UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE

Semester Scheme

I & II Semester Examination 2017-2018

SYLLABUS
MASTER OF LIBRARY AND INFORMATION SCIENCE
2017-18

OBJECTIVES:

The objectives of the MLISc (Two Semesters in One Year) Programme are to:

- impart the students thorough understanding of patterns of knowledge development and its organization.

- train the students in the advanced skills of knowledge organisation, gathering, processing, and retrieval.

- train the students in information knowledge analysis, consolidation and repackaging.

- train the students with the latest trends of ICT applications in information environment including networks and communication systems.

- train the students in the analysis, planning and management of the systems of library and information centres.

- provide an understanding of research methods and activities of research organizations.

- Acquaint the students with the activities and services of National, Regional and International Information Systems and Programmes

O.144 (4):   For all examinations (including Library Science) in the Faculty of Education: A candidate shall be required to put in a minimum of 75% attendance at the lectures and 75% at the practicals, separately. A provision of condonation of shortage in attendance is to be followed as per university rules.

O.329-K2:   The duration of the course will be one academic year (July to June) of two semesters—1st semester (1st July to 31st December) and 2nd semester (1st January to 30th June)

O.329-K3:   Candidates for admission to the course should possess the degree of Bachelor of Library and Information Science of the University or of any other University recognised by the Syndicate for the purpose or a post - graduate Diploma in Library Science of a recognised University with a minimum of 50% marks in the said degree or diploma examination.

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O.324-K4: Omitted.

C.329-K5: A candidate who has completed a regular course of study and has attended at least 75% of the lectures delivered and has produced a certificate from the competent authority to the effect that he has satisfactorily completed his practical work, will be entitled to take the examination and no exemption from the minimum attendance will be given on ground of either sickness or any personal domestic reasons whatsoever.

SCHEME OF EXAMINATION

R. 43 B -1: For a pass, a candidate shall be required to secure a minimum of 40% marks in each paper and 50% marks in the aggregate of all the papers. Successful candidates securing at least 60% marks in the aggregate shall be placed in First division and the rest in Second division.

A candidate for the examination shall be required to offer the papers mentioned below. The maximum marks shall be noted against each paper. Each theory paper and practical paper shall be of 3 hours duration.

First Semester

S.No.	Subject Code	Course Title	Course Category	Credit
1.	MLS 701	Basics of Research and Statistical Methods (T)	CCC	4
2.	MLS 702	Information and Communication Technology (T)	CCC	4
3.	MLS 703	Knowledge Organisation and Information Processing (T)	CCC	4
4.	MLS 711	Knowledge Organization and Information Processing: UDC (Practical)	CCC	6
5.	Elective-A01	Information Sources and Literature in Natural Sciences (T) OR	ECC	4
	Elective-A02	Information Sources and Literature in Social Sciences (T)		

SYLLABUS

First Semester

MASTER OF LIBRARY AND INFORMATION SCIENCE

2017-18

Paper: MLS-701: Basics of Research and Statistical Methods

Max. Marks: 100

1. Concept of knowledge / Subjects, Attributes of Knowledge, Modes of Formation of Subjects.
2. Patterns of Development of Knowledge - Authoritative, Speculative and Positivistic and their impact on the development of knowledge.
3. Types of Research - Basic, Applied, Interdisciplinary. Problems and Barriers in Research in India and their likely Solutions.
4. Methods of Research - Scientific, Historical, Descriptive/ Survey with Ranganathan's Spiral of Scientific Method, Case study method.
5. Research Design: Need and purpose, Formulation and Testing of Hypotheses, Report writing
6. Presentation of Data: Purpose and Importance, Tabulation, Diagrammatic and Graphic
7. Collection of Data: Sampling, Schedules, Questionnaires, Interview, Observations, Rating Scales, Action Tendency Scales. Validity & Reliability of Instruments of Data Collection and Analysis, Variables.
8. Bibliometrics: Concept, Need and Purpose, Bradford's Law, Lotka's Law and Zipf's Law

