

COURSE STRUCTURE

Sem	Course code	Course title	Credit	Course type	Marks distribution		
					Semester Examination	Internal Assessment	Total Marks
I	MLIS-C-101	Information & Communication System	4	Core	60	40	100
	MLIS-C-102	ICT application in Library and Information Centres (Theory)	4	Core	60	40	100
	MLIS-C-103	Research Methodology	4	Core	60	40	100
	MLIS-DSE-104	i. Public Library System ii. Special Library System	4	Elective/DSE	60	40	100
	MLIS-GE-105	Advanced Research Methodology	4	GE	60	40	100
	MLIS-AEC-106	Information Literacy	2	AEC	30	20	50
II	MLIS-C-201	Management of Library and Information Centres	4	core	60	40	100
	MLIS-C-202	Information Retrieval Systems	4	Core	60	40	100
	MLIS-C-203	Guided Research Project And Library Software Practice	4	Elective/DSE	60	40	100
	MLIS-DSE-204	Preservation and Conservation of Library Document	4	core	60	40	100
Grand Total			38		570	380	950

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc)

Syllabus 2019-20

FIRST SEMESTER

MLIS-C-101 Information & Communication System(4 CREDIT)

Unit 1:

1. Data, Information, Knowledge & Wisdom: Concept, Types, Characteristics. 2. Information Theory. 3. Information Life Cycle: Generation, Collection, Storage & Dissemination. 4. Role of Information in Socio-Economic, Cultural, Educational & Technological Development. 5. Information Science & linkage with other discipline. 6. Communication: Concept, Types, Theories, Models, Channels & Barriers. 6. Scholarly Communication: History & Development. 7. Information Centre: Types, Characteristics & Services. 8. Planning & Design of an Information Centre.

Unit 2:

1. Information Industry: Concept, Generators, Providers & Intermediaries. 2. Information as an Economic Resource: Marketing of Information Products & Services, Plan, Strategies & Marketing Mix. 3. Information Organisation as a System: Basic Concepts, Types and Characteristics of an Information System. 4. Kinds of Information System: Libraries, Documentation Centres and Information Centres, Data Centres, Information Analysis Centres, Referral Centres and Clearing Houses.

Unit 3:

1. Information System: Concept, Types & Characteristics. 2. Basics of National Information System: Concept, Need, Policy, Planning and Design of National Information System 3. National Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NDCMC, ENVIS, etc. 4. Regional Information Systems: SAARC, ASTINFO, etc. 5. Global Information Systems: Programme and activities of UNESCO, UNISIST, IFLA, OCLC, AGRIS, INIS, MEDLARS, WIPO, PIS, BIS etc.

Unit 4:

1. Resource Sharing, Library Networks and Library Consortia: Programmes and Activities of INFLIBNET and DELNET; CSIR E-Journals Consortium; UGC-INFONET Digital Library Consortium (ESS, N-List etc.). 2. Information Products: Newsletter, In-house Journal, State of the Art Report, Trend, Report, etc.

Recommended Reading:

1. A.K.(1999).*Marketing Information Products & Services*.Canada:IDRC.
2. Avison, D. E. and Guy Fitzgerald (2006). *Information Systems Development: Methodologies, Techniques & Tools* (4th Ed.). McGraw-Hill
3. Bauer, P. (2000). *Foundations of library and information science*.New York: Neal-Schuman
4. Buckland,M.K.(1991).Information as Thing.*Journal of the American Society for Information Science*.42, 5.
5. Drucker, P. (1998). *From capitalism to knowledge society*.The knowledge economy, 15-34.Jain,
6. Feather, J. (2000).*The information society: A study of continuity and changes*.London:Facet Publishing
7. Hoffer, J. A., George,J.F and Joe V(2013). *Modern Systems Analysis and Design* (7th Ed.). Pearson Education, Limited
8. Kochtanek, T, R. &Matthews J.R (2002). *Library Information Systems: From Library Automation to Distributed Information Access Solutions*. Libraries Unlimited
9. Kock, N (2006). *Systems Analysis & Design Fundamentals: A Business Process Redesign Approach*. SAGE
10. Kumar,K(1987).*Reference Service*.Delhi: Vikash
11. Kumar,P.S.G (2003).*Management of Library & Information Centres*.Delhi: BR Publishing
12. Machlup, F. (1984).*The Economics of information and human capital*.Princeton: Princeton University Press
13. Rowley, Jennifer. (2002). *Information marketing*. Aldershot: Ashgate Publishing Limited.
14. Wang, S and Hai, W (2012).*Information Systems Analysis and Design*. Universal-Publishers

