

**SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA
INDORE**



**SHRI VAISHNAV INSTITUTE OF SOCIAL SCIENCES,
HUMANITIES AND ARTS**

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

Curriculum and Syllabi

**Master of Library and Information Science
(M.Lib.&I.Sc.)
2020-21**

Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore

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

01. Library Profession:

Libraries are important social institutions and no community is complete without library services. The organization of these libraries needs persons with good academic and professional skills. Libraries require young professionals with a sense of dedication and a spirit of service. Those intending to enter the library profession should satisfy themselves that they possess the academic qualification and the sense of vocation that would enable them to work successfully as Librarians and Information Officers. School of Library and Information Science, Shri Vaishnav Institute of Social Sciences, is conducting one-year (two semesters) fulltime course leading to the award of the Degree in Master of Library and Information Science.

2. OBJECTIVES:

- To enable the student to understand the functions and purpose of library in the modern context.
- To train the student with the ICT tools and techniques to management of Libraries
- To develop the skills to manage the libraries in digital environment .

3.SYLLABUS:

MASTER OF LIBRARY AND INFORMATION SCIENCE			
FIRST SEMESTER			
Subject Code	Title	Credits	Hours
MLIS101	Knowledge and Society	4	4
MLIS102	Information Storage and Retrieval System	4	4
MLIS103	Information Processing and Organization	5	5
MLIS104	Information Processing (DDC23rd ed and AACR-II)	4	8
MLIS105	Information Systems and Management	5	5
MLIS106	Comprehensive Viva	4	4
SECOND SEMESTER			
Subject Code	Title	Credits	Hours
MLIS107	Information and Communication Technology	4	4
MLIS108	Information Technology and Library Services Practice	5	10
MBI202	Research Methods and Statistical Techniques	4	4
MLIS110A	Communication Skills and Personality Development in Libraries	4	4
MLIS110B	Preservation and conservation of Library Materials		
MLIS111	Internship	5	10
MLIS112	Comprehensive Viva	4	4

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FIRST SEMESTER (July-December)

SUBJECT CODE	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL				TH	T	P
		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM				
MLIS 101	Knowledge and Society	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

- Understand the basic concepts in Information Science.
- Understand the role of information centers in modern society
- Learns the Library Networks and their activities.

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

- Understand the concepts of information science
- Understands the services through library networks
- Learns the importance of the subject library and information science

COURSE CONTENTS

Unit-1 Information and Communication:

- Information: characteristics, nature, Definitions, Types, uses of information. Data, Information and Knowledge.
- Information generation and communication channels, models and barriers.
- Trends in scientific communication.

Unit-2 Information Science:

- Information Science Definition, Scope and objectives.
- Information science as a discipline and its relationship with other subjects: Library Science, Computer Science, Information Technology.

Unit-3 Library, Information and Society:

- Library, Information and Society: Genesis, characteristics and implications of information on Society.
- Changing role of library and information centers in society.
- Information industry-generators, providers and intermediaries. Concept of freedom of censorship (Print and non-print media).

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Unit-4 Economics of Information:

- a. Information Policies relating to information, Right to information including Science and technology and related Acts. International and national programs and policies of library science in ICT . UAP, UBC.
- b. Marketing of Information services and products.
- c. Major networks: National Digital Library, INFLIBNET, DELNET, ERNET, NICNET, JANET, OCLC and BLAISE.

Unit- 5 Knowledge Management:

- a. Social epistemology of Knowledge, Structure and Development.
- b. Emerging perspectives in Knowledge management. Role of knowledge management in organizational structure.
- c. National Knowledge Commission and its implications.

Suggested readings:

Ranganathan, S.R.(1959). Library administration. Ed. 2. Bombay: Asia,1959

Dhiman, A K and Rani, Yashoda(2005).Learn Library Management: NewDelhi: Ess Ess Publications.

Kumar, PSG(2003).Management of Library and Information Centers. NewDelhi: B.R. Pub.

