SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE

Objectives:

The objectives of the MLISc (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 66% attendance at the lectures and 66% 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.

O.324-K4: Omitted.

O.329-K5: A candidate who has completed a regular course of study and has attended at least 66% 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.

### SEMESTER --I

<table>
<thead>
<tr>
<th>Papers</th>
<th>Maximum Marks</th>
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<tbody>
<tr>
<td>MLS-101 Basics of Research and Statistical Methods</td>
<td>100</td>
</tr>
<tr>
<td>MLS-102 ICT Application in Library and Information Science (Theory)</td>
<td>100</td>
</tr>
<tr>
<td>MLS-103 Knowledge Organisation and Information Processing (Theory)</td>
<td>100</td>
</tr>
<tr>
<td>MLS-111 Knowledge Organisation and Information Processing (Classification and Cataloguing Practical)</td>
<td>100</td>
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</tbody>
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### SEMESTER --II

<table>
<thead>
<tr>
<th>Papers</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS-201 Information Systems and Services</td>
<td>100</td>
</tr>
<tr>
<td><strong>Elective Paper: 1</strong></td>
<td></td>
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<tr>
<td>MLS-A01 Management of Library and Information Centres: Academic Library System</td>
<td>100</td>
</tr>
<tr>
<td>OR</td>
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<tr>
<td>MLS-A02 Management of Library and Information Centres: Special Library System</td>
<td>100</td>
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<tr>
<td><strong>Elective Paper: 2</strong></td>
<td></td>
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<tr>
<td>MLS-BO1 Information Sources and Literature in Natural Sciences</td>
<td>100</td>
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<tr>
<td>OR</td>
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<tr>
<td>MLS-BO2 Information Sources and Literature in Social Sciences</td>
<td>100</td>
</tr>
<tr>
<td>MLS-211 ICT Application in Library &amp; Information Science (Practical)</td>
<td>100</td>
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### SEMESTER -I
Paper: MLS-101: Basics of Research and Statistical Methods

Unit – I

Unit – II

Unit – III

Unit – IV

Unit – V
Bibliometrics: Concept, Need and Purpose, Bradford’s Law, Lotka’s Law and Zipf’s Law

Paper: MLS-102: ICT Application in Library and Information Science (Theory)

Unit – I

Unit – II
Unit – III

Unit – IV

Unit – V

Unit – VI

Paper: MLS-103: Knowledge Organisation and Information Processing
(Theory)

Unit – I

Unit – II
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 Fillatory 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).

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

Unit – IV
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.

Unit – V
Vocabulary Control and Information Retrieval: Concept and Development of ISRS, IR Models.

Unit – VI

Paper: MLS-111: Knowledge Organisation and Information Processing (Classification & Cataloguing Practical)

Part I: 8 titles out of 12 titles to be classified according to UDC by using step by step techniques of Classification

Part II: Practical cataloguing to be done for a Dictionary Catalogue by using AACR II (1978) along with the L.C. List / sears list of subject headings for the later.

Note:
1. The practical examination in paper MLS-111 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. In part I Classification of Documents, Monographs and Articles by Universal Decimal Classification. 3rd abridge ed.
3. The pattern and structure of part II will be as follows: 3 Titles to be catalogued out of 5 according to AACR II (1978) and last Title of complex periodical is compulsory.
SEMESTER-II

Paper: MLS-201: Information Systems and Services

Unit – I
Information System: Basic Concept, Types, Characteristics and Components. Planning and Designing of National, International Information Systems

Unit – II
National and International Information Systems: NISCAIR, DESIDOC, NASSDOC, SENDOC, NISSAT, MEDLARS, AGRIS, INIS, DEVSIS, UNISIST, FID.

Unit – III
Thesaurus: Concept and definition, Need and objectives, functions, structure and types. Methods of Construction, Hierarchical and Non-hierarchical relationships between terms.

Unit – IV
Marketing management: Marketing strategy, Basic components of Marketing strategy- Marketing approach, Market segmentation, Market research (analysis), Marketing mix, Implementing marketing programme and evaluation.

Unit – V
Marketing of Information: Concept, Need and objective. Information as a Commodity, Pricing policy and pricing types. Marketing mix in Library and Information Products and services.

Unit – VI
Information Services: CAS, SDI, Problems in Compilation of Documentation Lists, Problems of Seepage and Scatter of Documents and their solution.

ELECTIVE PAPERS:

Paper: MLS-A01: Management of Library and Information Centres: Academic Library System

Unit – I
Role of Library in an academic institution, i.e., Schools, Colleges and Universities. Development of university and college libraries in India; Role of UGC. Study of the recommendations of various committees with regard to academic libraries in India.
Unit – II
Human Resources Management: Categories of Staff, Staffing Pattern—Staff Formula of Ranganathan and UGC. Qualifications and pay scales of UGC. Staff requirements—Job Analysis, Job Description & Evaluation. Staff recruitment and selection. Performance Appraisal, Training and Development. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centre Management. Barriers to Implementing TQM.

Unit – III

Unit – IV

Resource Sharing and Networking: Need and Types, Role of INFLIBNET. Use of INFLIBNET Database and Services.

Unit – V
Library Analysis and Design Techniques: Project Management, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).

