

॥ अंतरी पेटवू ज्ञानज्योत ॥



**NORTH MAHARASHTRA UNIVERSITY,**  
**JALGAON**

**Syllabus for**

**Master of Library and Information Science**

**(M.Lib & I.Sc.)**

**(Two Years Integrated Course)**

**(W.e.f. June, 2003)**

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**The University :**

The North Maharashtra University With its head-quarters at Jalgaon, Maharashtra State, has been established and incorporated by the Govt. of Maharashtra under the Maharashtra Act XXIX of 1989. The University Grants Commission of the Govt. of India has recognized this University under section 2(D) of the University Grants Commission Act 1956. This University has also been declared by the said commission as fit to receive central assistance in terms of rules framed under the section 12(B) of the UGC Act. This University is a member of the Association of Indian Universities and Association of Commonwealth Universities. This University is accredited by National Assessment and Accreditation Council (NAAC) by awarding four stars in the academic year 2000-2001. The main objectives of the University are teaching, research, extension and affiliation.

**The Department :**

The Department of Library and Information Science has been established by the University since 2000-2001, as a part of educational programme to cater the needs of students. As a need of education in Library and Information Science and in Information Technology this University has developed a Department of Library and Information Science under the Faculty of Mental, Moral and Social Sciences. The Department is conducting the Master's Degree Course in Library and Information Science.

**Objectives of the Course :**

*The main objectives of the M.Lib & I.Sc. Course are as under -*

- To cater the educational needs of professionals.
- To Prepare a manpower to meet the future needs of profession.
- To improve the professional skills of librarians, information scientists, documentalists and other equivalent professionals of academic and non-academic institutions/organizations.
- To search the excellence in the profession of library, Information Science and Information Technology.

**Eligibility :**

Any one of the Candidates, who seeks admission for M.Lib & I.Sc. course has obtained a Bachelor's Degree in any faculty from any Indian statutory university, recognized by the North Maharashtra University, or has obtained a qualification recognized as equivalent there to is eligible.

The Candidate has to appear before admission committee for personal interview. The decision of admission committee will be final.

**Academic Pursue**

Academic Year	:	June to May
Duration of the Course	:	Two Academic Years Full-time Course
Date of Annual Examination	:	April / May, every year
Number of Admissions	:	25 Seats
Reservation of Admissions	:	As per University Rules
Medium of Instructions and Examination	:	English
Last Date for Submitting the Application for admission	:	15 <sup>th</sup> July, every year or as per scheduled programme of University.

**Fees :**

The Total Fees for the Course is Rs. 21,242/- Including Part I and Part II. For Part I Rs.10,621/- and for Part II Rs.10621/-. The tuition fees for each part can be paid in two installments.

**Fees Structure :**

The detailed structure of fees is as below

	<b>Part - I</b>	<b>Part - II</b>
1. Admission Fee	Rs.0025=00	Rs.0025=00
2. Tuition Fee	Rs.9000=00	Rs.9000=00
3.* Laboratory Fee	Rs.1000=00	Rs.1000=00
4. Registration Fee	Rs.0025=00	Rs.0025=00
5. Library Fee	Rs.0100=00	Rs.0100=00
6. Medical Fee	Rs.0011=00	Rs.0011=00
7. Magazine Fee	Rs.0020=00	Rs.0020=00
8. Gymkhana Fee	Rs.0050=00	Rs.0050=00
9. Internal Exam. Fee	Rs.0040=00	Rs.0040=00
10. Eligibility Fee	Rs.0050=00	Rs.0050=00
11. Assistance Fund	Rs.0025=00	Rs.0025=00
12. University Development Fund	Rs.0050=00	Rs.0050=00
13. Students Welfare Fund	Rs.0020=00	Rs.0020=00
14. Students Aid Fund	Rs.0005=00	Rs.0005=00
15. Library Deposit	Rs.0200=00	Rs.0200=00
<b>Total</b>	<b>Rs.10,621/-</b>	<b>Rs.10,621/-</b>

\*Computer Practical Laboratory

**Hostel Accommodation :**

This University has separate hostel accommodation for ladies and gents. The availability of hostel accommodation is subject to the provision of University.

A separate application for hostel admission is required to be submitted to Chief Rector of hostel along with its fees, etc.

**Attendance :**

1. Every students has to attend at least 75% of the total lectures and practicals of each head of theory and practical papers.
2. The student has to seek admission to both the parts (part-I and part-II) in two consecutive academic years respectively.

## Scheme of the Papers and Marks

### PART - I

<u>Paper Code</u>	<u>Title of the Paper</u>	<u>Marks</u>		<u>Total</u>
		<u>External</u>	<u>*Internal</u>	
<i>Theory Papers</i>				
MLISTH 101	Foundations of Library and Information Science	90	10	100
MLISTH 102	Fundamentals of Library Management	90	10	100
MLISTH 103	Knowledge Organization and Technical Processing : Classification and Retrieval	90	10	100
MLISTH 104	Knowledge Organization and Technical Processing : Cataloguing and Retrieval	90	10	100
MLISTH 105	Information Sources, Services and Library Users	90	10	100
MLISTH 106	Fundamentals of Information Technology	90	10	100
<i>Practical Papers</i>				
MLISPT 107	Practical in Knowledge Organization and Technical Processing: Classification	-	-	100
MLISPT 108	Practical in Knowledge Organization and Technical Processing: Cataloguing	-	-	100
MLISPT 109	Practical in Information Technology	-	-	100**
MLISPT 110	Viva-Voce on Information and Reference Sources	-	-	050
<b>Total Marks of Part - I.....</b>		<b>950</b>		

### PART - II

MLISTH 201	Information, Communication and Society	90	10	100
MLISTH 202	Research Methods and Statistical Techniques	90	10	100
MLISTH 203	Information Processing and Retrieval	90	10	100
MLISTH 204	Information Analysis, Consolidation and Repackaging	90	10	100
MLISTH 205	Management of Libraries and Information Centres	90	10	100
MLISTH 206	IT Applications, Visual Basic and Database Programming	90	10	100
<i>Practical Papers</i>				
MLISPT 207	Information Processing and Retrieval	-	-	100
MLISPT 208	Practical in IT Applications	-	-	100**
MLISPT 209	Dissertation	-	-	100
MLISPT 210	Viva-Voce on Dissertation	-	-	050
<b>Total Marks of Part - II.....</b>		<b>950</b>		

\* Seminars, Tests, Debating, Assignments, Study and Evaluation of Information Sources, Compilation of List of New additions, Content Analysis, Press Clippings, Library Surveys, etc.

\*\* Out of these, 10 marks are reserved for the practical journal.

## STANDARDS OF PASSING

1. Minimum marks for passing: Each head of theory papers shall require 40% marks and the Dissertation and Practical shall require 50%. However, the candidate must obtain aggregate 50% marks for each part of the course.
2. Award of Class

First Class with Distinction	75% or More Marks
First Class	60% to 74% Marks
Second Class	50% to 59% Marks
3. The candidates who have passed M.Lib. & I.Sc. Examination of this University and wish to improve the class or percentage will be permitted to do so by appearing again for examination of at least one third of total theory papers of entire course. However, the candidate has to pay a entire examination fee prescribed by the University.
4. The Candidate who failed but desires to reappear for the examination, he/she will be allowed to get exemption from each of the theory papers, wherein he/she had secured 55% or more marks in theory and from each head of the Practical papers secured 50% or more marks
5. Students who have passed the B.Lib. & I.Sc. prior to the introduction of this two years integrated course of M.Lib. and I.Sc. are eligible for admission to the one year M.Lib. & I.Sc. course for the academic year 2002-2003 only

## SUBMISSION OF DISSERTATION

A topic of Dissertation will be finalized with the consultation of a teacher within a period of a month after admission. Completed dissertation in all respects shall have to be submitted to the University Department of Library and Information Science 15 days before the commencement of the theory examination.

## PRACTICAL WORK

Practical of 4 hours per student should be conducted every week. If two students are to share a computer then the practical should be of 6 hours per week. The Computer practical should be conducted regularly without fail. A Journal with appropriate listings of the computer practical should be maintained. The index should mention the day of the practical conducted. This journal duly certified should be produced at the time of practical examination. The journal shall carry 10 marks.

