowledge Management

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. To comprehend the concepts and elements of an information system
2. To acquaint the students with the nature, functions and activities of information systems at different levels in different subjects; and
3. To provide competency in information system planning, design, and evaluation.

Unit 1: Information System

- Basic concept, Types, Characteristics and Components.
- Conceptual difference between Data, Information and Knowledge
- Planning and Organisation of Information System
- Translation Pools: Functions and Services.

Unit 2: Libraries, Documentation, Planning, Designing and Evaluation of National and International Information System.

- Data Bank, Information Analysis Centre
- Documentation Centre, Document Delivery/Reprographic Centre
- Archives and Museum, Referral Centre, Clearing House
- Evaluation Criteria for National and International Information System

Unit 3 National and International Information System

- NAPLIS (National Policy on Library and Information System)
- NISCAIR, DESIDOC, NASSDOC, SENDOC, DELNET, INFLIBNET, NISSAT
- UNESCO-PGI, AGRIS, INIS, INSPEC, DEVSIS
- MEDLARS, ICSU, BIOSIS, UNISIST

Unit 4: Knowledge Management

- Knowledge Management: Concept, Definition, Origin and Need
- Knowledge Creation and Capturing, Data Mining, TQM
- Tools of Knowledge Management
- Legal and Ethical Issues in Knowledge Management

Unit 5 Open Access Initiatives

- Open access: Concept, Need, Characteristics and Types
- Open Access Initiatives in India
- Evolution of Institutional repositories , Implementing institutional repositories
- Institutional repositories-concepts and issues, Institutional repository software, Key features and functionality

Course Outcomes:

On completing this course, students will be able to understand the process of planning and automating the library's housekeeping operations and services and familiarise themselves with the library management software. To know the possibilities of application of information networking and knowledge management in libraries in order to better utilise technologies to offer customised and user-friendly support resources and services.

Suggested Books for Reading & References

1. Atherton, P. Handbook of Information systems and services. 1977.
2. Christee Gabour Atwood. (2009). Knowledge Management Basics (ASTD Training Basics Series. Amazon.com
3. Donald Hislop. (2009). Knowledge Management in organization. Amazon.com
4. Gupta B.M. and others: Handbook of Libraries, Archives, Information Centres in India. New Delhi, Aditya Prakashan, 1991. Related Volumes.
5. Lazar, Peter.: Information system: Design and development, Bangalore, SRELS, 1985.
6. Lucas, Amy. Ed. Encyclopedia of Information systems and services. Detroit, Gale Research, 1989
7. Kent, Allen, Eds.: Resource sharing in Libraries 1979,
8. Samuelson, and others. Informations Systems. 1977.
9. UGC: Development of Information and Library Network (INFLIBNET). 1988.
10. Vickery, B. Information Systems. London, Butterworths, 1987. 2



Course Code: MLS- 103
Course Title: Information Users and Needs

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. To know the features of information sources, institutions, and information system;
2. To train the students with the practical skills for preparation of IAC products; and
3. To understand the study of Information Users and their education.

Unit 1 Information Users and their Needs

- Meaning, Definition, Distinction between need, demand and requirement, Types of Information Need
- Categories of information users: Academic community, Scientists, Technologist, Research and Development Personnel, Planners, Policy Makers and other Professionals
- Information Seeking Behavior: Meaning, and Definition
- Various Models of Information Seeking Behaviour

Unit 2 User studies

- Meaning, Definitions, Importance, Methods, Techniques and Strategies
- User Studies in different types of libraries, different user groups and disciplines
- Quantitative and Qualitative Techniques
- Techniques of data collection- Questionnaire, Interview, Observation and Diary

Unit 3 User Education

- User Education: Concept and Need
- Methods of User Education
- Evaluation of User Studies: Definition, Need, and Criteria
- Methods and Steps in Evaluation

Unit 4 Information Literacy (IL)

