

Master of Library and Information Science (MLIS)

**(One Year Program)
2023-24**

SYLLABUS



A

(डॉ. आरती सारंग)

विभागाध्यक्ष

पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता
एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

**Department of Library and Information Science
Makhanlal Chaturvedi National University of Journalism and
Communication, Bhopal (M.P.)**

Introduction:

Libraries are now universally recognized as important social Institutions, no Community is considered Complete with a Library. The rapid increase in Production of recorded knowledge, have led to the expansion of Libraries and the development of their Services. A Library is an important element of community; an academic Library is an essential part of me Education Institution School, College or University: a business and industrial organization.

Librarianship is a growing field, which has by now attained the status of separate discipline in the universe of knowledge. It presents challenges and interesting situations to Library personnel. The Management of these Libraries needs personnel with good academic and professional qualification, Proficiency in one the Natural Science, Social Science or the Humanities is helpful in the professional Development of Librarian. Librarian work is primarily a social service, and therefore, needs young men and women with a sense of dedication and a spirit of service.

Librarianship as a profession provides a variety of employment opportunities. Persons with a superior record high qualification can achieve high position. The salaries in college, university libraries are comparable to those of teachers.

Objectives:

- To enable the student to understand and appreciate the functions and purpose of library in changing social and academic environment.
- To train the student in the techniques and management of Libraries of the 21st century.
- To train the students in the skill of information knowledge processing organization and retrieval using modern technologies.
- To develop the skills to manage the Electronic Libraries in Digital Environment and to provide the advance skill in Computer and its application in Library and Information activities.

Duration of the Course: 1 Year (2 Sem.)

Eligibility - BLIS from recognized University

Seats - 20

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Transcript or Grade Card or Certificate: Based on the grades earned, a grade certificate shall be issued to all the enrolled students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured and marks) along with SGPA of that semester and CGPA earned till that semester.

Master of Library and Information Science (MLIS) is after BLIS two semester programme. In each semester, there will be 4 core compulsory paper of 6 credits each, 1 open elective of 3 credits. In all, entire programme constitute 54 credits, 27 credits each semester.

Master of Library and Information Science - MLIS Course Code 174 one year full time Master course.

Course:-

The Master of Library and Information Science - MLIS of one year (Two Semester) course shall be designated as Master of Library and Information Science and abbreviated as MLIS under choice based credit system (CBCS)

Admissions:-

1. A candidate seeking admission to MLIS course should be BLIS from any recognized University.
2. A candidate seeking admission to MLIS course shall have to submit his Migration Certificate from previous University for enrollment in the University.
3. Admission shall be offered on the basis of Entrance Test or other method decided by the University from time to time.

Examinations:

1. There shall be University Examination at the end of each semester. These examinations shall be named as follows:
(a) MLIS One Year
 - MLIS - I semester
 - MLIS - II semester



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Scheme of Examinations
Master of Library and Information Science (Course Code -)
SEMESTER - I

S.N o.	Course of Study	Paper Numerical Unique	Class & Papers	Title of the Paper	Credits	Th	IA	P	Total
1.	CCC 1	1057	1(MLIS) 1	Information, Communication and Society	6	80	20	-	100
2.	CCC 2	1058	1(MLIS) 2	Information, Systems and Programmes	6	50	20	30	100
3.	CCC 3	1059	1(MLIS) 3	Information Storage and Retrieval Systems	6	50	20	30	100
4.	CCC 4	1060	1(MLIS) 4	Research Methodology	6	80	20	-	100
Open Elective									
5.	OE 1	1061	1(MLIS) 5	E-Resources collection and Management	3	25	10	15	50
6.	OE 2	1062	1(MLIS) 6	Open Educational Web Resources	3	25	10	15	50


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Master of Library and Information Science (Course Code -)
SEMESTER - II

