

P. G. Department of Population Studies

Syllabus: 2021-22
Master of Library and Information Science
(MLIS)



Fakir Mohan University
Vyasa Vihar, Nuapadhi
Balasore – 756 089, Odisha

MASTER OF LIBRARY AND INFORMATION SCIENCE (MLIS)

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.

COURSE STRUCTURE:

First Semester

Paper Code	Paper Title	Credit	Mark Distribution		
			Internal Exam.	Term-End Exam.	Total Mark
LS-101	Foundations of Library and Information Science	4	40	60	100
LS-102	Reference and Information Sources	4	40	60	100
LS-103	Library and Information Organisations and Networks	4	40	60	100
LS-104	Knowledge Organisation (Classification Theory)	4	40	60	100
LS-105	Knowledge Organisation (Classification Practice)	4	-	100	100
TOTAL MARKS:					500

Second Semester

LS-201	Management of Library and InformationCentres-I	4	40	60	100
LS-202	Information Services	4	40	60	100
LS-203	Fundamentals of Computer	4	40	60	100

LS-204	Knowledge Organisation (Cataloguing Theory)	4	40	60	100
LS-205	Knowledge Organisation (Cataloguing Practice)	4	-	100	100
TOTAL MARKS:					500

Third Semester

LS-301	Management of Library and Information Centres -II	4	40	60	100
LS-302	Research Methodology	4	40	60	100
LS-303	Application of Information & Communication Technology	4	40	60	100
LS-304	Choice Based Paper	4	40	60	100
LS-305	Use of Computer and Library Software Packages Practical	4	-	100	100
TOTAL MARKS:					500

Fourth Semester

LS-401	Information and Communication	4	40	60	100
LS-402	Information Processing and Retrieval	4	40	60	100
LS-403	Preservation and Conservation of Library Materials	4	40	60	100
LS-404	Digital Library System	4	40	60	100
LS-405	Seminar Work	4	-	100	100
TOTAL MARKS:					500
GRAND TOTAL MARKS (Sem-I + Sem-II + Sem-III + Sem-IV):					2000

N.B: The internal exam in each theory paper consists of quiz test, home assignment and unit test

DETAIL SULLABUS

FIRST SEMESTER

LS-101: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Meanings of Library, Components of Library, Different Forms of Library, Concept of Ancient Library, Features of Modern Library, Role of Libraries in Formal and Informal Education, Role of Library in the Society
Five Laws of Library Science and their Implications
- UNIT-2: Different Types of Libraries, Academic Library: Meaning, Types, Users type, Collection types, Functions and Services, Public Library: Meaning, Objectives, Users, Basic Elements of Public Libraries, Functions of Public Libraries, National Library: Concepts, Functions, Services, **Special Library: Concept, Objectives, Functions**
- UNIT-3: Library Legislation: Concept, Need and Components of Library Legislation Model Public Library Acts in Indian States, Odisha Public Library Act-2001 Registration of Books Act, Delivery of Books Act (Public Libraries),
Library Movement in Odisha
- UNIT-4: Library Resource Sharing: Concepts, Objectives, Need and Areas of Cooperation Meaning of Consortia, Meaning of Users, Types of Users, User Education- Meaning, Need and various Methods, User Study Meaning and User Study Methods:
i) Questionnaire Method
ii) Interview Method
iii) Observation Method
iv) Diary Method
- UNIT-5: Ethics of Librarianship
Role of UGC in the Development of Libraries, Library Commissions and Committees
Role of RRRLF and UNESCO in the Development of Public Libraries
Movement of Library Science Education in India,

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.

LS-102: REFERENCE AND INFORMATION SOURCES

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Definition, Need and Types of Information Sources
Primary Sources of Information, Secondary Sources of Information, Tertiary Sources of Information, Documentary Sources of Information, **Non-Documentary Sources of information.**
- UNIT-2: Geographical Reference Sources: Maps, Atlas and Globes
Human Resources and Referral Systems, Mass Media, Study of evaluation of different categories of reference tools such as Dictionaries, Encyclopedias, Year Books, **Hand Books, Manual, Directory**
- UNIT-3: Indexing and Abstracting Periodicals: Definition, Need and Function
Scopus, Web of Science, Google Scholar, Indian Science Abstract, **LISA, Indian Citation Index**
- UNIT-4: Electronic resources on the Web, E-Book, E-Journal etc.
Internet as a Source of Information, Bibliographies & Biographical Sources of Information
Open Access Information Resources
- UNIT-5: User Education Programme: Definition and Need, Basics of Library Orientation, Aims of Library Orientation, Process of Library Orientation, Kinds of Reference Services: Ready reference service, **Long range reference service, The Future of Reference Service**

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.

