

**MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS)
(SFC)**

SYLLABUS

(Course Structure under CBCS, 2017-18 onwards)



**DEPARTMENT OF
LIBRARY AND INFORMATION SCIENCE**

FAKIR MOHAN UNIVERSITY

VYASA VIHAR, NUAPADHI, BALASORE

ODISHA-756020

Web: [www. fmuniversity.nic.in](http://www.fmuniversity.nic.in)

MASTER OF LIBRARY & INFORMATION SCIENCE (MLIS)
(SFC)
SEMESTER-CUM-CHOICE BASED CREDIT SYSTEM
(w.e.f 2017-18 Session)

Outcomes of The Programme:

The scope for having a good and very prospective career in the field of library and information science is increasing. As the people around are realising the importance of information, there is a demand created for the professionals who know how to handle, manage, preserve, analyse and make sense of the information and resources available. The technologies that are being applied in this sector are just increasing the role of experts as library professionals. MLIS is a professional and job oriented programme which comprises of four semesters in two years. The students successfully completing this programme can work in different government and private sectors. The opportunities are not limited to various educational institutions like Schools, Colleges and Universities, but are there at museums, galleries, other important offices and organisations. With the expansion and increase of educational institutions, the possibility for creating a very remunerative career is open.

The curriculum and pedagogic structure of this program is designed in line with the emerging needs of the library profession and the constantly changing needs of the library sectors with an orientation of application of information technology and advance library services.

Programme Specific Outcomes (PSOs)

- ❖ To train graduates who will use new technology and tools to provide advanced and updated services to library users.
- ❖ To train graduates who will help in formation of knowledge society through research in the field of library science.
- ❖ To train graduates with strong professional abilities so that they can be successful in managing the libraries both independently and as a member of a team.
- ❖ To prepare graduates through ongoing professional development to be lifelong learners.

STRUCTURE OF THE COURSE

First Semester:

Paper No.	Paper Title	Credit	Mark Distribution		
			Internal Exam.	Term-End Exam.	Total Mark
MLIS-101	Foundations of Library and Information Science	4	10	40	50
MLIS-102	Information Needs and Seeking Behaviour of Users	4	10	40	50
MLIS-103	Reference and Information Sources	4	10	40	50
MLIS-104	Knowledge Organisation (Classification Theory)	4	10	40	50

MLIS-105	Knowledge Organisation (Classification Practice)	4	-	50	50
MLIS-106	Library and Information Organisations and Networks	4	10	40	50

Second Semester:

MLIS-201	Management of Library and Information Centres (Part-I)	4	10	40	50
MLIS-202	Information Services	4	10	40	50
MLIS-203	Fundamentals of Computer	4	10	40	50
MLIS-204	Knowledge Organisation (Cataloguing Theory)	4	10	40	50
MLIS-205	Knowledge Organisation (Cataloguing Practice)	4	-	50	50
MLIS-206	Records Preparation, Presentation & Viva	4	-	50	50

Third Semester:

MLIS-301	Information and Communication	4	10	40	50
MLIS-302	Management of Library and Information Centres (Part-II)	4	10	40	50
MLIS-303	Research Methodology	4	10	40	50
MLIS-304	Application of Information & Communication Technology	4	10	40	50
MLIS-305	Choice Based Paper	4	10	40	50
MLIS-306	Information & Communication Technology Practice	4	-	50	50

Fourth Semester:

MLIS-401	Information Processing and Retrieval	4	10	40	50
MLIS-402	Preservation and Conservation of Library Materials	4	10	40	50
MLIS-403	Academic Library System	4	10	40	50
MLIS-404	Digital Library System	4	10	40	50
MLIS-405	Library Tour (Public/Academic/Special)	4	-	-	50
MLIS-406	Seminar	4	-	-	50

MASTER IN LIBRARY & INFORMATION SCIENCE (MLIS) (SFC)

DETAIL SYLLABUS

FIRST SEMESTER

MLIS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Outcome of the Course:

After completing this course, the learners will be able to know about different types of libraries and their importance in the society. It also gives knowledge about how library can provide various types of services to strengthen the knowledge of the people and can fulfill their information needs.