S. No	Course of Study	Paper Numerical Unique	Class & Papers	Title of the Paper	Credits	Th	IA	P	Total
1.	CCC 5	1078	2(MLIS) 1	Information and Communication Technology (Theory)	6	80	20	-	100
2.	CCC 6	1079	2(MLIS) 2	Information, Communication and Technology (Practical)	6	50	20	30	100
3.	CCC 7	1080	2(MLIS) 3	Management and Organisation of Libraries and Information Centers	6	80	20	-	100
4.	CCC 8	1081	2(MLIS) 4	Dissertation	6		20	80	100
Open Elective									
5.	OE 3	1082	2(MLIS) 5	Digital Library	3	25	10	15	50
6.	OE 4	1083	2(MLIS) 6	Media Library	3	25	10	15	50
7.	OE 5	1084	2(MLIS) 7	Content Management	3	25	10	15	50


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SEMESTER - I



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Paper - 1

Information, Communication and Society

Marks : 80+20 = 100

OBJECTIVES

1. To understand the need and purpose of Information, Communication and Society.
2. To enable the students to know about the Information Society, Information Economics and Information Management.
3. To enable the students to know about the marketing of information product and services

Unit - 1 Information and Communication

Information: Characteristics, Nature, Value and its use
Conceptual Difference between Data, Information and knowledge
Trends in Information communication
Generation of Information: Modes and forms
Digital Information

Unit - 2 Information Society

Information Society- Concept, Definition, Characteristics.
Role of information Society in Library Profession
Policies relating to information, Censorship, Data Security, Right to Information Act, National Knowledge Commission.
Changing role of library and information centers in information society.

Unit - 3 Communication

Communication : concepts and nature.
Communication and its types : Intra-personal, Inter-personal and Mass Communication.
Communication process : elements, cycle.
Communication models - Shannon and Weaver's Lasswell's, Wilbur Schramm's
Communication channels in information centers - Oral, Written and Visual
Communication barriers.

Unit - 4 Information Economics

Information as a Economic resource, as a Marketable Commodity.
Marketing of information product and services
Cost analysis and E marketing

Unit - 5 Information Management

Information Management- Concept, Definition, Tools.
Information Explosion, Information Revolution, web Based information, Inflow & Exponential growth.

SUGGESTED READINGS:

1. Agrawal, S.S., Granthalaya and Samaj, Jaipur: RBSA Publisher, 1994.
2. Krishan Kumar, Library organization, Delhi, Har Anand, 1993.
3. Landheer, B., Social functions of libraries. 1957.
4. McColvin, L.R., The chance to read: public libraries of the world. 1956.
5. Sahai, S.N., Library and community. 1973.
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16. Khanna, J.K., Documentation and information: Services, system and techniques, Agra: Y.K. Publishers, 2000.
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Paper - 2
Information, Systems and Programmes

Marks : 80+20 = 100

OBJECTIVES

1. To understand the need and purpose of Information service and system.
2. To enable the students to know about the various services.
3. To enable the students to know about the system which offer the service?

Unit - 1 Information Systems and Organizations

Information Organisation as a System: Basic Concepts, Types and Characteristics.
Kinds of Information Systems: Libraries, Documentation Centers, Information centers, Data Centers, Information Analysis Centers, Referral Centers.
Archives and Translation pools: Function and Services

Unit - 2 National Information systems

Planning and Design of an Information System
National Information Policy
National Information systems: NIScPR (NISCAIR), DESIDOC , National Digital Library of India (NDL), INFLIBNET, DELNET.

Unit - 3 Global Information Systems


Programmes and Activities of UNESCO, UNISIST,
INIS , AGRIS, INSPEC and MEDLARS, NISSAT, etc.
World Digital Library

Unit - 4 Information Services

Information Services - importance, need, types.
Internet service - e-mail, face book, YouTube.
Resource Sharing, Library Networks and Library Consortia
CSIR E-Journals Consortium, MOOC's, SWAYAM, Digital Library Consortium


Unit - 5 Information Products

Documentation Services, Translation Services, Bibliographical services.
Document Delivery Service
Newsletter, In-house Journal, State of the Art Report, Trend Report.
Reprographic service.


