UNIVERSITY OF RAJASTHAN
JAIPUR

SYLLABUS

Master of Library & Information Science

(Semester Scheme)

I & II Semester – 2019-2020
SYLLABUS
MASTER OF LIBRARY AND INFORMATION SCIENCE
2019-2020

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 recognized by the Syndicate for the purpose of a post - graduate Diploma in Library Science of a recognized 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 75% of the lectures delivered and has produced a certificate from the competent authority to the effect that he has

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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**

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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MLS 701</td>
<td>Basics of Research and Statistical Methods(T)</td>
<td>CCC</td>
<td>6</td>
</tr>
<tr>
<td>2.</td>
<td>MLS 702</td>
<td>Information and Communication Technology (T)</td>
<td>CCC</td>
<td>6</td>
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<tr>
<td>3.</td>
<td>MLS 703</td>
<td>Knowledge Organization and Information Processing (T)</td>
<td>CCC</td>
<td>6</td>
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<tr>
<td>4.</td>
<td>MLS 711</td>
<td>Knowledge Organization and Information Processing: UDC (P)</td>
<td>CCC</td>
<td>8</td>
</tr>
<tr>
<td>5.</td>
<td>Elective-A01</td>
<td>Information Sources and Literature in Natural Sciences(T) OR Information Sources and Literature in Social Sciences(T)</td>
<td>ECC</td>
<td>6</td>
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<tr>
<td></td>
<td>Elective-A02</td>
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SYLLABUS
First Semester

MASTER OF LIBRARY AND INFORMATION SCIENCE
2019-20

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

Max. Marks: 100

1. Concept of Knowledge, Types of Knowledge, Attributes of Knowledge (Subject), Modes of Formation of Subjects


5. Research Design: Need and purpose, Formulation of Research Questions, Objectives and Hypotheses


7. Presentation of Data: Purpose and Importance, Tabulation, Diagrammatic and Graphic, Report writing

8. Bibliometric: Concept, Need and Purpose, Bradford’s Law, Lotka’s Law and Zipf's Law

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

Max. Marks: 100


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3. Internet: History, Protocols, tools and Services: WWW, URL, Search Engines and Web Browsers, Email, FTP, TELNET, IRC, Bulletin Boards. Uses of Internet. WEB 2.0 Technologies


5. Modern techniques in ICT: Concept of artificial intelligence, RFID, Barcode, Cloud Computing, Internet of Things (IoT),

**Paper: MLS-703: Knowledge Organization 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 DRTC(Bangalore), FID and ISKO in the development of Library Classification.

4. Principles of Subject Cataloguing, Detailed Study of Sears’ List of Subject Heading and LC List of Subject Heading, Pre and Post Coordinate Indexing Systems: Chain Indexing, PRECIS, POPSI, Key Word Indexing, Citation Indexing (Scopus, Web of Science and Google Scholar) and Uniterm Indexing.

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


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Paper: MLS-711: Knowledge Organisation and Information Processing:
UDC (P)

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.

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

Max. Marks: 100

1. Natural Science as a discipline: Definition, Classification, Nature and Scope, Developments and trends
2. Brief Survey of the Contributions made by the following Scientists:
   • Sir Isaac 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: Periodicals, Research Reports, Conference Papers, Patents and Standards.

5. Evaluation of the following Secondary Sources of Information:
   - Biological Abstracts
   - Chemical Abstracts
   - Physics Abstracts
   - Indian Science Abstracts
   - Science Citation Index
   - INIS Atom Index
   - Dissertation Abstracts International
   - Zoological Records
   - Current Contents
   - Web of Science
   - Scopus
   - Science Direct

6. Role of major scientific institutions in growth and development of Science:
   - Council of Scientific and Industrial Research - CSIR
   - Indian Council of Agricultural Research - ICAR
   - Indian Council of Medical Research - ICMR
   - Defence Research and Development Organisation - DRDO
   - Indian National Science Academy - INSA
   - National Institute of Science Communication And Information Resources - NISCAIR

OR

Elective Paper: MLS-A02: Information Sources and Literature in Social Sciences (T)

Max. Marks: 100

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

2. Brief Survey of the Contribution made by the following Social Scientists:
   - Kautilaya
   - Adam Smith
   - Alfred Marshal
   - J. M. Keynes
   - Plato
   - Aristotle
   - M.K. Gandhi
   - Max Weber
   - August Compte
   - Karl Marx
   - Thomas Robert Mathus

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3. E- Information Sources in Social Sciences: Concept, Definition, Types, Advantages and Disadvantages.

4. Use of Different Types of Primary Documents in the Growth and Development of Social Sciences Disciplines: Periodicals, Research Reports, Conference Papers, Patents and Standards.