MLIS-C-102 ICT application in Library and Information Centres (Theory) (4 CREDIT)

Unit 1:

1. Library Automation: Need, Purpose and component areas, Planning & Selection criteria of Hardware and Software, Implementation and Evaluation, Standards for Library Automation. 2. Library Software: Open Source Library Software and Applications, Web based Library Management Software, Library Software Securities Parameters. 3. Integrated Library Management Systems (ILMS): Case study on KOHA/SOUL. 4. Introduction of Networks and its types: Network Components, Categories, LAN Standards and Inter-Network, Wireless Networking, Network Management 5. Data Networks: Integrated Services Digital Network (ISDN), Digital Subscribers Line (DSL), Asynchronous Transfer Mode (ATM) etc. 6. Network Software: Network Operating Systems, Domain Name System and Network Management Systems, etc. 7. ISO-OSI Network Model and TCP/IP, Academic Social Networks, Social Tagging, Social Bookmarking, etc.

Unit 2:

1. Emerging Technologies and next generation library management platforms: RFID, Barcode, QR Code, Smart Card, Biometric, CCTV, Exlibres (alma), Kuali, Sierra, OCLC WorldShare, Serial intota. 2. Web 2.0 and Web 3.0 : Concept, Features, Applications, Characteristics and Components (Instant Messaging, RSS Feeds, Podcasts, Vodcasts, Ask a Librarian, Web Directories, Subject Gateways, Library Portals, Weblogs (blogs), Wikis, etc.) 3. Web Ontology: Basic Concept, Semantic Web, Linked Data, Big Data, Cloud Computing in Libraries. 4. Audio and Video Conferencing 5. Application of Artificial Intelligence in Libraries.

Unit 3:

1. Digital Library: Genesis, Characteristics, Types, Architecture, Standards, Formats and Protocols, DOI. 2. Digital Library Software: D-Space/Greenstone/Eprint etc. 3. Digitization: Concept, Scope and Need. 3. Planning and Selection of Resources, Hardware & Software, Manpower, Costs. 4. Workflow: Digitization Process, OCR, & Editing, Formats of Digital documents etc. 5. Issues: Legal Issues (Copyright, Digital Right, IPR, Licensing), 6. Civil Issues (Ethical, Societal, TK). 7. Content Development: Concept and Purpose; Content Creation & Organization. 8. Digital Content Management Systems (CMS) and Software: Joomla/Drupal. 9. Reference Management Tool: Zotero, Mendeley, 10 Virtual Library: Concept and Objective.

Unit 4:

1. Digital Preservation: Need, Purpose, Methods, Techniques. 2. Digital Library Initiatives: National and International. 3. Institutional Repositories (IR): Need, Purpose, Types and Tools. 4. Metadata Harvesting, Federated Search and Multimedia Database Search, Z39.50 Standard for Retrieval and OAI-PMH.

Recommended Readings:

1. Allemang, D. & Hendler, J. (2011). Semantic Web for the working ontologist : effective modeling in RDFS and OWL, Elsevier.
2. Arora, A. & Bansal, S. (2000). Computer Fundamentals. New Delhi: Excel Books.
3. Brand, A. (2003). Metadata Demystified. NISO. <http://groups.niso.org>
4. Breeding, M. (2015). The future of library resource discovery: a white paper commissioned by the NISO Discovery to Delivery (D2D) Topic Committee. Council of Undergraduate Research. Available at: http://www.cur.org/about_cur/frequently_asked_questions_/#
5. Breeding, M. — APIs Unify Library Services. *Computers in Libraries* 34, no. 3: 22–24.
6. Breeding, M., (2015) Discovery product functionality. *Library technology reports*, 50(1), 5-32.
7. Chad, K. (2012). Specification for a Unified (Next Generation) Library Resource Management System, version 2. Ken Chad Consulting, August 2012. <https://libtechrfp.wikispaces.com/Unified+library+resource+management+specification>.
8. Chad, K. (2013). The library management system is dead—long live the library ecosystem. *CILIP Update magazine*, 18-20. Available at: http://www.kenchadconsulting.com/wp-content/uploads/2013/09/LMS_is_dead_long_live_ecosystem_CILIP-Update_Sept2013.pdf
9. Damien, J. (2011). Introduction to Computers and Application Software. Jones & Bartlett Learning
10. De Smet, Egbert, and S, N. Dhamdhere. (2016). E-discovery tools and applications in modern libraries. IGI Global.
11. Fox, E. A., & Torres, R. S. (2014). Digital library technologies: Complex objects, annotation, ontologies, classification, extraction, and security.
12. Gupta, G. K. (2011) Database Management System. Tata McGraw-Hill Education.
13. Halpin, H. (2012). Social semantics : the search for meaning on the Web, Springer.
14. Heath, T. & Bizer, C. (2011). Linked data [electronic resource] : Evolving the web into a global data space Morgan & Clypool.
15. Hitzler, P., Krotzsch, M. & Rudolf, S. (2010). Foundations of Semantic Web technologies, Chapman & Hall.
16. Hjelm, J. (2001). Creating the semantic Web with RDF: Professional developer's guide. New York: Wiley
17. Patnaik, S. (2001). First Textbook on Information technology, New Delhi, Dhanpat Rai
18. Rowley, J E. (1993). Computer for Librarians, London, Clive Bingley
19. Sinha, P.K. and Sinha, P. (2009). Foundation of Computing. New Delhi: BPB Publication.
20. Srikantiah, T.K & Koenig, E.D. (eds) (2008). Knowledge Management in Practice: Connections and Context. Delhi: EssEss Publications
21. Subbarao, V.S. (1999). Library Management through Automation and Networking. Bombay: Allied Publishers
22. Verma, K. (2004). The Electronic Library. New Delhi: Akansha Publishing House

MLIS-C-103 RESEARCH METHODOLOGY (4 CREDIT)

Unit 1:

1. Concept of Research: Definition, Meaning, Purpose, Importance and Motivation in Research. 2. Types of Research: Theoretical Research (Conceptual Research and Fundamental Research), Analytical Research (Descriptive, Applied, Quantitative, Qualitative, Empirical Research, Priori Research, Contents Analysis Research), Pure Research, Applied Research (Ex-Post Facto Research, Experimental Research, Field Investigation Research, Survey Research Evaluation Research), Action Research (Meaning, types, Evaluation and Phases of Action Research), Deductive and Inductive Research, Seminal Research 3 Characteristics of Research: Interdisciplinary, Multidisciplinary, Collaborative Research.

Unit 2:

1. Research Problem: Source of Problem, Selection of Problem, Formulation of Problem Criteria of Selection of Problem. 2. Research Question. 3. Literature Survey and its Importance, 4. Research Design: Characteristics of Research Design, Steps in Research Design, Types of Research Design. 5. Hypothesis: Meaning, Definition, Sources of Hypothesis, Types of Hypothesis, Characteristics of Hypothesis, Forms of Hypothesis, Fundamental of Testing of Hypothesis, Importance of Hypothesis Testing, Hypothesis testing and generalization, Level of Significance, Error in Hypothesis Testing, Type of Testing Hypothesis, Formulation of Hypothesis: Problems and difficulties, Standard Error.

Unit 3:

1. Methodology of Research: Source of Research Problems, Data Collection Tools and Techniques (Interview Method, Observation Method, Scheduled Method, Questionnaire Method, Case Study Method, Experimental Method, Sampling Technique (Theory, Objectives, Types, Steps in Sampling Design, Characteristics of Sample Design, Advantage and Disadvantage of Sampling), Projective Technique. 2. Steps in Research Process. 3. Research Methods: Historical Research, Descriptive (or Survey) Research, Scientific Research and Social Science Research. 4. Research in LIS Education in India. 5. Technical Report Writing: Concept and Use, Skills for Technical Writing. 6. Classification and Characteristics of Technical Writing. 7. Technical Editing and Editorial Tools. 8. Research Report: Types, Structure, Contents of steps, Layout, Style, Editing and Evaluation. 9. Citation Style: APA, Chicago, MLA, Harvard etc

Unit 4:

1. Data Analysis: Nature and scope of statistics, its limitation; Measure of Central Tendency and average, Measure of Description, Skew-ness, Kurtosis. 2. Statistical Packages –R programming, SPSS, MS Excel, and Web-based Statistical Analysis Tools, (Scientometrics, Infometrics and Webometrics) 3. Parametric Tests (Test of Significance for attributes, Test of significance for large and small sample, Analysis of Variance. 4. Non Parametric Tests (Advantage and Disadvantage of Non Parametric Tests, Chi-square Test, Sign Test, Wilcoxon's Signed rank test, Wald Wolfowitz runs test, Krushall Wallis test, Friedman test, Mann whitney U test), t-test, z-test, f-test.

