

Master of Library and Information Sciences

PROGRAMME GUIDE

INDEX

• INTRODUCTION	3
• PROGRAMME CODE	3
• PROGRAMME DURATION	3
• MEDIUM OF INSTRUCTION	3
• SCHEME OF THE PROGRAMME	4
• SYLLABUS OF PROGRAMME	5-12

INTRODCUTION

Information is a pervasive element in contemporary society, the development of which will depend upon the future shape of information services particularly with the usage of Information Communication Technologies. MLIS programme puts emphasis on handling and access to information in all forms rather than the conventional library activities and earn a higher degree or an advanced certification for professional growth. MLIS impart critical thinking and reflexivity about professional practice as managers of libraries and information services and an understanding of research methods and activities of research organizations.

ACADEMIC OBJECTIVES

1. To impart to the students a thorough understanding of patterns of knowledge development and its organization;
2. To train the students in the advanced skills of information/knowledge, gathering, processing, organization and retrieval;
3. To train the students in information/ knowledge analysis, repackaging, and marketing;
4. To provide advanced practical training in ICT applications in information environment including library automation, digitization, networking and communication system;
5. To train students in the analysis, planning, and management of the systems of library and information centers; and
6. To provide an understanding of research methods and activities of research organizations.
7. To provide an understanding of the vital and pervasive role of information as an essential resource in all activities.
8. To acquaint the students with the application of modern management techniques and ideas essential for library and Information systems.
9. To provide a thorough insight into all techniques of information handling with a special emphasis on the application of information technology.
10. To train the students to develop their insight and skills in recent trends in the collection.

PROGRAMME CODE: 4J2H-S

DURATION OF THE PROGRAMME

Minimum Duration: 1 year

Maximum Duration: 3 years

MEDIUM OF INSTRUCTION/EXAMINATION:

Study Material may be made available in English medium. However, a student has the option of writing the Exam in English/ Hindi/Punjabi language except for **DLIS413 “ADVANCED CLASSIFICATION PRACTICE”** and **DLIS415 “ADVANCED CATALOGUING PRACTICE”** courses which are to be attempted only in English Language.

PROGRAM SCHEME

COURSE CODE	COURSE TITLE	CREDITS	CA	ETE	ETP
TERM 1					
DLIS411	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES	4	20	80	0
DLIS412	INFORMATION ANALYSIS AND REPACKAGING	4	20	80	0
DLIS413	ADVANCED CLASSIFICATION PRACTICE	4	20	0	80
DLIS414	INFORMATION STORAGE AND RETRIEVAL	4	20	80	0
TERM 2					
DLIS415	ADVANCED CATALOGUING PRACTICE	4	20	80	0
DLIS416	ACADEMIC LIBRARY SYSTEM	4	20	80	0
DLIS417	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES	4	20	80	0
DLIS418	INFORMATION TECHNOLOGY: APPLICATIONS	4	20	80	0

Course Code	D	L	I	S	4	1	1	Course Title	METHODOLOGY OF RESEARCH AND STATISTICAL TECHNIQUES
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	---

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Concept of Research, Research Design.
2.	Research Methods, Techniques and Tools, Historical and Experimental Research Methods, Research Techniques and Tools.
3.	Sampling Techniques, Data Analysis and Interpretation, Measurement of Central Tendency.
4.	Presentation of Data, Data Analysis Using Software Packages, Nominal and Operational Methods.
5.	Research Report Writing, Research in LIS in India, Evaluation Research

