

# Shri VaishnavVidyapeethVishwavidyalaya, Indore

MASTER OF LIBRARY AND INFORMATION SCIENCE:YEAR: 2020-21

## SECOND SEMESTER (January-June)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME										
		THEORY			PRACTICAL							
		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TH	T	P	CREDITS	
MLIS 107	Information and Communication Technology	20	20	60	-	-	-	4	-	-	4	

**Legends:** L - Lecture; T - Tutorial/Teacher Guided Student Activity; P – Practical; C - Credit;

\***Teacher Assessment** shall be based on following components: Quiz/Assignment/ Project/Participation in Class, given that no component shall exceed more than 10 marks.

**Course educational Objectives(CEOs):** The students will be able to

- Understands the basics of Information and Communication Technologies
- Learn the Library Automation activities in academic libraries.
- Basics of internet
- Understand digital libraries and their utility.

**Course Outcomes(Cos):**The students should be able to:

- Learn to develop and maintain the academic libraries.
- Develop the network to facilitate information access.
- Learn the process of database creation
- Develop digital libraries

## COURSE CONTENTS

### Unit-1 Basics of Information and Communication Technologies:

- Information and Communication Technologies media, mode and components.
- Network types: LAN, MAN, WAN. Network topologies: Bus, Star, ring, token ring.
- OAI, OSS and Information Security.

### Unit-2 Library Automation:

- Planning and implementation and library automation. In-house keeping operations: acquisition, cataloguing, circulation, serials control, OPAC etc.
- Library automation software packages: their study and composition. Multi lingual bibliographic databases,

### Unit-3 INTERNET features and tools:

- Intranet and Extranet: Internet connectivity: Dialup, Leased lines, DSL and ISDN. Protocols: TCP/IP, FTP, SMTP, HTTP, POP3.
- Web browsers: Detailed study of Web browsers, web servers and search engines.

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## **Unit-4 Digital Libraries:**

- a. Genesis, definition, objectives, scope of digital libraries. Software for digital libraries. OCR. DOI.
- b. Image editing software. Hardware for digital libraries: Input capture devices, scanners, digital, and movie cameras. Image formats, audio Formation and video formation.
- c. Web 2.0 and Library 2.0 .Emerging technologies.

## **Unit-5 DBMS:**

- a. Meaning, Objectives, advantages and application in Libraries. Data warehousing, Data Mining,
- b. Metadata: Need, types, functions and harvesting,
- c. Artificial Intelligence and Expert Systems: Meaning, development and its application in LIS

## **Study Material and Sources:**

- Rowley, J. (1998). The electronic library. London: Library Association, 1998
- Bradley, P. (2007). How to use Web 2.0 in your library. London: Facet, 2007
- Haravu, L.J. (2004). Library automation: design, principles and practice. New Delhi: Allied.
- Witten, I. (2003). How to build a digital library. Amsterdam: Morgan Kaufmann.
- Tannenbaum, A.S. (2002). Computer networks. New Delhi: Prentice-Hall India.
- Gorman, G.E. (2002) The digital factor in library and information services. London: Facet.

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MLIS 108	Information Technology and Library Services Practice	0	0	0	-	40	60		-	10	5

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**Course educational Objectives(CEOs):** The students will be able to

- Understand the library automation soft wares: SOUL and KOHA.
- Understands the digital library networks
- Understand Web 2.0

**Course Outcomes(Cos):**The students should be able to:

- develop and maintain the library data bases.
- Develop digital library systems.
- Introduction to web.2.0 services

### COURSE CONTENTS

**Unit-1** Creation and maintenance of databases in SOUL 2.0 and KOHA.

**Unit-2** E-resources management in Digital Library Software Packages. Web page design.

**Unit-3** Online searching of internet resources and databases

**Unit-4** Accessing the National Digital Library, INFLIBNET, DELNET and other resources

**Unit-5** Web 2.0 tools and their applications

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MBI202	Research Methodology	20	20	60	-	-	-	4	-	-	4

Common Paper form MBA course MBI 202

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MLIS 110A	Communication Skills and Personality Development in Libraries	20	20	60	-	-	-	4	-	-	4

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**Course educational Objectives(CEOs):** The students will be able to

- Understand the Communication skills in libraries
- Understand characteristics of personality development

**Course Outcomes(Cos):**The students should be able to:

- to communicate effectively with in the library system, users
- develop themselves in front of employers, professionals and end users.

### COURSE CONTENTS

#### Unit- 1 Personality :

- Definition and Basic of Personality, Important theories of Personality Development.
- SWOT analysis, Body Language, Preparation of Self Introduction, Goal setting

#### Unit -2 Techniques in Personality development Stage I

- Communication Skills: Listening, Communication Barriers, Overcoming Barriers.
- Business correspondence. Telephone etiquettes

#### Unit- 3 Techniques in Personality development Stage II

- Personal Interview. Will power & self-discipline, How to motivate yourself & others.
- Building Self –Esteem and Self –Confidence, Working on attitudes, Positive thinking,
- Personal grooming.

#### Unit- 4 Techniques in Personality development Stage III

- Interpersonal Relationships: Stress management: Causes, Impact and managing Stress.
- Environmental awareness, Concept of professionalism, Ethics & Morale.

#### Unit -5 Techniques in Personality development Stage IV

- Team Building and Conflict Management, Time Management & effective planning  
Presentation: Analyzing audience and locale, Organizing content and preparing an outline.

**Suggested Readings:**

- Nielsen, John(2008).. Effective Communication Skills: The Foundations for Change. Xlibris Corporation.
- Chambers, Harry E.(2001). Effective Communication Skills for Scientific and Technical Professionals. Basic Books.
- MTD Training(2012). Effective Communication Skills. Book boon.
- Worth, Richard.(2004). Communication Skills. Infobase Publishing.
- Shaffer, David(2008). Social and Personality Development. Cengage Learning.
- Mroczek, Daniel K. and Little, Todd D. Ed.(2014). Handbook of Personality Development. Psychology Press.

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MLIS 110B	Preservation and Conservation of Library materials	20	20	60	-	-	-	4	-	-	4

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**Course educational Objectives(CEOs):** The students will be able to

- Understand the need for preservation of library materials
- Understand enemies of library materials

**Course Outcomes(Cos):**The students should be able to:

- to develop the skills for maintenance of library materials.

**Unit-1:** Concept of Preservation and Conservation of Library Materials:  
Need for Preservation, Evolution of Writing Materials

**Unit-2:** Library Materials:

Palm Leaves: Their Nature and Preservation ,Manuscripts, Books, Periodicals, Newspapers, etc., Non-Book Materials,Unit 6: Micro- documents

**Unit-3:** Enemies of Library Materials:

Physical Agents, Chemical Agents, Biological Agents, Digital Preservation, Control of Deterioration, Environment Control,Control of Micro-biological Agents

**Unit-4:** Rehabilitation of Documents

Repair and Restoration, Conservation of Non book Materials

**Unit-5:** Binding

Different types of Binding for Library Materials, Binding Materials and their varieties ,Binding Process, Standards for Binding

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MLIS 111	Internship	0	0	0	-	40	60	-	-	10	5

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To enable students to improve communicative behavior/performance to build capacities.

**Course educational Objectives(CEOs):** The students will be able to

- work in a library of repute for 30 working days
- Get the latest experience s working as intern

**Course Outcomes(Cos):**The students should be able to:

- Over come the practical problems in handling difficult situations.

## COURSE CONTENT:

The student will be allotted to different libraries in /outside Indore for training for a period of 30 working days.

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MLIS 112	Comprehensive Viva Voce	0	0	0	-	60	40	0	0	0	4

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