Master of Library and Information Science (MLIS)

(One Year Program)
2025-26

SYLLABUS

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 174)
SEMESTER – I

S.No.	Course of Study	Paper Numerical Unique	Class & Papers	Title of the Paper	Credits	Th	IA	P	Total
1.	CCC 1	1063	1(MLIS) 1	Information Communication and Society	6	80	20	--	100
2.	CCC 2	1064	1(MLIS) 2	Information, Systems and Programmes	6	50	20	30	100
3.	CCC 3	1065	1(MLIS) 3	Open Educational Web Resources collection and Management	6	50	20	30	100
4.	CCC 4	1066	1(MLIS) 4	Research Methodology	6	80	20	--	100
Open Elective									
5.	OE 1	1067	1(MLIS) 5	Preservation and Conservation of Library Materials	3	25	10	15	50
6.	OE 2	1068	1(MLIS) 6	Technical Writing	3	25	10	15	50

SEMESTER – II

S.No.	Course of Study	Paper Numerical Unique	Class & Papers	Title of the Paper	Credits	Th	IA	P	Total
1.	CCC 5	1085	2(MLIS) 1	ICT Applications in Libraries	6	50	20	30	100
2.	CCC 6	1086	2(MLIS) 2	Information Literacy in Library and Information Science	6	80	20		100
3.	CCC 7	1087	2(MLIS) 3	Information Storage and Retrieval Systems	6	50	20	30	100
4.	CCC 8	1088	2(MLIS) 4	Special Libraries	6	80	20		100
Open Elective									
5.	OE 3	1089	2(MLIS) 5	Internship with Report Submission /Dissertation	3		10	40	50
6.	OE 4	1090	2(MLIS) 6	Content Management	3	25	10	15	50

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SEMESTER - I

CCC 1 (1063) : Information Communication and Society

OBJECTIVES

1. To understand the need and purpose of Information, Communication and Society.
2. Information Society and changing role of Libraries and information centers
3. To understand About Communication, Its Models and Barriers
4. To know about the marketing of information product and services
5. To know about the Knowledge Management

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 and Knowledge Management
Information and Knowledge Management - Concept, Definition, Tools.
Information Explosion, Information Revolution, web Based information, Inflow & Exponential growth.
Types of Knowledge Management
Importance of Knowledge Management
Benefits of Knowledge Management
Challenges in Knowledge Management

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.
6. Sharma, Pandey S.K., Library and society, Ed 2, Delhi: Granth Academy, 1998.
7. Vyas, S.D., Library and society, Jaipur : Panchsheel, 1993
8. Khanna, J.K., Library and Society, 1987.
9. Ranganathan, S.R, Five laws of library science, Ed.2.
10. Unesco : Public libraries, Their Mission, Paris: Unesco, 1961.
11. Vyas, S.D., Library and society, Jaipur : Panchahed, 1993.
12. Hill, Michael W., The impact of information on society : an exa
13. Agarwal, Shyam Sunder, Pustakalaya aur Samaj, Jaipur: R.B.S. Publishres, 1994.
14. Saxena, S.L., Pustakalaya Sangthan tatha Vyavasthapan, Bhopal: MP Hindi Granth Academy, 1988.
15. Khan, MTM, Information: Organization and communication, New–Delhi: ESS ESS Publication.
16. Khanna, J.K., Documentation and information: Services, system and techniques, Agra: Y.K. Publishers, 2000.
17. Sonal Singh, Universe of knowledge: Structure & development, Jaipur: Raj Publishers.

