

Syllabus and Course Scheme
Academic Year 2019-20



M. Lib

Examination - 2020

CAREER POINT UNIVERSITY, KOTA

Alaniya, Jhalawar Road, Kota - 325003 (Raj.) India

Website: www.cpur.in

Master of Library and Information Science

Compulsory

MLIS-101 Information Communication and Society

MLIS-102 Research Methodology

MLIS-103 Information Storage and Retrieval

MLIS-104 Information Sources, Systems & Services

MLIS-105 Information Products and Services

MLIS-106 Management of Library and Information Centre

MLIS-107 Information Technology: Fundamentals and Application

Optional (Any One)

MLIS-108 Preservation and Conservation of Library Material

MLIS-109 Academic Library System

Syllabus of Master of Library and Information Science (MLIS)

Compulsory

MLIS 101 : INFORMATION, COMMUNICATION AND SOCIETY

Module-1 : Information : Its Nature, Property and Scope

Unit-1: Comparative Study of data, information and knowledge
Unit-2: Data: Definition, Types, Nature, Properties & Scope
Unit-3: Information: Definition, Types, Nature, Properties & Scope
Unit-4: Information Science as a discipline

Module-2 : Information Generation and Communication

Unit-5: Evolution of human communication and Media
Unit-6: Generation of information: Models and Forms
Unit-7: Information Theory : Shannon & Weaver, Entropy
Unit-8: Communication process & media

Module-3 : Knowledge Generation Cycle

Unit-9: Structure and Development of Knowledge
Unit-10: Knowledge Generation to Utilization
Unit-11: Knowledge and Societal Survival

Module-4 : Information and Society

Unit-12: Social Implications of information
Unit-13: Information as an economic Resource
Unit-14: Information Policies: National & International
Unit-15: Information Society

MLIS 102 : RESEARCH METHODOLOGY

Module-1 : Introduction to Research Methodology

Unit-1 Basic Concept of Research
Unit-2 Research Problems and Process of Research
Unit-3 Ethical Consideration in Research
Unit-4 Evaluation of Completed Research

Module-2 : Research Design

Unit-5 Definition and Types of Research Design
Unit-6 Observations, Descriptive, Diagnostic, Exploratory and Experimental Formulation
Unit-7 Survey Analysis, Content Analysis, Sociometric Techniques
Unit-8 Constructive Typology, Projective Techniques and Statistical Study
Unit-9 Case Study and Evaluation Study

Module-3 : Methods of Research

Unit-10 Experimental Research in Librarianship
Unit-11 Survey Research in Librarianship
Unit-12 Historical Research in Librarianship

Unit-13 Operations Research in Librarianship
Unit-14 Additional Research Methods in Librarianship

Module-4 : Testing of Hypothesis

Unit-15 Definition and Delimiting of the Problem
Unit-16 Measures of Central Tendency, Measures of Association, Correlation Coefficient and other Contingencies
Unit-17 Regression Analysis and Time Series Analysis
Unit-18 Analysis and Inference
Unit-19 Writing the Research Proposal
Unit-20 Writing Research Report

MLIS 103 : INFORMATION STORAGE AND RETRIEVAL

Module-1 : Intellectual Organisation of Information

Unit-1 Intellectual Organisation : an Overview
Unit-2 Classification Systems : General Systems
Unit-3 Classification Systems : Special Systems
Unit-4 Thesaurus : Structure and Functions

Module-2 : Bibliographic Description and Subject Indexing

Unit-5 Bibliographic description: an overview
Unit-6 Standards for Bibliographic Record Format
Unit-7 Bibliographic description of non-print media
Unit-8 Metadata
Unit-9 Indexing in theory and practice

Module-3 : Indexing Languages and Vocabulary Control

Unit-10 Indexing Languages: Types and Characteristics
Unit-11 Vocabulary Control, Tools of Vocabulary Control
Unit-12 Structure and Construction of an IR Thesaurus
Unit-13 Trends in Automatic Indexing

Module-4 : Information Retrieval

Unit-14 IR Models, Search Strategies, Feedback
Unit-15 Evaluation of IR Systems
Unit-16 Information Retrieval Techniques
Unit-16 Trends in IR Models

MLIS 104 : INFORMATION SOURCES, SYSTEMS AND SERVICES

Module-1 : Multimedia

Unit - 1: Physical Media of Information
Unit - 2 Print - media, Multimedia (Hypermedia) & Hypertext
Unit - 3 Non - print media: Microform, Electronic and Optical media