- Information Literacy: Concept and Types
- Salient Features of Information literacy
- Models of Information Literacy
- Digital Information Literacy and Library Users

Unit 5 Global perspectives

- Current trends in Information Literacy
- Study of Information Literacy Programs in India
- Information Literacy Competencies, Challenges facing Information Literacy
- Development of Information Literacy, Standards and Guidelines, National and International Information Literacy Missions, Forums and Task Forces


Course Outcomes:

After studying this course, the students will be able to understand the role of libraries, their functions and services, and the importance of lifelong learning. Information Literacy, User Studies, User Education, Information Literacy Models, Global Perspectives and their Needs.



Suggested Books for Reading & References

1. Alvite, L. and Barrionuevo, L. (2011). Libraries for Users: Services in Academic Libraries. Oxford: Chandos Publishing.
2. American Library Association (1995). Information for a new age: Redefining the librarian. Chicago: ALA
3. Biblarz, D., Bosch, S. and Sugnet, C. (2001). Guide to Library User Needs Assessment for Integrated Information Resource Management and Collection Management. Maryland: Scarecrow Press, Inc.
4. Eisenberg, M. B., Lowe, C. A. and Spitzer, K. L. (2004). Information Literacy: Essential Skills for the information age. London: Libraries Unlimited.
5. Ford, N. (2015). Introduction to Information Behaviour. London: Facet Publishing.
6. Grassian, E. S., Kaplowitz J. R. (2009). Information Literacy Instruction: Theory and Practice. Chicago: Neal-Schuman Publishers, Inc.
7. Henry, M. and Morgan, S. (2002). Practical strategies for modern academic library. London: Aslib-IMI.
8. Kawatra, P. S. (1997). Library user studies: Manual for librarians and information scientists. Mumbai, Jaico.
9. Kumar, P. S. G. (2004). Library and Users: Theory and Practice. Delhi: B. R. Publishing Corporation.
10. Lushington, N. (2002). Libraries Designed for Users: A 21st Century Guide. Chicago: Neal-Schuman Publishers.
11. P. Balasubramanian, P. (2011). Users and Uses of Library. New Delhi, Deep and Deep Publications Pvt. Ltd.
12. Ruthven, I and Kelly, D. (2011). Interactive Information-seeking Behaviour and Retrieval. London: Facet Publishing.
13. Spiller, D. (2000). Providing Materials for Library Users (6th Ed.). Chicago: Library 29



Course Code: MLS- 104
Course Title: ICT Application (Practical)

Credits- 4 (0+0+4)

Marks=100

Objectives:

1. To provide basic concepts of Designing Website and Navigation tools;
2. To understand the importance of audio video conferencing advanced searching techniques;
and
3. To give the practical exposure for Digital library software.

Unit-1: Word Processing and Library Automation

- Word Processor, Spreadsheets, Presentation
- Operating System: Windows, DOS, Linux
- Library Automation Software: KOHA

Unit-2: Internet and Library Digitization

- Internet searching through various search engines
- Searching Techniques: Boolean Operators
- Digital Library Software: Dspace, Greenstone

Course Outcomes:

At the end of the course, students will be practically acquainted with the latest tools and technologies available for maintaining library databases, library automation software (Koha), and communication flow within and outside the library, and the design and development of library blogs. They will be skilled in the practical implementation of ICT in libraries.



Course Code: MLS- 105
Course Title: Information Processing and Retrieval (Theory)

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. To provide basic concepts related to information retrieval system, subject indexing and indexing languages;
2. To introduce features, components, types and models of digital IR system; and
3. To help in understanding information seeking behaviour and IR evaluation methods.