Recommended Reading:

1. Ablex.B, Charles H and Harter,S (1980). Research Methods in Librarianship. NY: Academic Press.
2. Egghe, L., Neelameghan, A., &SaradaRanganathan Endowment for Library Science.(2000). Lectures on informetrics and scientometrics. Bangalore: SaradaRanganathan Endowment for Library Science
3. Hafner, A, W. (1997).Descriptive statistical techniques for librarians.(2nd ed.). Chicago: American Library Association
4. Kothari, C R (2008).Research Methodology: Methods and Techniques.New Delhi: New Age International
5. Kumar,K. (1992). Research Method in Library and Information Science. Delhi:Har-Anand Publications.
6. Kumar,P,S,G(1987).Research in Library and Information Science in India.New Delhi: Concept Publishing.
7. Powel, R. R. (1991).Basics Research Methods for Librarians. 3rd Ed. Norwood NJ
8. Sharma P, S. R. (1990). Universe of Knowledge and Research Methodology.Delhi: Kent Publications
9. Vaughan, L (2001). Statistical methods for Information professionals: A Practical painless approach to understanding, using and interpreting statistics. N.J.: Information

MLIS-DSE-104 i) PUBLIC LIBRARY SYSTEMS(4 CREDIT)

Unit 1:

1.Public Library: History, Concept, Need and Growth of Public Libraries. 2.Role & Contribution: Role of Public Libraries in social development, Informal education, continuing education, Community development.3. National Agencies for Public Library Development: NML, RRRLF, National Library, ILA.4. Library Legislation: Objectives, Needs & Importance; Library Legislation scenario in India, Library Legislation scenario in Assam, Role of Assam Library Association. 5. International scenario: UNESCO's Role & Contribution in Public Library Development, UNDP's Sustainable Development Goals on Education.

Unit 2:

1. Public Library Systems: Definition, Characteristics & Types (District,Sub-divisional, Rural etc.) 2. Public Library Administration: Authority, Organizational Structure. 3. Evolution of Public Library Services: Public Libraries as Knowledge Center , Community Center, Cultural Heritage Center. 4. Public Library Services in Changing Dimensions, Extension services. 5. Role of Public Libraries in Community Information Needs and Services, Community Information Centre, Arunodoi Centres 6. Public Library User Groups and Communities: Rural, Urban and Metropolitan Communities, Industrial Business Communities, Academic, Research, Institutional Communities Children, Adult, Senior citizen and Specially Abled Persons.

Unit 3:

1. Resource Mobilization in Public Library. 2. Infrastructure Development: Planning, Standard, Building & Architecture. 3. Public Library Finance: Source of Fund, Budget, etc. 4. Information Resource Development for Public Libraries. 5. Human Resource Development for Public Libraries

Unit 4:

1. Role of ICT in Public Library services. 2. Resource Sharing and Networking in Public Libraries: Objectives, Need & Importance. 3. Web based Public Library Services: Components, Information Dissemination. 4. Comparative studies of Public Library Scenario of India with UK, USA and Russia. 5. Role of Social Media in building Public Library awareness and services.

Recommended Reading

1. Danielle,W.,Scott,M,&Danny,B.(2015).Public Libraries in a Digital Culture.Melbourne:The University of Melbourne
2. Devarajan, G. &Nayar, M. N. Ramakrishnan (1990). Public Library System in India. New Delhi: EssEssPublicattions.
3. Government of India (1867). The Press and Registration of Books Act, 1867. Retrieved from <http://rni.nic.in/prbact.asp> Government of India (1956).
4. Hada, Kapil Singh &Bajpai, R. P. (2014). Integrated Indian Public Library System. Gurgaon: Partridge Publishing.
5. Khanna, J. K. (1987). Library &Society.Kurukshetra: Research Publications.
6. Kim, Choong Han & Little, Robert David (1987). Public Library Users and Uses: A Market Research Handbook. USA: Scarecrow Press.
7. Koontz, C., Gubbin, B., & International Federation of Library Associations and Institutions.(2010). IFLA public library service guidelines. Berlin:DeGruyter Saur.
8. Munchen, K G Saur (2001). The Public Library Service: IFLA / UNESCO Guidelines for Development. Retrieved from: <http://www.ifla.org/files/assets/hq/publications/archive/the-publiclibraryservice/publ97.pdf>
9. Norm,P.(2003).Stimulating Growth and Renewal of Public Libraries: The Natural Life Cycle as Framework. Eric Digest.
10. Ranganathan, S. R., &Neelameghan, A. (1972).Public library system. Bangalore: SaradaRanganathan Endowment.
11. Raval, Ajaykumar (2013). Handbook of Public Library System. New Delhi: Discovery Publishing House.
12. The Delivery of Books and Newspapers (Public Libraries) Act, 1956. Retrieved from http://www.nationallibrary.gov.in/nat_lib_stat/pdfs/db-act.pdf