Module - 2 : Information Sources. Systems and Services Subject - Wise Organised

Unit - 4: Humanities
Unit - 5: Social Sciences
Unit - 6: Science and Technology
Unit - 7: Non - disciplinary Subjects
Unit - 8: International Organisations

Module - 3 : Information Sources for Users

Unit - 9: Content analysis and its correlation to clientele
Unit - 10: Customised Organisation of Information Sources
Unit - 11 : Aids to Information Sources

Module- 4 : Information Services

Unit - 12 : Information Services: concepts, definitions, need and trends
Unit - 13 : Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services
Unit - 14 : Study of National and International Information Systems and Services

MLIS 105 : INFORMATION PRODUCTS AND SERVICES

Module-1 : Information Institutions

Unit-1 Information Institutions : Evolution and Growth
Unit-2 Information Centers : Types and their Organisations
Unit-3 Data Centers and Referral Centers
Unit-4 Information Analysis and Consolidation Centers

Module-2 : Information Services

Unit-5 Literature Searches and Bibliographies
Unit-6 Document Delivery Service
Unit-7 Translation Services

Module-3 : Information Products

Unit-8 Information Newsletters, House Bulletins, In-house Communications
Unit-9 Trade and Product Bulletins
Unit-10 State-of-the-art Report and Trend Reports
Unit-11 Technical Digest

Module-4 : Date-base Support Services

Unit-12 Data-bases : types and uses
Unit-13 Data-base Intermediaries such as Searchers, Editors, etc.
Unit-14 On-line Information Systems and Information Networks

MLIS 106 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES

Module-1 : Management Perspectives

Unit-1 Principles of Management
Unit-2 Management Functions
Unit-3 Managerial Quality and Leadership
Unit-4 Schools of Management Thought

Module-2: System Analysis and Control

Unit-5 Library as a System
Unit-6 Project Management, PERT\CPM
Unit-7 Decision Tables
Unit-8 Performance Evaluation, Standards, MIS
Unit-9 Work Flow and Organisation Routines

Module-3 : Personnel Management

Unit-10 Overview of Personnel Management
Unit-11 Manpower Planning

Unit-12 HRD-Quality Improvement Programs
Unit-13 Performance Appraisal
Unit-14 Total Quality Management

Module-4 : Financial Management

Unit-15 Budgeting and Types
Unit-16 Budgetary Control System
Unit-17 Costing Techniques
Unit-18 Cost Effectiveness and Cost Benefit Analysis
Unit-19 Out Sourcing

MLIS 107 : INFORMATION TECHNOLOGY : FUNDAMENTALS & APPLICATIONS

Module-1 : Library Automation

Unit-1 Planning and Implementation of Library Automation
Unit-2 Computer-based Acquisition Control
Unit-3 Computer-based Cataloguing
Gist & Unicode standard, ASCII, ISCII
Unit-4 Computer-based Serials Control
Unit-5 Retro-Conversion, Bar-coding

Module-2 : Database Management System

Unit-6 Database Models
Unit-7 Software System
Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQM/MSSQL
Unit-8 OPAC Systems
Unit-9 Database Structure, Organisation and Search

Module-3 : Operating Systems and Programming

Unit-10 Single User Operating System - MS Windows
Unit-11 Multiuser Operating System LINUX, UNIX, Windows NT
Unit-12 Programming Languages; Algorithms
Unit-13 Flowcharting
Unit-14 Search and Sorting Algorithm and Data Structure

Module-4 : Networking

Unit-15 Resource Sharing through Networks
Unit-16 Networks and their Classification
Unit-17 Network Architecture and Services
Unit-18 Bibliographic Information Networks

OPTIONAL PAPERS (ANY ONE)

MLIS 108 : PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

Module-1 : Concept of Preservation and Conservation of Library Materials

Unit-1 Need for Preservation
Unit-2 Evolution of Writing Materials

Module-2 : Library Materials

Unit-3 Palm Leaves : Their Nature and Preservation
Unit-4 Manuscripts, Books, Periodicals, Newspapers, etc.
Unit-5 Non-Book Materials
Unit-6 Micro-documents

Module-3 : Enemies of Library Materials

Unit-7 Physical Agents
Unit-8 Chemical Agents
Unit-9 Biological Agents
Unit-10 Digital Preservation

Module-4 : Control of Deterioration

Unit-11 Environment Control
Unit-12 Control of Micro-biological Agents
Unit-13 Rehabilitation of Documents
Unit-14 Repair and Restoration
Unit-15 Conservation of Non-book Materials

