

Master of Library and Information Sciences

PROGRAMME GUIDE

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INTRODUCTION

Information is a pervasive element in contemporary society, the development of which will depend upon the future shape of information services particularly with the usage of Information Communication Technologies. MLIS programme puts emphasis on handling and access to information in all forms rather than the conventional library activities and earn a higher degree or an advanced certification for professional growth. MLIS impart critical thinking and reflexivity about professional practice as managers of libraries and information services and an understanding of research methods and activities of research organizations.

ACADEMIC OBJECTIVES

1. To impart to the students a thorough understanding of patterns of knowledge development and its organization;
2. To train the students in the advanced skills of information/knowledge, gathering, processing, organization and retrieval;
3. To train the students in information/ knowledge analysis, repackaging, and marketing;
4. To provide advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
5. To train students in the analysis, planning, and management of the systems of library and information centers; and
6. To provide an understanding of research methods and activities of research organizations.
7. To provide an understanding of the vital and pervasive role of information as an essential resource in all activities.
8. To acquaint the students with the application of modern management techniques and ideas essential for library and Information systems.
9. To provide a thorough insight into all techniques of information handling with a special emphasis on the application of information technology.
10. To train the students to develop their insight and skills in recent trends in the collection.

PROGRAMME CODE: 4J2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 2 years

MEDIUM OF INSTRUCTION/EXAMINATION:

Study Material may be made available in English medium. However, a student has the option of writing the Exam in English/ Hindi/Punjabi language except for **DLIS413 “ADVANCED CLASSIFICATION PRACTICE”** and **DLIS415 “ADVANCED CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

PROGRAM SCHEME

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE	ETP
TERM 1					
DLIS411	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES	4	30	70	0
DLIS412	INFORMATION ANALYSIS AND REPACKAGING	4	30	70	0
DLIS413	ADVANCED CLASSIFICATION PRACTICE	4	30	0	70
DLIS414	INFORMATION STORAGE AND RETRIEVAL	4	30	70	0
TERM 2					
DLIS415	ADVANCED CATALOGUING PRACTICE	4	30	70	0
DLIS416	ACADEMIC LIBRARY SYSTEM	4	30	70	0
DLIS417	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES	4	30	70	0
DLIS418	INFORMATION TECHNOLOGY: APPLICATIONS	4	30	70	0

Course Code	D	L	I	S	4	1	1	Course Title	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

COURSE CONTENT:

Sr. No.	Description
1.	Concept of Research: Research: Definition, meaning, need, process and types of research (Qualitative and Quantitative).
2.	Research design: Definition, types, Principles, identification and formulation of problem, components and criteria.
3.	Research Methods, Techniques and Tools: Research Methods: Scientific, Historical, Descriptive, Survey & Case Study and Experimental Method: their application in Library & Information Science.
4.	Research Techniques and Tools: Questionnaire, Schedule, Interview, Observation, library records and reports. Scales and Check Lists, Library records and reports.
5.	Data Analysis and Interpretation: Role of Statistical Methods in Research; Descriptive Statistical –Measurement of Central Tendency; Correlation, Regression. Statistical Techniques: Measures of Mean, Mode, Median. Measures of Dispersion: Mean deviation.
6.	Standard deviation. Presentation of Data: Tabular, graphic, bar diagram, pie-line graphics; Testing of Hypothesis and Statistical Inference; Computerized Statistical Packages: Use of SPSS.
7.	Nominal and operational definition; Designing research proposal; Literature search: Print and Non-print and Electronic Sources.
8.	Guidelines of Research Reporting, Style Manuals –MLA, APA, E-Citation and methods of Research Evaluation. Research Reporting & evaluation, Structure, Style, Contents, Style Manuals - Chicago - MLA - APA etc.
9.	E-Citation and Methods of Research Evaluation, Current Trends in Library and Information Science Research.
10.	Sampling techniques.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Kothari: Research Methodology and Statistics Techniques,
2. Bailey, Kenneth: Methods of social research . Ed. 2,1982.
3. Bajpai, S R: Methods of social survey and research , 1984.
4. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship, 1988.
5. Carpenter, R.L.: Statistical Methods for librarians,1978.
6. Donner, M.D.: Editing scientific books and journals,1978.
7. Ghosh, B.N.: Scientific methods and social research. Ed. 2, 1984.
8. Fastinger, Leon and Katz, Dehiel: Research methods in behavioural sciences, New York: Amerind,1976.
9. Young, P.V.: Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall, 1966.
10. Neelameghan, A: Presentation of Ideas in Technical Writings, 1975.
11. Sardana, J.L. and Sehgal, R.L: Statistical methods for Librarians, 1981.
12. Simpson, I.S.: basic statistics for librarians, Ed3,1983.
13. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research,1971.
14. Sharma, Ram Dutt: Research methods in social science, 1988.
15. Misra, K.P: Research methodology: A handbook, 1989.
16. Kerlinger, F.N: Foundations of Behavioral Research. Ed 2, 1973