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Kothari: Research Methodology and Statistics Techniques,
2. Bailey, Kenneth: Methods of social research . Ed. 2, 1982.
3. Bajpai, S R: Methods of social survey and research , 1984.
4. Busha, Charles H and Harter, S.P.: Research Methods in Librarianship, 1988.
5. Carpenter, R.L.: Statistical Methods for librarians, 1978.
6. Donner, M.D.: Editing scientific books and journals, 1978.
7. Ghosh, B.N.: Scientific methods and social research. Ed. 2, 1984.
8. Fastinger, Leon and Katz, Dehler: Research methods in behavioural sciences, New York: Amerind, 1976.
9. Young, P.V.: Scientific social survey and research, Ed 4. Englewood Cliffs, N.J.: Prentice Hall, 1966.
10. Neelameghan, A: Presentation of Ideas in Technical Writings, 1975.
11. Sardana, J.L. and Sehgal, R.L: Statistical methods for Librarians, 1981.
12. Simpson, I.S.: basic statistics for librarians, Ed3, 1983.
13. Stevens, R.F.: Research methods in librarianship: Historical and Bibliographical methods in library research, 1971.
14. Sharma, Ram Dutt: Research methods in social science, 1988.
15. Misra, K.P: Research methodology: A handbook, 1989.
16. Kerlinger, F.N: Foundations of Behavioral Research. Ed 2, 1973

Course Code	D	L	I	S	4	1	2	Course Title	INFORMATION ANALYSIS AND REPACKAGING
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	---

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Information Analysis, Repackaging and Consolidation, Information Consolidation.
2.	Information Products, Technical Digestion, Information Retrieval.
3.	Information Retrieval Model and Search Strategies, Marketing of Information, Marketing of Services and Marketing Intelligence
4.	Cataloguing and Subject Indexing: Principles and Practices, Pre-coordinate, Post-coordinate and Citation Indexing, Indexing Language: Types and Characteristics.
5.	Content Analysis, Abstract and Abstracting, Information Planning and Management.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Seetharama,S. Information consolidation and Repackaging, New Delhi. ESS ESS 1997.
2. Saracevic, T and Wood JS : Consolidation of information : A Handbook of evaluation,Restructuring and Repackaging of Scientific and technical Information, Paris:UNESCO, 1981.
3. Atherton, P. Handbook of information systems and services. Paris: Unesco, 1977.
4. Seetharama, S. Information consolidation and Repackaging, New Delhi. ESS ESS 1997. Saracevic, T and Wood JS: Consolidation of information: A Handbook of evaluation,
5. Restructuring and Repackaging of Scientific and technical Information, Paris: UNESCO,1981.
6. P S G Kumar. Information Analysis, Repackaging, Consolidation and Information Retrieval. Publisher: Br Publishing Corporation (2004

Course Code	D	L	I	S	4	1	3	Course Title	ADVANCED CLASSIFICATION PRACTICE
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	---

Weightage		
CA	ETE (Th.)	ETP
20	0	80

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Classification Of Documents According to DDC (21st Ed.) Classification of documentsn representing simple subjects, Classification of Documents using Tables Classification of documents representing compound subject Classification of documents representing complex subject
2.	Classification Of Documents According to DDC (21st Ed.) Classification of documentsn representing simple subjects, Classification of Documents using Tables Classification of documents representing compound subject Classification of documents representing complex subject
3.	Classification of Documents according to UDC (3rd Abridged Ed.) : Classification of Documents representing simple subjects. Classification of Documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject
4.	Classification of Documents according to UDC (3rd Abridged Ed.) : Classification of Documents representing simple subjects. Classification of Documents using Auxiliary tables. Classification of documents representing compound subject. Classification of documents representing complex subject
5.	Overall practice of DDC and UDC

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Dewey Decimal Classification and Relative Index, 21st Ed., New York: Forest Press, 1996, 4v.
2. Universal Decimal Classification, BS 1000 A : Abridged 3rd rev. English ed., 1961, London :
3. British Standards Institution: Forest Press, 1963, 254p.
4. Sehgal, R.L., Number Building in DDC, UDC and CC, New Delhi: Ess Ess Pub., 1993.
5. Satija, M.P. and Comaromi, John P., Introduction to the Practice of DDC, New Delhi: Sterling Pub., 1988