Module-5 : Binding

Unit-16 Different types of Binding for Library Materials
Unit-17 Binding Materials and their varieties
Unit-18 Binding Process
Unit-19 Standards for Binding

MLIS 109 : ACADEMIC LIBRARY SYSTEM

Module-1: Academic Library

Unit-1 Nature and Characteristics
Unit-2 Role of Library in Academic Support System
Unit-3 Librarian and Teacher, Coordinated academic Team
Unit-4 Library as Learning Support
Unit-5 Library and Higher Education

Module-2 : Kinds of Academic Library

Unit-6 Academic Institutions and their Libraries
Unit-7 Users' Groups and their Needs
Unit-8 Library Services and Users' Support within and beyond the Library
Unit-9 Role of Library in different kinds of Academic Institutions
Unit-10 Integration of Classroom teaching and Library Support

Module-3 : Organization and Management of Library Services

Unit-11 Departmentalization and Coordination of Library Services
Unit-12 Library Committee and their Functions, Library Authority
Unit-13 Curriculum Development and Collection Development
Unit-14 Reference Services, Information Services and Referral Services
Unit-15 Users' Services

Module-4 : Collection Development

Unit-16 Collection Development : Policies and Procedures
Unit-17 Problems of Collection Development
Unit-18 Library Collection—Books, Serials, etc.
Unit-19 Cooperative Collection Management
Unit-20 Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

List of Reference Books

- 1) McGarry, Kevin : The changing Context of Information : An Introductory analysis. 2nd ed., Library Association, 1993.
- 2) Debons, A.ed : Information Science : a search for identity. Dekker, 1974.
Vickery, B. C. and Vickery, A : Information science in theory and practice. Butterworths 1990.
- 3) Budd, John M : Library and its users, Greenwood press, 1992
- 4) Nonaka, I and Takeuchi, H : The Knowledge Creating Company. O.U.P., 1995
- 5) Feather and Sturges : International Encyclopedia of library and information Science, Routledge, 1997

- 6) Atherton, Pauline : Handbook for information systems and services, Unesco, 1977.
- 7) Gupta, B. M. ed : Handbook of libraries, archives and information centers in India. Vol 9, Aditya Prakashan, 1991

- 8) Mahapatra, P. K. and Chakrabarti, B : Knowledge Management in Libraries, Ess Ess., 2002
- 9) Taylor, Arlene G : The organization of information, Libraries Unlimited, 1999.
Chakraborty, A. R. and Chakrabarti, B. : Indexing : principles, processes and products, World Press, 1984.
- 10) Foskett, A. C. : The Subject approach to information. 5th ed. Library Association, 1996.
- 11) Wynar Bohdan S : Introduction to cataloging and classification. 8th ed. by Arlene G. Taylor, Libraries unlimited, 1992

- 12) Evans, Edward. G. & Zarnosky, M. R. : Developing library and information Center Collection. Libraries Unlimited, 2004.
- 13) Saracevic. Tefko and Wood, J : Consideration of information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, Unesco, 1981.

- 14) Narayana, G. J : Library and Information management, Prentia-Hall, 1991
- 15) Drucker, Peter F : Management Challenges for the 21st Century. Harper Business, 1999

- 16) Lancaster, F. W. and Sandore, B : Technology and Management in library and information services. LA. 1997.
- 17) Wright, Keith C : Computer-related technologies in library operations, Gower, 1995
- 18) L. J. Haravu : Library automation : design, principles and practice. Allied, 2004
- 19) Cooper, M. D. : Design of library automation system : file structure, data structure and tool gohse wiley, 1996.

- 20) Mahapatra, P. K. and Chakrabarti, B : Preservation in libraries : perspectives, principles and practice, Ess Ess, 2003.
- 21) Kathpalia, Y. P. : Conservation and restoration of archive materials. Unesco., 1973.
- 22) Chakrabarti, B. and Mahapatra, P. K. : Library Collection : selection and preservation, world Press.
- 23) Ghosh, B. N. Scientific method & Social research. Sterling Publishers, 1982
- 24) Slater, M. ed. Research methods in library and information studies. Library Association Publications 1990.
- 25) Busha, Charles H and Harter, Stephen P : Research methods in librarianship : techniques and interpretation. Academic Press, 1980.
- 26) Davinson, Donald : Academic and legal deposit libraries : An examination guidebook. Clive Bingley, 1969.
- 27) Mcdonald, J & Micikon, B : Academic libraries : The dimensions of their Effectiveness, Greenwood Press, 1994.