Course Outline:

UNIT-1 : Concept of Modern Library
Role of Library in the Society
Five Laws of Library Science

UNIT-2 : Types and Functions of different Libraries :
Academic Libraries, Public Libraries, National Libraries and Special Libraries

UNIT-3 : Library Legislation: Concept, Need and Components of Library Legislation
Odisha Public Library Act-2001, Right to Information Act-2005
Registration of Books Act, Delivery of Books (Public Libraries),
Intellectual Property Right Act
Library Movement in Odisha

UNIT-4 : Library Resource Sharing : Concepts, Objectives, Need and Areas of Cooperation
Role of UGC in the growth and Development of Libraries and Information centers
Ethics of Librarianship

Books Recommended

1. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
2. Jena, Puspanjali (2008). Foundation of Library & Information Science. Bhubaneswar: Reprint.
3. Das, K. C. (2013). Emerging & Current Trends in Library & Information Science. New Delhi: Avon Publication.
4. Khanna, J. K. (1984). Fundamentals of Library Organizations. New Delhi: ESS Publication.
5. Ranganathan, S.R. (1990). Five Laws of Library Science. New Delhi: UBS Publishing House.
6. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.
7. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
8. Krishna Kumar (1991). Library Organization. New Delhi: Vikash Publish House.
9. Acharya, M.K. & Das, K.C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication
10. Khanna, J. K. Library & Society.

MLIS-102: INFORMATION NEEDS AND SEEKING BEHAVIOUR OF USERS

Outcome of the Course:

The users have various types of information needs. After completing this course, the learners will be able to know about different sources of information and how these can be helpful for both the library staff and the users of information.

Course Outline:

- UNIT-1:** User-Concept, Scope and Composition of User Community
Types of User and their use of Information
Assessment of Information Needs of Users
Information Seeking Behaviour and ISB Models
- UNIT-2:** User Study-Basic Concept and Types
i) Questionnaire Method
ii) Case Study Method
iii) Interview Method
iv) Observation Method
v) Survey Method
- UNIT-3:** Evaluation of User Studies- Concept, Need and Criteria for Evaluation
Evaluation of User Studies- Different Methods
Benefits of Evaluation
- UNIT-4:** User Orientation Vs. User Education
User Education- Need and various Methods
User Orientation in Internet Environment.

MLIS-103: REFERENCE AND INFORMATION SOURCES

Outcome of the Course:

The users have various types of information needs. After completing this course, the learners will be able to know about different sources of information and how these can be helpful for both the library staff and the users of information.

Course Outline:

- UNIT-1:** Definitions, Need and Types of Information Sources
Print Sources of Information: Primary, Secondary, Tertiary
Study of evaluation of different categories of reference tools such as
Dictionaries, Encyclopedias, Year Books, Hand Books, Manual,
Bibliographies & Biographical Sources of Information, Acquaintance with Odia reference materials
- UNIT-2:** Indexing and Abstracting Periodicals: Definition, Need and Function
Scopus, Web of Science
- UNIT-3:** Geographical Reference Sources: Maps, Atlas and Globes
Human Resources and Referral Systems, Mass Media

UNIT-4: Electronic Resources
Internet as a Source of Information
Open Access Information Resources – Virtual Library, E-journals, etc.

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz, Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar (1989). Reference Service. New Delhi: Vikas Publishing House.
4. Ranganathan, S. R. (1960.). Reference Service and Bibliography, Ed.2. Bombay: UBS.
5. Shores, L (1954). Basic Reference Sources. Chicago: ALA.
6. Guha, B. (1983). Documentation & Information, 2nd Ed. Calcutta: World Press.
7. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.

MLIS-104: KNOWLEDGE ORGANISATION (CLASSIFICATION THEORY)

Outcome of the Course:

Library is a store house of various documents. After completing this course, the learners will be able to know different classification systems and how to classify the books. It gives knowledge about the methods of systematic arrangement of books and other documents on the shelves of the library, so that it will be easier for searching any document in the library and saves the time of the users.

Course Outline:

UNIT-1 : Universe of Subject

Library Classification: Definition, Need and Purpose

Major Schemes of Classification: Type and Structure

UNIT-2 : Fundamental Categories ,Facet Analysis, Facet Sequence, Phase Relations

Common Isolates and other Auxiliary Tables, Devices

UNIT-3 : Notation: Structures, Types and Qualities

Design of Call Number, Book Number and Collection Number

Comparative studies of CC and DDC

UNIT-4 : Modes of formation of Subject

Basic Laws of Library Classification

Canons for Idea Plane, Canons for Verbal Plane, Canons for Notational Plane

Books Recommended

1. Kumar, Krishna (1991). Theory of Classification. New Delhi: Vikash Publishing House.
2. Chakravarti, B. (1994). Library Classification Theory. Calcutta: World Press.
3. Ranganathan, S.R. (1990). Colon classification, 6th ed. Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.
4. Dewey, Melvil. Dewey Decimal Classification, 23rd Edition.
5. Hussain, Subhat (1992). Library Classification; Facet and Analysis. Tata McGraw-Hill.
6. Chan, L.M. (1994). Introduction Classification and Cataloguing. 2nd Ed. New York: McGraw-Hill International.