Course Code	D	L	I	S	4	1	4	Course Title	INFORMATION STORAGE AND RETRIEVAL
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	--

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Introduction to Library Science, Library Classification
2.	Organization in Classification Research, Cataloguing-Development and Trend, Machine-Readable Cataloguing and Onlin
3.	Cataloguing, Sorting and Indexing, Indexing.
4.	Trends in Indexing, Information Storage and Retrieval System, Online Searching: Library Databases
5.	Vocabulary Control, Subject Headings, ERIC and Thesaurofacet

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Maltby, A., ed. Sayer's manual of classification for libraries. 5th. Ed. London: Andre Deutsch, 1975
2. Oddy, P. Future libraries, future catalogs. London: LA, 1996
3. Aitchinson, J and Gilchrist, A: Thesaurus construction. 2nd ed. London: Aslib, 1987.
4. Best, DP, Ed. The fourth resource: information and its management. Aldershot: Aslib, 1996
5. Cooke, A: A guide to finding quality Information on the Internet. 2nd Edn. London: Facet Publishing, 2001
6. Chowdhary, GG: Introduction to Modern Information Retrieval. London: LA, 1999.
7. Deegan, M. and Simon Tanner. Digital futures. London. LA, 2002
8. Foskett, AC. The subject approach to information. 5th ed. London: LA, 1996
9. Ghosh, SB and Satpathi, JN, ed. Subject indexing systems. Kolkata: IASLIC, 1998.
10. Guha, B. Documentation
11. Kemp, DA. The nature of knowledge. London: Clive Bingley, 1976.
12. Kemp, DA. Computer-based knowledge retrieval. London: Aslib, 1988.
13. Martin, WJ. The global information society. Aldershot: Aslib, 1995
14. Mason, RO and others, eds. Ethics of informarion management. New Delhi: Sage, 1995
15. Meadows, J. Understanding information. Munchen: KG Saur, 2001.
16. Prasher, RG. Index and indexing systems. New Delhi: Medallion Press, 1989
17. Rajan, TN, ed. Indexing Systems. Kolkata: IASLIC
18. Rowley, J. The electronic library. 4th ed. London: LA, 1998

Course Code	D	L	I	S	4	1	5	Course Title	ADVANCED CATALOGUING PRACTICE
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	--------------------------------------

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Cataloguing Practice of non books materials: Cartographic Materials.
2.	Cataloguing Practice of non books materials: Video Recording.
3.	Cataloguing Practice of non books materials: Motion Pictures.
4.	Cataloguing Practice of non books materials: Sound recordings.
5.	Cataloguing Practice of non books materials: Computer files and Microforms.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Anglo – American Cataloging Rules .Ed.2.1988, Revision.
2. Sears List of Subject Heading .Ed. 12. 1982.

Course Code	D	L	I	S	4	1	6	Course Title	ACADEMIC LIBRARY SYSTEM
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	--------------------------------

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Role of Library in Academic Institutions, Colleges and Universities Libraries.
2.	Planning, Area of Planning, Organizing.
3.	Human Resource Management, Training and Development Motivation, Leadership.
4.	Entrepreneurship and Interpersonal Communication, Financial Management, Budgets.
5.	Academic Library, Control Techniques, Change and Quality Management

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Jordan, P. Staff management in library & information work. Bombay: Jaico, 1996
2. Narayana, GJ. Library and information management. Delhi: Prentice Hall, 1991.
3. Brophy, P. The academic library. London: , 2000.
4. Brophy, P. Quality management for information and library managers. London:Aslib, 1996
5. Corral, S. Strategic management of information services: a planning handbook. London: Aslib, 2000.
6. Clayton, P. Managing information resources in library and information services: principles and procedures, 1997.
7. Clayton, P and Gorman, GE. Managing information resources in libraries: Collection management in theory and practice London: LA, 2001.Crawford, J. Evaluation of library and information services. 2nd Ed. 2000
8. Gallacher. Managing change in library & informationservices. London: Aslib, 2000.
9. Gorman, GE. Evaluating library collections. 2001
10. Lancaster, FW. If you want to evaluate your library.
- 9 Academic library, collections and services development, Evaluation and effectiveness
- 10 Control: Control Techniques – Budgetary and non budgetary devices, management information system. Change& quality management with special reference to library automation and networking.
11. Pugh, Change management in information services. London: Gower, 2000.