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CCC 2 (1064) : Information, Systems and Programmes

Marks : 50+20+30 = 100

OBJECTIVES

1. To understand about information systems and organizations
2. To understand about National and Global Information systems
3. To know about the various services of information systems.
4. To understand the concept of national and international and digital consortia's
5. To enable the students about the provided services by information and Documentation centers

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, DESIDOC, SENDOC, NFLIBNET, DELNET, NICNET, ERNET, NKC

Unit - 3   Global Information Systems

Programmes and Activities of UNESCO, UNISIST,
INIS , AGRIS, INSPEC and MEDLARS, NISSAT, BIOSIS, ERIC, PIS, BIS

Unit - 4   Information Services

Community Information Service
Information Services - importance, need, types.
Internet service : Collaborative services-   Social Networks, Academic Social Networks, Social Tagging, Social Book marking
Resource Sharing, ONOS
Library Networks
Library Consortia: National and International: CSIR E-Journals Consortium and others
Digital Library Consortium
MOOC's, SWAYAM,

Unit - 5   Information Services and 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.
5. Checkland, P., & Holwell, S. (1998). Information, systems, and information systems: Making sense of the field. Chichester: Wiley.
6. Chowdhury, G. G., & Chowdhury, S. (2011). Information users and usability in the digital age. New York: Neal-Schuman Publishers, Inc.
7. Choukhande, V. G. (2008). Information needs and information seeking behaviour: Library and information science research. Amravati, India: Shivneri Publisher
8. Cochrane, P. A. (1977). Handbook for information systems and services. Paris: Unesco.
9. Guinchat, C., Menou, M., & Unesco. (1983). General introduction to the techniques of information and documentation work. Paris: Unesco.
10. Hayes, R. M. (1974). The national library network: its economic rationale & funding. Washington: National Commission on Libraries and Information Science. International Atomic Energy Agency. (1979). Orientation manual for INIS and AGRIS. Vienna: International Atomic Energy Agency.
11. Kruzas, A. T., & Sullivan, L. V. (1978). Encyclopedia of information systems and services: A guide to information storage and retrieval services, data base producers and publishers, online vendors. Detroit: Gale Research Co.
12. Kumar, P. S. G. (2004). Information analysis, repackaging, consolidation & information retrieval: Paper X and XI of UGC model curriculum. Delhi: B.R. Publishing Corporation.
13. Lancaster, F. W. (1978). Guidelines for the evaluation of information systems and services. Paris: Unesco.
14. Lancaster, F. W. & Smith, L. C. (1983). Compatibility issues affecting information systems and services. Paris: Unesco, PGI & UNISIST.
15. Seetharama, S. (1997). Information consolidation and repackaging: Framework, methodology, planning. New Delhi: Ess Ess Publications.
16. Singh, Sewa. (2014). Information analysis, consolidation and repackaging. New Delhi: Atlantic Publishers & Distributors.

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CCC 3 (1065) : Open Educational Web Resources collection and Management

<u>Marks</u> : 50+20+30 = 100

OBJECTIVES

1. To provide basic concepts related to Internet and its based resources
2. To provide basic concepts related to Web resources, e-resource
3. To help in understanding OER and OAR
4. To introduce accessing electronic resources subject based web resources
5. To introduce Digital information literacy

<u>Unit – 1</u>   Growth of Internet and organization of 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
Selection and Acquisition internet base resources: need, standards and criteria
Online Database: It's concept and taxonomy-Bibliographic, Full text, Numeric, Citation searching.

<u>Unit - 2</u>   e-resources and Web 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
Organisation of web resources Selection and Acquisition need, standards and criteria
Online Database: It's concept and taxonomy-Bibliographic, Full text, Numeric, Citation searching.

<u>Unit - 3</u>   Open Educational Resources (OER) and Open Access Resource
OER- what and why
OER- Programme and Initiatives
OER Repositories
Open Access- what and why
Open Access- Gold path and Green path
Open Access ETD, Text Book

<u>Unit – 4</u>   Accessing Electronic Resources and Subject based web information sources
Accessing : electronic resources, union catalogue, bibliographic databases, electronic alerting services
Web based information sources in : Social Science information,
Web based information sources in : Health and Medicine,
Web based information sources in : Business Management,
Web based information sources in : Engineering

<u>Unit – 5</u>   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

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SUGGESTED READINGS:

1.   Ellingsen, M., (2004). Electronic Resource Management Systems, LIBER Quarterly, 14 (3-4), p. None. DOI: http://doi.org/10.18352/lq.7782, accessed on 9-05-2018 from https://www.liberquarterly.eu/articles/10.18352/lq.7782/

2.   Singh, Neena (2001). Internet: Importance and usage for library and Information professionals, DESIDOC Bulletin of Information Technology, Vol., 21, No. 3, 17-28.