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SUGGESTED READINGS:

1. Atherton, P. (1977). Handbook for information systems and services. Paris: Unesco.
2. Barua, B. P. (1992). National policy on library and information systems and services for India: Perspectives and projections. Bombay: Popular Prakashan.
3. Bawden, D. (1990). User-oriented evaluation of information systems and services. Aldershot: Gower.
4. Chaddha, K. (January 01, 2014). Marketing of Library and Information Products and Services. Chatterjee, Amitabha (2013). Elements of information analysis, consolidation and repackaging (IACR). Kolkata: Prova Prakashani.
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15. Seetharama, S. (1997). Information consolidation and repackaging: Framework, methodology, planning. New Delhi: Ess Ess Publications.
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Paper - 3
Information Storage and Retrieval System

Marks : 50+20+30 = 100

OBJECTIVES

1. To understand the concept of Information processing system.
2. To understand the process of information retrieval system.
3. To enable the students to get familiarity with indexing system.
5. To enable the students to understand the search method and bibliographic control.

Unit - 1 Fundamental OF Information Retrieval System

Information Retrieval System: Concepts, Purpose, Function, Component and Feature of IRS
Information Retrieval Process and Search Strategy
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
Need, Structure and Construction of Thesaurus

Unit - 2 Indexing


Indexing: Concept and Need
Concept of Indexing System: Pre and Post Co-ordinate Indexing System.
Study of Pre Co-ordinate Indexing System : PRECIS, POPSI, Chain indexing.
Study of Post co-ordinate indexing System: UNITERM indexing System
Keyword Indexing System: KWIC, KWOC
Citation Indexing: Online citation Indexing system

Unit - 3 Bibliographic Descriptions

Bibliographic Description: Concept, Definition and role.
Study of ISBD, ISBN and ISSN
Standards for Bibliographic Record Formats
Metadata Concept
Metadata Standards: Dublin Core, MARC 21 etc
World Cat, Indcat

Unit - 4 Search Techniques and Information Retrieval

Information Search Process
Search Strategies: Boolean Operations, Proximity Search, heuristic Search, Navigational Search etc.
Internet Searching and Meta Search Engines
Data Mining, Semantic Web, Ontology


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Unit - 5 Abstracting

Abstracting: Introduction, Types, Cannons.
Major International Abstracting Services.
Web based abstract, Indian Science Abstract

SUGGESTED READINGS:

1. Choudhary, G.G., Introduction to modern information retrieval, Ed.2, London : Facet Publishing. 2003.
2. Guha, B., Documentation and information: Services, techniques and systems, Calcutta: World Press, 1983.
3. Chakraborty, A.R. and Chakraborty, Bhubaneswar, Indexing : Principles, processes and products, Calcutta : World Press, 1984.
2. Fosket, A.C., Subject approach to information, Ed.5, London:Clive Bingley, 1996.
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15. Neelameghan, A.,D Subject heading as a system Annual Suminar Banglore , DRTC; Paper.K.,1971
7. Varma,A.K.,Trend in subject indexing Delhi : Mittal Publications 1984

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Paper - 4
Research Methodology

Marks : 80+20 = 100

OBJECTIVES

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

Unit - 1 Research

Research: Concept, Need, Process and Types.
Research Design
Research Proposal
Hypothesis
Research Ethics
Research report writing- Structure and Style

Unit - 2 Research Methods

Scientific Method
Historical Method
Descriptive Method
Survey Method
Case Study Method
Experimental Method

Unit - 3 Research Techniques


Sampling Techniques
Data collection methods: Questionnaire, Schedule, Interview, Observation.

Unit - 4 Data Analysis and Interpretation

Measures of Central Tendency: Mean, Median, Mode, Dispersion, Correlations, linear regression, Chi-Square test, t-test z-test, f-test
Presentation of Data : Tabular, Graphic, Bar Diagram and Pie Chart
Report Writing: Style, Structure.
Statistical Data Analysis – Use of Statistical Packages (SPSS and others).
Plagiarism: Definition and Concepts.
Plagiarism Software: URKUND, TURNITIN etc.