MLIS-105: KNOWLEDGE ORGANISATION (CLASSIFICATION PRACTICE)

Outcome of the Course:

After completing this course, the learners will be able to gain practical knowledge about how to find a class number for a book, accordingly the books will be classified and arranged on the shelves.

Course Outline:

(F.M= 25+25=50)

Part-I: Preparation of Class Numbers of the documents related to Basic, Compound and Complex subjects by using standard subdivisions and other tables according to Dewey Decimal Classification Latest Edition.

Part-II: Preparation of Class Numbers of the documents related to Basic, Compound and Complex subjects by using the Devices, Systems and Specials, Common Isolates and Phase Relations according to Colon Classification 6th Edition.

Books Recommended

1. Batty,C.D. (1991). An Introduction to Dewey Decimal Classification. London: Clive Bingley.
2. Dewey Decimal Classification and Relative Index, 19th ed. New York: Forest press.
3. Dewey Decimal Classification and Relative Index, 22nd ed. New York: Forest press.
4. Ranganathan, S.R. (1990). Colon classification,6th ed., Bangalore, Sarada Ranganathan Endowment for Library Science. New Delhi: UBS Publishing.

MLIS-106: LIBRARY AND INFORMATION ORGANISATIONS AND NETWORKS

Outcome of the Course:

This course gives information about different centres or organisations involved in collection, retrieval and dissemination of information. The learners will come to know about library networking and organisations working for networking of information resources.

Course Outline:

UNIT-1 : Information Institutions- Concept and Type:

- a) Libraries
- b) Information Centers
- c) Data Centers
- d) Referral Centers

UNIT-2 : National Information Systems- NISCAIR, DESIDOC
International Organisations of Information System - AGRIS, INIS, INSPECS and MEDLARS

UNIT-3 : Library Consortia: Definition, Meaning, Functions and Types

Information Networks (Regional)- DELNET, CALIBNET, MALIBNET
Information Networks (National)- INFLIBNET, NICNET, ERNET and OCLC

UNIT-4 : Library Associations: Meaning, Aims & Objectives, Programmes & Activities
Library Associations in India- ILA, IASLIC, IATLIS
Library Associations and Organizations at International Level- IFLA, ALA
Library Associations in Odisha

Books Recommended

1. Kawatra, P.S. (2000). Textbook of Information Science. New Delhi: A.P.H Publishing Corporation.
2. Bose, Kaushik (1994). Information Networks in India: Problems and Prospects. New Delhi: Ess Publications.
3. Seetharama S. (1992). Information Consolidation and Repackaging. New Delhi: Virgo Publications.
4. Kaul, H K. (1992). Library Networks: An Indian Experience. New Delhi: Virgo Publications.
5. Kaul, H. K. (1999). Library Resource Sharing and Networks. New Delhi: Virgo Publications.
6. Chopra, H. S. (1996). Information Marketing. New Delhi: Rawat Publications.

SECOND SEMESTER

MLIS-201: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (PART-I)

Outcome of the Course:

Library is an organization comprising of various resources like documentary resources, human resources, financial resources, furniture and equipment etc. Management of all the resources is a task for the librarian. After completing this course, the learner will be able to know the art of management of various resources of library, so that the library can run smoothly and successfully.

Course Outline:

- UNIT-1 :** Management: Basic Concept,
Taylor and Fayol Principles of Scientific Management
Management Functions: POSDCORB
- UNIT-2 :** Library Committee, Structure and Functions
Management of different Sections of a Library:
Acquisition Section: Book Selection, Purchasing, Ordering and Accessioning etc.
Circulation: Functions of Circulation Section
Browne and Newark Charging System
Technical Processing Section and Serial Control Section
- UNIT-3 :** Library Building Planning, Standard Furniture and Equipments
Stock Verification and Shelf Rectification
Library Statistics and Records: Purpose and Type
- UNIT-4 :** Financial Management: Methods of Financial Estimations
Sources of Library Finance
Budgeting and Types
Library Rules and Regulations

Books Recommended

1. Narayana, G. J. Fundamentals of Library Management. New Delhi: Prentice Hall.

2. Mittal, R.L. (1984). Library administration: Theory & practice. New Delhi: Metropolitan.
3. Parida, Baman (1993). Fundamentals of Library Management. Bhubaneswar: Panchasila.
4. Krishna Kumar (1991). Library Organization. New Delhi: Bikash Publish House.
5. Shukla, B.B. (1987). Library community, Administration and Management. Cuttack: Bharati Publication.