Unit 1 Information Retrieval System

- IR Systems: Concept, Definition, Characteristics, Components and Functions
- Subject indexing: Concept, Principles, Methods and Systems
- Pre Co-Ordinate and Post Co-Ordinate Indexing Systems

Unit 2 Indexing Languages

- Indexing Languages – Concept, Types and Characteristics
- Indexing Systems: Chain Procedure and Subject heading lists (Library of Congress List of Subject Heading and Sears List of Subject Heading)
- Citation indexing: Concept and Utilities
- Computerized Indexing and Clustering Technique

Unit 3 Vocabulary Control and Online Information Retrieval

- Vocabulary control: Definition and Tools
- Thesaurus: Importance, Structure and Steps for Construction
- Expert System
- On-line Searching and Retrieval: Elements and Search Formulation

Unit 4 Information Retrieval Models IR models: concept and purpose

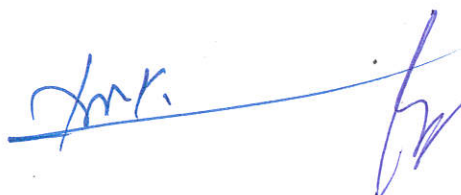
- Search Strategies: Proximity Search, Truncated Search, Boolean Search, and Federated Search
- Software's for Information Retrieval
- Criteria for evaluation of IR systems

Unit 5 Content Development

- Content Development: Guidelines, Norms, Markup Languages for Content Development
- Content Management Systems (CMS): Features and Utilities
- Natural Language Processing: Meaning, Prospects and Interfaces
- Current Trends In IR research

Course Outcomes:

After learning this course, the students will be able to know the basic principles and practices of information documentation, organization, storage, retrieval and dissemination.



Recommended Sources

1. Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). Thesaurus Construction and Use: A practical manual. 4th Ed. ASLIB.
2. Becker, Joseph and Robert M Hayes. (1967). Information Storage and Retrieval tools Elements & Theories. New York: John Wiley.
3. Choudhury, G.G. (1993). Introduction to Modern Retrieval System. Calcutta: IASLIC, 1993
4. Chowdhury (G G). Introduction to modern information retrieval. 1999. Library Association, London.
5. Cleveland (Donald B) and Cleveland (Ana D). Introduction to indexing and abstracting. 2001. Libraries Unlimited, Colorado.
6. Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.
7. Elis, David (1996). Progress and Problems in Information Retrieval. London: Library Association.
8. Fosket, A.C.(1992) Subject Approach to Information. London: Clive Bingley.
9. Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.
10. Gosh (S N) and Satpathi (J N). Subject indexing system: concepts, methods and techniques. 1998. IASLIC, Calcutta.
11. Grolier, Eric de. (1962). A Study of general Categories Applicable to Classification and Coding in Documentation UNESCO.
12. Korfhage (R R). Information storage and retrieval. 1997. John Wiley, New York, USA.
13. Lancaster (F Wilfred). Indexing and abstracting in theory and practice. Ed. 3. 2003. University of Illinois, Urbana.
14. Lancaster (F Wilfred). Vocabulary control for information retrieval. Ed. 2. 1985. Information Resource Press, Arlington.
15. Lancaster, F.W. (1977). The Measurement and Evaluation of Library Science. Information Sources Press.
16. Losee, Robert M. (1998). Text retrieval and Filtering: Analytical Models of Performance. London: Kluwer.
17. Meadow, Charles T. (2000). Text Information retrieval system. Academic Press.
18. Sharp, Harold S. (1964). Readings in Information Retrieval. London: The Scarecrow Press.
19. Soergel (D). Indexing languages and thesauri: construction and maintenance. 1974. John Wiley and Sons., New York.
20. Soergel, Dagobert. (1985). Organizing Information. Principles of Database & Retrieval Systems, Academic Press.
21. Walker (G) and Janes (J). Online retrieval: a dialogue of theory and practice. 1993. Libraries Unlimited, Englewood, London.



SEMESTER IInd

Credits= 20, Total Marks= 500

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Course Code: MLS- 201

Course Title: Preservation and Conservation of Library Materials

Credits- 4 (4+0+0)

Marks=100

Objectives

1. To introduce the idea of conservation, preservation, and archiving.
2. To distinguish between the concepts of conservation, preservation, and archiving;
3. To comprehend the conservation, preservation, and archiving process, activities, tools, and techniques; and
4. To understand the importance of national and international organizations working on conservation, preservation, and archiving.