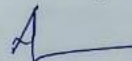
Unit - 5 Metric Studies and Style manuals

Bibliometrics, Scientometrics, Informetrics, Webometrics, Librametry.
Bibliographical Reference, Reference Citation, Bibliography, Footnotes, Quotation etc.
Reference Management Tools.
Reference Styles, MLA, APA, Chicago


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SUGGESTED READINGS:

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3. Ronald R. (2010). Basic research methods for librarians. 5th ed. Santa Barbara, CA: Libraries Unlimited.
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15. Lynam, P., Slater, M. & Walker, R. (1982). Research and the practitioner: dissemination of research results within the library-information profession. London: Aslib.
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Paper - OE

E-Resource Collection and Management

Marks : 25+10+15 = 50

OBJECTIVES

1. To provide basic concepts related to e-resource management.
2. To introduce Digital information literacy, accessing electronic resources and Open access resources.
3. To help in understanding Open educational Resources.

Unit - 1 Information sources

Information sources- categories, feature, organization
Roles of Information sources in education and research
Documentary source
Non print materials including digital information sources

Unit - 2 Digital Information Literacy

Information Literacy- element, standard, role in knowledge society,
Digital Information skills- Programme, initiatives and channels
Skill related to searching, browsing
Managing Social Media

Unit - 3 Accessing Electronic Resources


Accessing electronic resources
Accessing union catalogue
Accessing bibliographic databases
Accessing electronic alerting services

Unit - 4 Open Access Resource

Open Access- what and why
Open Access- Gold path and Green path
Open Access ETD, Text Book

Unit - 5 Open Educational Resources (OER)

OER- what and why
OER- Programme and Initiatives
OER Repositories


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(डॉ. आरती सारंग)

विभागाध्यक्ष

पुस्तकालय एवं सूचना विज्ञान विभाग
माखनलाल घतुगेटी राष्ट्रीय पत्रकारिता
एवं संचार विश्वविद्यालय, मोघल (म.प्र.)

Paper –OE

Open Educational web Resources

Marks : 25+10+15 = 50

OBJECTIVES

1. To provide basic concepts related to Internet and Web resources.
2. To introduce internet based information resources and
3. To explore the latest trends and tools of internet which is important in developing Web 2.0 library?
- 4.

Unit - 1 Growth of Internet and Web Resources

Internet : definition & concept, inception, growth and development
Basic internet service e-Mail, FTP, Telnet, IRC, News groups
Web browser: concept, function, features of Internet Explorer & Google Chrome.

Unit - 2 Internet and organization of web resources

Organisation of web resources
Selection and Acquisition of web resources: need, standards and criteria
Online Database: It's concept and taxonomy-Bibliographic, Full text, Numeric, Citation searching.

Unit - 3 Internet based information resources

E-resources on the Web, e-Books, e-Journals, e-Prints, e-Databases
Open Access initiatives: Philosophy, grounds of OA, benefits, OA initiatives in India

Unit - 4 Subject based information sources

Web based Social Science information
Web based information sources in health and medicine
Web based information sources in business management
Web based information sources in engineering

Unit - 5 Latest Trends and Tools of Internet

Web 2.0: definition and concept, features, introduction to web 3.0 and Web 4.0
Web 2.0 tools, Wiki, Blog, Social bookmarking, video sharing, Document sharing, social networking, RSS
Application of Web 2.0 in libraries Library 2.0.

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SEMESTER - II



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Paper - 5

Information and Communication Technology (Theory)

Marks : 80+20 = 100

OBJECTIVES

1. To study the basic of Information and Communication Technology.
2. To understand the value of Institutional repositories for library.
3. To understand the importance of emerging technologies in library.

Unit - 1 Web Technology in Libraries

ICT: Definition, Concepts, Need, Scope and objectives.