MLIS-202: INFORMATION SERVICES

Outcome of the Course:

Library works as a servicing organization. After completing this course, the learners will come to know about different information and reference services provided by libraries and how to provide these services in limited time to satisfy the users' information needs.

Course Outline:

- UNIT-1:** Information Services: Concept and Need,
Information Services in Libraries,
Information Service Agencies,
Methods of Accessing Information Needs
- UNIT-2:** Reference Services: Definition, Need & Purpose
Types of Reference Services in Libraries
Reference Services: Ready Range and Long Range
Referral Service
- UNIT-3:** Current Awareness Service (CAS)
Selective Dissemination of Information (SDI)
Bibliographic Services
Indexing and Abstracting Services
- UNIT-4:** Web-based Services
Translation Services
Reprographic Services
Document Delivery Services

Books Recommended

1. Katz, A. (1992). Introduction to Reference Work. 2V. 6th Ed. New York: McGraw Hill.
2. Katz, Bill and Tarr, Andrea (1978). Reference and Information Services, a reader. N.J.: The Scarecrow Press.
3. Krishan Kumar (1989). Reference Service. New Delhi: Vikas.
4. Ranganathan, SR. (1960). Reference Service and Bibliography, Ed.2. Bombay: UBS Publishing.
5. Guha, B. (1983). Documentation & Information. 2nd Ed. Calcutta: World Press.
6. Kawatra, P.S. (1982). Fundamentals of documentation with special reference to India. New Delhi: Sterling.
7. Bose, H. (1986). Information Service: Principles and Practice. New Delhi: Sterling.
8. Catherine, Sheldrick Ross, Kirsti, Nilsen and Patrica, Dewdney (2002). Conducting the Reference Interview: A how-to-do manual for librarians. London: Facet Publishing.
9. Sharma, J.S. and Grover, D. R. Reference Services and Sources of Information. New Delhi: EssEss Publications.
10. Acharya, M. K. & Das, K. C. (2016). University Libraries in the Information Age: Changing Needs & Changing Roles, New Delhi, SSDN Publication

MLIS-203: FUNDAMENTALS OF COMPUTER

Outcome of the Course:

The present society is IT based society, where there is use of computers everywhere. There is use of computer in libraries also. This course gives fundamental knowledge on computers, their different parts and how to work with computer, so that one can work easily in a computerized library.

Course Outline:

UNIT-1: Computer: Definition, Developments and Computer Generations
Classification of Computers
Basic Components of a Computer

UNIT-2: Computer Hardware: Components & Functions
Processors, Memory, Storage and Input/Output Peripherals
Operating Systems: Meaning, Types and Functions
Programming Languages: Types, Characteristics and their Applications

UNIT-3: Software - System and Application Software (MS Word, MS Excel, MS PowerPoint)
Software Packages: Word Processing Packages
Desktop Publishing

UNIT-4: Database- Definition, Concept and Components
Database Management Systems (DBMS) and RDBMS

Books Recommended

1. Rajaramanna, V (1990). Fundamentals of computer. New Delhi: Willey Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra. Suresh K. (1999). Computers Today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.
5. Mahapatra, M. & Ramesh, D.B. (Eds.) (2004). Information Technology Application in Libraries: A Text book for Beginners. Bhubaneswar: Reprint.
6. Satyanarayan, R. (1996). Information Technology & its Facets. New Delhi: Mammals Publication.
7. Nair, R. Raman (1992). Computer Application to Library and Information Services. New Delhi:EssEss Publications.
8. Sinha, K. Pradeep and Sinha, P. (2003). Computer Fundamentals. New Delhi: BPB Publications.
9. Kumar, P.S.G.(2004). Information Technology Application. Delhi: B.R.Publishing Corporation.

MLIS-204: KNOWLEDGE ORGANISATION (CATALOGUING THEORY)

Outcome of the Course:

Library is a store house of various documents and that should be known to the users of library, so that they can use the library properly. After completing this course the learner will gain knowledge about how to prepare the list of various documents in library, prepare catalogue cards and their arrangement in proper order, so that it will be easier for the users to search a particular document in the library.