Paper: MLS-702: Information and Communication Technology (T)

Max. Marks: 100

1. Information Technology: Concept, definition and components of IT. Hardware and Software. Operating Systems: Single and Multi User. Application Software – General and Special Purpose. MS Office, WINISIS, SOUL.
2. Communication Technology: Telecommunication Media- Twisted Pair, Coaxial, Optical Fibre, Radio Transmission, Microwave Transmission, and Satellite Transmission; Signals- Analogy and Digital; Switching Techniques- Circuit switching, Packet switching, and Cell switching.

3. Network and Networking: Computer Network- Introduction, Types – LAN, MAN, WAN; Topology- Bus, Star, Ring, Tree, Mesh and Token ring, Network; Devices- Network Interface Card, Repeater, Bridge, Hub, Switch, Router, and Gateway.

4. Internet: History, Protocol, and Connections. Services: WWW, URL, Search Engines and Web Browsers, Email, FTP, TELNET, IRC, Bulletin Boards. Uses of Internet.

5. Network Security: Introduction. Malicious Software: Virus, WORMS, SPAM, Trojan Horse. Hacking. Security Methods: Firewall, Anti-virus software.

6 History and Types of Web Pages. WEB 2.0 Technologies

Paper: MLS-703: Knowledge Organisation and Information Processing (T)
Max. Marks: 100

1. Salient features of UDC and Purview of CC (7th Edition). Library Classification----Normative Principles of Bliss and Ranganathan. Formation of Isolates—Devices, Notational Techniques in CC and UDC.

2. Canons for Classification: Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3); Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4). Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

3. Designing of Schemes for Classification, Depth Schedules Ranganathan Methodology. Role of CRG (London), DRTC(Bangalore), FID and ISKO in the development of Library Classification.

4. Principles of Subject Cataloguing, Detailed Study of Sears' List of Subject Heading and LC List of Subject Heading, Pre and Post Coordinate Indexing Systems: Chain Indexing, PRECIS, POPSI, KWIC, KWOC, Citation Indexing and Uniterm Indexing.

5. Vocabulary Control and Thesaurus: Concept and definition, Need and objectives, functions, structure and types. Methods of Construction, Hierarchical and Non-hierarchical relationships between terms.

6. Information Services: CAS, SDI, Problems in Compilation of Documentation Lists, Referencing and citation style, Problems of Seepage and Scatter of Documents and their solution.

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Paper: MLS-711: Knowledge Organisation and Information Processing:
UDC (Practical)   Max. Marks: 100

1. Classification of documents by Universal Decimal Classification(UDC) 3rd abridge ed. Classification of Documents, having simple, compound and complex subjects.
2. Classification of documents requiring use of common isolates, phase relations, devices etc.

Details of each part of paper is given below:

Q.1 10 Titles out of 14 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials).   40=(10x4)
Q.2 10 Titles out of 14 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.)   60=(10x6)

Note:

1. The practical examination in paper MLS-711 will also take place along with theory paper. The setting and evaluation of the paper will be done on the same pattern as that of theory paper.
2. Classification of Documents, Monographs and Articles by Universal Decimal Classification. 3rd abridge ed.

Elective Paper- MLS-A01: Information Sources and Literature in Natural Sciences   Max. Marks: 100

1. Natural Sciences as a discipline: Definition, Classification, Nature and Scope. Developments and trends
2. Brief Survey of the Contributions made by the following Scientists :-
   - Sir Issac Newton
   - Charles Darwin
   - Louis Pasteur
   - Gregor Johann Mendel
   - Michael Faraday
   - Madam Marie Curie
   - Albert Einstein
   - C.V. Raman
   - J.C. Bose
   - H.J. Bhabha
   - Hargobind Khurana