Unit 1 Concept of Preservation and Conservation

- Concept and Need for Preservation and Conservation
- Historical development of writing materials
- Palm Leaves and Birch Bark: Nature and Preservation
- Inherent characteristics of the Library Materials – Manuscripts, Books, Periodicals and Newspapers

Unit 2 Hazards to Library materials

- Environmental Factors
- Biological Factors
- Chemical Factor

Unit 3 Preventive Methods

- Disaster Management, Disaster Prevention
- Preventive Measures for Environmental Factors
- Preventive Measures for Biological Factors
- Preventive Measures for Chemical Factors

Unit 4 Restoration of Documents

- Removal of stains, Fumigation, De-Acidification, Lamination
- Binding: Objectives & Types of Binding, Binding Material, their Varieties
- Binding Process
- Standards for Library Binding

Unit 5 Preservation of Digital Resources

- Concept, Purpose of Digital Preservation
- Planning, Steps
- Standards for Digital Preservation
- National and International Initiatives

Course Outcomes:

At the end of the course, students will be familiar with everyday care of library materials; storage and handling of library materials; collection management; principles for preservation and conservation of library materials; factors of deterioration (environmental, biological, chemical, mechanical, or human and disaster factors); preservative and conservative measures (books, archival materials, paper, and digital preservation); preservation policy; reformatting, library binding, in-house repair, security and disaster planning; common preservation problems and solutions They will also learn the tools to build an effective preservation programme in any library.



Suggested Books for Reading & References

1. Balloffet, N., Hille, J., and Reed, J. A. (2005). Preservation and conservation for Libraries and archives. Chicago: American Library Association.
2. Dasgupta, Kalpana, ed. (1988). Conservation of library materials. Calcutta : National Library
3. Feather, John (1996). Preservation and the Management of Library Collections. 2ndEd. London: Library Association Publishing.
4. Harvey, Ross. (1994). Preservation in libraries: principles, strategies and practices for librarians. London: Bowker Saur.
5. Henderson, Kathryn Luther and Henderson, William T. (ed). (1983). Conserving and Preserving Library Materials. Urbana Champaign: University of Illinois.
6. Johnson, Arthur W. (1983). The Practical Guide to Book Repair and Conservation. London: Thames and Hudson.
7. Prajapati, C.L. (1997). Archivio-Library Materials - Their Enemies and Need of FirstPhase Conservation. New Delhi: Mittal Publications.
8. Sharma, R. G. (1979). Pandulipi sampadan kala. Delhi : Prabhat Prakashan
9. Singh, R. S. (1993). Conservation of documents in libraries, archives and museums. Delhi



Course Code: MLS- 202
Course Title: Digital Library and Web Technology

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. To provide nature, features, scopes and limitations of digital information resources;
2. To know the use of text retrieval and supporting tools in organizing digital resources; and
3. To explore the use of content management system, web 2.0 and semantic web technologies in library systems.

Unit 1 Digital Library

- Concept, Needs and Objectives
- History and Evaluation of Digital Library
- Collection Development
- Organisation of Digital Resources, E-Books, E-Journals, and ETD

Unit 2 Digital Library Architecture

- Elements of Digital Library, DOI
- Open URL, CrossRef and other aspects
- Access Control and DRM
- Security and Preservation Issues

Unit 3 Content Creation

- Study of different file formats- JPEG, MPEG, GIF, TIFF and PDF
- Content Management Tools Drupal, Joomla
- Content Management Techniques: Blog, Wiki, Podcast, RSS, Web Conferencing
- Creating Web Document, Markup Languages: SGML, HTML and XML