Course Outline:

- UNIT-1:** Library Catalogue: Definition, Need and Purpose
Library Catalogue Vs. Shelf List and Catalogue Vs. Bibliography
Types of Library Catalogues
History of Catalogue Codes
- UNIT-2:** Physical Forms of Library Catalogue
Comparative Study of Classified and Dictionary Catalogue
Kinds of Entries and their Functions according to AACR-II,
Sear's List of Subject Heading (SLSH)
- UNIT-3:** Canons of Cataloguing
General Normative Principles
Cataloguing of Non-print Materials: Cartographic Materials and Audio-Video Materials
Centralised and Cooperative Cataloguing
- UNIT-4:** International Standards for Bibliographic Description- ISBD
Common Communication Format (CCF)
Machine Readable Cataloguing (MARC)
OPAC and Web OPAC

Books Recommended

1. Anglo-American Cataloguing Rules (1999). 2nd Rev. Ed. Chicago: ALA.
2. Hunter. E.J. (1980). Examples Illustrating AACR 2nd Ed. New Delhi: Oxford.
3. Sears, M.E. (1998). Sears List of Subject Heading, 17th ed. New York: H.W Wilson.
4. Choudhury, B.K. (1990). Illustrative Examples in Cataloguing Manual: AACR-II.
5. Viswanathan, C.G. Cataloguing Theory and Practice. New Delhi: Ess Ess Publications.
6. Gopal Krishan. (2005). Library Online Cataloguing in Digital Way. Delhi: Authors Pres.
7. Malavya, V, C. (1999). Multimedia Library and Online Cataloguing. New Delhi: Ess Ess Publications.
8. Khan, M.A.(1997). Cataloguing in Library Science. New Delhi: Swarup & Sons.
9. Krishan Kumar and Girija Kumar. (1989). Theory of Cataloguing. New Delhi: Vikas Publication.

MLIS-205: KNOWLEDGE ORGANISATION (CATALOGUING PRACTICE)

(F.M= 25+25=50)

Outcome of the Course:

After completing this course the learner will gain practical knowledge about how to prepare the catalogue cards and their arrangement in proper order, so that it will be easier for the users to search and find a particular document in the library.

Course Outline:

- A) Preparation of Main Entry and Added Entries of printed materials according to AACR-II
- i) Personal Authors and Pseudonymous Authors
 - ii) Corporate Authors
 - iii) Simple Periodicals
- B) Preparation of Main Entries according to AACR-II of the following Non-Book Materials:

- i) Cartographic Materials
- ii) Audio-Video Materials

Books Recommended

1. AACR-2 Rules. Editor: Michael Gorman
2. Prasad, H. N. Cataloguing Practice AACR-2.
3. Chaudhury, B.K. Cataloguing Practice AACR-2
4. Singh, S.N and Prasad, H.N. (1985). Cataloguing Manual: ACCR-II. New Delhi: B.R. Publishing Corporation.
5. Choudhury, B.K. (1997). Illustrative Examples in Cataloguing Practice. Berhampur: Learning Point.
6. Sears, M.E. (1998). Sears List of Subject Heading, 17th ed. New York: H.W. Wilson.

MLIS-206: RECORDS PREPARATION, PRESENTATION & VIVA

Note: The students shall prepare the following records and submit, which will be evaluated by the Internal and External examiners

A. Preparation of the following Records

25 Marks

- | | | |
|----|---------------------------------------|------------|
| 1. | Accession Register | 50 entries |
| 2. | Shelf-List Card | 10 entries |
| 3. | Book Selection Cards | 10 entries |
| 4. | Library Classification Records: | |
| | i) CC | 20 entries |
| | ii) DDC | 20 entries |
| 5. | Library Cataloguing Records: | |
| | i) AACR-II (Book Materials) | 5 entries |
| | ii) AACR-II (Non-Book Materials) | 5 entries |
| 6. | Preparation of a Subject Bibliography | 10 entries |
| 7. | Evaluation of Reference Tools | 5 entries |

B. Presentation

10 Marks

C. Viva Voce

15 Marks

THIRD SEMESTER

MLIS-301: INFORMATION AND COMMUNICATION

Outcome of the Course:

The present society is the information society. Information is essential everywhere. After completing this course the learners will gain knowledge about-

- How information is generated and disseminated
- Importance of information in different sectors of the society
- Importance of information in learning activity
- Impact of information on the economy

Course Outline:

- UNIT-1:** Information - Definition, Characteristics, Nature, Type, Value and Use of Information
Difference between Data, Information and Knowledge
Information Industry - Generators, Providers and Intermediaries
- UNIT-2:** Communication of Information: Types, Levels, Process, Media
Communication Channels, Models and Barriers
- UNIT-3:** Information as an Economic Resource
Information as a Marketable Commodity
Marketing of Information Product and Services
Market Demand and Factors influencing the demand for Information Products
- UNIT-4:** Impact of Information on different sectors,
Impact of Information on Library & Information Systems and Services
National Information policy: Need and Issues
Concept of Information society, Impact of Information society on Information profession.