3. E- Information Sources in Natural Sciences: Concept, Definition, Types, Advantages and Disadvantages.
4. Use of Different Types of Primary Documents in the Growth and Development of Natural Sciences Disciplines.
5. Evaluation of the following Secondary Sources of Information in Print and Electronic form:
   - Biological Abstracts
   - Chemical Abstracts
   - Physics Abstracts
   - Indian Science Abstracts
   - Index Medicus
   - Science Citation Index
   - INIS Atom Index
   - Dissertation Abstracts International
   - Zoological Records
   - Current Contents
   - McGraw-Hill Encyclopedia of Science and Technology
   - McGraw-Hill Dictionary of Science and Technology
   - McGraw-Hill Year Book of Science and Technology

OR

Elective Paper: MLS-A02: Information Sources and Literature in Social Sciences   **Max. Marks: 100**

1. Social Sciences as a discipline: Definition, Classification, Nature and Scope. Developments and trends
2. Brief Survey of the Contribution made by the following Social Scientists: Kautilaya, Adam Smith, Alfred Marshal, J.M. Keynes, Plato, Aristotle, Thomas Acquinas, Machiavelli, M.K. Gandhi, Max Weber, Emile Dhurkheim, August Compte, Karl Marx, Thomas Robert Mathus, Herodotus, Max Muller.
3. E- Information Sources in Social Sciences.
4. Use of Different Types of Primary Documents in the Growth and Development Social Sciences as Disciplines.
5. Evaluation of the following Secondary Sources of Information in Print and Electronic form.
   - International Encyclopedia of Social Sciences.
   - Social Sciences Index, New York.
   - International Bibliography of Social and Cultural Anthropology, London.
   - International Bibliography of Sociology, London.

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- International   Bibliography of Political Science, London.
- International Bibliography of Economics, London.
- Economic Abstracts, The Hague.
- International Political Science Abstracts, London.
- Sociological Abstracts, New York.
- Historical Abstracts, Oxford.
- Dissertation Abstracts International, US
- The Times Atlas of World History.
- LISA.

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RECOMMENDED BOOKS

Paper: MLS-701: Basics of Research and Statistical Methods (T)

1. KEMP (DA). The nature of knowledge: An introduction for librarians. 1976. Clive Bingley, London.
2. HAMLYNE (DW). The theory of knowledge. 1970. MacMillan, London.
3. AGARWAL (DS). Lectures on Universe of knowledge. 1985. Delhi Academic Publication, Delhi.
4. MCGARY (KJ). Communication knowledge and library. 1975. Clive Bingley, London.
5. DAMPIER (William Cecil). History of science and its relation with philosophy and religion. 1961. Cambridge University, London.
6. GUPTA (CB). An Introduction to statistical methods. 1979. Vikas Publishing House, Ghaziabad.
7. ADAMS (Gerald R) and SCHVANVELDT (Jay D). Understanding research methods. 1985. Longman, New York.
8. REDDY (T Subbi) and RAO' (P Bappa). Research methodology and statistical measure. 1995. Reliance Publishing House, New Delhi.
9. BUSHA (Charles H) and HARTER (Stephen P). Research methods in librarianship: Techniques and interpretation. 1980. Academic Press, New York.
10. YOUNG (DV). Scientific social survey and research. 1982. Prentice Hall, New Delhi.
11. FRANKFORT (Chava) and NACHMIAS (David). Research methods in social sciences. Ed 4. 1992. St. Martin Press, New York.
12. KRISHAN KUMAR. Research methods in library and information science. Rev. ed. 1999. Har - Anand Publication, New Delhi.
13. GHOSH (BN). Scientific methods and social research. 1982. Sterling, New Delhi.
14. KERLINGER (Frederick N). Foundation of behavioural research. Ed. 2. 1973. Holt, Rinehart and Winston, New Delhi.
15. SARANTAKOS (Sotirios). Social research. 1993. Macmillan, London.
16. REID (LA). Ways of knowledge and experience. 1961. Allen and Unwin, London.
17. FLOWER (WS). Development of scientific methods. 1963. Pergamory, New York.
18. POWELL (Ronald R). Basic Research methods for librarians. 1985. Ablex, Norwood, N.J.
19. BLISS (HE). Organisation of knowledge and the system of science. 1949. Holt, New York.