LS-103: LIBRARY AND INFORMATION ORGANISATIONS AND NETWORKS

Total Marks = 100 (End Term-60 + Internal-40)

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, Libraries: Definition, Purpose, Function, Role of libraries in education, Role of library as social institution, Information Centers, Information Analysis center, Data Centers: Meaning, Structure, Functions, Services, Types, **Referral Centers: Definition, Need, Purpose, Functions, Activities**
- UNIT-2: National Information Systems- National Institute of Science Communication and Information Resources (NISCAIR): Objectives and Activities, Defence Scientific Information and Documentation Centre (DESIDOC): Functional Areas and Activities International Organisation of Information System- AGRIS, **INIS, INSPECS and MEDLARS**
- UNIT-3: Information Networks (Regional) - DELNET, CALIBNET, MALIBNET, ADINET, MYLIBNET, BONET
Information Networks (National) - INFLIBNET, NICNET, ERNET and OCLC
Library Networks (International)-OCLC, **RLG, JANET, CALIS**
- 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**
- UNIT-5: Library Consortia: Definition, Meaning, Functions
Library Consortia in India: INDEST, FORSA, UGC – INFONET, NKRC, IIM Consortium, HELINET, CeRA. International Library Consortia: CARLI, CONCERT, SANLIC, **CURL, EIFL, ICOLC**

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.

LS-104: KNOWLEDGE ORGANISATION (CLASSIFICATION THEORY)

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Library Classification: Definition, Concept, Need. Functions and Components.
Library Classification v/s Knowledge Classification.
Major Schemes of Classification: Dewey Decimal Classification, Colon Classification, **Universal Decimal Classification.**
- UNIT-2: Fundamental Categories, Facet Analysis: Meaning and Definition, Subject analysis using Facet analysis: CC and Facet analysis, DDC and Facet analysis,
Facet Sequence: Meaning, Facet sequence in DDC and CC, Phrase Relation: Meaning, Types of Phrase relation, Kinds of phrase relation, **DDC in Phrase relation, CC in Phrase relation.**
- UNIT-3: **Common Isolates: Meaning, types of common isolates, Application in CC and DDC, Devices and Mnemonics.**
Notation: Definition, Importance, Types, Functions, Qualities.
Design of Call Number, Book Number and Collection Number.
- UNIT-4: Different types of subjects: Basic, Compound and Complex Modes of Formation of Subjects
Comparative Study of Colon Classification and Dewey Decimal Classification.
Devices Used in CC
- UNIT-5: Ranganathan Basic Law of Library Classification: Law of Interpretation, Law of Impartiality, Law of Symmetry, Law of Parsimony, Law of Local Variations, Law of Osmosis
Planes of Work: Canons for Ideal plane, Canons for Verbal plane, Canon 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.

LS-105: KNOWLEDGE ORGANISATION (CLASSIFICATION PRACTICE)

Total Marks = 100
Credit hour = 4

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:

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.

Note: The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- | | |
|-------------------------------|------|
| a) DDC Practical Written Test | - 60 |
| b) Record Preparation | - 20 |
| c) Viva | - 20 |

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.

SECOND SEMESTER

LS-201: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES -I

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Meaning, Definitions, Basic Concept, Features, Objectives, Levels of Management, Difference between Management and Administration, Meaning and Needs of Scientific Management, Taylor's and Fayol's Principles of Scientific Management
Functions of Management: Planning, Organising, Staffing, Directing, Coordinating, Reporting, Budgeting (**POSDCORB**)

UNIT-2: Management of different Sections of a Library:
Acquisition: Functions of Acquisition Section, Book Selection Process, Book Acquisition Methods, Book Purchasing Methods, Ordering and Accessioning Procedures etc.
Circulation: Functions of Circulation Section, Different Methods of Circulation, Browne and Newark Charging System
Technical Processing Section and Serial Control Section: Activities