3.   Foulonneau, M, Metadata for digital resources: implementation, systems design and interoperability, 2008, Oxford, Chandos

4.   Resnick, T, Ugaz, A, Burford and N, Carrigan, E, E-resources: transforming access services for the digital age, Library Hi Tech, 2007, 26(1), 141–156.

5.   Collins, M, Electronic resource management systems (ERMS) review, Serials Review, 2008, 34(4), 267–299.

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CCC 4 (1066) : Research Methodology

OBJECTIVES

1. To understand concept and design of Research in LIS
2. To understand concepts related to research methods.
3. To Make understand of research Tools and techniques and their uses
4. To knowledge about Data Collection, Analysis and Interpretation
5. To Make understand of Metric Studies and Style Manuals

Unit - 1   Research
Research: Concept, Purpose, Functions, Scope and Ethics
Research Design, Hypothesis, Research Proposal
Research report writing- Structure and Style

Unit - 2   Research Methods
Scientific Method
Historical Method
Descriptive Method
Survey Method
Case Study Method
Experimental Method
Delphi Method

Unit - 3   Research Tools and 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: DrillBit, TURNTIN, Authenticate , New Plagiarism softwares etc.

Unit – 5   Metric Studies and Style manuals
Art metrices
Bibliometrics, Scientometrics, Informetrics, Webometrics, Librametry.
Bibliographical Reference, Reference Citation, Bibliography, Footnotes, Quotation etc.
Reference Management Tools.
Reference Styles, MLA, APA, Chicago
H-index, I-Index, scopus, web of science

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एवं संचार विश्वविद्यालय, भोपाल (म.प्र.)

SUGGESTED READINGS:

1. Boyce, R.R., Meadow, C.T. & Kraft, D.H. (1994). Measurement in information science. San Diego, CA: Academic Press.

2. Busha, Charles A, & Harter, Stephen P. (1980). Research methods in librarianship: techniques and interpretations. New York: Academic Press. Connaway, Lynn Silipigni & Powell,

3. Ronald R. (2010). Basic research methods for librarians. 5th ed. Santa Barbara, CA: Libraries Unlimited.

4. Das, N.G. (2009). Statistical methods. Calcutta: Tata McGraw-Hill. Glazier, Jack D, & Hall, Peter M. (1992). Qualitative research in information management. Englewood, CO: Libraries Unlimited. Goon, 5.A.M., Gupta, M.K. and Dasgupta, B. (1978). Basic statistics. Calcutta: World Press.

6. Gorman, G.E. & Clayton, Peter. (2004). Qualitative Research for the Information Professional: a practical handbook. 2nd ed. London: Facet.

7. Gupta, S.P. (2002). Statistical Methods. New Delhi: Sultan Chand.

8. Donald, H. K. & Boyce, Bert R. (1991). Operations research for libraries and information agencies: techniques for the evaluation of management decision alternatives. San Diego: Academic Press.

9. Hafner, Arthur W. (1997). Descriptive statistical techniques for librarians. (2nd ed.). Chicago: American Library Association.

10. Hernon. P. (1989). Handbook of statistics for library decision making. Norwood, NJ: Ablex.

11. Khan, M. A. (2002). Research methods in library and information science. New Delhi: Cosmo Publications.

12. Krishan Kumar (1992). Research methods in library in social science. New Delhi: Vikas.

13. Lawal, I. O. (2009). Library and information science research in the 21st century: a guide for practicing librarians and students. Oxford,l UK: Chandos Pub

14. Losee, Robert M., Jr., & Worley, Karen A. (1993). Research and evaluation for information professionals. San Diego: Academic Press.