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Paper: MLS-702: Information and Communication Technology (T)

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsense. 1982. Prentice Hall, Delhi.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New service for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
11. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
12. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
13. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
14. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
15. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
16. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bahter), Ed. Information transfer, New Age, New ways. 1983. Kluwer Academic Publishers, London.
18. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
19. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
20. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, UNESCO, Paris.

Paper: MLS-703 & MLS-711: Knowledge Organisation and Information Processing (Theory & Practical)

1. RANGNATHAN (SR). Philosophy of library classification. 1951. Sarada Ranganathan Endowment for Library Science, Bangalore.
2. RANGNATHAN (SR). Prolegomena to library classification. Ed. 3. 1937. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. RANGNATHAN (SR). Classification and Communication. 1951. Sarada Ranganathan Endowment for Library Science, Bangalore.
4. RANGNATHAN (SR). Library classification, fundamentals and procedure. Sarada Ranganathan Endowment for Library Science, Bangalore.
5. BLISS (HE. Organisation of knowledge in libraries and systems of science. Henry Hold Land Co., New York.
6. Annals of Library Science/Annals of Library and Information Studies (Periodical). NISCAIR, New Delhi.
7. Schedules of UDC. FID, Brussels
8. International Study Conference on Classification. Proceedings. 1965. Munksgard, Copenhangen.
9. DE GROLIER (Eric). A Study of general categories. 1962, UNESCO, Peris.
10. RECHARDSON (EC). Classification: Theoretical and practical. Ed 2. 1972. New York.
11. SAYERS (WCB). Manual of classification for librarians. Rev. by Arthur Maltby. Ed 5. 1975. Andre Deutsch, London.
12. SAYERS (WCB). Introduction to library classification. Rev. by Arthur maltby. Ed 9. 1958. Grafton, London.
13. KRISHAN KUMAR. Theory of classification. 1993. Vikas Publishing House, New Delhi.
14. RANGNATHAN (SR). Colon classification. Ed 7. Sarada Ranganathan Endowment for Library Science, Bangalore.
15. RANGNATHAN (SR). Colon classification. Ed 6. Sarada Ranganathan Endowment for Library Science, Bangalore.
16. DEWEY (Melvil). Dewey decimal classification. Ed 19.
17. UDC International Medium edition (English Text). 1985.
18. International Study Conference on Classification Retrieval, (Dorking). Proceedings. 1957. Aslib, London.
19. American Library Association etc. Anglo-American Cataloguing Rules, North Amerian Text. 1978, ALA, Chicago.
20. RANGANATHAN (SR): Classified Catalogue Code with Additional Rules for Dictionary catalogue, code, Ed.5 1964. Asia, Bombay.
21. RANGANATHAN (SR): Heading and canons: Comparative study of five catalogue codes. 1965. Vishwanathan, Mad

22. PETTEE (Julia): Subject Heading: The History and theory of the alphabetical subject approach to books. 1948. Wilson, New York.