- UNIT-3: Library Building: Site Selection, Space Allocation, Planning for Library Building, **Standard Furniture and Equipment for Library**, Duties of Routine Maintenance Work in a Library, Meanings of Shelf Rectification and Stock Verification, Need of Stock Verification in a Library, Methods of Stock Verification in a Library with Advantages and Disadvantages,
- UNIT-4: Financial Management: Meaning and Concepts Finance, Principles of Finance, Methods of Financial Estimations, **Sources of Finance for Different Types of Libraries**, Budgeting: Meaning and Types of Budgeting, Library Expenditure Planning: Importance of Library Expenditure, Nature of Library Expenditure, Principles of Library Expenditure
- UNIT-5: Library Authority: Concept, Need, Functions
Library Committee: Concept, Need, Functions and Types of Library Committee
Library Statistics and Records: Purpose and Type
Library Rules and Regulations: Characteristics and Model Rules for Libraries

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.

LS-202: INFORMATION SERVICES

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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,
Types of Information Services in Libraries,
Information Service Agencies and their Functions
Categories of Users and their Information Needs
Methods of Accessing Information Needs: Survey Method, Observation Method, Secondary Analysis Method
- UNIT-2: Reference Services: Definition and Need
Types of Reference Services in Libraries
Ready Range and Long Range Reference Services: Meaning, Needs and Methods
Referral Service: Meaning and Functions of Referral Centres
Difference between Library and Referral Services
- UNIT-3: Current Awareness Service (CAS): Definition, Characteristics, Medias of CAS
Selective Dissemination of Information (SDI): Definition, Objectives, Work Flow,
Advantages and Disadvantages of SDI Service
Bibliographic Services: Meaning, Types of Bibliography

- UNIT-4: Web-based Services: Concepts, Different Types of Web-based Services
 Reprographic Service: Concept, Needs, Techniques
 Document Delivery Service: Concept, Need and Problems
E-Document Delivery Service: Meaning and Advantages
- UNIT-5: Indexing Services: Meaning, Types of Indexing
 Abstracting Services: Meaning, Types of Abstracts, Usefulness of Abstracts
 Translation Service: Concepts, **Centres providing Translation Services, Problems of Translation in India**

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,SheldrickRoss,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

LS-203: FUNDAMENTALS OF COMPUTER

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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, Basic Components of a Computer, Computer Memory, Input and Output Devices, Introduction to Free and Open Source Software, Computer Virus, **Types of Viruses, Use of Antivirus software.**
- UNIT-2: Computer Hardware: Components & Functions, Definition of Operating System, Objectives, types, and functions of Operating Systems, Programming Languages: **Types, Characteristics and their Applications.**
- UNIT-3: MS-Word: Introduction, Starting MS-Word, MS-Word Screen and its Components, Elementary Working with MS-Word.
 MS-Excel: Introduction, Starting MS-Excel, Basics of Spreadsheet,

MS-Excel Screen and Its Components, Elementary Working with MS-Excel.
MS-PowerPoint: Introduction, Starting MS-PowerPoint, Basics of
PowerPoint, MS-PowerPoint Screen and Its Components, **Elementary
Working with MS-PowerPoint.**

UNIT-4: Difference between Data, Information & Data Management, Database- Definition, Concept and Components ,Characteristic of Database, Database Architecture, Data Models, Categories of Data Model, **Database Management Systems (DBMS) and RDBMS**

UNIT-5: Computer Arithmetic: Binary Arithmetic, Number System: Binary, Octal, Decimal, Hexadecimal, Converting from one number system to another,, Working with E-mail (creation and use of the same), Introduction to Web Browsers, **Introduction to Search engine and Searching the Web**

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.

LS-204: KNOWLEDGE ORGANISATION (CATALOGUING THEORY)

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Catalogue: Definitions, Objectives and Functions
Library Catalogue v/s Shelf List v/s Bibliography.
Types of Library Catalogue: Physical forms and Inner Forms
History of Catalogue Codes

UNIT-2: Comparative Study of Classified and Dictionary Catalogue
Kinds of Entries and their Elements of Description according to AACR IIR
Sears List of Subject Headings (SLSH)
OPAC v/s Web OPAC

UNIT-3: Canons of Cataloguing

General Normative Principle

Cataloguing of Non-print materials: Cartographic Materials and Audio video Materials

UNIT-4: Cooperative Cataloguing: Definitions, Objectives, Need, Forms of cooperative Cataloguing. Centralized Cataloguing: Definition, Objectives, Advantages, Disadvantages, Forms of Centralized cataloguing.