15. Lynam, P., Slater, M. &Walker, R. (1982). Research and the practitioner: dissemination of research results within the library-information profession. London: Aslib.

16. Martyn, John, & Lancaster, F. Wilfrid. (1981). Investigative methods in library and information science: an introduction. Arlington, VA: Information Resources Press.

17. Moore, N. (2006). How to do research. 3rd ed. London: Facet Publishing. Pickard, Alison Jane. (2012). Research Methods in Information. 2nd ed. London: Facet.

18. McClure, Charles R. & Hernon, Peter, Ed. (1991). Library and Information science research: perspectives and strategies for improvement. Norwood, NJ: Ablex Publishing Corporation.

19. Simpson, I. S. (1990). How to interpret statistical data: A guide for librarians and information scientists. London: Library Association.

20. Slater, Margaret, Ed. (1990). Research methods in library and information studies. London: Library Association.

21. Stephen, Peter, & Hornby, Susan. (1995). Simple statistics for library and information professionals. London: Library Association.

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OE 1(1067) : Preservation and Conservation of Library Materials

Marks : 25+10+15 = 50

Objectives:
1. To Understand value of preservation and conservation of library Materials. .
2. To Understand preservation policies and principles
3. To Understand factors of Damage
4. To Understand control management and damage management
5. To Understand concept of Rarity and Instrinsic

UNIT 1-Library Collection and Materials:
Types and Characteristics.
Preservation: Definition, Need, Objectives.
Preservation Policies and Principles.

UNIT 11-Factors of Deterioration (Damage):
Types of Deterioration:
Human, Environmental, Chemical, Biological Factors Disaster.

UNIT III-Control Management to Preservation:
Indoor and Outdoor.
Security Issues
User Awareness and Staff Training.

UNIT IV- Concept of Rarity and Intrinsic Value:
Selection and Review of Materials for Conservation and Replacement.
Conservation Treatments of Materials.

UNIT V- Preservation of Non Print Materials:
Photographic Audio- Visual Materials, Maps, Textile.
Digitization and Digital Preservation.

Suggested Readings:

ALA. "Guidelines for Preservation and Conversation, and Restoration of Its Local History and L ocal Genealogical Materials." ALA User Menu. (1996): 2-6. Accessed February 16, 2019. file:///D:/Preservation Guidelines For Preservation, Conservation, and Restoration.

Ambika and Begum, Khaiser Jahan. "A study on Preservation and Conservation Practice and Techniques Law Coiiage Libraries in Karnataka Affiliated to Karnataka State Law University, Hubli." *International Journal of Library and Information Studies*. 7, no.4, (October-December 2017). Accessed February 16, 2019. http://www.ijlis.org.

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Library, Warri. Abraka: Delta State University

LC. "Care, Handing, and Storage of Books." (2017). Accessed February 16, 2019. file:///C:/User/ Downloads/ Care, Handing and storage of Books.

Mahapatra, P.K. and Wamukoya. "Improper and faulty actions taken by the library staff." (2004). Accessed February 16, 2019. https://www.academia. edu/ 22943392/Problems_of_Conservation_and_Preservation_of_Library_Resource s_in_African_Academ

Olatokun, Wole Michael, PhD. "A Survey of Preservation and Conservation Practices and Techniques in Nigerian University Libraries." *Library and Information Science Research Electronic Journal.* 18, no.2. (September 2008): 1. Accessed February 16, 2019. http://libres. Curtin .edu.aul/

Oyeniyi Akande, Samson. "Knowledge, Perception, and Attitudes of Library Personal towards Preservation of Information Resources in Nigerian Federal University ibraries." *Library Philosophy and Practice (e journal).* (November 2009). Accessed February 16, 2019. http://digitalcommons.unl.edu/ libphilparac.

"Preservation and Conservation of Book & Books in Asiatic Society Library, Mumbai: A Study." (November 2016). Accessed February 16, 2019. http://www.ukessays.com.