# **SYLLABUS**

**M.Lib & I.Sc**

**( Two Years Integrated Course )**

## PART - I

### Theory Papers

#### MLISTH 101 Foundations of Library and Information Science

- Unit - 1** Library as a Social Institution and its Changing Concepts
- Social and historical foundations of library.
  - Different types of libraries: their distinguish features and functions.
  - Role of Library in formal and informal education.
  - Library and its changing concepts.
  - Role of library in information age.
- Unit - 2** Normative Principles of Library and Information Science
- Five Laws of Library Science.
  - Implication of Five Laws in Library and Information Activities.
- Unit - 3** Library Development
- Development of libraries with special reference to India.
  - Library co-operation, resource sharing and library networking.
- Unit - 4** Laws relating to Libraries and Information
- Library Legislation: need and essential features.
  - Library Legislation in India.
  - Press and Registration Act 1867 and Delivery of Books Act 1954 and 1956.
  - Copyright Act.
- Unit - 5** Library and Information Profession
- Attribution to Profession.
  - Librarianship as a Profession.
  - Professional Ethics.
  - Professional Associations and their Role.
  - National and International Library Associations : ILA, IASLIC, ASLIB(UK), ALA(US), IFLA, FID.
  - Professional Education and Research.
- Unit - 6** Promoters of Library and Information Services
- National Level Promoters : RRRI.F
  - International Level Promoters : UNESCO
- Unit - 7** Public Relations and Extension Activities
- Public Relations: Definition, Meaning, Concepts and Applications.
  - Extension: Definition, Meaning, Concepts and Applications.
  - Extension Activities : Facets and programmes. Publicity and Extension. Outreach Activities, Library Path Finder (Guide), Consultancy including Promotional Web tools.
  - Information Extension and Communication ; Nature, Scope and Functions.



**Books Recommended:**

1. Sharma J.B. : Elements of Library Science, Kanishka Publishers, New Delhi, 1996.
2. Bose H. : Information Science : Principle and Practice, 1993
3. Devinder Kaur and Prasher R.G (eds) : Librarianship : Philosophy, Laws and Ethics, Medallion Press, Ludhiana, 2002.
4. Khanna J.K. : Library and Society, Ess Ess Publication, New Delhi, 2<sup>nd</sup> ed, 1994.
5. Krishan Kumar : Library Organization, Vikas Pub.House, New Delhi, 1987.
6. Girija Kumar : Library Development in India, Vikas Publishing House
7. Mangia P.B. etc. eds : Library and Information Services in India : States and Union Territories, Shipra Publications, Delhi, 2001.
8. National Policy on Library and Information Systems and Services for India, Popular Prakashan, Bombay, 1992.
9. Kirshan Kumar : Library Manual, Vikas Publishing House, 1997.
10. Rout R.K. : Library Legislation in India : Problems and Prospectus, Reliance Publishing House, 1991.
11. Panda B.D. : History of Library Development, Anmol Publication, New Delhi New Delhi, 1992.
12. Bhatt R.K. : History and Development of Libraries in India, Mittal Publications, New Delhi, 1995.
13. Ravakutty M. : Libraries in Higher Education, ESS ESS Publication, New Delhi, 1988.
14. Nimalani K. (ed) : Library and Information Services, Rawat Publications, 1999.
15. George R.C. : Libraries and Cultural change, London, Civil Bingley, 1970.
16. Mukharjee A.K. : Librarianship : Its Philosophy and History, Bombay, Asia Publishing House 1966.
17. Ranganathan S.R. : Five Laws of Library Science, Madras, Madras Library Association, Ed2, 1957
18. Shera J.H. : Sociological Foundation of Librarianship, Bombay, Asia Publishing House, 1970.
19. Benge R.C. : Communication and Identity, London, Civil Bingley, 1972.
20. Jefferson G. : Libraries and Society, London, Clive singley, 1972.
21. Thorupson James: Library Power: A New Philosophy of librarianship, London, Civil Bingley 1974.
22. Naidu N.Guruswami : Librarianship in developing countries, New Delhi, Ess 1992.
23. Sharma, U.C. & Rava : Librarianship today and tomorrow, Delhi, Ess Ess 1997.
24. R.K.Rout, Ed.: Library Legislation in India, Problems and Prospectus, 1<sup>st</sup> edition, New Delhi, Reliance, 1986.
25. S.N.Paruthi, Ed. : Library techniques and technology, New Delhi, Kanishka, 1997.
26. Issac K.A. : Libraries and Librarianship, 1997.
27. Supe S.V. : An Introduction to Extension Education, New Delhi, Oxford and IBH, 1994.
28. Ray G.L.: Extension Communication and Management, Naya Prokash, Calcutta, 1999.
29. O.P.Dahama and O.P.Bhatnagar : Extension Education and Communication, New Delhi Oxford and IBH, 1989

## MLISTH 102      Fundamentals of Library Management

- Unit - 1**      Management: Definition, Meaning and Concepts
- Nature and Scope of Management.
  - Principals of Management and their Applications to Library.
  - Functions of Management
- Unit - 2**      Library Routines:
- Collection Development: Acquisition of Books, Periodicals, Non Book Material and Electronic Products.
  - Recording and Technical Processing of Documents.
  - Circulation Work : Issuing Methods, Traditional and Computer Aided Methods.
  - Governance of Library : Library Rules and Regulations, Statistics and Annual Report.
- Unit - 3**      Library Authorities: Library Committee and Book Selection Committee
- Unit - 4**      Financial Management: Library Budget and its Different Heads, and Library Audit
- Unit - 5**      Personnel Management
- Unit - 6**      Design and Planning
- Physical Planning of Library and Library Equipments.
- Unit - 7**      Stock Verification: Need, Purpose and Methods
- Unit - 8**      Binding and Preservation of Library Materials

### ***Books Recommended:***

1. Job M.M. : Theory of Book Selection, New Delhi, Sterling, 1978.
2. Mithal R.L. : Library Administration : Theory and Practice ed.5, New Delhi, Metropolitan, 1983.
3. Mukharjee A.K. : Book Selection : Principles, Practice and Tools, Calcutta, The World Press, 1974.
4. Ranganathan S.R. : Library Administration ed.2, Bombay, Asia Publication House, 1959.
5. Thompson, Anthony: Library Buildings of Britain and Europe, London, Butterworths, 1963.
6. Spiller, David : Book Selection ed.2, London, Bingley, 1974.
7. Kulkarni V.V.: Granthalaya Prashasana, Nagpur Maharashtra Universities Book Prouduction Board, 1974.
8. Dutta D.N.: Manual of Library Management, Calcutta, The World Press Private Ltd., 1978.
9. Ranganathan S.R. : Library Manual, New Delhi, USB Publishers Distributors Ltd., 1992.
10. Brophy Peter and Coulling, Kate: Quality Management for Information and Library Management.
11. Metcalf K.D. : Planning Academic Library. Oriel, 1971.

**MLISTH 103      Knowledge Organization and Technical  
Processing: Classification and Retrieval**

**Unit - 1      Universe Knowledge**

- Structure and Attributes.
- Modes of Information of Subjects.
- Different Types of Subject.
- Universe of Subjects as mapped in different schemes of Classification.

**Unit - 2      Methods of Knowledge Organization**

- General Theory of Library Classification.
- Normative Principles of Classification and their Applications.
- Species of Library Classification.
- Standard Schemes of Classification and their features: CC 6<sup>th</sup> Revised edition, DDC 21<sup>st</sup> edition and UDC 2<sup>nd</sup> revised edition.
- Design and Development of Schemes of Library Classification.

**Unit - 3      Recent Trends in Classification.**

- Use of Computers and their Applications to Classification.