Unit 4 Information Management and Access

- Metadata, Metadata Harvesting
- Metadata Schemes: DCMS, MODS, TEI
- Semantic Web Technologies
- Data Mining

Unit 5 Preservation and Legal Issues

- Legal Issues of Digital Libraries
- IPR, Copyright
- Preservation Metadata
- Maintenance activity (PREMIS)

Course Outcomes:

After successful completion of this course the students will be skilled to critically evaluate website quality and will familiar with how to create and maintain qualitative web pages based on standards and will also learnt to create and manipulate the images. The students will be acquainted with the latest tools and technologies available for maintaining digital library, so that they can implement all such tools in future libraries.



Suggested Books for Reading & References

1. Arms, W. (2000). Digital libraries. Cambridge MA: MIT Press.
2. Barnes, S. J. (2004). Becoming a digital library. New York: Marcel Dekker.
3. Calhoun, Karen. (2013). Digital libraries. London: Facet Publishing.
4. Chowdhury, G.G. & Chowdhury, S. (2003). Introduction to digital libraries. London: Facet Publishing.
5. Chowdhury, G.G. & Foo, Schubert, Ed. (2012). Digital libraries and information access: research perspectives. London: Facet Publishing.
6. Lesk, M. (2004). Understanding digital libraries. 2nd ed. San Francisco
7. Thomas A. Peter. (2000). Library Trends: Special issue: Assessing digital library services, 49(2).
8. Reynolds, Dennis. Library automation: Issues and applications. New York: Bowker, 1985.
9. Leona Carpenter, Simon Shaw & Andrew Prescott. Towards the Digital Library. London: LA, 1998.



Course Code: MLS- 203

Course Title: Professional Ethics and Legal Issues

Credits- 4 (4+0+0)

Marks=100

Objectives:

1. Explain the meaning of ethical values and appreciate ethical values that enhance quality in professional performance;
2. Realize the responsibility of being a library/information professional to work according to prescribed ethical standards; and
3. Discuss various ethical standards for LIS professionals.

Unit 1 Ethics

- Concept, Definition, History, Need and Objectives of Ethics
- Professional Ethics: Objectives, Importance
- Professional Ethics for Librarianship
- Ethics in Library and Information Science Profession

Unit 2 Code of Ethics for LIS Professionals

- American Library Association Code of Ethics
- Library Association Code of Professional Conduct
- Facets of LIS Code of Ethics
- Code of Ethics for LIS Profession in India

Unit: 3 Professional Ethics & Technology

- Awareness of IT in library service environment
- Personnel Training
- Internet & Telecommunication Skills
- Scholarly Information Sources – OAI

Unit: 4 Legal Issues

- Freedom of Information & Privacy
- Database Rights
- Quality Issues & Liabilities Of Information Provider
- Legal Aspects of E-Resources

Unit: 5 Research Ethics

- Responsibilities of Research Ethics Committees
- Development of Contemporary Research Ethics
- Responsibilities of Sponsors and Researchers
- Moral Obligations of the Librarian

Course Outcomes:

On studying this course students will be able to develop and communicate a personal understanding of the moral significance and ethical responsibilities of being a library professional. Develop the knowledge and skills necessary to make ethically responsible decisions, including the development of deliberative capacities in which communication, listening, reflection, and reasoning are the part of moral deliberation and conflict resolution. Assess their abilities in contexts with respect to critical reasoning, effective communication, and ethical decision-making in context of values residing in Indian value system.