23. DAYKIN (DJ): Subject Heading: A practical guide. 1951. Govt. Printing off, Washington.

24. SNYERS (WCB): First steps of annotation in catalogue. Rey. Ed. L.A., London.

25. COLISON (RL): Indexes Indexing. 1953. Bond, London.

26. Osborn (AD): Serial publications: their place and treatment in Libraries. 1955. ALA, Chicago.

27. COLLISON (KL): The treatment of special material in Libraries. 1958. Columbia University Press, New York.

28. COATES (EJ): Subject catalogue: Heading and Structure London, L.A, 1960.

29. International Conference on Cataloguing Principles, Paris 1961, Report, 1963. I F L A, London.

30. RANGANATHAN (SR). Documentation: its genesis and development. 1973. Vikas, Delhi.

31. RANGANATHAN (SR). Documentation and its facets. 1964. Asia, Bombay.

32. PENNA (CV). The Planning of library and Documentation Service. 1970, UNESCO, Paris.

33. MUKERJEE (AK). Fundamentals of special librarianship and documentation. 1965. IASLIC, Calcutta.

34. FRANK (O), Ed. Modern documentation and information practice. 1961. FID, Hague.

35. PERRY (JW), Documentation and information retrieval. 1959. Interscience Wiley, New York.

36. International Conference on Scientific Information. Proceedings 2V. 1958. Washington.

37. TAUBE (M) and others. Studies in co-ordinate indexing. 5V. 1953-59. DC Documentation Inc., Washington.

38. KENT (A). Text book on mechanized information retrieval. 1962. Interscience, New York.

Paper: MLS-A01: Information Sources and Literature in Natural Sciences (T)

1. AMERICAN CHEMICAL SOCIETY. Searching the chemical literature. 1961. American Chemical Society, Washington.
2. AUGRE (Pierre). Current trends in scientific research. 1961, UNESCO, Paris.
3. BERNAL (JD). Social function of science. 1964. MIT Press, Cambridge.
4. BROWN (CH). Scientific serials. 1956. Association of College and Research Libraries, Chicago.
5. DUMPIER (WC). History of science and its relation with philosophy and religion. 1961. Cambridge University Press, London.
6. GROGAN (Dennis). Science and technology: Introduction to the literature. Ed 4. 1982. Clive Bingley, London.
7. HALL (A Rupert) and HALL (Marie Boas). Brief history of science. 1964. New American Library world Literature, New York.
8. JEANS (James). Growth of physical sciences. 1951. Fawcett world, New York.
9. JEAKINS (F). Science reference sources. Ed 4. 1965. Union Bookstore, Illinois.
10. PRICE (Derek J De Solla). Little science, big science. 1963. Columbia University Press, New York.
11. KASER (David) and others. Library development in either Asian Countries. 1969. Scarecrow Press, N.J.
12. DEEL (Bruee). Librarianship in Canada, 1946-1967. 1968 Canadian Library Association, Ottawa.
13. MALLAKER (KA) and others, Ed. The international standardization of library statistics L. A. progress report. 1968. IFTA, Bombay.
14. RANGANATHAN (SR) and others, Ed. Free bone service: An international. 1968. Asia, Bombay.
15. SHAFER (Date Engenem). The maturity of librarianship as a profession. 1968. Asia, Bombay.
16. MOSER (Diane K) AND SPANGENBUR (G). The history of science. 1994. University Press, New Delhi.
17. SPANGENBURG (Ray) and MOSER (Diane K). The History of science in the 19th Century. 1994. University Press, Hyderabad.
18. CARNOVSKY (L). International aspects of librarianship: Paper presented before Eighteenth Annual Conference on Graduate School of the University of Chicago. 1954. University of Chicago, University Press, Chicago.
19. CHIFT (DH), Ed. Library Association in the United States British Commonwealth. Library Trends; 3 (January); 1955 (Whole issue).
20. STANDFOLD (FB). Increasing library resources through co-operation. Library Trends; 6 (3), 1968. P. 206-303.
21. GRAZIER (RT). Cooperation among libraries of different types. Library Trends; 6 (3); 1958. p 233-342.
22. WHITE (CM), Ed. Bases of modern librarianship. 1964. Pergamon, New York.