***Books Recommended:***

1. Husain S. : Library Classification : Facets and Analysis, Tata McGraw-Hill Publishing Co.Limited, New Delhi, 1993.
2. Singh S.K.: Library Technical Services: Millenium Approach, Authors Press, Delhi,2000.
3. Batty C.D.: An Introduction to Dewey decimal Classification, London, Clive Bingley, 1991.
4. Buchanan Brain : Theory of Library Classification, London, Clive Bingley, 1979.
5. Chain Louis Mai : Cataloguing and Classification : An Introduction, New Delhi, McGraw Hill, 1985.
6. Camononi J.P. & Sauja M.P.: History and Current Status of Dewey decimal Classification.
7. Foskett A.C. : Subject Approach to Information. ed.2, London, Clive Bingley, 1982.
8. Foskett A.C. : The Universal Decimal Classification, London, Clive Bingley, 1973.
9. Hunter Eric J. : Classification made simple, Aldershot (UK) Gower 1988.
10. Lyer, Hemilata : Classification Structure - Concept Relations and Representation : frankfurt, Indeks, Verlag,1995.
11. Kaula P.N. : Tretise on Colon Classification, Defhi Sterling, 1985.
12. Krishna Kumar: Theory of Classification Ed. 4, New Delhi, Vikas Publishing House, 1983.
13. Maltby A : Classification in 1970's London, Clive Bingley, 1975.
14. Mills : Modern Outline of the Library Classification
15. Needham C.D. : Organizing Knowledge in libraries, Ed.5, London, Andre Deseth, 1971.
16. Ranganathan S.R. : Elements of Library Classification ed. 3, Bangalore Sarda Ranganathan Env., 1989 (reprint)
17. Ranganathan S.R. : Prolegomena to Library Classification, ed.3, Bangalore Sarda Ranganathan Env., 1989 (reprint)
18. Srivastava A.P. : Theory of Classifications in Libraries.
19. Raju A.A.N. : Decimal, Universal; Decimal and Colon Classification.
20. Foskett D.J. : 'Classification', In : handbook of special librarianship and information work, ed.4, London, Clive Bingley, 1975.
21. Gopinath M.A. :The Colon Classification : Classification in the 1970's
22. Bavakutty M. : Canons of Library Classifications, Trivendram Library Association, 1981.
23. Dhyani P.: Guide to DDC, New Delhi, Metropolitan.
24. Vickory B.C.: Faceted Classification - A Guide to Classification to Construct and use of Special Schemes, London, ASIIB, 1968.

**MLISTH 104      Knowledge Organization and Technical  
Processing: Cataloguing and Retrieval**

- Unit - 1**      Library Catalogue
- Definition, Meaning, Concept, Objectives and Functions.
  - Library Catalogue Codes : AACR II Revised, CCC 5<sup>th</sup> edition with Amendments.
  - Different Types of Library Catalogues.
- Unit - 2**      Library Catalogue (Bibliographic Description)
- Catalogue: Purpose, Structure, Physical forms and Filing rules.
  - OPAC: Meaning, Nature, Scope, Purpose and Applications.
  - Normative Principles of Cataloguing.
  - Principles and Practices in Document Description.
  - Current Trends in Standardization, Description and Exchange : ISBD, ISBN, ISSN and CIP
- Unit - 3**      Cataloguing and Classification
- Relationship between Cataloguing and Classification.
- Unit - 4**      Co-operative Cataloguing
- Centralized Catalogue.
  - Co-operative Catalogue.
  - Simplified Catalogue.
- Unit - 5**      Machine Readable Catalogue
- CCF, MARC II and UNIMARC
- Unit - 6**      National and International Bibliographic Control
- INB, BNB, UBC.
  - Union Databases in India.
- Unit - 7**      Subject Cataloguing
- Principles of Subject Cataloguing.
  - Subject Headings and their features.

***Books Recommended:***

1. Girija Kumar and Krishan Kumar, *Theory of Cataloguing*, Vikas Publishing House, New Delhi, 1993.
2. Vishwanathan C.G. : *Cataloguing Theory and Practice*, Today and Tomorrow Printers and Publishers, New Delhi, 1970.
3. Ranganathan S.R. : *Cataloguing Practice*, Sarada Ranganathan Endowment for Library Science, Bangalore, 1989.
4. Selgal R.L. : *Cataloguing Manual AACR II*, Ess Ess Publications, New Delhi, 1993.
5. Singh S.K. : *Library Technical Services : Millenium Approach*, Authors Press, Delhi, 2000.
6. Chan Lois Mai : *Cataloguing and Classification : An Introduction*, Ed.2, New York, McGraw Hill Book Comp., 1994.
7. *The concise AACR2* by Michael Geron London, Library Association, 1980.
8. Hunter Eric J. And Bakewell K.G.B. : *Catalogue Ed.2*. London, Clive Binley, 1983.

9. Hunter Eric J. And Nicolas J. Fox : Examples illustrating AACR2. London, Library Association, 1980
10. Ranganathan S.R. : Classified Catalogue code with additional rules for dictionary catalogu code Ed.5. Bombay. Asia Publishing House. 1964 ( Reprint 1992)
11. Sears M.E. : Sears list of subject heading ed.by Martha T.Mooney : Ed.14. New York. H.W.Wilson Co. 1980.
12. Sengupta, Benoyendra : Cataloguing : Its theory and Practice. Ed. 3 Calcutta. The World Press, 1980.
13. Vishwanathan C.G. Cataloguing: Theory and Practice, Ed.4. New Delhi, Today and Tomorrow. 1980.
14. Mahajan S.G. : Granthalayin Talikikaran. Pratyakshik. Vol.1 CCC Pune. Survihar Prakashan, 1974. Vol 2. Dictionary Cataloguing (AACR) Pune. G.Y. Rane Prakashan. 1979.
15. Coates E.J.: Subject Cataloguing Headings and Structure, London. Library Association. 1988.
16. Esçret P.K. : Introduction to Anglo - American Cataloguing Rules, Andre Dentsch 1971.
17. MARC Formal Integration. Three Perspective, Ed. By Michel Gorman. Chicago, A.L.A. Library Information & Technology Association 1990.
18. Mikasa Francis : The Subject in the Dictionary Catalogue from Cutter to Present. Chicago, A.L.A., 1983.
19. Girijakumar and Krishnakumar : Theory of Cataloguing. Vikas Publication.
20. Figgott M. : Cataloguer's way through AACR 2 from document receipt to do current retrieval, 1990.
21. Seligal R.L. : Cataloguing : Theory and Practice, Ess Ess Publication, New Delhi, 1994.

## MLISTH 105 Information Sources, Services and Library Users

- Unit - 1** Reference and Information Sources
- Documentary Sources of Information : Print and Non-Print Including Electronic.
  - Nature, Characteristics, Utility and Evaluation of Different Information Sources.
  - Non Documentary Information Sources :  
    Human and Institutional: Nature, Types, Characteristics and Utility.
  - Categories of Information Sources : Primary, Secondary and Tertiary
  - Internet as a source of Information.
- Unit - 2** Reference Service
- Concept Definition and Trends.
  - Reference Interview and Search Techniques.
- Unit - 3** Information Services and Products
- Origin, Definition, Scope, Concepts and Salient Features.
  - Need of Information Services.
  - Current Awareness Services.
  - Selective Dissemination of Information.
  - Abstracting Services: Importance, Scopes and Types.  
    Recent Trends in Abstracting.
  - Indexing Services: Importance, Scope and Types.  
    Role of Indexing in Information Storage and Retrieval.  
    Pre and Post Coordinating Indexing.  
    Recent Trends in Indexing.
  - Information Services and Products.
  - Bibliographic, Referral, Document Delivery and Translation Services.
- Unit - 4** Information Systems and their Services
- Study of National, International and Commercial Information System and Services and their Products.
- Unit - 5** Library and Information Users and their Information Needs
- Categories of library and Information Users.
  - Information Needs: Definition and Models.
  - Information seeking behavior.
  - User studies: Methods, Techniques and Evaluation.
- Unit - 6** User Education
- Goals, Objectives, Levels, Techniques, Methods, and Evaluation of Users Educational Programmes.
  - Users Studies: Techniques, Methods and Evaluation.
- Unit - 7** Libraries and Information Centres Survey
- Meaning, Purpose and Methods.
  - Methods: Proforma, Interview and Record Analysis.