Course Code	D	L	I	S	4	1	2	Course Title	INFORMATION ANALYSIS AND REPACKAGING
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

Course Content:

Sr. No.	Content
1	Information Analysis, Repackaging and Consolidation: Information Analysis, Repackaging and Consolidation: Concept, Process. Guiding Principles for arrangement and presentation of idea in a helpful sequence.
2	Electronic Content Creation. Information Consolidation Products: Concepts, Types, Design, Development and Methodology.
3	Information Products : Information News-letter, Hand Book, House Bulletin, In-house Communication, Trade Bulletin, Product Bulletin, State-of-the-Art Report, Trend Report.
4	Technical Digest : Nature, concept, types, design and development
5	Information Retrieval: IR Models, Search Strategies; Manual / Machine, Feedback and Refining. Evaluation of Information Retrieval Systems; Project and Parameters
6	Marketing of Information: Concept, Need, Benefits, Ingredients. Information Marketing in India. Trends in Marketing of Information Services.
7	Cataloguing & Subject Indexing: Principles and Practices: Principles of Subject Cataloguing: Assigning Subject Headings Using Library of Congress Subject Headings and Sear's List of Subject Headings etc. Pre & Post Coordinate Indexing Systems and Citation Indexing. Development of Indexing Concept
8	Indexing Language: Types and Characteristics: Indexing Language: Types and Characteristics. Vocabulary Control. Tools of Vocabulary Control. Structure and Construction of an IR Thesaurus, Trends in automatic indexing.
9	Content Analysis, Abstract & Abstracting: Content Analysis: Concept, Types, and Processes. Abstract: Definition & Types. Abstracting: Types and Guidelines in preparing Abstracts. Abstracting Agencies and Services
10	Planning and management of information consolidation units, Knowledge and skills required for Information Analysis and Consolidation

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Seetharama,S. Information consolidation and Repackaging, New Delhi. ESS ESS 1997.
2. Saracevic, T and Wood JS : Consolidation of information : A Handbook of evaluation,Restructuring and Repackaging of Scientific and technical Information, Paris:UNESCO, 1981.
3. Atherton, P. Handbook of information systems and services. Paris: Unesco, 1977.
4. Seetharama, S. Information consolidation and Repackaging, New Delhi. ESS ESS 1997. Saracevic, T and Wood JS: Consolidation of information: A Handbook of evaluation,
5. Restructuring and Repackaging of Scientific and technical Information, Paris: UNESCO,1981.
6. P S G Kumar. Information Analysis, Repackaging, Consolidation and Information Retrieval. Publisher: Br Publishing Corporation (2004

Course Code	D	L	I	S	4	1	3	Course Title	ADVANCED CLASSIFICATION PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
30	0	70

COURSE CONTENTS:

S. No.	Topics
1.	Classification Of Documents According to DDC (21 st Ed.) Classification of documents representing simple subjects, Classification of Documents using Tables Classification of documents representing compound subject Classification of documents representing complex subject
2.	Classification of Documents according to UDC (3rd Abridged Ed.) : Classification of Documents representing simple subjects. Classification of Documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Dewey Decimal Classification and Relative Index, 21st Ed., New York: Forest Press, 1996, 4v.
2. Universal Decimal Classification, BS 1000 A : Abridged 3rd rev. English ed., 1961, London :
3. British Standards Institution: Forest Press, 1963, 254p.
4. Sehgal, R.L., Number Building in DDC, UDC and CC, New Delhi: Ess Ess Pub., 1993.
5. Satija, M.P. and Comaromi, John P., Introduction to the Practice of DDC, New Delhi: Sterling Pub., 1988

Course Code	D	L	I	S	4	1	4	Course Title	INFORMATION STORAGE AND RETRIEVAL
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

Course Content:

Sr. No.	Content
1	Classification: Development and trends in general classification Schemes, CC, DDC, UDC, LC, BC.
2	Activities of organization in Classification research. DRTC, ISKO, CRG
3	Cataloguing: Development and trends in Cataloguing, ISBD, MARC, CCF, OPAC.
4	Subject Cataloguing and concept indexing for online research.
5	Indexing: Developments and trends in indexing. Derived indexing; Assigned indexing, Alphabetical indexing, Keyword indexing. Pre and post coordinate indexing systems, citation indexing.
6	Features of Information storage and retrieval system – precision, recall relevance.
7	Online searching and search strategies.
8	Vocabulary control: Methodology current trends and development
9	Sears list of subject Headings, Library of congress subject Headings. Medical Subject Headings (MeSH).
10	Thesaurus of ERIC descriptors, Thesauri – facet.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Maltby, A., ed. Sayer's manual of classification for libraries. 5th. Ed. London: Andre Deutsch, 1975
2. Oddy, P. Future libraries, future catalogs. London: LA, 1996
3. Aitchinson, J and Gilchrist, A: Thesaurus construction. 2nd ed. London: Aslib, 1987.
4. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996

5. Cooke, A: A guide to finding quality Information on the Internet. 2nd Edn. London: Facet Publishing, 2001
6. Chowdhary, GG: Introduction to Modern Information Retrieval. London: LA, 1999.
7. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002
8. Foskett, AC. The subject approach to information. 5th ed. London: LA, 1996
9. Ghosh, SB and Satpathi, JN, ed. Subject indexing systems. Kolkata: IASLIC, 1998.
10. Guha, B. Documentation
11. Kemp, DA. The nature of knowledge. London: Clive Bingley, 1976.
12. Kemp, DA. Computer-based knowledge retrieval. London: Aslib, 1988.
13. Martin, WJ. The global information society. Aldershot: Aslib, 1995
14. Mason, RO and others, eds. Ethics of informarion management. New Delhi: Sage, 1995
15. Meadows, J. Understanding information. Munchen: KG Saur, 2001.
16. Prasher, RG. Index and indexing systems. New Delhi: Medallion Press, 1989
17. Rajan, TN, ed. Indexing Systems. Kolkata: IASLIC
18. Rowley, J. The electronic library. 4th ed. London: LA, 1998

Course Code	D	L	I	S	4	1	5	Course Title	ADVANCED CATALOGUING PRACTICE
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

COURSE CONTENTS:

S. No.	Topics
1.	Cataloguing Practice of non books materials: Cartographic Materials.
2.	Cataloguing Practice of non books materials: Video Recording.
3.	Cataloguing Practice of non books materials: Motion Pictures.
4.	Cataloguing Practice of non books materials: Sound recordings.
5.	Cataloguing Practice of non books materials: Computer files.
6.	Cataloguing Practice of non books materials: Microforms.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Anglo – American Cataloging Rules .Ed.2.1988, Revision.
2. Sears List of Subject Heading .Ed. 12. 1982.

Course Code	D	L	I	S	4	1	6	Course Title	ACADEMIC LIBRARY SYSTEM
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

Course Content

Sr. No.	Description
1	Role of library in academic institutions: Schools, Colleges and Universities, Development of university
2	College libraries with special reference to role of UGC, Role of academic libraries in open and distance education/ learning
3	Planning : Need & Importance of planning ;types of plans – short term, long term, strategic; steps
4	Components of planning —time involved, money involved, area of planning , SWOT analysis, systems approach , planning tool—MBO, Planning of library building and its interior.
5	Organizing: Purpose & Need for organizing. Organizational structure (line and staff functions, departmentalization, organizational charts); authority & its decentralization; (quality circles, matrix structures); functional organization of libraries
6	Human Resource Management : Staffing : Job definitions, recruitment, training and development motivation, job enrichment, appraisal of library staff.
7	Leadership & Communication: Activities and qualities of libraries managers; creativity and innovation; entrepreneurship. Interpersonal communication
8	Financial Management: Source of funds, different type of budgets; accounting and auditing, costing and cost analysis of libraries services
9	Academic library, collections and services development, Evaluation and effectiveness
10	Control: Control Techniques – Budgetary and non budgetary devices, management information system. Change& quality management with special reference to library automation and networking.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996
2. Narayana, GJ. Library and information management. Delhi: Prentice Hall, 1991.
3. Brophy, P. The academic library. London: , 2000.
4. Brophy, P. Quality management for information and library managers. London:Aslib, 1996
5. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
6. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
7. Clayton, P and Gorman, GE. Managing information resources in libraries: Collection management in theory and practice London: LA, 2001.Crawford, J. Evaluation of library and information services. 2nd Ed. 2000
8. Gallacher. Managing change in library & informationservices. London: Aslib, 2000.
9. Gorman, GE. Evaluating library collections. 2001
10. Lancaster, FW. If you want to evaluate your library.
- 9 Academic library, collections and services development, Evaluation and effectiveness
- 10 Control: Control Techniques – Budgetary and non budgetary devices, management information system. Change& quality management with special reference to library automation and networking.
11. Pugh, Change management in information services. London: Gower, 2000.