OR

Paper: MLS-AO2: Information Sources and Literature in Social Sciences

1. DEUTCHER (LG) and others. Guide to historical literature 1951. Macmillan, New York.
2. HOSELITZ (Bert F). Reader's guide to the social sciences. Rev. ed. 1972. Free Press, Glencoe.
3. MACKENZIE (N), Ed. Guide to the social sciences. 1966. Weidenfeld, London.
4. MACKENZIE (WJM). Study of political science today. 1970. Macmillan, London.
5. MADAN (GR). Economic thinking in India. Ed 2. 1981. S. Chand, Delhi.
6. MAJUMDAR (RC). Historiography in modern India. 1970. Asia. Bombay.
7. MANN (Peter H). Methods of sociological enquiry. 1968. Schocken Book, New York.
8. RAHMAN (A) and others, Ed. Indian reference material: Scientific and technical information users needs and services. *In* IASLIC Publication. 1972. (Ninth Iaslic Conference).
9. RAISON (Timothy), Ed. Founding fathers of social sciences. 1979. Hammonds worth, Penguin.
10. REX (John). Discovering sociology: Studies in sociological theory and method. 1973. Rutledge and Kegan Pal, London.
11. SELIGMAN (Ben B). Main Currents in modern economic. 1962. Fress Press, New York.
12. UNESCO. Main trends of research in social and human sciences. 1970, UNESCO, Paris.
13. UNNITHAN (TKN), Ed. Sociology of India. 1967. Prentice Hall, New Delhi.
14. WHITE (CM) and others. Sources of Information in the social sciences. Ed. 2. 1973. Bedminister Press, Tolowa, N.J.

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SYLLABUS

SECOND SEMESTER

MASTER OF LIBRARY AND INFORMATION SCIENCE

2017-18

S. No.	Subject Code	Course Title	Course Category	Credit
1.	MLS- 801	Knowledge Management	CCC	4
2.	MLS- 802	ICT Applications in Library & Information Science. (T)	CCC	4
3.	MLS- 811	ICT Applications in Library & Information Science. (P)	CCC	6
4.	MLS- 812	Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules- 2 (AACR-2) (Practical)	CCC	6
5.	Elective-B01 Elective-B02	Management of Academic Library(T) OR Management of Special Library(T)	ECC	4

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SEMESTER-II

Paper: MLS-801: Knowledge Management (KM)   **Max. Marks: 100**

1. Knowledge Management : Concept, Definition, Need, Function and Benefits.
2. Strategic planning of KM.
3. Structure and Coordination Processes of KM: Various phases- Analysis, Define, Play and Effect.
4. KM Operation Process: Identification of need for Knowledge, Knowledge pull, knowledge push, Creation of knowledge, Knowledge collection and storage, Knowledge update.
5. KM Tools and Techniques: Requirements of KM tools, ICT tools in/for KM, KM technologies.
6. KM Issues and Challenges: General KM issues –Nature of Knowledge, People (users) and organization, Challenges for managing knowledge, National Knowledge Commission.

Paper: MLS - 802: ICT Applications in Library and Information Science (T)
Max. Marks: 100

1. Database: Introduction, Characteristics, Types of Databases, Structural: Hierarchical, Relational, and Network Database; Content: Bibliographical, Full Text, Numeric, and Non-numeric
2. Digital Libraries: Concept, Objectives Advantages and Disadvantages. Conventional Vs Digital Libraries. Indian initiatives.
3. Components of Digital Libraries: Hardware and Software Components; Metadata: Concept, Types.
4. Digital Library Protocols & Standards: TCP/IP, Http, FTP; MARC, MARC XML, Dublin Core, METS, and MODS.
5. Digital Library Resources: Introduction, Advantages; Categories of E-Resources: E-Books, E-Journals, Online Databases, Websites; Online Vs Off line Resource.
6. Library Management Software: SOUL, WINISIS, D-Space, KOHA.
7. Application of ICT in Library Housekeeping Operations: Acquisition, Technical Processing, Circulation, and LIS Services.