*Books Recommended:*

1. Girija Kumar and Krishan Kumar : Philosophy of User Education, Vikas Publications, New Delhi, 1983.
2. Foskett D.J.: Information Services in Libraries. New Delhi, Anmol Publications Pvt.Ltd.,1994 (Reprint)
3. Guha B. : Documentation and Information Services : Techniques and Systems, 2<sup>nd</sup> Rev., Ed.Calcutta, The World Press, 1983.
4. Vishwanathan C.G. : Elements of Information Science, New Delhi, Today & Tomorrow, 1976.
5. Bunch, Allan : The Basic of Information Science, London, Clive Bingley, 1985.
6. Ghosh G.B. & Bandyop B.N. : Trends of Information Services in India, Calcutta, World Press, 1974
7. Kawatra P.S. : Fundamentals of documentation with special reference to India, New Delhi, Sterling Publication, 1980.
8. Nargude : Pralokhen ani Maharashtra, Pune, Universal Publication, 1996.
9. Sharp J.R. : Indexing for Retrieval, In Batten W.E. (ed.), Handbook of Special librarianship and Information Work, Ed. 4, London, Aslib., 1975.
10. Foskett D.J. : Classification and Indexing in the Social Science Ed.2, London, Butterworths, 1974.
11. Hanson C.W. : Introduction to Science Information Work, London, Aslib, 1973.
12. Vickery B.C. : Classification and Indexing in Science, Ed.3, London, Butterworths, 1975.
13. Langridge D.W. : Classification and Indexing in the Humanities, London, Butterworth, 1975.
14. Atchison, Jean : Indexing Languages Classification Scheme and Thesauri, In : Anthony L.J. (ed.), Handbook of Special librarianship and Information Work, Ed.5, London, Aslib, 1992.
15. Hanson C.W. : Reference and Information Work in Ashworth, Wilfred Ed, Handbook of Special librarianship and Information Work, London, Aslib.
16. Rajan T.N. : Indexing System : Concept, Model and Techniques, Calcutta, IASLIC, 1981.
17. Gopinath M.A. : Current trends in Information sources and communication media, Bangalore, DRTC, 1984 (DRTC Refreshers Seminar - 15, 1984)
18. Bhattacharyya G. : Ed. New Development in Library and Information Science in India, Bangalore, DRTC, 1981 (DRTC Refreshers Seminar - 13, 1984)
19. Batten W.E. : Information Applied in Batten W.E.Ed, Handbook of Special Librarianship and Information Work Ed. 4, London, Aslib, 1975.
20. Chatterjee, Amitabh : Elements of Documentation, Calcutta, 1985.
21. Collison, Robert I : Library assistance to readers, Ed.2, London, Crosby, Lookwood, 1956.
22. Katz William Introduction to reference work, Vol.1,2 Ed.6, New York, McGraw Hill, 1992.
23. Krishana Kumar : Reference Services Ed.5, Delhi, Vikas, 1996
24. Mukharjee A.K. : Reference Work and its tools, Ed.3, Calcutta, World Press, 1961.
25. Ranganathan S.R. : Reference Services Ed.2, Bombay, Asia Publishing House, 1961.
26. Granthalayeen Sandarbh Seva : Anant Joshi and Vasant Joshi, Continental Prakashan, Pune, Ed.2, 1992.

## MLISTH 106 Fundamentals of Information Technology

- Unit - 1** Information Technology
- Definition, Need, Scope and Objectives.
- Unit - 2** Computer Basics (Hardware)
- Characteristics of computers
  - Historical Development of Computers.
  - Generations of Computer, Classification of Computers.
- Unit - 3** Computer Architecture - Organization Computer
- Basic computer organization
  - Block diagram
  - Units of Computer: Input, Output, Storage, ALU, Control Unit, CPU.
  - Number Systems : Binary, Octal, Hexadecimal, Conversions
  - Binary arithmetic and logical operations
  - Computer Codes : BCD, EBCDIC, ASCII, Collating Sequence
  - Storage Devices: RAM, ROM, Magnetic Tape, Tape Cartridges, Floppy Disk, Magnetic Disk
  - Input Devices: OMR, OCR, BCR, MICR
  - Output Devices: Line Printer, Dot Matrix, Ink Jet Printer
- Unit - 4** Networking
- Types of network- LAN, WAN, MAN
  - Local Area Networks: LAN topologies, bus, star and token ring
  - Types of LAN and Network Media
  - Network Hardware, Gateways: Bridges, Routers, Modems
  - Network Protocols - TCP/IP, Net-BUI, IPX
- Unit - 5** Software
- What is Software, Types of software, Compilers, Interpreters, HLL and Low Level Languages
  - Operating Systems: Single & Multi-user Systems, Basic features and comparative study of MS-DOS, MS Windows, Linux, UNIX, WINDOWS-NT.
  - Programming Languages: Concepts and Tools
  - Algorithm and Flowcharting.
- Unit - 6** Office Automation Software

*Word Processors:* Study of Concepts Word Processing concepts such as Structure of a page, text alignment and Justification, Mail-merge, Fonts, Paragraph formatting, discussion of various word processing software available in the market.

*Spread Sheets:* Concept of Spread sheet, Cell, Row, Column, formulas, various Chart types, discussion of various spread sheet software available in the market.



(Word 2000 & Excel 2000 should be referred for explanation of various word processing and spreadsheet concepts)

**Unit - 7 DBMS Packages**

- FOXPRO: Introduction to database, Creating a Database File. Data types. Commands like CREATE, LIST, DISPLAY, LOCATE, EDIT, BROWSE, DELETE, RECALL, PACK, ZAP etc.
- SOUL: Concept of Retrospective Conversion in Soul. Various Modules of SOUL such as Circulation, OPAC, Administration etc. Import and Export of Data. Discussion on CCF and MARC Standards.
- MS Access: Study of Basic Features
- CDS/ISIS

**Unit - 8 Digital libraries and Virtual Libraries**

**Books Recommended:**

1. Hunt Roger, Shelly John : Computer and Commonsense. 3<sup>rd</sup> ed., New Delhi, Prentice Hall, 1987.
2. Subramaniam N. : Introduction to Computers, New Delhi, Tata McGraw Hill, 1990.
3. Rajaraman V. : Fundamentals of Computers. New Delhi, Prentice Hall, 1991.
4. Rajaraman Dharma & Rajaraman V. : Computer Primiar (Rev. Ed.), New Delhi, Prentice Hall, 1990.
5. Shultz Russel A. : The Illustrated MSDOS Book, New Delhi, SKW Enterprises, 1984.
6. Simpson Allan : Understanding Dbase III Plus, New Delhi, BPB Publication, 1986.
7. Kumbhar Rajendra : Granthalayat Computercha Vapar : Pune, Dastane, 1997.
8. Artandi S. : Introduction to Computer in Information Science, 1992.
9. Kimbere R.T. : Automation in Libraries.
10. Lancaster F.W. : Information Retrieval Online.
11. Davis G.B. : Computer Data Processing, McGraw Hill, New York, 1973.
12. New P.G. : Reprography for Libraries, Clive Bingley, London, 1975.
13. Ravichandra Rao I.K. : Library Automation, Wiley, New Delhi, 1991.
14. Rowley J.E. : Computer for Libraries, Biney, London, 1985.
15. Siren R. And Siren N. : Introduction to Computer and Information Processing, John Wiley, 1982.
16. Kumar P.S.G. : Computerization of Indian Libraries, BP Publication, New Delhi, 1987.
17. Tedd L.A. : Introduction to Computer Based Library Systems, 1987.
18. Brian W.Kernighan and Rob Pike : The Unix Programming Environment, Prentice Hall of India Private Ltd., New Delhi, 1995 (Reprint)
19. Ravi kant Taxali and Pradeep Chopra : LOTUS 1-2-3 Made Simple Releases 2.2 and 2.01, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1997 (Reprint)
20. Subhash Mehta : Wordstar 7.0 Quit Reference Guide, From Version 3.31 through 7.0, Galgotia Publications Pvt.Ltd., 1994.
21. Richard P.Cadway : Learn DOS - Guaranteed !2<sup>nd</sup> ed., Windcrest - McGraw - Hill, 1992.
22. David Jenkins : dBASE III TIPS AND TRICKS, CBS Publishers and Distributors, Delhi, 1987
23. Charles Siegel : Mastering Foxpro 2.5 Special Edition, BPB Publications, New Delhi, 1994.
24. Alain Guibault : MCSE TestPrep : Microsoft Windows 98 Prentice Hall of India Private Limited, New Delhi, 1999.
25. Will Willis, David Watts and Tillman Strahan : Windows 2000 System Administration Handbook, Pearson Education, Inc, 2001, (Reprint).