Implication of www on Library Website, Web OPAC

Web 2.0, 3.0: Feature and Function

Web Directories, Subject gateways, Library Portal

Weblogs (Blogs), Podcasts, RSS Feeds, Instant Messaging, Wikis, Flickr etc

Unit - 2 Integrated Library Automation and Networking System

Open Source Library Software and its Application

Web Based Library Management Software

Library Software Security Parameters

Virtual Library

Unit - 3 Multimedia and Institutional Repositories

Multimedia: Definition and Concept

Multimedia application in Libraries

Image creation using Photoshop, Coral Draw etc.

Institution Repositories: Greenstone Digital Library, Dspace etc.

Unit - 4 Introduction to Network

Computer Networks: Basic, Types, Components, Categories

Wireless Networking and Emerging Networking Technologies

Network Software: Network Operating System, Domain Name system and Network management system

Unit - 5 Emerging Technologies in Libraries

RSS Feed Technologies and use in Libraries

Library Security Technologies- RFID, Barcodes, Smart Card and CCTV etc.

Video and Audio Conferencing

Digital content Management System

Artificial Intelligence and Libraries

MLIS

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2. HUNT (Roger). and SHSLIE (John). Computers and commonsense. 1990. 4th ed. Prentice-Hall; New Delhi.
3. LAST (R). MS DOS revealed. 1991. Galgotia; New Delhi.
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6. RAJARAMAN (V). Fundamentals of computers. 1991. Prentice – Hall; New Delhi.



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Paper - 6

Information Communication and Technology (Practice)

Marks : 50+20+30 = 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.
3. To give the practical exposure for Digital library software.

Unit - 1 Website Designing and Navigation Tools

Designing static and Dynamic Library Website
Developing Web Directories, Subject Gateway and Library Portal
Designing and Developing Library Blogs, RSS Feed, Wikis and Flickr etc.
Image Creation using Photoshop etc.

Unit - 2 Integrated Library Management Systems and Institutional Repositories

Installation and configuration, Hands on Functional Modules of an integrated library Management system (Open Source)
Web based library Management software
Installation and Configuration, Hands on Collection building using Open Source Software (GSDL/Dspace)

Unit - 3 Audio and Video Conference

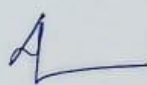
Audio Conferencing
Video Conferencing

Unit - 4 Advanced searching and Metadata Creation

Downloading MARC-21 records using Z39.50 records
Federated Search
Creation of Metadata

Unit - 5 Software Practice

Customization of GSDL /Dspace


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SUGGESTED READINGS:

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(डॉ. आरती सारंग)

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Paper – 7

Management and Organization of Libraries and Information centers

Marks : 80+20 = 100

OBJECTIVES

1. To understand different strategies of library management.
2. To understand library management policies.
3. To create awareness about leadership in professionalism
4. To understand academic library management system.
5. To develop the knowledge about academic libraries.

Unit - 1 Management

Concept, Definition and Scope
Function and Principles of Management
Scientific Management
Total Quality management- Definition, Concept, Elements

Unit - 2 Planning and Human Resource

Planning- Definition, Need and Purpose
Organizational Structure and Library Committee
Performance Evaluation
Library Building and Infrastructure Planning
Job description and analysis with reference to libraries
Human Resource Development

Unit - 3 Library Finance

Source of Finance
Budget- concept, definition, purpose and techniques for budget preparation
Budget Management

Unit - 4 Library House Keeping Operations

Different section of Library and Information Centre
Functions of Library Housekeeping operation

Unit - 5 Library Records and Statistics


Library rules, stock verification
Weeding out policies and procedure
Types of reports, content and style of annual reports, Library statistics etc.

(डॉ. आरती सारंग)

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2. Application of management techniques to library and information systems, 12th IASLIC conference, Roorkee, 1979.
3. Conference on the corporate approach to library management. Proceeding ed by P.A.Thomas and V.A.Woard. Aslib; London.1974.
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7. MOOKHERJEE (S K) and SENGUPTA (B). Library organization and library administration . 1972. World Press; Calcutta.
8. NARAYANA (G J) . Library administration. 1959. 2nd ed. Asia house; Bombay.
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(डॉ. आरती सारंग)
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एवं संघर्ष विश्वविद्यालय, नोवा (म.प्र.)