UNIT-5: Common Communication Format (CCF), Machine Readable Catalogue (MARC)
International Standard Bibliographic Description (ISBD): Development of ISBD, Objectives, Characteristics, Format of Entry

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.

LS-205: KNOWLEDGE ORGANISATION (CATALOGUING PRACTICE)

Total Marks = 100

Credit hour = 4

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

Note: The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- | | | |
|----|--------------------------------|------|
| a) | AACR-II Practical Written Test | - 60 |
| b) | Record Preparation | - 20 |
| c) | Viva | - 20 |

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.

THIRD SEMESTER

LS-301: MANAGEMENT OF LIBRARY AND INFORMATION CENTRES-II

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Management Process School, Empirical School, Human Behaviour School, Social System School, Decision Theory School
Objectives: Meaning, Features of Objectives
Management-By-Objectives (MBO): Concept, Features, Process of MBO, Advantages and Difficulties in MBO Process, Relevance of MBO in the field of Library & Inf. Centres
Organisational Chart: Meaning, Different Patterns of Organization in Libraries, Advantages and Disadvantages
- UNIT-2: Human Resource Management (HRM): Concepts, Objectives and Functions
Techniques of HRM- Job Analysis, Job Description and Job Evaluation
Human Resource Planning (HRP): Concepts, Elements of HRP, Process of Recruitment and Selection, Methods of Training and Development of Staff
Human Resource Development (HRD): Concepts, Need and Mechanism
- UNIT-3: Delegation of Authority: Concepts, Characteristics, Steps of Delegation, Principles of Delegation, Advantages and Problems in Delegation
Motivation: Concepts, Factors affecting individual Performances of Employees, Importance of Motivation, Types of Motivation, Maslow's Theory of Motivation
Leadership: Concepts, Characteristics, Importance, Functions, Types of Leaderships,
Qualities of a Good Leader and Leadership in Libraries
- UNIT-4: Management of Information System (MIS): Basic Concept, Objectives of MIS, Process of MIS, Advantages and Disadvantages of MIS
Collection Development: Meaning, Purpose, Advantages and Problems in Collection Development, **Guiding Principles of Collection Development Policy**
Weeding Out: Meaning, Purpose and Discouraging Factors
- UNIT-5: Staff Pattern in Libraries: Categories of Library Staff and their work, Staffing pattern in different types of libraries and their Qualifications

Total Quality Management (TQM): Basic Concepts, Components of TQM,
Methods of TQM, Advantages of TQM, TQM in Library

Books Recommended

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

LS-302: RESEARCH METHODOLOGY

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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:** Introduction to Research: Meaning, Concepts and Need
Types of Research: Historical, Survey, Experimental, Fundamental, Applied and Action Research.
Steps in Research, Ranganathan Spiral of Scientific Methods
Research Design: Definition, Functions, Types and its Components.
- UNIT-2:** Hypothesis: Definition, Formulation, Types and Testing
Sampling: Meaning/Concepts, Sampling error, Sampling bias, Sampling frame, Sample size.
Probability Sampling: Meaning and Types
Non-probability Sampling: Meaning and Types
Preparation of Research Proposal: Concept, Components, and Steps
- UNIT-3:** **Research Methods:**
Observation Methods: Meaning, Types of observation, Applications in Libraries and Information Centers.
Questionnaire Method: Meaning, Types of Questionnaire, Types of Questions, Advantages and Limitations.
Interview Method: Meaning, Types of Interview.
Case Study Method: Definition, Characteristics, Steps, Case study and Case work.
- UNIT-4:** Measures of Central Tendency: Mean, Median and Mode
Presentation of Data: Creation of tables, Charts, and figures.

Report Writing: Meaning, Long reports, Short reports, Stages in Report Writing, **Procedure for Report Writing**

UNIT-5: Plagiarism: Meaning, Types of Plagiarism
Tools Used in Research: SPSS and MS-Excel
Research Ethics and Misconducts

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.