26. Andrew S. Tanenbaum : Computer Networks. 3<sup>rd</sup> ed. . Prentice-Hall of India Private Ltd., New Delhi, 2001.
27. Grant Taylor : Linux Complete, BPB Publications, New Delhi, 1998.
28. William Stallings : Operating Systems, 2<sup>nd</sup> ed., Prentice-Hall of India Private Ltd., New Delhi, 1998.
29. Michael Killen : SAA and UNIX, McGraw-Hill, Inc. New York, 1992.
30. David Burki and Robert Ward (ed.) : MS-DOS System Programming , BPB Publications, New Delhi, 1995.
31. Mike McCune : Integrating Linux and Windows, Pearson Education Asia, 2001.
32. Diana Rain : Training Guide : Microsoft Access - 2000, BPB Publications, New Delhi, 2000.
33. Arun K.Majumdar and Prilimoy Bhattachryya : Database Management Systems, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1996.
34. Gary Nutt : Operating Systems : A modern Perspective , Pearson Education Asia, 2001.
35. Sumitabha Das : Unix System (V.4), Tata McGraw-Hill Publishing Company Ltd., New Delhi, 1993.

## Practical Papers

### MLISPT 107      **Practical in Knowledge Organization and Technical Processing: Classification**

#### Unit - 1      **Classification**

- Dewey Decimal Classification 21<sup>st</sup> Edition.
  - Classification of Documents Representing Simple Subject.
  - Classification of Documents having Common Isolates.
  - Classification of Documents Representing Compound Subject.
  - Classification of Documents Representing Complex Subject.

#### Unit - 2      **Assignment of Book Number**

- Using of Book Numbering System.

#### ***Books Recommended:***

1. Dewey Decimal Classifications. Vol. 1 to 4. New York, Forest Press, 1996.
2. Krishan Kumar: An Introduction to AACR2. Vikas Publishing House. New Delhi. 1995.
3. Vishwanathan C.G.: Cataloguing Theory and Practice, Today and Tomorrow Publisher, New Delhi, 1970.
4. Venkatppaiah V. : Ranganathan Dictionary . Indian Terminology on Library and Information Science, B.R.Publishing Corporation, Delhi, 1994.
5. Sehgal R.L. : Cataloguing : Theory and Practice, Ess Ess Publication, New Delhi, 1994.
6. Chootey Lal : Agricultural Libraries and Information Systems : A Handbook For Users. R.K.Techno Science Agency, New Delhi, 1998.

**MLISPT 108      Practical in Knowledge Organization and Technical Processing: Cataloguing**

**Unit - 1      Cataloguing of Documents: As per AACR II Revised**

- Cataloguing of Simple Documents.
- Cataloguing of Complex Documents.

**Unit - 2      Subject Cataloguing**

- Assigning Subject Heading By Using Library of Congress Subject Heading or Sears list of subject heading

***Books Recommended:***

1. Gorman M. and Winkler P.W.(eds) : Anglo - American Cataloguing Rules, 2<sup>nd</sup> ed. Revised, Oxford and IBH, New Delhi, 1988
2. Krishan Kumar : An Introduction to Cataloguing Practice, Vikas Publishing House, New Delhi, 1981.
3. Sehgal R.L. : Cataloguing Manual AACR - II. 1993.
4. Sehgal R.L. : Cataloguing : Theory and Practice, Ess Ess Publication, New Delhi, 1994.

## **MLISPT 109      Practical in Information Technology**

**Unit - 1**      Creation of Folders, Shortcuts and Files, Windows Explorer, Copying files from HDD to Floppy etc., Booting and shutdown of windows, Concept of Desk top, Linux and unix basic commands.

**Unit - 2**      Practicals on Word-2000

1. Placing of Book purchase order
2. Writing of letters
3. Use mail merge to write a common letter to different agencies

Practicals on Excel-2000

1. Create an accession register and enter about 40 records of books in it.
2. Create a spreadsheet that processes invoice from booksellers.
3. Create a spreadsheet that shows the statistics of books and journals for various departments in your college/university. Also create various charts based on the above data.

**Unit - 3**      Practicals in Foxpro

1. Study of Foxpro
2. Create a database of subscribers to the library
3. Create a database of Book Catalogue
4. Apply various foxpro commands on the above database created

**Unit - 4**      Database Search and Retrieval

1. Study of various modules of SOUL.
2. Use of OPAC Search the data based on Author, Title, Word/Words in Title etc., Boolean Search.
3. Study of CD/ISIS

### ***Books Recommended:***

1. Hunt Roger, Shelly John . Computer and Commonsense, 3<sup>rd</sup> ed., New Delhi, Prentice Hall, 1987.
2. Subramaniam N. : Introduction to Computers, New Delhi, Tata McGraw Hill, 1990.
3. Rajaraman V. : Fundamentals of Computers, New Delhi, Prentice Hall, 1991.
4. Rajaraman Dharma & Rajaraman V. : Computer Primiar (Rev. Ed.), New Delhi, Prentice Hall, 1990.
5. Shultz Russel A. : The Illustrated MSDOS Book, New Delhi, SKW Enterprises, 1984.
6. Simpson Allan : Understanding Dbase III Plus, New Delhi. BPB Publication, 1986.
7. Kumbhar Rajendra : Granthalayat Computercha Vapar : Pune, Dastane, 1997.
8. Artandi S. : Introduction to Computer in Information Science. 1992.
9. Kimbere R.T. : Automation in Libraries.
10. Lancaster F.W. : Information Retrieval Online.
11. Davis G.B.: Computer Data Processing, McGraw Hill, New York, 1973.
12. New P.G. Reprography for Libraries, Clive Bingley, London. 1975.
13. Ravichandra Rao I.K. Library Automation. Wiley, New Delhi. 1991.
14. Rowley J.F. : Computer for Libraries, Bingley, London, 1985

15. Stren R. And Stren N. : Introduction to Computer and Information Processing, John Wiley, 1982.
16. Kumar P.S.G. : Computerization of Indian Libraries, BP Publication, New Delhi, 1987.
17. Tedd L.A. : Introduction to Computer Based Library Systems, 1987.
18. Brian W.Kernighan and Rob Pike : The Unix Programming Environment, Prentice Hall of India Private Ltd., New Delhi, 1995 (Reprint)
19. Ravi Kant Taxali and Pradeep Chopra : LOTUS 1-2-3 Made Simple Releases 2.2 and 2.01, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1997 (Reprint)
20. Subhash Mehta : Wordstar 7.0 Quit Reference Guide, From Version 3.31 through 7.0, Galgotia Publications Pvt.Ltd., 1994.
21. Richard P.Cadway : Learn DOS - Guaranteed !2<sup>nd</sup> ed., Windcrest / McGraw - Hill 1992.
22. David Jenkins : dBASE III TIPS AND TRICKS, CBS Publishers and Distributors, Delhi, 1987.
23. Charles Sigel : Mastering Foxpro 2.5 Special Edition, BFB Publications, New Delhi, 1994.
24. Alain Guibault : MCSE TestPrep : Microsoft Windows 98, Prentice Hall of India Private Limited, New Delhi, 1999.
25. Will Willis, David Watts and Tillman Strahan : Windows 2000 System Administration Handbook, Pearson Education, Inc. 2001. (Reprint).
26. Andrew S. Tanenbaum : Computer Networks, 3<sup>rd</sup> ed. , Prentice-Hall of India Private Ltd., New Delhi, 2001.
27. Grant Taylor : Linux Complete, BPB Publications, New Delhi, 1998.
28. William Stallings : Operating Systems, 2<sup>nd</sup> ed., Prentice-Hall of India Private Ltd., New Delhi, 1998.
29. Michael Killen : SAA and UNIX, McGraw-Hill, Inc. New York, 1992.
30. David Burki and Robert Ward (ed.) : MS-DOS System Programming , BPB Publications, New Delhi, 1995.
31. Mike Mecune : Integrating Linux and Windows, Pearson Education Asia, 2001.
32. Diana Rain : Training Guide : Microsoft Access - 2000, BPB Publications, New Delhi, 2000.
33. Arun K.Majumdar and Prtimoy Bhattacharyya : Database Management Systems, Tata McGraw-Hill Publishing Company Limited, New Delhi, 1996.
34. Gary Nutt : Operating Systems : A modern Perspective , Pearson Education Asia, 2001.
35. Sumitabha Das : Unix System (V.4). Tata McGraw-Hill Publishing Company Ltd., New Delhi, 1993.