MLIS-DSE-104 ii) SPECIAL LIBRARY SYSTEMS(4 CREDIT)

Unit 1:

1. Special Library: Meaning, Definition, Aim and Objectives. 2. Characteristics, Types and Functions. 3. Growth and Genesis. 4. Importance and Role of Special Library in R & D, Social and Cultural Development. 5. Organizational Structure and Authority. 6. Special library Management. 7. Special Library Associations: IASLIC, SLA, FID etc.

Unit 2:

1. Management of Special Library resources: Types: Documentary(Print) & Non-Documentary (Non-Print). 2. Physical Resources including ICT Infrastructure 3. Collection Development Policy. 3. Problems in Collection Development. 4. Role of Library committee in Collection Development. 5. Financial Resource Development, Source of Finance.

Unit 3

1. Special Library Product and Services: CAS, SDI, DDS etc. 2. Services using ICT: e-DDS, e-CAS, e-SDI, email, FAQ etc. 3. Resource sharing and networking; Special library Consortia in India and abroad 3. Human Resource: Categories and Job Description. 4. Staffing Norms and Standards. 5. Continuing Education program for Special Libraries. 6. Personnel Management: Types of Users, User Identification, Profile Management, Information Seeking Behavior etc.

Unit 4:

1. Study of selected libraries: India, USA, European Union (EU) ; 2. National Science Library. 3. Libraries in S & T Institutes. 4. Role of DST in India. 5. Library infrastructure: Library Building, lighting, Interior Decoration. 6. Concept of modular building. 7. Library Furniture and Fittings. 8. Standards and norms. 9. Library building in present and future context.

Recommended Reading:

Guha, B (1983). Documentation and Information: services, techniques & systems. Calcutta: World Press
Panda, B. D. (1992). Towards a Special Library System. New Delhi: Anmol Publications.

Singh, S. P. & Kumar, Krishan (2005). Special Libraries in the Electronic Environment. Delhi: Bookwel

MLIS-GE-105 Advanced Research Methodology (4 credit)

Unit 1: Fundamentals of Research & Research Design:

1. Concept, Need & Purpose of Research. 2. Truth, Fact & Ethics in Research. 3. Research Problem. 4. Research Design. 5. Literature Review/Search: Print, Non-Print & E-Resources. 7. Hypothesis: Definition, types, sources, formulation & Testing of Hypothesis.

Unit 2: Types of Research & Research Methods:

1. Academic Research. 2. Fundamental research. 3. Applied Research. 4. Exploratory Research, 5. Descriptive Research, 6. Experimental Research. 7. Historical Research. 8. Survey Methods

Unit 3: Research techniques & tools:

1. Data Collection Tools: Questionnaire, Interview, Observation and Sampling; 2. Data Presentation: Tables, Charts/Graphs; 3. Statistical Techniques/Interpretation of Data: Frequency Distribution; 4. Measures of Central Tendency; 5. Time Series Analysis; 6. Measures of Dispersion; 7. Correlation; 8. Regression Analysis and Analysis of Variance; 9. Chi-Square test, 10. t-test; 11. z-test; 12. f-test; 13. Statistical Inference. 14. Use of Statistical Packages: MS Excel, SPSS, and Web-based Statistical Analysis Tools. 15. Bibliometric Studies: Meaning, Scope and Parameters.