Books Recommended

1. Prasad, H.N. (2012). Information Needs and Users. New Delhi: B.R. Publishing Corporation.
2. Das, K. C. and Acharya, J. (2016). Information Needs and Use of E-Resources in University Libraries. 5A/12, New Delhi: S. K. Book Agency.
3. Case, D.O. (2002). Looking for Information: A survey of research on informationseeking, needs and behavior. California: Academic Press.
4. Lange, A. et al. (1999). Information Seeking in the Online Age: Principles and practice. Michigan: K.G. Saur.
5. Chowdhury, G. G. (2011). Information users and usability in the digital age. New York:Neal-Schuman Publishers, Inc.
6. Das, K.C. (2012): Information Access in Digital Libraries. New Delhi: SSDN Publication
7. Patra,M.&Das,K.C.Information Access and Management in Business School Libraries. New Delhi: Discovery Publishing Housing Pvt.Ltd.

MLIS-302: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES (PART-II)**Outcome of the Course:**

After completing this course the learners will gain knowledge about how to be good and successful manager. It provides the skills which helps in the management and development of human resources and collections of the library.

Course Outline:

- UNIT-1:** Management School of Thoughts
MBO-Process of MBO, Relevance in the field of Lib.& Inf. Centres
Organisational Chart-Different patterns of organization, Advantages and Disadvantages
- UNIT-2:** Personnel Management- Elements of Human Resource Planning (HRP)
Techniques of HRM- Job Analysis, Job Description and Job Evaluation
Staff Recruitment, Selection and Training
Human Resource Development: Need and Mechanism

UNIT-3: Delegation of Authority
Motivation-Types and theories of Motivation
Leadership- Functions and Activities, Leadership in Libraries

UNIT-4: Management of Information system (MIS)- Basic Concept, Process of MIS Development
Total Quality Management (TQM) - Basic Concepts, Methods and Benefits of TQM

Books Recommended

1. Khanna, J. K., Library & Society.
2. Narayana, G. J. Fundamentals of Library Management. New Delhi:Prentice Hall.
3. Mittal, R.L.(1984): Library administration: Theory & practice. New Delhi: Metropolitan.
4. Parida, Baman (1993): Fundamentals of Library Management. Bhubaneswar: Panchasila.
5. Krishna Kumar (1991): Library Organization. New Delhi: Bikash Publish House.
6. Shukla, B.B. (1987): Library community, Administration and Management. Cuttack: Bharati Publication.

MLIS-303: RESEARCH METHODOLOGY

Outcome of the Course:

After completing this course, the learners will be able to gain knowledge about-

- What is research
- How to conduct research work
- What are the different methods of conducting research
- How to prepare research report

Course Outline:

UNIT-1: Research-Definition and Need of Research
Types of Research: Pure, Applied, Team, Relay
Identification of Research Problems

UNIT-2: Methods of Research
(i) Scientific Method, Spiral of Scientific Methods
(ii) Historical method
(iii) Survey Method
(iv) Case Study method

UNIT-3: Research Design-Its concept and steps
Formulation of Hypothesis
Report Writing- Concept, Purpose, Qualities and Outline of Research Report
Bibliographic Citation: APA, ISI & MLA

UNIT-4: Methods of Data Collection: Questionnaire, Interview and Observation
Data Representation: Tables, Charts, Graphs
Data Interpretation: Frequency Studies, Measures of central value

Books Recommended

1. Goode, W.J &Hatt, P.K (1989). Method of Social Research. McGraw Hill. Auckland. Kothari, C.R. (1990). Research Methodology: Ed2 Wishwa. New Delhi. Krishna Kumar (1992).

2. Research methods in library in social science. Vikas, New Delhi.
3. Kothari, C.R. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International Publisher (P) Limited.
4. Kothari, C.R. and Garg, G. (2004). Research Methodology: Methods and Techniques. New Delhi: New Age International Publisher (P) Limited.
5. Goode, W. J. & Hatt, P. K. (1952). Methods in Social Research. McGraw-Hill Inc.
6. Creswell, J. W. (2002). Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. New Delhi: Sage Publications.
7. Dhiman, Anil K. (2016). Research Methodology. New Delhi: SSDN Publication.

MLIS-304: APPLICATION OF INFORMATION & COMMUNICATION TECHNOLOGY

Outcome of the Course:

Now everywhere there is use of computer in libraries, i.e. the libraries are automated and there is use of library software in all the operations of the library. After completing this course the learners will gain knowledge about-

- Working in automated library
- Application of IT in different functions of the library
- Working with different library management softwares
- Application of IT in security of the library

Course Outline:

UNIT 1: Information Technology - Definition, Need, Scope, Objectives and Components
Softwares - System and Application Softwares
Operating Systems - Single and Multi-user,
Basic features of MS-DOS, MS Windows and LINUX

UNIT 2: Library Automation: Definition, Need and Purpose
Application of Computers in Library House Keeping Operations
Basic Features/Modules of Library and Information Management Software:
SOUL, COHA, NewGenLib.