**MLISPT 110 Viva-Voce on Information and Reference Sources**

**Unit - 1 Information and Reference Sources**

- Evaluation, Making of List of Sources : Dictionaries, Encyclopaedias, Annuals, Gazetteers, etc. Sources

***Recommended Reference Sources:***

1. Reference sources in Generalities and Social Science i.e. Encyclopaedias, Encyclopedic Dictionaries, etc.
2. Information and Reference Sources in Pure Sciences i.e. Encyclopaedias, Encyclopedic Dictionaries, etc.
3. Information and Reference Sources in Technology i.e. Encyclopaedias, Encyclopedic Dictionaries, etc.
4. Information and Reference Sources in Fine Arts i.e. Encyclopaedias, Encyclopedic Dictionaries, etc.
5. Historical and Geographical Reference Sources.

## PART - II

### Theory Papers

#### MLISTH 201 Information, Communication and Society

- Unit - 1** Information and Communication
- Information : Meaning, Concepts, Nature, Value, Characteristics and Types of Information.
  - Data, Information and Knowledge : Definition, Nature, Scope and Characteristics; and Interrelationship.
  - Communications : Definition, Meaning, Purpose, Channels and Models; and Barriers to Communication.
  - Information Communication: Media, Methods and Applications.
  - Information Transfer : Process and Cycle
  - Information Dissemination.
  - Information Generations and Creations.
  - Role of Information in Research and Development.
  - Trends in Scientific Communications.
- Unit - 2** Information Science
- Definition, Scope and Objectives
  - Information Science as a Discipline and its Relationship with other Subject.
- Unit - 3** Library Information and Society
- Information Society: Evolution, Growth and Development.
  - Characteristics and Implications of Information Society.
  - Changing Role of Libraries and Information Centers in Society.
  - Information Industry: Generators, Providers and Intermediaries.
  - Intellectual Property Act and Right to Information Acts.
  - Concept of Freedom, Censorship, Data Security and Fair Use.
  - Policies Relating to Information: National and International
  - Right to Information on Science, Technology and Education.
- Unit - 4** Utility and Economics of Information
- Information as Commodity.
  - Forms of Information Utility.
  - Information as an Aid to Planning and Decision-Making.
  - Economics of Information.
- Unit - 5** Information Management
- Unit - 6** Knowledge Management

#### **Books Recommended:**

1. Masuda Y.: The Information Society, 1980.
2. Wolpert S.A. And Wolpert J.F.: Economics of Information, 1986.
3. Chopra H.S. (ed.): Information Marketing, Rawat Publications, Jaipur, 1996.



4. Khan M. I.M. . Information Organization and Communication. Ess Ess Publications, New Delhi, 1998.
5. Prasher R.G.: Information and its Communications. Medallion Press, Ludhiana, 2001.
6. Bengé R.C. : Libraries and Cultural Change, London, Clive Bingley, 1970.
7. Wilson L.R. : Education and Libraries, London, Lockwood, 1996.
8. Bengé R.C.: Communication and Identity, London, Clive Bingley, 1972.
9. Jefferson G.: Libraries and Society, London, James Clarke and Co.1970.
10. Babu A.D.: Information Generation and Library Use by University Teachers, New Delhi, Gyan Publishing House, 1994.
11. Barua B.P.: National Policy on Library and Information Systems and Services for India, Bombay, Popular Parkashan, 1992.
12. Sharma C.D.: Advances in Library and Information Science, Vol.3 : Information Systems, Jodhpur, Scientific Publisher. 1992.
13. Young J.F. : Information Theory. London, Butterworth.
14. Ray G.M.: Extension Communication and Management, Calcutta. Nayapokash.
15. Doctor A.H.: Mass Communication, Bombay. Seth Publishers.
16. Khanna J.K. : Library and Society, Kurukshetra Research Publication. 1989.
17. Yorke D.A. : Marketing Library Services London Library Association, 1977.
18. Vickery B.C. and Vickery A.C. : Information Science in Theory and Practice, London, Butterworths, 1987.

## MLISTH 202      Research Methods and Statistical Techniques

### Unit - 1      Research

- Concept, Meaning, Need and Process of Research.
- Types of Research - Fundamental and Applied including inter Disciplinary and multidisciplinary approach.
- Research and Development of Scholarship.

### Unit - 2      Research Design

- Conceptualization and Operationalisation.
- Types of Research Design.
- Identification and formulation of Problem.
- Hypothesis; Nominal and Operational definition.
- Designing Research Proposal.
- Ethical aspects of Research.
- Literature search-Print, Non-Print and Electronic sources.

### Unit - 3      Research Methods

- Scientific Method.
- Historical Method.
- Descriptive Method.
- Survey Method and Case Study Method.
- Experimental Method and Delphi Method.

### Unit - 4      Research Techniques and Tools

- Questionnaire.
- Interview.
- Observation.
- Scales and Check lists.
- Library Records and Reports.
- Sampling Techniques.

### Unit - 5      Data Analysis and Interpretation

- Descriptive Statistics - Measures of Central Tendency ; Mean, Mode, Median.
- Tabulation and Generalization.
- Measures of dispersion, variance and covariance.
- Standard Deviation.
- Graphical presentation of data-bar, pie-line graphs, histograms etc.
- Inferential Statistics.
- Regression - linear and Non - linear.
- Chi Square Test.
- Sociometry.
- Statistical Packages - SPSS.
- Statistical Graphics etc.

### Unit - 6      Bibliometrics, Scientometrics, and Informetrics

- Concept and Definition.
- Bibliometric Laws: Bradford; Zipf, Lotka.
- Bibliographic Coupling.

- Obsolescence.
- Citation Analysis.
- Webometrics.
- Citation Studies.
- Infometrics.
- Scientometrics.

**Unit - 7**      Research Reporting

- Structure, Style, Contents
- Guidelines for Research Reporting.
- Style Manuals-Chicago-MLA-APA et.
- E-Citation and Methods of Research Evaluation.

**Unit - 8**      Current Trends in Library and Information Science Research

***Books Recommended:***

1. Charles H. Et al : Research method in librarianship : Techniques and interpretations, 1980
2. Goldhor, Herbert : Introduction to Scientific Research in librarianship, 1972.
3. Kothari C R : Research methodology. 1990.
4. Leedy, Paul D : Practical Research : Planning and Design, 1980.
5. Mann, Thomas : A guide to library research methods, 1987.
6. Mellon, Constance Ann : Naturalistic inquiry for library science, 1990.
7. Weimer W B : Notes on the methodology on scientific research, 1979.
8. Bush and Hart : Research in librarianship, Academic Press, New York, 1983.
9. Sharma R.K. : Sociological Methods and Techniques, Atlantic Publishers, New Delhi, 1997.
10. Wilkinson and Dhardarkar : Methods in Social Research, Himalaya Publications, Bombay, 1983.

## MLISTH 203 Information Processing and Retrieval

- Unit - 1** Information Storage and Retrieval
- Meaning, Concepts, Objectives, Functions and Components of Information Storage and Retrieval.
  - Content Analysis and Subject Representation of Documents.
  - Document Description : Standardization in Description and Exchange and Standards for Bibliographic Description at National and International Level.
- Unit - 2** Cataloguing and Subject Indexing
- Principles and Practices of Subject indexing and cataloguing.
  - Assigning Subject Headings by using Library of Congress Subject Heading and Sears list of Subject Headings.
  - Models of Cataloguing and Subject Indexing : Assigned and Derived.
  - Pre and Post Coordinate Indexing System and Citation Indexing and their Application.
- Unit - 3** Indexing Language and Vocabulary Control
- Semantics and Syntax.
  - Indexing Languages: Types and Characteristics.
  - Vocabulary Control: Tools and Techniques.
  - Thesaurus: Meaning, Purpose, Functions, Design and Structure.
  - Thesaurifacet and Classaurus.
  - Trends in Auto Indexing.
- Unit - 4** Information Retrieval
- Models of Information Retrieval (IR).
  - Search Techniques and Strategies: Manual and Machine.
  - Evaluation of Information Retrieval System: Projects and Parameters.
  - Trends in Information Retrieval.
- Unit - 5** Bibliographic Control
- Concepts and Historical Developments.
  - Role of IFLA and UNESCO in Bibliographic Control.

