UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

Faculty of Education

Master of Library and Information Science

Semester Scheme

I/II Semester Examination 2016-2017

[Signature]

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR
SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE

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.

O.329-K4: Omitted.
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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Subject Code</th>
<th>Course Title</th>
<th>Course Category</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>MLS 701</td>
<td>Basics of Research and Statistical Methods</td>
<td>CCC 4</td>
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<tr>
<td>2.</td>
<td>MLS 702</td>
<td>ICT Application in Library and Information Science (Theory)</td>
<td>CCC 4</td>
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<td>3.</td>
<td>MLS 703</td>
<td>Knowledge Organisation and Information Processing (Theory)</td>
<td>CCC 4</td>
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<tr>
<td>4.</td>
<td>MLS 711</td>
<td>Knowledge Organisation and Information Processing: UDC (Practical)</td>
<td>CCC 4</td>
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<tr>
<td>5.</td>
<td>Elective-A01</td>
<td>Library, Information &amp; Society OR Foundation of Library &amp; Information Science</td>
<td>ECC 4</td>
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<tr>
<td>6.</td>
<td>Elective-B01</td>
<td>Library Classification (T) OR Library Cataloguing (T)</td>
<td>ECC 4</td>
<td></td>
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<tr>
<td>7.</td>
<td>Elective-C01</td>
<td>Information Products &amp; Services OR Reference Sources &amp;</td>
<td>ECC 4</td>
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<tr>
<td>No.</td>
<td>Elective Lab-D01</td>
<td>Information Services</td>
<td>ECC</td>
<td>6</td>
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<td>8.</td>
<td>Elective Lab-D02</td>
<td>Library Classification: Colon Classification (Practical)</td>
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<td>OR</td>
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<td></td>
<td></td>
<td>Library Classification: Dewey Decimal Classification (Practical)</td>
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</table>

**SEMESTER-I**

**Paper: MLS-701: Basics of Research and Statistical Methods**  Max. Marks: 100

1. Concept of knowledge / Subjects. Attributes of Knowledge, Modes of Formulation of Subjects.
3. Types of Research - Basic, Applied, Interdisciplinary. Problems and Barriers in Research Programmes in India and their likely Solutions.
6. Presentation of Data: Purpose and Importance, Tabulation, Diagrammatic and Graphic
8. Bibliometrics: Concept, Need and Purpose, Bradford's Law, Lotka's Law and Zip's Law

**Paper: MLS-702: ICT Application in Library and Information Science (T)**  Max. Marks: 100

Satellite Communication, VSAT, Microwave, Bandwidth, Multiplexing, ISDN.


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


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), DRTI(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, POPSIC, KWIC, KWOC, Citation Indexing and Uniterm Indexing.
5. Vocabulary Control and Information Retrieval: Concept and Development of ISRS, IR Models.

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

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.

**Paper: Elective-A01: Library, Information & Society**  
Max. Marks: 100

2. Five Laws of Library Science and their implications
3. Information Literacy: Concept, need, types and role
6. Role and Activities of IFLA and UNESCO and RRMLRF
7. Library Education in India: Historical Development, levels of courses. Present Trends.

**OR**

**Paper: Elective-A02: Foundation of Library & Information Science**  
Max. Marks: 100
2. Laws relating to Libraries and information, Library legislation-need and essential features, Library legislation in India, Press and Registration Act and Delivery of Books (Public Libraries) Act, Copyright Act
3. Library and Information Profession, Attribution of profession, Librarianship as a Profession, Professional ethics, Professional associations and their role, National and International Library Associations, Professional Education and Research in India.
4. Promoters of Library and Information Services, National level promoters—RRMRLF, international level promoters—UNESCO

Paper: Elective-B01: Library Classification (T)       Max. Marks: 100

2. Species of Classification Schemes : Enumerative Classification (EC); Faceted Classification (AFC); Freely Faceted Classification (FFC).
3. Salient Features of UDC, Dewey Decimal Classification (DC); Colon Classification (CC).
4. Main Class – Canonical Class and Basic Class, Class Number and Book Number, Common Isolate ,Special Isolates, Auxiliary Schedules.
5. Principles of Facet Sequence, Principles of Helpful Sequence:
6. Devices : Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array and facet.

OR

Paper: Elective-B02: Library Cataloguing (T)       Max. Marks: 100

1. CCC and AACR-2: Main Entry and Added Entries in CCC and AACR-2
3. Subject Cataloguing: Principles of Subject Headings, Methods for derivation of Subject Headings: Chain Procedure, Sear's List of Subject Headings and LC List of Subject Headings.