Unit 4: Report Writing

1. Academic outputs; 2. Writing of Research Report (Theses and Dissertation); 3. Evaluation of report writing; 4. Use of Citation – Structure, Style, Contents, Guidelines; 5. Style Manuals. 6. Online Citation Tools; 7. Reference Management: APA, MLA, CHICAGO, Zotero, Mendeley etc 7. Impact Factors – Journal, Institutional and Authors; h-Index, g-Index, i10 Index 8. Plagiarism: Concept & Understanding, Cause, types & averting plagiarism; .Anti-plagiarism tools & techniques, 9. Case study

Recommended Reading:

1. Ablex.B, Charles H and Harter,S (1980). *Research Methods in Librarianship*. NY: Academic Press.
2. Egghe, L., Neelameghan, A., &SaradaRanganathan Endowment for Library Science. (2000). *Lectures on informetrics and scientometrics*. Bangalore: SaradaRanganathan Endowment for Library Science
3. Egghe, L., Neelameghan, A., &SaradaRanganathan Endowment for Library Science.(2000). Lectures on informetrics and scientometrics. Bangalore: SaradaRanganathan Endowment for Library Science
4. Hafner, A, W. (1997). *Descriptive statistical techniques for librarians*.(2nd ed.). Chicago: American Library Association
5. Hafner, A, W. (1997).Descriptive statistical techniques for librarians.(2nd ed.). Chicago: American Library Association
6. Kothari, C R (2008).*Research Methodology: Methods and Techniques*. New Delhi, New Age International
7. Kumar,K. (1992). *Research Method in Library and Information Science*. Delhi, Har-Anand Publications.
8. Powel, R. R. (1991).*Basics Research Methods for Librarians*. 3rd Ed. Norwood NJ
9. Sharma P, S. R. (1990). *Universe of Knowledge and Research Methodology*. Delhi: Kent Publications
10. Vaughan, L (2001). *Statistical methods for Information professionals: A Practical painless approach to understanding, using and interpreting statistics*. N.J.: Information

MLIS-AECC-106 INFORMATION LITERACY (2 Credit)

Unit 1.

1. Information Literacy (IL): Concept, Need and Objectives. 2. Definition, Categories, Models, Standards of IL. 3. Information Literacy Skills & Indicators. 4. Five Laws of Media & Information Literacy. 4. Role of Institution in IL. 5. Information Literacy Programmes, Scope & initiatives in National & International Level; Role of UNESCO, IFLA, IAIL, SCOUNL & ALA.

Unit 2.

1. Information Literacy Products & Services: Bibliographic Instruction, Handbooks, Manuals, Library Brochure or Pamphlets, 2. Web-based Access Instructions, Database Brochure, Blogs/Weblogs, Online Reports, Online Toolkits, Tutorial Websites, MOOCs, SWAYAM etc. 3. Library Orientation Programme, Information skill workshop, Seminar, etc. 4. Recent Trends in IL Products & Services. 5. Application of Information Literacy in Library and Information Centres: Information Literacy for Users, Information Literacy for Professionals, Information Literacy for Research and Development. 6. Trends in Information Literacy: Web based Information Literacy System, OPAC Information Literacy System, Life Long Learning System.

Recommended Reading

- a. Association of College and Research Libraries(2016).Framework for Information Literacy for Higher Education.<http://www.ala.org/acrl/standards/ilframework>.
- b. Eisenberg,M.(2004).Information Literacy: The whole enchilada(ppt).<https://web.archive.org/web/20111001054537/http://www.big6.com/presenations/sreb/>
- c. <http://www.unesco.org>>access to knowledge
- d. Ryan,J.,&Capra,S.(2001).Information Literacy Toolkit: ALA
- e. SCOUNL(2007).The Seven Pillars of Information Literacy Model.http://www.sconul.ac.uk/groups/information_literacy/sp/model.html
- f. Wikipedia.InformationLiteracy.https://en.m.wikipedia.org/wiki/information_literacy

MASTER OF LIBRARY AND INFORMATION SCIENCE (M.Lib.I.Sc)

SECOND SEMESTER

MLIS-C-201 Management of Library and Information Centres (4 credit)

Unit 1:

1. Management philosophy and schools of thought. 2. Scientific management of Library & Information Centres: Concept, Functions and principles. 3. Library Administration: Concept & Characteristics; 4. Organization, structure, process of structuring, charts (horizontal and vertical); 5. Library Authority: Types, functions and need, Library Committee, Managerial Tasks & decision making process of Librarian, 6. Library rules and regulations.

Unit 2.