### ***Books Recommended:***

1. Lancaster F.W. : Information Retrieval System : Characteristics, Testing and Evaluation, New York, John Wiley, 1968.
2. Lancaster F.W. : Vocabulary Control for Information Retrieval, Information Resources Press, U.S.2<sup>nd</sup> Ed.1986.
3. Rajan T.N. : Indexing Systems, Calcutta, IASLIC
4. Ellis D. : New Horizons in Information Retrieval, London, Library Association, 1990.
5. Foskett A.C. : Subject Approaches to Information 3<sup>rd</sup> Ed, London, Clive Bingley, 1977.
6. Baker J. And Hays R.M. : Information Storage and Retrieval : Tools, Elements, Theories, New York, John Wiley and Sons, 1963.
7. Borko H. And Bernier C.L. : Abstracting Concepts and Methods, New York, Academic Press, 1978.
8. Brown A.G. : An Introduction to Subject Indexing, London, Clive Bingley, 1982.
9. Davinson D. : Bibliographical Control and Service, London, Andre Deutsch, 1965.
10. Foskett A.C. : Subject Approach to Information, London, Clive Binley, 1996.

11. Guha B. : Documentation and Information Services Techniques and Systems. Calcutta. World Press, 1983.
12. Kawatra P.S. : Fundamentals of Documentations, New Delhi, Sterling Publications, 1989.
13. Borko H. And Bernier C.L. : Indexing Concepts and Methods, New York, Academic Press, 1978.
14. Needham C.D. : Organising Knowledge in Libraries : An Introduction to Information Retrieval. London, Andre Deutsch, 1971
15. Sengupta B.etc. : Documentation and Information Retrieval, Calcutta World Press, 1977.
16. Brown A.G. : An Introduction to Subject Indexing, 2<sup>nd</sup> ed.1982.
17. Choudhry G.G. : Information Retrieval Systems, 1994.
18. Drabenstolt K.M. : Using Subject headings for online retrieval: theory, practice and potential, 1994.
19. Ellis D. : Progress Problems in information, 5<sup>th</sup> ed. 1996.
20. Kowalski G. : Information Retrieval System . Theory and Implementation, 1997.
21. Rajan T.N. : Indexing Systems : Concepts, Models and Techniques, 1981.
22. Rowley J.F. : Abstracting and Indexing, 2<sup>nd</sup> ed.1990.

**MLISTH 204      Information Analysis, Consolidation and Repackaging**

**Unit - 1      Abstracting**

- Abstracting: Types and guidelines in preparing abstracts.
- Recent Trends in Abstracting: Auto-Abstracting.

**Unit - 2      Information Handling, Repackaging and Consolidation**

- Functions and Procedures of Information Handling.
- Information Handling Institutions : Libraries, Documentation and Information Centres.
- Clearing Houses and Document Delivery Services.
- Content Analysis. (Information Analysis)
- Repackaging Formatting and Consolidation.

**Unit - 3      Development of Information Services in India an Abroad**

- National Centres for Information Transfer
- National Information Centres: NCSI, UGC National Information Centres, NASSDOC, DESIDOC, SENDOC, INSDOC.
- Information Systems: AGRIS, INIS, MEDLARS, BIOSIS, INSPEC, COPSAT, NISSAT.
- International Organizations: UNESCO, IFLA, FID, CAS, ISI etc.

**Unit - 4      Information Products**

- Information Products : Nature, Concept, Types, Design and Development and Marketing.

**Unit - 5      Trends in Information Analysis, Repackaging and Consolidation**

***Books Recommended:***

1. Seetharama S.: *Information Consolidation and Repackaging*, Ess Ess Publication, New Delhi, 1997.
2. Sharma R.K. and Tripathi B.P. (ed.) : *Information Handling in Libraries in the 21<sup>st</sup> Century*, Ess Ess Publications, New Delhi, 1989.
3. Bose K. : *Information Networks in India : Problems & Prospects*, New Delhi, Ess Ess Publisher, 1994.
4. Bourne C.P. : *Technology in Support of Library Science and Information Service*, Bangalore, S. Ranganathan Envowment.... 1980.
5. Colloier M.ed. : *Telecommunications for Information Management and Transfer*, Aldershot Gower, Dublication, 1988.
6. Feather J.: *The Information Society: A Study of Continuity and Change*, 2<sup>nd</sup> ed., London, Library Association Publishing, 1998.
7. Gopinath M.A. & Reddy R. eds. : *Information Access through Network*, Hyderabad, Booklinks., 1996.
8. Grosch A. *Libraries & Information Technology Networks*, New York, Marcel Dekker, 1995.
9. Gupta B.M. ed. : *Handbook of Libraries Archives & Information Centres in India*, Vol. 1-9, New Delhi, Information Resources Centre.
10. *Information Services in India*, Seminar Papers, 10<sup>th</sup> IASLIC Conference, Kanpur, 1982.
11. Kaul H.K. : *Library Networks : An Indian Experience*, New Delhi, Vegro, 1992.
12. Malwad N.M. : *India's Participation in INIS Programme*, Handbook of libraries, Archives & Information Centre in India. Vol.6

13. Manger J. : The Essential Internet Information Guide. London, McGraw-Hill, 1995.
14. Masterson W. : Information Technology and the Role of the Librarian, London, Croom Helm, 1986.
15. Marketing of Library and Information Services, 13<sup>th</sup> IASLIC Seminar, Calcutta, 1988.
16. Moorthy, A.J. & Mangla, P.B.ed. Information Technology Applications in Academic Libraries with Emphasis on Network Services & Information Sharing. Ahmedabad, Information & Library Network Centre, 1997.
17. Morris A.: The Application of Expert System in Libraries & Information Centre, London, Bowker - Saur, 1992.
18. Prytcich R. : Information Management & Library Science : A Guide to the Literature, Jaico Publishing House, 1997.
19. Ramaiah L.S.: Library & Information Science in India : Glimpses & Reflections, New Delhi, Ess Ess Publications, 1996.
20. Sewa Singh . International Manual of Reference & Information Sources, New Delhi, Beacon Books, 1997.

**MLISTH 205      Management of Libraries and Information Centers**

- Unit - 1      Management**
- Concept; Definition and Scope.
  - Management styles and approaches.
  - Management Schools of thought.
  - Functions and Principles of Scientific Management.
- Unit - 2      Human Resource Management**
- Organizational Structure.
  - Delegation, Communication and Participation.
  - Job Description, Analysis and Evaluation.
  - Inter-Personal Relations.
  - Recruitment Procedures.
  - Motivation, Group Dynamics.
  - Training and Development.
  - Disciplines and Grievances.
  - Performance Appraisal.
- Unit - 3      Financial Management**
- Resource Mobilization.
  - Budgeting Techniques and Methods-PPBS, Zero Based Budgeting etc.
  - Budgetary Control.
  - Cost Effectiveness and Cost Benefit Analysis.
  - Outsourcing.
- Unit - 4      Reporting**
- Types of Reports, Annual Report -Compilation, Contents and Style.
  - Library Statistics etc.
- Unit - 5      System Analysis and Design**
- Library as a System.
  - Project Management, PERT/CPM.
  - Decision Tables.
  - Performance Evaluation Standards, MIS.
  - Performance Measurement, Reengineering, Time and Motion Study.
  - SWOT (Strength Weakness Opportunities Threat).
  - DFD (Data Flow Diagram).
- Unit - 6      Total Quality Management (TQM)**
- Definition, Concept, Elements.
  - Quality Audit, LIS related standards.
- Unit - 7      Library House Keeping Operations**
- Different Sections of Library and Information Centre and their Functions.
  - Collection Development and Management Policies, Procedures for acquisition.
  - Serials Control, Circulation Control, Maintenance etc.
  - Technical Processing: Classification and Cataloguing.



- Evaluation and Weeding of Documents.
- Archiving, Conservation, Preservation.

**Unit - 8** Planning

- Definition, Concept, Need, Purpose and Types.
- Planning Policies and Procedures.
- Building and Space Management.
- Risk Management and Contingency Management.

**Unit - 9** Management of Change

- Concept of Change
- Changes in Procedures, Methods, Tools and Techniques.
- Problems of Incorporating Changes.
- Techniques of Managing Changes.