Paper: Elective-B03: Library Metadata (T)       Max. Marks: 100

2. Metadata Standards: Dublin Core, MARC, EAD, MODS, DCMI, FOAF, RSS,Atom, Dublin Core Elements, Dublin Core Properties.

Paper: Elective-B04: Library Information Users (T)       Max. Marks: 100

4. Information Literacy: Definition, Importance of Information Literacy, Information Literacy Skills, Information Literacy Assessment, Information Literacy Education.


2. Library information management: Library information management concepts, Library information management strategies, Library information management tools, Library information management case studies.
4. Library information technology: Library information technology concepts, Library information technology strategies, Library information technology tools, Library information technology case studies.
5. Library information systems security: Library information systems security concepts, Library information systems security strategies, Library information systems security tools, Library information systems security case studies.
6. Cataloguing of Special Materials. Current Trends in Bibliographic Standardization, Description and Exchange: ISBD (G), ISBD (M), ISBD(S), MARC and CCF.

Paper: Elective-C01: Information Products and Services

Max. Marks: 100

2. Information Services: CAS and SDI, Bibliographic, Referral and Documents Delivery Services, etc. Literature Search (CD ROM/On Line), Indexing and Abstracting Services.
3. Information Users: Types, Users studies and User education.
4. Library Networks: Concept, Purpose, INFLIBNET, DELNET, etc.
5. Bibliographical Databases: Concept, Examples: CAIS, Physics Abstracts, Biological Abstracts, Science Citation Index, Dissertation Abstracts International, and LISA

OR

Paper: Elective-C02: Reference Sources and Information Services

Max. Marks: 100

1. Documentary and Non Documentary information Sources, Categories: Primary, Secondary and Tertiary Information Sources, Print and non print information Sources including Electronic, Internet as a Source of information
2. Reference Service: Concept, Definition and Trends, Reference Inten/iew and Search Techniques
4. Information Services: Concepts, Definition, Need of Alerting Services (CAS & SDI), Bibliographic, Referral, Document Delivery and Translation Services, Nature, characteristics, Utility and evaluation of different types of information
5. User Education: Goals and objectives, Users; Levels, Techniques and Methods, Evaluation, Educational Programmes.
Paper: Elective-D01: Library Classification: Colon Classification (Practical) Max. Marks. 100


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 08 Titles out of 12 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.) 52=(08x6.5)

Q.3 Book Number: 01Title out of 02 to be classified 08

OR

Paper: Elective-D02: Library Classification: Dewey Decimal Classification Practical (DDC)


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: Since the Department will not be in a position to acquire more than 20-25 copies of CC (Ed. 6 reprint) and 20-25 sets of DDC (Ed. 19), examination of this paper will be conducted in different groups of examinees; each group will consist of 40 examinees only. In case the number of examinees is more than 40 in a session, the number of question papers to be set would be increased accordingly.

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


Paper: MLS-702: ICT Application in Library and Information Science (Theory)
1. HUNT (Reger) and JOHN (Shelly). Computer and Commansence. 1982. Printice Hall, Delhi.


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


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: Elective-A01: Library, Information & Society OR
Paper: Elective-A02: Foundation of Library & Information Science

Paper: Elective-B01 and D01: Library Classification (T&P)


Paper: Elective-B02 and D02 - Library Cataloguing (T&P)


Elective-C01: Information Products & Services OR
Elective-C02: Reference Sources & Information Services

# SYLLABUS

## MASTER OF LIBRARY AND INFORMATION SCIENCE

### 2016-17

#### SECOND SEMESTER

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<th>S. No.</th>
<th>Subject Code</th>
<th>Course Title</th>
<th>Course Category</th>
<th>Credit</th>
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<tbody>
<tr>
<td>1.</td>
<td>MLS- 801</td>
<td>Information Systems and Services</td>
<td>CCC</td>
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<tr>
<td>2.</td>
<td>MLS- 802</td>
<td>Knowledge Management</td>
<td>CCC</td>
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<td>3.</td>
<td>MLS- 803</td>
<td>Internet and Web Page Designing</td>
<td>CCC</td>
<td>4</td>
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<td>4.</td>
<td>MLS- 811</td>
<td>ICT Application in Library &amp; Information Science (Practical)</td>
<td>CCC</td>
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<td>5.</td>
<td>Elective-E01</td>
<td>Management of Academic Library</td>
<td>ECC</td>
<td>4</td>
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<td></td>
<td>Elective-E02</td>
<td>OR Management of Special Libraries</td>
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<td>Elective-F01</td>
<td>Information Sources and Literature in Natural Sciences</td>
<td>ECC</td>
<td>4</td>
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<tr>
<td></td>
<td>Elective-F02</td>
<td>OR Information Sources and Literature in Social Sciences</td>
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<td>7.</td>
<td>Elective-G01</td>
<td>Digital Library</td>
<td>ECC</td>
<td>4</td>
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<td>Elective-G02</td>
<td>OR Digitization of Library Resources</td>
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<td>8.</td>
<td>Elective-H01</td>
<td>Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical)</td>
<td>ECC</td>
<td>6</td>
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<td></td>
<td>Elective-H02</td>
<td>OR Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules (AACR-2) (Practical)</td>
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**Paper: MLS-801: Information Systems and Services**