Preservation and Conservation of Library Resources in Bingham University Library, Karu, Nasarawa State, Nigeria. *International Journal of Applied Technologies in Library and Information Management.* 3, no.1, (2017). Accessed February 16, 2019. file:///C:/User/ Downloads/ Care, Handing and storage of Books.

UGC NET Guide. "Preservation and Conservation of Library Materials." (June 2019):1. Accessed February 16, 2019. file:///C:/Users/User/Downloads/ Preservation %20 and%20 Conservation %20of%20Library%20Materials%20-%20Free %20Online%20NTA%20UGC%20NET_JRF%20Guide%20Book%20for%20J une%202019.htm.

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OE 2 (1068) : Technical Writing

Marks : 25+10+15 = 50

OBJECTIVES

1. To understand the basics of Technical writing and process.
2. To study about Technical communications.
3. To understand the techniques of Technical writing.
4. The students come to know about Linguistics of Technical writing.
5. To understand about collection, organization and presentation of Data.

UNIT I : Technical Writing basics

Definitions, Purposes, Characteristics -Types, Functions, Target groups and their requirements. Communication Process : Overview of Communication Process, Characteristic Features of Technical Writing

UNIT II : Technical Communications

Structure and format of journal articles, seminars/conference papers, Review articles, technical reports, research proposals, monographs, Dissertations/theses. Use of Page Maker and MS-Office for the Preparation, production and Presentation

UNIT III : Technical Writing Technique

Information Searching and gathering skills, - Summarizing. Designing pages: Tables, Line Graphs, Bar Graphs, Pie Charts, Charts and Illustrations, footnotes and end notes

UNIT IVI : Linguistics

Language as Medium for Communication of Thought
Functional English Style: Semantics, Syntax, and Diction
Readability and Text
Aberrations in Technical Writing

UNIT V: Structure and Functions of Technical Communication

Structure, Definition, Purpose, Characteristics and Functions
Collection, Organisation and Presentation of Data including Illustrations
Case Studies: Preparation of Short Communication, Review Articles, Technica
Monographs, Dissertations and House Bulletins

RECOMMENDED BOOKS:

1. Anderson, Paul V and Brockamn, R John and Miller, Carolyn(ed). New essays in Technical and scienfic communication: Research, theory and practice. Farmingdate:NY, Baywood, 1997.

2. Day, Robert A. Writing scientific papers in English. Ed 2. Philadelphia:ISI, 1989

3. Joshi, Yateendra, Communicating in style. New Delhi: TERI, 2003

4. Staples, Catherrine and Ornatowski, Cezar (Ed). Foundations for teaching technical Communications

5. Society for Technical Communication. Code for communicators. Washington D C. STC. 1998.

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SEMESTER - II

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CCC 5 (1085) : ICT Applications in Libraries

<u>Marks</u> : 50+20+30 = 100

OBJECTIVES

1. To study the basic of Information and Communication Technology.
2. To study integrated library automation and networking system.
3. To understand the value of Institutional repositories for library.
4. To study Website designing and Navigation tools.
5. To understand the importance of emerging technologies in library.

Unit - 1   Overview of ICT

ICT: Definition, Concepts, Need, Scope and objectives.
Implication of www on Library Website, Web OPAC
Web 2.0, 3.0: Feature and Function

Unit - 2   Integrated Library Automation and Networking System

Open Source Library Software and its Application
Web Based Library Management Software
Library Software Security Parameters
Wireless Networking and Emerging Networking Technologies
Network Software: Network Operating System, Domain Name system and Network management system

Unit - 3   Emerging Technologies in Libraries

Digital Library: content creation, Creative web documents, Digital library software.
RSS Feed Technologies and use in Libraries
Library Security Technologies- RFID, Barcodes, Smart Card and CCTV etc.
Artificial Intelligence and Libraries
Robotics in Libraries
Cloud computing

Unit - 4   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 - 5   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)

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SUGGESTED READINGS:

1. BOSS (Sanjoy K). Hardware and Software of personal computers. 1991.Wiley Eastern; New Delhi

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.