Suggested Books for Reading & References

1. AALL Ethical Principles- <http://cool.conserva-tion-us.org/bytopic/ethics/asiset.html>
2. Chopra, Hans Raj. Librarianship: as a profession in India, Jodhpur: Jain Brothers, 1989
3. Coblans, Herbert. Librarianship & documentation: an international perspectives. London: Andre Deutsch Limited, 1974
4. Code of Ethics for Information Scientists <http://cool.conserva-tion-us.org/bytopic/ethics/asiset.html>
5. Code of Ethics of the American Library Association - <http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics.cfm>
6. Codes of Ethics Online - <http://ethics.iit.edu/index1.php/Programs/CodeofEthics>
7. MLA Code of Ethics - <http://www.mlanet.org/about/ethics.html>
8. Professional Codes of Ethics/Conduct - <http://archieve.ifla.org/faife/ethics/code.htm>

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Course Code: MLS- 204

Course Title: Information Processing and Retrieval (Practical)

Credits- 4 (0+0+4)

Marks=100

Objectives:

1. To understand the methods of information processing using UDC and AACR II;
2. To train the students to get more advanced knowledge of cataloguing and classification; and
3. To give the students hands-on practice of the various indexing systems.

Unit-1: Knowledge Organisation Practice- Depth Classification

- Classification by UDC (Abridged Rev. English Ed.1961
- Introduction of scheme: History. Structure, Principles
- Introduction to common Auxiliaries and Special Auxiliaries, Adequate Number of titles From All Disciplines
- Use of common and special Auxiliaries

Unit-2: Information Processing & Retrieval Practice- Advance Cataloguing)

- Use of AACR-2 (R) (2002), Cataloguing of Multi Volume Books, Composite Books With collective Title (Ordinary Composite books), Without Collective Title (Artificial Composite books)
- Cataloguing of documents related to corporate authorship, Government Publications, Institution publications Conference /congress/seminar Workshop Publications
- Cataloguing of serial journal Publication
- Cataloguing of Non—Book Materials, Cartographic Materials , Manuscripts, Sound Recordings, Motion Pictures And Video recordings, Microforms


Course Outcomes:

After learning from this course, the students will be able to know the basic principles and practices of information documentation, organization, storage, retrieval, and dissemination.



Suggested Books for Reading & References

1. Sardana, J.K. and Sehgal, R.L.: Universal Decimal Classification, New Delhi; Ess Ess Publications, 2001.
2. Sehgal, R.L.: Number Building in UDC World Book Enterprises, Delhi, 2001.
3. FOSKET (A C). Universal Decimal Classification. 1973. Clive Bingley, London.
4. McLLWAINE (I C). The Universal Decimal Classification: a guide to its use. 2007. UDC Consortium, The Hague, Netherlands.
5. Fugman, Robert (1993). Subject Indexing and Analysis Theoretical Foundations & Practical Advice. Frankfurt: Index Verlag.
6. American Library Association. (1978). Anglo-American cataloguing rules. 2nd Ed, 2002 revision, 2005, updates. Chicago: American Library Association.
7. Egozi, O., Markovitch, S., & Gabrilovich, E. (2011). Concept-based information retrieval using explicit semantic analysis. ACM Transactions on Information Systems (TOIS), 29(2), 1-34.
8. Singh, S. N. & Prasad, H. N. (1985). Cataloguing Manual AACR-II. Delhi: B. R. Publishing Corporation.
9. Convey, John. (1992). Online Information Retrieval: An Introductory Manual to Principles and Practice. 4th ed. London.



Course Code: MLS -205
Course Title: Dissertation

Credits- 4 (0+0+4)

Marks=100

Objectives:

1. To train the students in literature searching using print & online sources on the assigned area of study.
2. To train the students in preparing bibliography & documentation list on the assigned area of the study.

Each student will be allotted a topic for their dissertation by the concerned teacher/supervisor. They will have to follow all the basic research guidelines and the APA referencing style in their dissertation. He/She should have submitted the dissertation at the fixed date announced by the department.

Evaluating report - 50 Marks

Viva - 20 Marks

Course Outcomes:

With this course, the students learn to identify the most relevant textbooks, reviews, papers and journals for their research topics. After the course students will also learn how to critically read and assess research papers and reviews. The students will be familiar with referencing style.

Note: Each student shall have to undergo an internship Programme at a library selected by the Department for a period of one month, immediately after the second semester examination.