UNIT 3: Telecommunications - Need, Purpose and Objectives
Modes (Simplex, Half Duplex, Full Duplex)
Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing,
Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

UNIT 4: Network - Concept, Components, Topologies and Types (LAN, MAN, WAN)
Library Networks - Need, Purpose and Objectives
Internet - Concept, Definition, Origin, Need and Purpose, Internet Services

Books Recommended

1. Rajaraman, V. (1990). Fundamentals of computer. New Delhi: Wiley Eastern.
2. Jaiswal, S. (2000). Information Technology Today. New Delhi: Galgotia Publication.
3. Basandra. Suresh K. (1999). Computers Today. New Delhi: Galgotia Publication.
4. Das, K.C. (2012). Information Access in Digital Libraries. New Delhi: SSDN Publication.
5. Mahapatra, M. & Ramesh, D.B., Ed. (2004). Information technology application in libraries: A text book for Beginners. Bhubaneswar: Reprint.
6. Satyanarayan, R. (1996). Information technology & its facets. New Delhi: Mammals Publication.

7. Nair (R Raman). (1992). Computer Application to Library and Information Services. New Delhi; EssEss Publications.
8. Sinha, K Pradeep and Sinha, P. 2003. Computer Fundamentals. New Delhi: BPB Publications.
9. Kumar, P. S. G. (2004). Information Technology Application. Delhi: B.R.Publishing Corporation.

MLIS-305: Choice Based Paper

MLIS-306: INFORMATION COMMUNICATION TECHNOLOGY PRACTICE

Outcome of the Course:

After completing this course the learners will gain practical knowledge about-

- Application of IT in different functions of the library
- Use of different library management softwares
- Use of internet in providing different library services

Course Outline:

- (1) Hands on experience with Computer Operations with reference to
 - (a) Input/ Output devices
- (2) Practical Experience with
 - (a) Ms-DOS
 - (b) WINDOWS
 - (c) Ms-WORD, Ms-Excel, Ms-PowerPoint
- (3) Practical experiences with Internet
 - (a) E-mail
 - (b) Online Database Searching
 - (c) Searching Through Web OPAC

FOURTH SEMESTER

MLIS-401: INFORMATION PROCESSING & RETRIEVAL

Outcome of the Course:

After completing this course the learners will gain knowledge about-

- Information retrieval system
- How information can be searched and retrieved easily
- Different techniques of searching
- Different databases where information can be stored and retrieved

Course Outline:

- UNIT-1:** Subject analysis and representation- Contribution of Cutter, Kaiser, Ranganathan
Information Retrieval Thesaurus: Construction and usefulness.
Recall and precision devices in indexing languages
- UNIT-2:** Indexing: Definition, Characteristics.
Study of different Indexing Techniques
Abstracting: Types, Usefulness and preparation of Abstract.
- UNIT- 3:** Information Retrieval System (IRS): Definition, Components

Evaluation of IRS: Purpose, Criteria and Steps
Evaluation Experiments: Cranfield

UNIT-4: The Process of Searching, Search Techniques
Machine Readable Databases: CD-ROM databases, online databases
Recent trends in information retrieval

Books Recommended

1. Chaudhary, G.G. (1999). Introduction to modern information retrieval. London: Library Association.
2. Cleveland, Donald B. and Cleveland, Ana D. (2001). Introduction to indexing and abstracting. Colorado: Libraries Unlimited.
3. Foskett, A.C. (1996). Subject approach to information. 5thEd. London: Library Association.
4. Gosh, S.N. and Satpathi, J.N. (1998). Subject indexing system: concepts, methods and Techniques. Calcutta: IASLIC.
5. Korfhage, R.R. (1997). Information Storage and Retrieval. New York: John Wiley.
6. Lancaster, F.W. (1985). Vocabulary control for information retrieval. Ed.2. Arlington: Information Resource Press.
7. Lancaster, F.W. (2003). Indexing and abstracting: theory and practice. Ed.3. Urbana: University of Illinois.
8. Rowley, J. (1996). The basics of information system. Ed.2. London: Library Association.
9. Soergel, D. (1974). Indexing languages and thesauri: construction and maintenance. New York: John Wiley and Sons.
10. Walker, G. and Janes, J. (1993). Online retrieval: a dialogue of theory and practice. London, Libraries Unlimited.
11. James (Maloney) (1994). Online Searching Techniques and Management. Ala