**Books Recommended :**

1. Aggrawal D.V. : Manpower Planning, Selection Training and Development, New Delhi Deep and Deep Publications, 1995.
2. Brophy P. And Coulling K. : Quality Management for Information and Library Managers, Mumbai Jaico Publication House, 1997.
3. Chander Prakash : Library Administration and Management, Jaipur, Mangel Deep Publications, 1996.
4. Diwan P. And Aggarwal L.H. : Personnel Management, Excel Management Online Series, New Delhi, Excel Books, 1998.
5. Evans G.E. : Management Techniques for Librarians, 2<sup>nd</sup> ed. New York, Academic Press, 1983.
6. Faruqi K.K. : Planning Library Buildings, New Delhi, Anmol Publications, Pvt. Ltd., 1998.
7. Goel S.L. : Personnel Administration and Management 3<sup>rd</sup> ed., New Delhi, Sterling Publishers Pvt., Ltd., 1993.
8. Holroyd G.ed. : Studies In Library Management Vol. 1-4, London, Clive Bingley.
9. Iyenger S. : Academic Libraries and Budgetary Control.
10. Jones N. And Jordon P. : Staff Management in Library and Information Work, 2<sup>nd</sup> ed. Gower Pub. 1987.
11. Jordan P. : Staff Management in Library and Information Work, Bombay, Jaico Publishing House, 1996.
12. Joshi, P.L.: Zero base budgeting technology in Government, Bombay, Deep and Deep Books, 1987
13. Kimber R.T. : Automation in Libraries, 2<sup>nd</sup> ed. Oxford, Pergamon Press, 1974.
14. Kolter P. : Marketing Profit Organizations, 2<sup>nd</sup> ed. Prentice Hall, New Jersey, 1982.
15. Koontz H. And Wehrich H. : Management : A Global Perspectives, 9<sup>th</sup> ed. New York, McGraw - Hill Book Company, 1993.
16. Kreitner R. Management 7<sup>th</sup> ed. Delhi AITBS Publishers and Distributors, 1999.
17. Lewis P.S. and Others : Management Challenges in the 21<sup>st</sup> Century, 2<sup>nd</sup> ed. South Western I T P , 1998.
18. Mamoria C.B. Personnel Management: Management of Human Resources 12<sup>th</sup> ed., Bombay, Himalaya Publishing House, 1996.
19. McKee B.O.B. : Planning Library Services, London, Clive Bingley, 1990.
20. Metcalf K.D. : Planning Academic Library, Oriel, 1971.
21. Murao B. : Budgeting, Meerut, Mmakshi Prakashan, 1980.
22. Penna C.V. : Planning of Library and Documentation Services, 2<sup>nd</sup> ed., UNESCO, 1971.

23. Shejwalkar P.C. and Malegaonkar S. : Personnel Management and Industrial Relations, Pune, Ameya Prakashan, 1994.
24. Seetarama S.S. : Guidelines for Planning of Libraries and Information Centres, IASLIC, Calcutta, 1990.
25. Stuart R.D. and Eastlick J.T. : Library Management, 2<sup>nd</sup> Edition, Limeton, Libraries, Unlimited, 1981.
26. Trumpeter M.C. and Rounds R.S. : Basic Budgeting Practices for Librarians, Chicago, American Library Association 1985.
27. Veazie W.H. and Connoly T.F. : The Marketing Information Analysis : Washington, Centre Products and Services, 1975.
28. Yorke D.A. : Marketing Library Services, London. Library Association, 1977.

**MLISTH 206 IT Applications, Visual Basic and Database Programming**

- Unit - 1** Introduction to Internet  
History of Internet. Applications of Internet. How the Internet works, How to connect to the internet using telephone, Email, Chat, Internet Telephony. Voice and Video Conferencing using the Web, ftp, Web Servers. Client side and Server side scripting, search engines etc, HTML Programming tag.
- Unit - 2** Database concepts  
Concept of DBMS and RDBMS. Architecture, SQL. Discussion on MSSQL, Sever and Transact SQL.
- Unit -3** Visual Basic Programming  
Introduction to Visual Basic  
Introduction to Visual Basic, IDE, Events, Controls  
Forms, Loading and Unloading of forms  
Data and Operations  
Data values and Arithmetic operations, Variables and Declaration Statements, Assignment Statements, Intrinsic Functions.  
Controlling Input and Output  
Interactive user input, Formatted Output, Named Constants  
Selection  
Selection Controls, Relational Expression. If-then-else Structure, Select Case, Errors, Testing and Debugging.  
Repetition Structures  
Do while loops, For Next Loops, Nested Loops, Exit-Controlled loops.  
Sub Procedures and Functions  
Creating a general procedure, returning values, function procedures variable scope, Recursion.  
Structured Data  
One-dimensional Arrays, Array Capabilities, Control arrays  
Accessing Databases  
Introduction to databases, using data control, creating recordsets using SQL, Locating and Moving through records. Programming the data control.  
Processing Visual Basic Database Files  
Introduction to file types in Visual Basic, File System Controls, Sequential Access Files, Random Access Files, Binary Access Files.
- Unit -4** Library Automation  
Planning and implementation of Library Automation  
Automation In-house Operations, Retrospective conversion, Barcoding  
Multilingual bibliographic databases using UNICODE, GIST Card;  
Library automation software like SOUL or any other library management software available commercially.

***Books Recommended:***

1. Gary Bronson, Introduction to Programming using Visual Basic 6, 2<sup>nd</sup> Edition, New Delhi, Dreamtech Press, 2001.
2. H.F. Korth and A. Silberschatz, Database System Concepts, McGraw Hill International Editions, 5<sup>th</sup> Edition
3. Bennet Falk, The Internet Basic Reference from A to Z. Second Edition, New Delhi, BPB Publications, 1996
4. Edward Farrar and Norman E. Smith, The HTML Example Book, New Delhi, BPB Publications, 1998.

## Practical Papers

### MLISPT 207 Information Processing and Retrieval

- Unit - 1 Assigned Indexing Practice
- Unit - 2 Derived Indexing Practice
- Unit - 3 Design and Development of IR Thesaurus
- Unit - 4 Search Methods and Formulation of Search Strategy

#### *Books Recommended:*

1. Borko H. And Bernier C.L. : Indexing Concepts and Methods, New York, Academic Press, 1978.
2. Browning D.C. : Roget's Thesaurus of English Words and Phrases, Chancellor Press, 1989. (Revised from Peter Roget by D.C. Browning)
3. Schwarz C. : Chambers Thesaurus, Allied Chambers India Ltd., New Delhi, 1995. (Reprint)
4. Urdang L. : The Oxford Compact Thesaurus, Oxford Press, 1997.
5. Oxford Dictionary Volumes 1 to 32, Oxford, Oxford University Press, 2000.
6. Library of Congress Subject Headings Vols. 1 to 5.

**MLISPT 208      Practical in IT Applications, Visual Basic and Database Programming**

**Unit - 1      Introduction to Internet**

Setting up a Dial-up Connection, Using the browser, Visit various web sites and FTP Sites, Chat Programs, Downloading of freeware from the internet, Creating a free Email account, sending and receiving email, voice and video chat, flip etc, using search engines for information retrieval.

**Unit -2      Web Publishing using HTML**

- Create HTML Applications to demonstrate the following Tags (along with their attributes)
  - <HTML>, <HEAD>, <TITLE>, and <BODY>
  - <H1> to <H6>, <P>, <BR>, <A>, <HR> and <PRE>
  - <EM>, <STRONG>, <B>, <I> and <U>
  - <IMG>, <UL>, <OL>, <LI>, <DT>, <DD> and <DL>
  - <TABLE>, <TR> and <TD>
- Create a Web Page that displays time-table of your lectures
- Create a personal web page which displays your personal information
- Create a 8-10 pages web site for your library.

**Unit - 3 Visual Basic**

- Study of VB IDE Environment
- Determine the various events that can be associated with command button, text box, label, picture box.
- Create a menu interface on a form using command buttons
- Write a Visual Basic Programs that reads two numbers and displays its sum.
- Write a VB application that prints formatted output on the printer.
- Write VB applications that demonstrates use Loops and Selection Structures
- Write VB application/applications on use of function, procedures and arrays
- Write a VB program that demonstrates file handling
- Create a program in Visual basic to create database of 100 books/periodicals.

**Unit - 4 Database Programming**

- Transact-SQL programming, Creation on Database tables and Querying data from the tables using T-SQL.

**MLISPT 209      Dissertation**

Research work on the project assigned by teacher/guide/supervisor is to be carried out by the student and its report in the form of dissertation is to be submitted to the university.

**MLISPT 210      Viva-Voce on Dissertation**

Viva Voce will be conducted on the dissertation, completed for the partial fulfillment of the degree.