1. Collection development: Policies, Procedures, Evaluation. 2. Stock maintenance and Stock verification: Policies and Procedures, Resource optimization, Space Management, Weeding, Preservation and Conservation. 3. Library Finance: Funding Source, Budgeting techniques, Financial estimation, Cost Benefit Analysis, Cost Effective Analysis. 4. Purchase Policy of Library Resources. 5. E-Resource Management: Types of e-Resources (E-Books, E-Journals, Consortia based e-resources, E-Reports, ETD, Internet Resources, Open Source). 6. Internet Resources: Science & Technology, Humanities, Social Science, Evaluation of Internet Resources. 7. Perpetual access.

Unit 3:

1. System Analysis & Design: Concept, Need; Library as a System, library workflow. 2. Tools & techniques: OR, MIS, MBO, SWOT, DFD, Network Analysis, PERT/CPM, PEP, MAP, PCS, etc. 3. Quality Indicator and Standards in LIS domain: LibQUAL, COUNTER, EQUINOX, ISO-9000, etc. 4. Quality Improvement Cycle, Total Quality Management (TQM), Six Sigma. 5. Change Management, Performance measurement and time-motion study.

Unit 4:

1. Human Resource Management: Objectives, Manpower Planning, Staff Pattern. 2. Job Analysis: Description, Selection, Recruitment, Induction and Deployment. 3. Human Resource Development: Performance Appraisal, Interpersonal relation, Group dynamics, Johari Window, training and skill development. 4. Leadership: theories, styles, approaches and models. 5. Motivation: theories of motivation, sources of motivation.

Recommended Readings:

1. Beardwell, I. & Holden, L. (1996). Human resource management: A contemporary perspective. U.K: Longman.
2. Bryson, J. (1996). Effective library and information management. Bombay: Jaico Publishing House.
3. Bryson, J. (2011). Managing information services: A sustainable approach. England: Ashgate Publishing, Ltd.
4. Gorman, G.E., & Miller, R.H. (1997). Collection Management for the 21st Century: A Handbook for Librarians. The Greenwood Library Management Collection. Westport, CT: Greenwood Press.
5. Howes. (1989). Collection Development for Libraries: Topics in Library and Information Studies. London: Bowker-Saur.
6. Katz, W. A. (1980). Collection Development: The Selection of Materials for Libraries. New York: Holt, Rinehart and Winston.
7. Koontz, H. (1980). The Management Theory Jungle Revisited. *The Academy of Management Review*. <http://www.jstor.org/stable/257427>
8. Prasad, L. M. (1989). Principles and practice of Management. New Delhi: Sultan Chand.
9. Rowley, J. (2002). Information Marketing. Aldershot: Ashgate Publishing Limited.
10. Sharma, S. (1999). Management in new Age. New Delhi: New Age International.
11. St. Clair, G. (1997). Total Quality Management in information services. London: Bowker-Saur.
12. Stoner, James. A. F. et al. (1996). Management (6th edition). New Delhi: Prentice Hall of India.
13. Weilrich, H. & Koontz, H. (1994). Management: A global Perspective (10th edition). New York: McGraw Hill

Unit 1.

1. Information Retrieval Systems: Concept, Definitions, Characteristics, Types & Components;
2. Operations & Design of an IR System; 3. Evaluation & Compatibility of Information Storage and Retrieval Systems (ISAR); 4. Classic IR Models; 5. Introduction to major IR research approaches: Traditional, User Oriented & Cognitive.

Unit 2.

1. Bibliographic Description: An overview; 2. Bibliographic Formats, Standards & Models: ISBD, MARC, CCF, RDA, FRBR, FRSAD, BIBFRAME, ISO-2709 etc. 3. Metadata: Concept, Types & Standards 4. Indexing Language: Concept, types & characteristics; 5. Vocabulary Control: Need, Purpose & Tools, 6. Thesaurus: Concept, Need, Purpose & Construction.

Unit 3.

1. Indexing Systems & Techniques; 2. Pre-Coordinate Indexing: Chain Indexing, PRECIS, POPSI. 3. Post-Coordinate Indexing: Uniterm Indexing, Optical Coincidence Card. 4. Keyword Indexing: KWIC, KWOC, KWAC. 5. Web Indexing. 6. Citation Indexing; 7. Abstracting: Concept & Types; 8. SCOPUS, Web of Science, ICI, Google Scholar etc.