4. MAHAPATRA (P K). The Computer in Library Services. 1985. World Press; Calcutta.

5. NEW PETER (G). Reprography for librarians. 1975. Clive Bingley; London .

6. RAJARAMAN (V). Fundamentals of computers. 1991. Prentice – Hall; New Delhi.

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CCC 6 (1086): Information Literacy in Library and Information Science

Marks : 80+20 = 100

Objectives:

1. To understand the basic knowledge of Information Literacy
2. To study the Methodology of Information Literacy in Library and Information Science.
3. To understand the New trends of Information Literacy
4. To Understand the application of Information Literacy
5. **To knowledge of Trends in Information Literacy**

UNIT–I: Fundamental of Information Literacy

Concept, Need and Objectives
Areas of Information Literacy
Standards and Models in Information Literacy
Role of Institution in Information Literacy

UNIT-II: Information Literacy Programmes

Scope of Information Literacy Programme
National Programmes in Information Literacy
International Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy

Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions, Information Bulletin
Designing of Information Literacy Programme
Implementation of Information Literacy Programmes

UNIT-IV: Application of Information Literacy in Library and Information Centres

Information Literacy for Users
Information Literacy for Professionals
Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy

Digital Information Literacy System
OPAC Information Literacy System
Life Long Learning System
Media literacy, Social media literacy,
web social media Technology

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Recommended Books:

1. **AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY:** Information Standards for Student Learning (1998) American Library Association, Chicago.

2. **AMERICAN LIBRARY ASSOCIATION:** Information Literacy: apposition paper on information problem solving (2000) available at: www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)

3. **ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES:** Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001). ACRL, available at:

4. www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).

5. **BALDWIN (VA):** Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech (2005) University of Nebraska, Lincoln. Available at: http://digitalcommons.unl.edu/library_talks/11

6. **DELCOURT (M) and HIGGINS (CA):** Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in Education (1993) 27; 31-7.

7. **EISENBERG (MB):** et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.

8. **GRASSIAN (ES):** Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.

9. **GRASSIN (ES) and KAPLOWITZ (J R):** Information Literacy Instruction: Theory and Practice (2001) Neal Schuman, New York.

10. **SMITH (S):** Web-based Instruction: A Guide for Libraries (2001) American Library Association, Chicago.

11. **TIGHT (M):** Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies (Vol. 46; 3 September 1998); 251-263.

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Paper – 7 MLIS 2

CCC 7 (1087) : 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 stands 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, Component, Purpose, Function, Feature
Information Retrieval Process and Search Strategy
Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
Need, Structure , Models and evaluation
Recent trends of Information Retrieval System

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 Standards: Dublin Core, MARC 21, METS, MODES, EAD

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
Big Data, Data Harvesting
Data Mining, Semantic Web, Ontology, RDF, RDFS, POTEGE

Unit - 5   Abstracting
Abstracting: Introduction, Types, Cannons.
Major International Abstracting Services.
Web based abstract, Indian Science Abstract

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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.
3.   Varma, A.K., Trends in Subject indexing, Delhi: Mittal:Publication, 1984.
5.   Tripathi,S.M., Pralekhan avam suchna sevayein tatha Networks, Agra: Y.K. Publishers, 1997.
6.   Brown,A.G.,Introduction to subject indexing , Ed.2,London : Clive Bingley ,1982.
7.   Chakraborty,A.R and Chakraborty, Bhubaneswar,Indexing principles processes and product,Calcutta : World Press, 1984.
8.   Foskett, A.C.,The subject approach to information, Ed.5 , London : Library Association publishing ,1966.
9.   Khanna, J.K., Documentation and information services : System and technology .Agra : Y.K.Publishers , 2000.
10.   Varma,A.K., Trends in Subject indexing ,Delhi : Mittal Publication ,1984.
11.   Austin,D.,PRECIS : A manual of concept analysis, Ed. 2, London : The British Library, 1984.
12.   Bhattacharyya, G.,Elements of POPSI, In : Rajan, T.N., Subject indexing system Calcutta : IASLIC 1981 13. Chokraborty,A.R.,and Chakraborty ,Bhubaneswer, indexing principles : Processes and Products Calcutta : World Press 1984
14.   Fosket , A.C., Subject approach to information Ed. 5 London : Clive Bingley 1996
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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Marks : 80+20 = 100

