

Master of Library and Information Science (MLIS)

**(One Year Program)
2021-22**

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

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 197 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

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

S. No .	Course of Study	Paper Numerical Unique	Class & Papers	Title of the Paper	Credits	Th	IA	P	Total
1.	CCC 1		1(MLIS) 1	Information, Communication and Society		80	20	-	100
2.	CCC 2		1(MLIS) 2	Information, Systems and Programmes		50	20	30	100
3.	CCC 3		1(MLIS) 3	Information Storage and Retrieval Systems		50	20	30	100
4.	CCC 4		1(MLIS) 4	Research Methodology		80	20	-	100
Open Elective									
5.	OE 1		1(MLIS) 5	E-Resources management		25	10	15	50
6.	OE 2		1(MLIS)6	Internet and Web Resource		25	10	15	50

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		2(MLIS) 1	Information and Communication Technology (Theory)		80	20	-	100
2.	CCC 6		2(MLIS) 2	Information, Communication and Technology (Practical)		30	20	50	100
3.	CCC 7		2(MLIS) 3	Management and Organisation of Libraries and Information Centers		80	20	-	100
4.	CCC 8		2(MLIS) 4	Dissertation		50	-	50	100
Open Elective									
5.	OE 5		2(MLIS) 5	Media Library		25	10	15	50
6.	OE 3		2(MLIS) 6	Digital Library		25	10	15	50
7.	OE 4		2(MLIS) 7	Content Management		25	10	15	50

SEMESTER - I

Paper - 1

Information, Communication and Society

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: Concepts

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.
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.

Paper - 2
Information, Systems and Programmes

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: 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, facebook, youtube.

Resource Sharing, Library Networks and Library Consortia

CSIR E-Journals Consortium, MOOC's, SWAYAM, SWAYAMPURABHA, Digital Library Consortium

Unit - 5 Information Products

Documentation Services, Translation Services, Bibliographical services.

CAS , SDI, Document Delivery Service

Newsletter, In-house Journal, State of the Art Report, Trend Report.

Reprographic service, Indexing and Abstracting.

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.

Paper - 3
Information Storage and Retrieval System

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.
- 4.
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

Unit - 5 **Abstracting**

Abstracting : Introduction, Types, Canners.
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.
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

Paper - 4

Research Methodology

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, TURNTIN 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

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, S.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. Herson. 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, 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. & Herson, 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.

Paper - OE
E-Resources Management

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
Information sources Vs Information resources
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
OER and MOOC
OER and swayam

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.

Paper –OE

Internet and Web Resources

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.

SUGGESTED READINGS:

1. Arvind Kumar. Ed. (2006). Information Technology for all (2 vols.). New Delhi: Anmol.
2. Bansal, S.K. (2005). Information Technology and Globalization. New Delhi: A.P.H. Publishing Corporation.
3. Basandra, S.K. (2002). Computers today. New Delhi: Golgotia.
4. Dhiman, A.K. (2003). Basics of Information Technology for librarians and information scientists, Vol.1. New Delhi: Ess Ess Publication.
5. Gallimore, A. (1997). Developing on IT strategy for your Library. London: Library Association.
6. Haravu, L J. (2004). Library automation: design, principles and practice. New Delhi: Allied Publishers.
7. Rajaraman, V. (2007). Introduction to Information Technology. New Delhi: Prentice-Hall of India.
8. Rajaraman, V. (1995). Fundamentals of Computes. New Delhi: Prentice-Hall of India.
9. Satyanarayana, R. (2005). Information Technology and its facets. Delhi: Manak.
10. Shroff, R. (2000). Computer systems and applications. Mumbai: Himalaya.
11. Sinha, P.K. (1992). Computer fundamentals: concept, systems and applications. 2nd ed. New Delhi: BPB Publications.
12. Zorkoczy, P. (2005). Information Technology: An introduction, London: Pitman.

SEMESTER - II

Paper - 5

Information and Communication Technology (Theory)

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

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.

Paper - 6

Information Communication and Technology: (Practice)

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

SUGGESTED READINGS:

1. BRODY (E W). Communication tomorrow: new audiences, new technologies, new media.1990. Praeger; New York
2. CAWKELL (A E). World information technology manual. Vol. I. computers, telecommunications and information processing. Vol. II. Systems and services.1991. Elsevier; Amsterdam.
3. CRAWFORD (Walf). Current technologies in the library: an informal overview.1988. G. K. hall; Boston.
4. KENDALL (P A). Introduction to systems analysis and design: a structures approach.1987. Allyn & Bacon; Boston.
5. RAJARAMAN (V). Fundamentals of computers. 1991. Prentice – Hall; New Delhi.
6. <https://www.dspace.com>
7. <http://gsdl.org.in>
8. <https://www.loc.gov › marc>
9. <http://www.loc.gov › z3950>

Paper – 7

Management and Organization of Libraries and Information centers

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.

SUGGESTED READINGS:

1. ANDERSON (R). Management information systems and computers: an introduction. 1986.
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.
4. JONES (Noragh) and JORDAN (Peter). Case studies in library management . 1988. Clive Bingley; London.
5. KHANNA (J K) . Fundamentals of library organization . 1984 . Ess Ess ; New Delhi.
6. MITTAL(R L) . Library administration: theory and practice. 1983. 5th ed. Metropolitan; New Delhi.
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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10. SINGH (M). Library and information management: theory and practice. 1983 . IBT; Delhi.

Paper - 10 Dissertation

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.

Paper - OE
Media Library

OBJECTIVES

1. To understand the concept of Media Library, Media Organisation 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 Organisation: Need, Purpose and role

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

Ownership Pattern of Media Organisation

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

SUGGESTED READINGS:

1. Mass Media in India 1992, Publications Division, Ministry of Information and Broadcasting, New Delhi.
2. India - A Reference Annual, Research and Reference Division, Ministry of Information and Broadcasting, New Delhi.
3. Akash Bharati : National Broadcast Trust 1978, Report of the Working Group on Autonomy for Akshvani & Doordarshan, Ministry of Information and Broadcasting, Govt. of India, New Delhi.

Paper - OE
Digital Library

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

SUGGESTED READINGS:

1. Argerich, K. (2004). Professional PHP programming. Mumbai: SPD/Apress Reprints.
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6. Brophy, P. (2001). The library in the twenty-first century. London: Library Association.
7. Calhoun, Karen. (2013). Digital libraries. London: Facet Publishing.
8. Caplan, Priscilla. (2000). Metadata fundamentals for all librarians. Chicago:: ALA.
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11. Verheul, I., Tammaro, A. M., & Witt, S. (2010). Digital Library Futures: User Perspectives and Institutional Strategies. Berlin: De Gruyter Saur.
12. Fox, E. A., & Torres, R. S. (2014). Digital Library Technologies: Complex Objects, Annotation, Ontologies, Classification, Extraction, and Security. San Rafael: Morgan & Claypool Publishers.
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14. Lesk, M. (2004). Understanding digital libraries. 2nd ed. San Francisco
15. Oleck, J., & Primary Research Group. (2012). Creating the digital library. New York: Primary Research Group, Inc.
16. Morgan & Claypool. Stewart, C. (2010). The academic library building in the digital age: A study of construction, planning, and design of new library space. Chicago, Ill: Association of College and Research Libraries.
17. Tanenbaum, A.S. (2001). Computer networks (3rd ed.). New Delhi: Prentice-Hall.
- 18.. Thomas A. Peter. (2000). Library Trends: Special issue: Assessing digital library services, 49(2).

Paper - OE **Content management**

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>