Unit 4.

1. Data Warehouse. 2. Data Mining. 3. Internet Searching & Meta Search Engines. 4. Search Strategies: Free Text Search, Boolean Operations, Proximity Search, Navigational Search, Heuristic Search; 5. Evaluation of Search strategies: Recall & Precision ratio.

Recommended Reading :

1. Aitchison, J. and Gilchrist, A. (2000). Thesaurus construction and use: a practical manual. 4th ed. London: Aslib.
2. Anderson, J.D. (1997). Guidelines for indexes and related information retrieval devices: a technical report. Bethesda, Maryland: National Information Standard Organization.
3. Bawden, D. (2007). Information seeking and information retrieval: the core of the information curriculum. *Journal of Education for Library and Information Science*.48 (2), pp.125-138.
4. Boroko, H and Bernier, C. L. (1978). Indexing concepts and methods. New York, Academic Press.
5. Chowdhury . G.G. (2004): Introduction to modern information retrieval(3rd Ed.,).
6. Chu, H. (2003). Information representation and retrieval in the digital age. Medford, N.J: Published for the American Society for Information Science and Technology by Information Today Inc.
7. Ingwersen, P.(1992).Information Retrieval Interaction.UK: Taylor Graham.
8. London: Facet.

**MLIS-C-203 GUIDED RESEARCH PROJECT AND LIBRARY SOFTWARE
PRACTICE (4 CREDIT)**

Unit 1

- i. Integrated Library Management Software: SOUL & KOHA.
- ii. IR Software: DSpace/ GSDL/EPrint

Unit 2:

Guided Research Project/ Dissertation

Every student shall have to choose a topic for the dissertation in the beginning of the first semester and preliminary preparation carried out under the guidance of a teacher. The final prepared dissertation to be submitted to the department/university before the commencement of the second semester for evaluation jointly by the external and internal examiners followed by a Viva-Voce.

MLIS-DSE-204 PRESERVATION & CONSERVATION OF LIBRARY DOCUMENTS

(4 CREDIT)

Unit 1: Preservation and Conservation:

1. Meaning, Concept, Definition; 2. History and Development: preservation in early historical period, Preservation in the age of enlightenment, Preservation in the modern age; 3. Meaning and concept of rare documents, manuscripts; 4. Need, purpose and importance of Preservation and Conservation of rare documents, manuscripts; 5. Management of preservation activities and actions. 6. Restoration: Meaning, Concept, Definition & Need.

Unit 2: Factors of Deterioration:

1. Environmental or Physical factors for deterioration: Temperature, Humidity, Light, Air pollution; 2. Biological factors of deterioration: Micro-organisms, Insects, Rodents. 3. Chemical factors: Acidity, Browning of paper, Reaction with Ink, Action of Pigments. 4. Man-made factors and natural calamities.

Unit 3: Methods and materials & tools for Conservation:

1. Types of Conservation: Meaning and definition of Preventive Conservation and Curative Conservation; 2. Methods of Preventive Conservation: Basic methods of Handling, Cleaning, dusting, preserving of documents; 3. Methods of Curative Conservation: Process, Control and Monitoring of deterioration caused by environmental factors, Microclimate; 4. Process, Control and Monitoring of deterioration caused by Chemical factors, acidity and acidic materials; 5. Process, Control and Monitoring of deterioration caused by Biological factors; Control on man-made factors and natural calamities 6. Steps and actions of Curative Conservation.

Unit 4: Organization and Preservation Initiatives:

1. Role and Initiatives of Library and archives in preservation of heritage collections; 2. Role of International Organizations: IFLA, UNESCO; 3. Role and Initiatives of Govt. of India: National Archives of India, National Library of India, Asiatic Society of India IGNCA, NMM etc; 4. Role and Initiatives of Govt. of Assam: Kamrup Anusandhan Samity, Assam State Archives, Satras, Universities and Colleges of Assam.

Recommended Reading:

1. Balakrishnan, S. and Paliwal, P K ed (2001). *Preservation of Library Collections*. New Delhi: Anmol Publication.
2. Deegan, Marilyn and Tanner, Simon, ed. (2006). *Digital Preservation*. London: Facet.
3. Feather, John (1996). *Preservation and the management of library collections*. London : Library Association.
4. Mahapatra,P.K. &Chakrabarty,B.(2003). *Preservation in Libraries*.New Delhi: EssEss Publications.