5. Evaluation of the following Secondary Sources of Information in Print and Electronic form:
   - International Encyclopedia of Social Sciences
   - Social Sciences Citation Index, New York
   - International Bibliography of Social and Cultural Anthropology, London
   - Economic Abstracts, The Hague
   - International Political Science Abstracts, London
   - Sociological Abstracts, New York
   - Historical Abstracts, Oxford
   - Dissertation Abstracts International, US
   - Library and Information Science Abstracts (LISA)
   - Indiastat
   - Web of Science
   - Scopus

6. Role of major Indian institutions in growth and development of Social Science
   - Indian Council of Social Science Research (ICSSR)
   - Tata Institute of Social Sciences (TISS)
   - Indian Institute of Public Administration (IIPA)
   - Institute of Rural Management (IRMA), Anand
   - Indian Institute of Foreign Trade (IIFT)
   - Indira Gandhi National Centre for the Arts (IGNCA)

**RECOMMENDED BOOKS**

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


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


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


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Jaipur


7. Schedules of UDC. FID, Brussels


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


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


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


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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. SHAFER (Date Engenem). The maturity of librarianship as a profession. 1968. Asia, Bombay.
23. www.csir.res.in
24. https://icar.org.in
25. https://icmr.nic.in
26. https://www.drdo.gov.in
27. www.insaindia.res.in
28. http://www.niscair.res.in

OR

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Paper: MLS-A02: Information Sources and Literature in Social Sciences


3. DWIVEDI (Y K) and WADE (M R) Information Systems Theory: Explaining and Predicting. 2011.


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


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22. www.tiss.edu
23. www.iipa.org.in
24. https://www.irma.ac.in
25. tedu.iift.ac.in/iift
26. ignca.gov.in/en
## SYLLABUS
### SECOND SEMESTER
#### MASTER OF LIBRARY AND INFORMATION SCIENCE
##### 2019-20

<table>
<thead>
<tr>
<th>S.No.</th>
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<tbody>
<tr>
<td>1.</td>
<td>MLS- 801</td>
<td>Knowledge Management (T)</td>
<td>CCC</td>
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<tr>
<td>2.</td>
<td>MLS- 802</td>
<td>ICT Applications in Library &amp; Information Science. (T)</td>
<td>CCC</td>
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<tr>
<td>3.</td>
<td>MLS- 811</td>
<td>ICT Applications in Library &amp; Information Science. (P)</td>
<td>CCC</td>
<td>8</td>
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<tr>
<td>4.</td>
<td>MLS- 812</td>
<td>Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules- 2 (AACR-2) (P)</td>
<td>CCC</td>
<td>8</td>
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<tr>
<td>5.</td>
<td>Elective-B01</td>
<td>Management of Academic Library(T)</td>
<td>ECC</td>
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<td></td>
<td>Elective-B02</td>
<td>Management of Special Library(T)</td>
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SEMESTER-II

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

1. Knowledge Management: Concept, Definition, Need, Function and Benefits.
2. Strategic planning of KM.
6. KM Issues and Challenges: General KM issues –Nature of Knowledge, People (users) and organization, Challenges for managing knowledge, National Knowledge Commission.

Paper: MLS-802: ICT Applications in Library and Information Science (T)

Max. Marks: 100

1. Database: Introduction, Characteristics, Types of Databases, Structural: Hierarchical, Relational, and Network Database; Content: Bibliographical, Full Text, Numeric, and Non-numeric
4. Digital Library Protocols& Standards: TCP/IP, Http, FTP, MARC, MARC XML, Dublin Core, METS, and MODS.

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Paper: MLS-811: ICT Application in Library and Information Science (P)

Max. Marks: 100

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

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

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

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

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

Max. Marks: 100


2. Books to be catalogued are of:
   (A) Personal authorship
   (B) Corporate (Govt., Institution and Conference) authorship,
   (C) Multivolume books,
   (D) Composite books and
   (E) Periodicals.

Details of paper is given below:
05 titles to be catalogued out of 07 titles

Total Marks = 100 (20x5)

Note:

1. The practical examination in paper MLS-H01 will also take place along with theory paper. The setting and evaluation of the paper will be done on the same pattern as that of theory paper.

2. Sears/ LC List of Subject Headings is allowed for practical purpose.

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Elective Paper: MLS-B01: Management of Academic Libraries (T)

Max. Marks: 100

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

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

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


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


7. Disaster Management in Libraries & Information Centres.

Elective Paper: MLS-B02: Management of Special Libraries (T)

Max. Marks: 100

1. Role of Special Libraries, Types and Functions of Special Libraries, Growth and Development of Special Libraries in UK, USA and India in the Twentieth Century, Role of CSIR in the Development of Special Libraries of India.


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

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


7. Disaster Management in Libraries & Information Centres.

**RECOMMENDED BOOKS**

**Paper: MLS-801: Knowledge Management**


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Paper:MLS—802 & 811: ICT Application in Library & Information Science
(Theory & Practical)

1. ADLER (S) and others. Extensible Stylesheet Language (XSL) Version 1.0, (W3C Recommendation accessed at http://www.w3.org/TR/xsl ).
4. BRAY (T)., HOLLANDER(D), and LAYMAN (A). Namespaces in XML. (Accessed at http://www.w3.org/REC-xml-names/)
5. BRAY (T). Extensible Markup Language (XML) 1.0, 2nd ed. W3C Recommendation, http://www.w3.org/TR/REC-xml
6. DARNELL(R) and others. HTML 4 Unleashed: The Comprehensive Solution. 1999. Techmedia, New Delhi.

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17. WYNAR (BS) and MILLER (DP). Wynar’s introduction to cataloging and classification (9th ed.). 2000. Englewood, Co.

**Paper: MLS-B01: Management of Academic Libraries**


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

Dy. Registrar (Academic-I)
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Paper: MLS-B02: Management of Special Libraries


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