Max. Marks: 100

1. National and International Information Systems: NISCAIR, DESIDOC, NASSDOC, NISSAT, MEDLARS, AGRIS, INIS, UNISIST, FID.
2. Thesaurus: Concept and definition, Need and objectives, functions, structure and types. Methods of Construction, Hierarchical and Non-hierarchical relationships between terms.

Marketing of Information: Concept, Need and objective. Information as a commodity. Marketing mix in Library and Information Products and services.

**Paper: MLS-802: Knowledge Management (KM)**

Max. Marks: 100

1. Introduction: Philosophical foundations of KM—Concept and Definition, Need, Function, Benefits, strategic planning of KM.
5. KM Issues and Challenges: General KM issues —Nature of Knowledge, people (users) and organization, Challenges for managing knowledge, National Knowledge Commission.

**Paper: MLS-803: Internet and Web Page Designing**

Max. Marks: 100

2. Technology and Protocols: WAN, Protocol hierarchies, Model of network architecture, Protocol of Internet layer, Principal of IP Address, HTTP, FTP.
3. Web Page Designing: History and Development, Static and Dynamic Web Pages, Content Management System-Concept and Types.
5. Major Library Networks and Consortia in India.

**Paper: MLS-811: ICT Application in Library and Information Science**

(Practical)  
Max. Marks: 100

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-E01: 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 Centre Management. Barriers to Implementing TQM.
5. System Analysis and Design: Concept and library system, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).
7. Disaster Management in Libraries & Information Centres.

OR

Paper: MLS-E02: Management of Special Libraries

Max. Marks: 100

1. Role of Special Libraries, 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.
2. Human Resources Management: 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.
3. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centre Management. Barriers to Implementing TQM.
5. System Analysis and Design: Concept and library system, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).
Disaster Management in Libraries & Information Centres.
Elective Paper- MLS-F01: 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-F02: 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 Contributions made by the following Social Scientists:
3. E- Information Sources in Social Sciences.

Paper: MLS-H01: Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical)

Max. Marks: 100

2. Books to be catalogued are of:
   (A) Personal authorship
   (B) Corporat (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. Colon Classification (6th ed.) is allowed for practical purpose.

OR


Max. Marks: 100

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.

Recommended Readings

Paper: MLS-801: 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.

Paper: MLS-802: Knowledge Management

Paper: MLS-803: Internet and Web Page Designing

&

Paper: MLS-811: ICT Application in Library & Information Science (Practical)


Paper: MLS-E01: Management of Academic Libraries
22. COOTE (Helen) and BATCHELOR (Bridge). How to market your library service effectively. Ed 2. Aslib, London.

**OR**

**Paper: MLS-E02: Management of Special Libraries**

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

Paper: MLS-FO1: Information Sources and Literature in Natural Sciences
11. KASER (David) and others. Library development in either Asian Countries. 1969. Scarecrow Press, N.J.
13. MALLAKER (KA) and others, Ed. The international standardization of library statistics L. A. progress report. 1968. IFTA, Bombay.
15. SHAFAER (Date Engenem). The maturity of librarianship as a profession. 1968. Asia, Bombay.

**OR**

**Paper: MLS-F02: 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).

Paper: MLS-G01: Digital Library

OR

Paper: MLS-G02: Digitization of Library Resources


**Paper: MLS-H01:** Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical)

OR

**Paper: MLS-H02:** Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules-2 AACR-2 (Practical)

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.
   - International Bibliography of Sociology, London.
   - International Bibliography of Political Science, London.
   - International Bibliography of Economics, London.
   - Historical Abstracts, Oxford.
   - Dissertation Abstracts International, US
   - The Times Atlas of World History.
   - LISA.

Elective- MLS-G01: Digital Library Max. Marks: 100
2. Components of Digital Libraries: Concept of repository, Hardware Components, Software Components, Metadata: Concept, Types and Application.

OR

Elective- MLS-G02: Digitization of Library Resources Max. Marks: 100
1. Concept and Definition, Need, Advantages, Requirements and Components: Hardware and Software and Manpower, Digital Library.