Course Code	D	L	I	S	4	1	7	Course Title	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

COURSE CONTENTS:

Sr. No.	Description
1.	Social Science disciplines: Scopes of the major subjects: Economics, Political Science, Brief survey of the contribution made by prominent authors in these fields
2.	Social Science disciplines: Scopes of the major subjects: Sociology, History
3.	Social Science disciplines: Developments, Problems .
4.	Information Sources: Role of primary, secondary and tertiary documents in the growth and development of social sciences
5.	Information sources: Evaluation of important secondary and tertiary sources of information in social sciences .Information sources: Evaluation of important distributed and networked sources
6.	Database: Networked and distributed databases in social sciences.
7.	Web- based resources and services: A brief introduction in the context of social sciences.
8.	Research activities :Brief survey of the activities of the research institutions and professional organization in the growth and development of social sciences disciplines with particular reference to India U.K. ,U.S.A
9.	Social Science research trends
10.	Social Science disciplines: Sociology, History, Brief survey of the contribution made by prominent authors in these fields

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Tza Chung (Li) : Social Science Reference Sources :A Practical Guide 1980.
2. Hoselitz (Bert F): Reader's Guide to the Social Sciences Revised Ed. 1972.
3. Brock, C: The Literature of Political Science: A guide for Students, Libraries and Teachers, 1969.
4. Heller (FL) : The Information Sources of Political Sciences. Ed 3.1981.
5. Lewis (PR): The Literature of the Social Sciences:An Introductory Survey and Guide.1960.
6. Mackenzie (Wom): Study of Political Science today.1970.
7. UNESCO: Main Trends of Research in the Social and Human Science.1970.
8. Malnyk (P): Economics: Bibliographic Guide to Reference Books and Information Sources, 1971.
9. Maltby(A) : Economics and Commerce: The Sources of Information and their Organisation. 1978.
10. Sheehy (EP): Guide to Reference Books, Latest Ed.
11. Mc Innis (Raymond G) and James (WS): Social Science Research Handbook.1975.
12. Walford (AJ): Guide to reference material. 1980.
13. Webb (WH): Sources of information in the social science .Ed3. 1980.

Course Code	D	L	I	S	4	1	8	Course Title	INFORMATION TECHNOLOGY: APPLICATIONS
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Weightage		
CA	ETE (Th.)	ETP
30	70	0

Course Content:

Sr. No	Topics
1	Library automation: Planning and implementation, Automation of housekeeping operations – Acquisition, Cataloguing, Circulation, Serials control OPAC Library management.
2	Library software packages: RFID, LIBSYS
3	Library software packages: SOUL, WINISIS.
4	Databases: Types and generations, salient features of select bibliographic databases
5	Communication technology: Fundamentals communication media and components.
6	Network media and types: LAN, MAN .WAN
7	Network media and types: Intranet.
8	Digital, Virtual and Hybrid libraries: Definition and scope. Recent development.
9	Library and Information Networks with special reference to India: DELNET, INFLIBNET, ERNET, NICNET.
10	Internet -based resources and services Browsers, search engines, portals, gateways, electronic journals, mailing list and scholarly discussion lists, bulletin board, computer conference and virtual seminars.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Rowley, J. The Electronic Library, 4th Ed. London: LA, 1998.
2. Smith, JWT: Networking and the Future of Libraries. 1993.
3. Bradley, P. World Wide Web: How to design and construct web pages. 2nd ed. London: Aslib IMI, 2000.
4. Deegan, M. and Simon Tanner: Digital Futures. London. LA, 2002
5. Kaul, HK: Library Networks: An Indian Experience. New Delhi: Virgo, 1992.
6. Krol, E: The whole Internet: User's guide and catalogue, 1993.
7. Poulter, A. and Others: The Library and Information Professionals Guide to the Internet. London: LA, 2000.
8. Winship I: The Student's Guide to the Internet. London: LA, 2001.