OBJECTIVES

1. To study the concept of Special Libraries
2. To study origin, growth and development of Special Libraries
3. To study their nature, scope, collections and services.
4. To identify and describe the activities, functions and services of special libraries.
5. To Study Speial Libraries as Knowledge Management system

Unit - 1   Special Libraries

Definitions, Characteristics
Meaning and Purpost
Functions and Features of **Special Libraries**
Historical overview
Development of special libraries in India

Unit - 2   Special Library Organization, Information Services, Systems and Databases

Collection Development and Management: Government documents, maps, manuscripts, newspaper clippings, serials, specifications (patents and Standards) technical reports, theses.
MEDLARS - INIS - INSPEC - AGRIS
Patent Information System
Access Science

Unit - 3   Special Libraries as Knowledge management Centre

Special libraries function as knowledge management centers
Roles as Knowledge Management Centres
Need for scaling up the knowledge management responsibilities
Information Services: CAS, SDI, eDDS,
Translation Services and Trend Reports

Unit - 4   Resource Sharing

Resource Sharing: Concept, areas and factors of Development –
Role of CSIR, DRDO and BARC –

Unit - 5   Special Libraries and Associations

Types of special libraries: Law libraries, Media/News libraries, Medical libraries, Manuscript libraries, Military libraries, Transportation libraries, Museum libraries, Theological libraries, Secretariat libraries, corporate library, Prison libraries, Performing Arts Libraries, Braille Libraries,
SLA,
Indian Association of Special Libraries and Information Centers (IASLIC)
IFLA
Green Libraries: Concept, Need & Features.

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SUGGESTED READINGS:

1. Avon. (2021). Creative planning of special library facilities. London: Routledge.
2. Matarazzo, J.M., & Connolly, S.D. (2016). Knowledge and special libraries. London; Taylor & Francis Group.
3. Murray, Tara E (2013), The specialist. Journal of library administration. 53, 274 – 282. 3. Robertson, G. (2021). Disaster planning for special libraries. Cambridge: Chandos Publishing.
4. Scammell, A. (2008). Handbook of special librarianship and information work. London: Routledge.
5. Yap, J.M., Perez, M. J.V., Ayson, M.C.I., & Entico, G.J.E. (2016). Special library administration, standardization, and technological integration. Hershey, Pensylvania: Information Science Reference.
6. Bernstein, I.H. & Havig, P. (1999) Computer literary. London: Sage Publications.
7. Liu, C., Peek, J., Jones, R., Buus, B., & Nye, A. (1994). Managing Internet information services. New York: O'Reilly.

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OE 3 (1089) : Internship with Report Submission/ Dissertation

<u>Marks:</u> 10 + 40= 50

Students will be required to submit a detailed report on the activities carried out during the internship and a Completion certificate from the host library.

The duration of internship in the selected libraries will be 45 days. During the class period, the student has to do the work given in Nalanda Central Library at the scheduled time.

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 softcopy and with certificate of originality, plagiarism free, declaration etc. Two copies of the dissertation have to be submitted for evaluation. It will have 20:80 for internal assessment and external evaluation and Viva voce.

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OE 4 MLIS 2
OE 4 (1090) : 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
2. CHOWDHURY(G G) and CHOWDHURY(SUDATTA) . Introduction to Digital Libraries. 2003
3. LESK(Michael). Understanding Digital Libraries.2004
4. WITTEN(Ian H.), BAINBRIDGE(David) and NICHOLS(David M.) . How to Build a Digital Library. 2010
5. https://www.wordpress.com/
6. https://www.joomla.org
7. https://www.drupal.org

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