MLIS-402: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Outcome of the Course:

Preservation of library materials is very important for their long term use. After completing this course the learners will gain knowledge about-

- Different types of writing materials
- Different methods of preservation of all the library documents
- Different enemies of library materials
- Causes of deterioration of books in library and their remedial treatment

Course Outline:

UNIT-1: Concept, Need and purpose of Preservation and Conservation
Preservation Policy
Weeding out Policy of Library Materials

UNIT-2: Palm leaves and Birch Bark: Their Nature and Preservation
Preservation of Manuscripts, Books, Periodicals, Newspaper, Pamphlets
Preservation of Non-Book Materials: CDs, Tapes, Maps and globes, Microfilms and Microfiches

UNIT-3: Digital Preservation: Meaning and scope.

Preservation of Digital data
Binding: Concept, Need and Types

UNIT-4: Environmental Hazards-Temperature, Humanity, Water, Light, Air-Pollution, Smoke and Dust.etc.
Biological Hazards: Fungi, insects, Pests
Chemical Hazards: Chemicals used in preservation.

Books Recommended

1. Riyat, Ravi, (1995). Conservation and Preservation: A Definitive Statement, R& J Services
2. Manning, Ralph W. (Ed.).A Reader in Preservation and Conservation (IFLA Publications), Walter de Gruyter & Co (1 January 2000)
3. Kumar, R. K. Pavan. (2012). Handbook of Preservation and Conservation of Library Materials. Pragun Publications.
4. Chaudhary, S. K. Library Preservation and Conservation
5. Mishra, Jyoti. (2011). Conservation and Preservation Techniques: Handbook for Librarians, New Royal Book Co.

MLIS-403: ACADEMIC LIBRARY SYSTEM

Outcome of the Course:

After completing this course the learners will gain knowledge about-

- What are the roles and functions of a academic library
- Action taken by UGC for developing academic library
- Library networks and their importance in now days.
- Digital library services provided in a library

Course Outline:

UNIT-1: Academic Library: Objectives, Functions and Types
Role of Academic Library in Education
Library Committee and Commissions

UNIT-2: Role of UGC in promoting Academic Libraries
Library Services in Academic Libraries
Financial Management of Academic Libraries

UNIT-3: Collection Development policy
Problems in Collection Management
Collection Development Programmes

UNIT-4: Staffing Pattern
Personnel Management in Academic Library
Resource Sharing: Meaning, Need and Objectives
Library Network: Meaning, Need and Advantage

MLIS-404: DIGITAL LIBRARY SYSTEM

Outcome of the Course:

After completing this course the learners will gain knowledge about-

- What is digital library
- Different digital collections in a library
- Strategies for Digital preservation
- Digital library services provided in a library

Course Outline:

- UNIT-1:** Digital Library: Definition & Concept
Difference of Electronic, Digital and Virtual Library
Essential elements/Components of Digital Library
Organizational Issues: Economic, Legal & Social
- UNIT-2:** Formats of Digital Information-Text, Images, Sound, Multimedia
Digital Preservation: Meaning, Purpose and Issues
Interoperability Standards: Metadata
- UNIT-3:** Meaning and Types of Digital Collections
Collection Management in Digital Libraries
Evaluation of Digital Collections
- UNIT-4:** Planning and Designing of Digital Library
Steps involved in designing a Digital Library
Basic Tools for designing Digital Library

Books Recommended

1. Andrew Cox. (2010). Introduction to Digital Library Management. London: FacetPublishing.
2. Andrews, J. (2010). Digital Libraries. London: Ashgate.
3. Chowdhury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing.
4. Costantino,ThanosandMaristella, Agosti. (2002). Research and Advanced Technology forDigital Libraries: 6th European Conference, ECDL 2002, Rome. New York: Springer.
5. Dahl, Mark et al. (2006). Digital Libraries: Integrating content and systems. London:Chandos Publishing.
6. Fenner, Audrey. Ed. (2005). Managing Digital Resources in Libraries. New York:Haworth.
7. Liu, Jia. (2007). Metadata and its applications in the digital library: approaches andpractices. London: Libraries Unlimited.
8. Marilyn Deegan and Simon Tanner. (2010). Digital Futures Strategies for the informationage. London: Facet Publishing.
9. William, Arms. (2005). Digital Libraries. New Delhi: Anne.

MLIS-405: LIBRARY TOUR

(Public/Academic/Special)

MLIS-406: SEMINAR

(Seminar to be evaluated by an External Examiner and Internal Examiner.)

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