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**Paper: MLS-811: ICT Application in Library and Information Science
(Practical)**   **Max. Marks: 100**

1. System Software: MS Windows, Open Office: Text document; Spreadsheet;
    Presentation

2. Bibliographical Database: WINISIS (CDS/ISIS for Windows) – Systems
    Overview, Database Design: FDT preparation; Worksheet design; Display
    Format language and Format design; Indexing techniques in WINISIS; FST
    preparation; Data Entry; Search Techniques: Dictionary search, Truncated
    search, Proximity search, Boolean search, Any search; Search formulation;
    Sorting & Printing Services; Master File Services; Data Import & Export, ISO
    2709.

3. Practice using integrated library management package: SOUL Software.

4. Web Page Designing using HTML: Features i.e. background text, colour, and
    images; Moving image, etc. Creation of List – Ordered and Unordered, Table,
    Forms and Frames, Creation of hyperlinked web pages, Internet and Database
    Searching.

**Paper: MLS-812: Knowledge Organisation and Information Processing: Anglo
American Cataloguing Rules-2 (AACR-2) (Practical)**

Max. Marks: 100

1. Cataloguing of documents by **Anglo American Cataloguing Rules-2
    (AACR-2)**, 2nd ed.
2. Books to be catalogued are of :
    (A)   Personal authorship
    (B) Corporate (Govt., Institution and Conference) authorship,
    (C)   Multivolume books,
    (D)   Composite books and
    (E)   Periodicals.
Details of paper is given below:
05 titles to be catalogued out of 07 titles   Total Marks= 100 (20x5)
Note:
1. The practical examination in paper MLS-H01 will also take place along with
    theory paper. The setting and evaluation of the paper will be done on the same
    pattern as that of theory paper.
2. Sears/ LC List of Subject Headings is allowed for practical purpose.

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Elective Paper: MLS-B01: Management of Academic Libraries

Max. Marks: 100

1. Role of UGC, Study of the recommendations of various committees with regard to academic libraries in India.

2. Human Resources Management: Staffing Pattern- Staff Formula of Ranganathan and UGC Qualifications and pay scales, Staff requirements, Job Analysis, Job Description & Evaluation. Staff recruitment and selection. Performance Appraisal, Training and Development.

3. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centres, Barriers to Implementing TQM.

4. Collection Development and Management of Books, Serials & Non-book Materials. Collection Development Policy. Collection care & evaluation. Problems of Collection development in India.

5. System Analysis and Design: Concept and library system, MIS, Time and Motion Study, SWOT (Strength, Weakness, Opportunities, and Threats).

6. Marketing management: Basic components of Marketing strategy-Marketing approach, Market segmentation, Market research (analysis), Marketing mix, Implementing marketing programme and their evaluation, Marketing of Information.

7. Disaster Management in Libraries & Information Centres.

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Elective   Paper: MLS-B02: Management of Special Libraries

Max. Marks: 100

1. Role of Special Libraries, Types and Functions of Special Libraries, Growth and Development of Special Libraries in UK, USA and India in the Twentieth Century, Role of CSIR in the Development of Special Libraries of India.
2. Human Resource Management: Staffing Pattern- Staff Formula of Ranganathan. CSIR and ICAR Qualifications and pay scales. Staff requirements, Job Analysis, Job Description & Evaluation. Staff recruitment and selection. Performance Appraisal, Training and Development.
3. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centres. Barriers to Implementing TQM.
4. Collection Development and Management of Books, Serials & Non-book Materials, Electronic Documents, CD-ROM and Online Databases. Collection Development Policy. Collection care & evaluation. Problems of Collection development in India.
5. System Analysis and Design: Concept and library system, MIS, Time and Motion Study, SWOT (Strength, Weakness, Opportunities, and Threats).
6. Marketing management: Basic components of Marketing strategy-Marketing approach, Market segmentation, Market research (analysis), Marketing mix, Implementing marketing programme and their evaluation, Marketing of Information.
7. Disaster Management in Libraries & Information Centres.

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RECOMMENDED BOOKS

Paper: MLS-801: Knowledge Management

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