Course Code	D	L	I	S	4	1	7	Course Title	INFORMATION AND LITERATURE SURVEY IN SOCIAL SCIENCES
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	---

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Introduction to Social Science Disciplines, Historical Development of Economics and Political Science Disciplines
2.	Social Science Discipline: Sociology and History, Historical Development of Sociology and History Disciplines, Social Science Disciplines: Developments and Problems
3.	Establishment of Social Science Research Institutions, Social Science Research Trend, Types of Social Science Research.
4.	Information Sources, Role of Primary, Secondary and Tertiary Documents in the Growth and Development of Social Science, Evaluation of Information Sources in Social Science.
5.	Database: Networked and Distributed Database in Social Science, Web-Based Resources and Services, Research Activities

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Tza Chung (Li) : Social Science Reference Sources :A Practical Guide 1980.
2. Hoselitz (Bert F): Reader's Guide to the Social Sciences Revised Ed. 1972.
3. Brock, C: The Literature of Political Science: A guide for Students, Libraries and Teachers, 1969.
4. Heller (FL) : The Information Sources of Political Sciences. Ed 3.1981.
5. Lewis (PR): The Literature of the Social Sciences:An Introductory Survey and Guide.1960.
6. Mackenzie (Wom): Study of Political Science today.1970.
7. UNESCO: Main Trends of Research in the Social and Human Science.1970.
8. Malnyk (P): Economics: Bibliographic Guide to Reference Books and Information Sources, 1971.
9. Maltby(A) : Economics and Commerce: The Sources of Information and their Organisation. 1978.
10. Sheehy (EP): Guide to Reference Books, Latest Ed.
11. Mc Innis (Raymond G) and James (WS): Social Science Research Handbook.1975.
12. Walford (AJ): Guide to reference material. 1980.
13. Webb (WH): Sources of information in the social science .Ed3. 1980.

Course Code	D	L	I	S	4	1	8	Course Title	INFORMATION TECHNOLOGY: APPLICATIONS
--------------------	----------	----------	----------	----------	----------	----------	----------	---------------------	---

Weightage		
CA	ETE (Th.)	ETP
20	80	0

COURSE CONTENTS:

Sr. No.	TOPICS
1.	Library Automation, Library Software Packages-I
2.	Library Software Packages-II, Database, Types of Database
3.	Information and Communication Technology, Features and Scope of Communication, Network Media
4.	Intranet, Classification of Libraries, Library and Information Networks in India.
5.	Libraries and Information Centers in India, Internet Based Resources and Service Browsers, Web Portal.

READINGS: SELF LEARNING MATERIAL (SLM)

ADDITIONAL READINGS:

1. Rowley, J. The Electronic Library, 4th Ed. London: LA, 1998.
2. Smith, JWT: Networking and the Future of Libraries. 1993.
3. Bradley, P. World Wide Web: How to design and construct web pages. 2nd ed. London: Aslib IMI, 2000.
4. Deegan, M. and Simon Tanner: Digital Futures. London. LA, 2002
5. Kaul, HK: Library Networks: An Indian Experience. New Delhi: Virgo, 1992.
6. Krol, E: The whole Internet: User's guide and catalogue, 1993.
7. Poulter, A. and Others: The Library and Information Professionals Guide to the Internet. London: LA, 2000.
8. Winship I: The Student's Guide to the Internet. London: LA, 2001.