Unit – VI
Disaster Management in Libraries & Information Centres.

OR

Paper: MLS-A02: Management of Library and Information Centres: Special Library System

Unit – I
Role of Special Libraries, Relationship with Parent Organisation. Types and Function 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.

Unit – II
Unit – III

Unit – IV

Unit – V
Planning: Concept and Purpose, Management by Objectives (MBO), Building and Space Management, Infrastructure, Library Standards. Library Analysis and Design Techniques: Project Management, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).

Unit – VI
Disaster Management in Libraries & Information Centres.

Paper: MLS-B01: Information Sources and Literature in Natural Sciences

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 :
   - Galileo Galilei
   - Archimedes
   - Sir Issac Netwon
   - 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
   - Excerpta Medica
   - 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

6. Brief Survey of Activities of the following Research Institutions and Professional Organisations in the Growth and Development of Natural Science Disciplines:
   - Council of Scientific and Industrial Research (CSIR), Delhi.
   - Indian Council of Agricultural Research (ICAR), Delhi.
   - Indian Association for Cultivation of Science (IACS), Calcutta.
   - National Chemical Laboratory (NCL), Pune
   - National Physical Laboratory of India (NPL), Delhi
- Defence Research and Development Organisation (DRDO), Delhi.
- Indian National Science Academy (INSA), Delhi.
- Tata Institute of Fundamental Research (TIFR), Bombay.
- Botanical Survey of India (BSI)
- Zoological Survey of India
- NISCAIR, Delhi.
- NASA (US)

OR

**Paper: MLS-B02: Information Sources and Literature in Social Sciences**

1. Social Sciences as a discipline: Definition, Classification, Nature and Scope. Developments and trends


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.

   - Social Sciences Index, New York.
   - Science Citation Index, Philadelphia.
   - International Bibliography of Sociology, London.
   - International Bibliography of Political Science, London.
   - International Bibliography of Economics, London.
   - Bulletin of the Public Affairs Information Services (PAIS), New York.
   - Economic Abstracts, The Hague
   - Historical Abstracts, Oxford.
Dissertation Abstracts International, US
The Times Atlas of World History.
World Handbook of Social and Political Indicators.

6. **Brief Survey of the Activities of the following Research Institutions and Professional Organisations in the Growth and Development of Social Science Disciplines:**

- Indian Council of Social Science Research (ICSSR), Delhi
- Indian Council of World Affairs (ICWA), Delhi
- Indian Council of Historical Research (ICHR), Delhi.
- National Council of Educational Research and Training (NCERT), Delhi.
- Sardar Patel Institute of Economic and Social Research, Ahmedabad.
- Institute of Constitutional and Parliamentary Studies, Delhi.
- Indian Institute of Public Administration (IIPA), Delhi.
- G.B. pant Social Science Institute, Allahabad.
- Indian Council of Cultural Relations (ICCR), Delhi.
- Gokhale Institute of Politics and Economics, Pune.
- Tata Institute of Social Sciences, Bombay.
- Socio-Economic Research Institute, Kolkata.
- Delhi School of Economics, Delhi.

**Paper: MLS-211: ICT Application in Library and Information Science (Practical)**

**Operating Systems- MS Windows**
Open Office: Text document; Spreadsheet; Presentation,

**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.

Practice using integrated library management package: SOUL and ABCD Software.
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.

RECOMMENDED BOOKS

Paper: MLS-101: Basics of Research and Statistical Methods

Paper: MLS-102 and MLS-211: ICT Application in Library and Information Science (Theory and Practice)

1. HUNT (Reger) and JOHN (Shelly). Computer and Commonsence. 1982. Printice Hall, Delhi.

Paper: MLS-103 and MLS-111: Knowledge Organisation and Information Processing (Theory & Practice)

2. RANGNATHAN (SR). Depth classification.
4. RANGNATHAN (SR). Classification and communication.
5. RANGNATHAN (SR). Classification and international documentation.
7. BLISS (HE). Bibliographic classification.
8. BROWN (JD). Subject classification. New Ed.
12. Schedules of UDC.
Paper: MLS-201: Information Systems and Services

2. KAKABADIE (Nada K) and KAKABADSE (Andrew K). Creating future: Leading change through information systems. 2000. Ashgate, USA.
17. TAUBE (M) and others. Studies in co-ordinate indexing. 5V. 1953-59. DC Documentation Inc., Washington.

Asstt. Registrar (Acad.)
University of Rajasthan
Jaipur
Paper: MLS-A01: Management of Library and Information Centres: Academic Library System

22. COOTE (Helen) and BATCHelor (Bridge). How to market your library service effectively. Ed 2. Aslib, London.

Paper: MLS-A02: Management of Library and Information Centres: Special Library System


Paper: MLS-BO1: Information Sources and Literature in Natural Sciences

11. KASER (David) and others. Library development in either Asian Countries. 1969. Scarecrow Press, N.J.
15. SHAFER (Date Engenem). The maturity of librarianship as a profession. 1968. Asia, Bombay.

Paper: MLS-BO2: Information Sources and Literature in Social Sciences

8. RAHMAN (A) and others, Ed. Indian reference material: Scientific and technical information users needs and services. In Iaslic Publication. 1972. (Ninth Iaslic Conference).