Paper - 10
Dissertation

Marks : 20+80 = 100

Each Student has to prepare a Dissertation by using proper Research Methodology. The topic of the Dissertation will be jointly decided by the Student and the Teacher who will also be the guide for dissertation.

Typed, bound with CD and with certificate of originality, plagrism free, declaration etc. Two copies of the dissertation have to be submitted for evaluation. It will have 50:50 for internal assessment and external evaluation and Viva voce.



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Paper - OE 3
Digital Library

Marks : 25+10+15 = 50

OBJECTIVES

1. To study the concept of Digital Libraries.
2. To understand the characteristics and components of digital libraries.
3. To develop skills for organizing digital resources.

Unit - 1 Digital Library

Digital Library- Meaning and Definition, Objectives, Characteristic, Evolution
Digital Library Collection

Unit - 2 Content Creation

Electronic documents file and file formats.
Study of different file formats- JPEG, MPEG, GIF, TIFF and PDF
Digitization- Scanning, OCR

Unit - 3 Creating Web Documents

Markup Language, SGML, HTML and XML
Studying and Creating documents in HTML
HTML editors and tools

Unit - 4 Digital Library Architecture

Elements of Digital Library
DOI, Open URL, Cross reference and other aspects
Metadata- MARC-21, Dublin core, Access control and DRM
Security and Parameters issues

Unit - 5 Digital Library Software

Studying and feature of GSDL/DSpace
Installation and developing collection using GSDL/DSpace
Copyright issues in the development of Digital Library



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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

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(डॉ. आरती सारंग)

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Paper - OE 4
Media Library

Marks : 25+10+15 = 50

OBJECTIVES

1. To understand the concept of Media Library, Media Organization and Media houses.
2. To understand the Management of Media Library
3. To understand the various Media Product format of Media Library.

Unit - 1 : Media Organization

Media Organization: Need, Purpose and role

Type of media Organization: Govt. and Private print related Media Organization, Govt. & private run film Media Organization, Govt. & private Publicity organization, Govt. funded centre for Media Learning

Ownership Pattern of Media Organization

Unit - 2 : Media House

Media House: Structure and ownership pattern of Govt & Private Media House

Unit - 3 : Reference Section of media Library

Developing Reference Section: Structure and Function

Media Resources

Media Information Need and Communication

Unit - 4 : Media Library Management

Electronic and Print Media Library management:

What is Management?

Planning, HR,

Library Finance, Library Housekeeping Operation

Library Record and Statics

Documentation for Media House, Ready reference

Unit - 5 : Media Product

Media Product: Classification, Storage and Retrieval

Various formats of Media Products

Current Affairs

Entertainment

Discussion

Record Keeping

Fake News Management

(डॉ. अ)

विभागाल,

पुस्तकालय एवं सूचना विज्ञान विभाग

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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

SUGGESTED READINGS:

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2. India - A Reference Annual, Research and Reference Division, Ministry of Information and Broadcasting, New Delhi.
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Paper - OE 5
Content management

Marks : 25+10+15 = 50

OBJECTIVES

1. To study the concept of content management.
2. To understand the characteristic of CMS
3. To develop the skill for CMS

Unit - 1

Introduction to Content Management system
Benefits, Principles, Architecture, system and Data integration in CMS

Unit - 2

Creating and Managing Web Page
Content on Web Page
Fundamental of Planning of Dynamics websites

Unit - 3

Overview of CMS
Dynamics and Flexible websites
Evolution of CMS

Unit - 4


Application of CMS
CMS and Community Information system
Document Management
Record management
Digital Assets management

Unit - 5

Practice of CMS Like Word press, Joomla, Drupal and other to create and flexible websites

SUGGESTED READINGS:

1. ANDREWS(Judith) , LAW(Derek).Digital Libraries: Policy, Planning and Practice
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(डॉ. आरती सारंग)
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