LS-303: APPLICATION OF INFORMATION &COMMUNICATION TECHNOLOGY

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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
Software - System and Application Software
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
Evaluation of Library Software Packages

- UNIT 3: Multimedia: Areas of Application and its Merits and Demerits
Communication Tools and Techniques - E-mail, Teleconferencing/Video Conferencing, Voice Mail, Web Portals, **Social Networking Tools like Facebook, Twitter.**
- UNIT 4: Computer Network - Concept, Components, Topologies , local Area Network , Wide Area Network, Metropolitan Area Network, Internet - Concept, Definition, Origin, Need and Purpose, Overview of World Wide Web (Web Server and Client)
Library Security Technology: **Bar Code, Smart Card, CCTV**
RFID: Concept, Components, Advantages.
- UNIT 5: Open Source Software Packages: Evergreen, Koha, New Gen Lib, PMB.
Commercial Software Packages: LibSys, SLIM, SOUL, Virtua ILS
Freeware ILS: ABCD, **E-Granthalaya, WEBLIS**

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.

LS-304: CHOICE BASED PAPER

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

LS-305: USE OF COMPUTER AND LIBRARY SOFTWARE PACKAGES: PRACTICAL

Total Marks = 100

Credit hour = 4

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) Practical Experience with
 - (a) MS-DOS
 - (b) WINDOWS
 - (c) MS-WORD, MS-Excel, MS-PowerPoint
- (2) Creation of Following Items by Using Computer
 - (a) Official Letters

- (b) Reminder to User
 - (c) Accession Register
 - (d) Annual Reports and Budget Sheets
- (3) Practical experiences with Internet
- (a) E-mail
 - (b) Online Database Searching
 - (c) Searching through Web OPAC
 - (d) Searching of Open Access Database
 - (e) Uses of Search Engine
 - (f) Exploring and Identifying Reference Source in Internet
- (4) Use of Library Software Packages
- (a) KOHA
 - (b) E-Granthalaya

Note: The practical examination will be conducted by both the Internal and external examiners appointed by the University and the division of the marks are as follows:

- | | | |
|----|---------------------------------|-------|
| a) | Computer Practical Written Test | - 50 |
| b) | Computer Practical Work | - 30 |
| c) | Viva | - 20. |

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: Repro print.
6. Satyanarayan, R. (1996). Information Technology & its facets. New Delhi: Mammals Publication.
7. Nair, R, Raman (1992). Computer Application to Library and Information Service. New Delhi: Ess Ess Publications.

FOURTH SEMESTER

LS-401: INFORMATION AND COMMUNICATION

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Concepts and Difference between Data, Information and Knowledge
 Information: Definition, Characteristics of Information, Types of Information, Factors
 Enhancing the Value of Information and Use of Information

Information Industry: Generators, Providers and Intermediaries of Information

Role of Library and Documentation Centres as Information Industry

- UNIT-2: Communication: Meaning and Concepts, Characteristics of Communication, Importance of Communication, Types of Communication, Levels of Communication, Elements of Communication Process, Media of Communication, Communication Channels,
Shannon and Weaver Models of Communication, Barriers of Communication
- UNIT-3: Information as an Economic Resource: Meaning of Economics, Economics Characteristics of Information, Uncertainty and Information, Meaning of Market, Types of Markets and Effect of Uncertainty on different Markets
Information as a Marketable Commodity: Characteristics of Information as a Commodity
Meaning of Demand, Types of Market Demand and Factors Influencing the Demand for Information Products
- UNIT-4: Learning Process: Meaning, Qualities of a Learner, Activities in Learning Process, Learning behaviour of Adults, Characteristics of Self-Directed Learning,
National Information Policy: Need and Issues
- UNIT-5: Impact of Information /knowledge on different sectors
Information Technology (IT) as Changing Tools: Impact of IT on Different Sectors of the Society, **Impact of IT on Library & Information Systems, Library products and Services**

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.

LS-402: INFORMATION PROCESSING & RETRIEVAL

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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: Introduction to Information Retrieval: Concept, Need, Early History to Information Retrieval, Forms of Media and Documents.
Components of Information Retrieval Systems: Scope of IR System, Types of IR System, Functioning of IR System, Components in IR process.
Evaluation Experiments: Cranfield
- UNIT-2: Indexing: Definition, Need and Functions.
Indexing Techniques: Pre-Coordinate Indexing (Cutter's Contribution, Chain Indexing), **Post-Coordinate Indexing (Uniterm Indexing)**.
Keyword Indexing: Key Word in Context Indexing (KWIC), Key Word Out of Context (KWOC), Key-Word Augmented-in-Context Index (KWAC).
- UNIT- 3: **Subject Analysis and Representation- Contribution of Cutter, Kaiser, Ranganathan.**
Abstracting: Concepts, Abstract and Précis, Functions, Preparation of Abstract, Classification of abstract (The Informative Abstract, The Descriptive Abstract).
- UNIT-4: Overview of Web Indexing, Metadata, **Interoperability and Ontology**
Search Strategies: Search Techniques.
Machine Readable Databases: CDF-ROM Databases, Online Databases: Characteristics and Types, Difference between Online Databases and CD-ROM Databases
- UNIT-5: Types, Difference between Online Databases and CD-ROM Databases
Search Engine: Types, Function and Usefulness
Intelligent Information Retrieval: Artificial Intelligence, **Expert System**

Books Recommended

1. Chaudhary, G.G. (1999). Introduction to modern information retrieval. London: LibraryAssociation.
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: LibraryAssociation.
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

LS-403: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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, Preservation Methods, Evolution of Writing Materials,
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:
Classification of binding, Materials used for Casing and Binding, Binding of different
Library Materials, Binding Process, **Standards for Library Binding, Book Repair**
- UNIT-4: Environmental Hazards-Temperature, Humidity, Water, Light, Air-Pollution,
Smoke and Dust etc., Biological Hazards: Fungi, Insects, Pests
Chemical Hazards: **Chemicals used in preservation**
- UNIT-5: Book Repair: Basic Information, Book Repair Materials, Tools and Equipments for Book
Repair, Book Repair Procedures, Cleaning and Other Treatment Techniques, Repairing
Audio and Video Cassettes, **Repair of Magnetic Media, Repair of Electronic Resources**

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.

LS-404: DIGITAL LIBRARY SYSTEM

Total Marks = 100 (End Term-60 + Internal-40)

Credit hour =4

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, Historical evaluation of Digital Libraries, Components of Digital Library, Search and Browse interface in digital library, Difference of Electronic, Digital and Virtual Library, Essential elements/Components of Digital Library, **Organizational Issues: Economic, Legal & Social**
- UNIT-2: Technical Infrastructure of digital library, Collection development in digital library, Planning and implementation of digital library, Formats of Digital Information-Text, Images, Sound, Multimedia, **Interoperability Standards: Metadata.**
- UNIT-3: Meaning and Types of Digital Collections, Digital Preservation: Definition, Need, Problems and challenges, Principles of digital preservation, Digital Rights Management, Strategies of digital preservation, **Evaluation of Digital Collections**
- UNIT-4: Steps involved in designing a Digital Library, Marketing of Digital Libraries, Promotion of Digital library, IPR and copyright issues, Basic Tools for designing Digital Library, Digital Library Initiative in India, Digital Library Initiative in USA, **Digital Library Initiative in UK**
- UNIT-5: Digital Library Services: Introduction, E-mail Alerts, Types of E-mail Alerts, Evaluation of Digital Library, Different approaches to Digital Library Evaluation, **Criteria for Evaluation of Digital Library**

Books Recommended

1. Andrew Cox. (2010). Introduction to Digital Library Management. London: Facet Publishing.
2. Andrews, J. (2010). Digital Libraries. London: Ashgate.
3. Chowdhury, G.G. (2003). Introduction to Digital Libraries. London: Facet Publishing.
4. Costantino, Thanos and Maristella, Agosti. (2002). Research and Advanced Technology for Digital 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 and practices. London: Libraries Unlimited.
8. Marilyn Deegan and Simon Tanner. (2010). Digital Futures Strategies for the information age. London: Facet Publishing.
9. William, Arms. (2005). Digital Libraries. New Delhi: Anne.

LS-405: SEMINAR WORK

Total Marks = 100

Credit hour = 4

Outcome of the Course:

In this course, the learner will be guided by the teacher about how to write a seminar article on a topic relevant to the field of library and information science. Accordingly, a report is to be prepared and submitted.

Evaluation:

The report of the seminar work prepared and submitted by the students will be evaluated by both the Internal Examiner and External Examiner appointed by the University and the division of the marks are as follows:

- | | | |
|----|---------------------------|------|
| a) | Seminar Paper Preparation | - 60 |
| b) | Presentation | - 20 |
| c) | Viva | - 20 |

NB: The highlighted parts in each paper of the syllabus are for self-study by the students in consultation with the concerned teacher.

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