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FIRST SEMESTER (July-December)

	SUBJECT NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL			TH	T	P	CREDITS
		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM				
MLIS 102	Information Storage and Retrieval System	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

- Understand the ISAR System and evaluation procedures
- Understand indexing and abstracting techniques

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

- Develop and maintain in house information storage and retrieval system

COURSE CONTENTS

Unit -1: Information Storage and Retrieval Systems:

- a. Overview and Objectives.
- b. ISR Systems: Operation and Design,
- c. Compatibility of ISR Systems.

Unit- 2: Subject Indexing:

- a. Principles and Practices: Pre and post coordinate indexing systems: Chain Indexing, POPSI, PRECIS, and Citation Indexing.
- b. Relational Indexing. Trends in automatic indexing

Unit -3: Indexing languages and vocabulary control:

- a. Types and characteristics. Vocabulary control.
- b. Tools of vocabulary control.
- c. Structure and construction of an IR Thesaurus.

Unit-4 Abstracting and Indexing:

- a. Types and guidelines in preparing Abstract: Indexing and Abstracting Periodicals, Reviews.
- b. State of the Art reports, Trend Reports, Progress reports, Conference reports.

Unit -5: Information Retrieval:

- a. Search strategies; manual/machine, feedback and refining.
- b. Cloud Computing and big data
- c. Evaluation of information retrieval systems; projects and parameters.
- d. Trends in IR models

Suggested readings

- Chowdhury (G.G.): An introduction to modern information retrieval. 2nd ed. London: Facet, 2004
- Lancaster (F.W.) and Warner (A.): Information Retrieval Today. Arlington, VA: Information Resources Press, 1993
- Rowley (J.E.) and Farrow (J.): Organising knowledge: an introduction to managing access to information. 3rd ed. Aldershot (GB): Gower, 2000
- Taylor (A.G.): The organization of information. 2nd ed. Westport, CT: Libraries Unlimited, 2004

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		TWO TERM EXAM S	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAM S	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM	TH	T	P	CREDITS
MLIS 103	Information Processing and Organization	20	20	60	-	-	-	5	-	-	5

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

- Understand the basic principles and practices in library classification
- Understand the principles of library cataloguing in modern era
- Learns the international standards for bibliographical information transfer.

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

- Understand the library classification schemes for knowledge organization
- Understand the cataloguing principles for bibliographical description of records
- Learn the international standards for bibliographical information transfer.

COURSE CONTENTS

Unit-1 Library Classification:

- a. Fundamental categories, rounds and levels.
- b. Principles of helpful sequence. Telescoping of arrays.
- c. Common and Special Isolates, devices, Phase relations.

Unit-2 Classification Schemes:

- a. Detailed study of the Structure and features of DDC and UDC.
- b. Recent developments in Classification Schemes.

Unit-3 Subject Cataloguing:

- a. Detailed study of Cataloguing (According to AACR-II):Composite books, Corporate Authorship, Multi volumes, Journals,
- b. Non documentary sources, electronic media
- c. Internet Resources.

Unit-4 Subject Headings:

- a. Sear's List of Subject Headings.
- b. Development in AACR II.

Unit- 5 Current developments in cataloguing:

- a. MARC, UNIMARC/USMARC and related soft wares.
- b. International Library Standards for Document description.
- c. Union catalogues.

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Suggested Readings:

- Krishan Kumar(1980). Theory of classification. New Delhi: Vikas.
- Raju, A.A.N.(1984). Decimal, Universal Decimal and Colon Classification: a study in comparison. Delhi: Ajanta
- Ranganathan, S.R.(1964). Prolegomena to library classification. Ed. 3. Bombay: UBS.
- Ranganathan, S.R.(1966). Elements of library classification. Ed. 2. Bombay: UBS.
- Girja Kumar and Krishan Kumar(1988). Theory of cataloguing. 5th ed. New Delhi: Vikas,

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		TWO TERM EXAMS	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM.	TWO TERM EXAM	TEACHER ASSESSMENT	END SEMESTER UNIVERSITY EXAM				
MLIS 104	Information Processing (DDC23rd ed. and AACR-II)	20	20	60	-	-	-	-	-	8	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

- Understand the techniques of assigning the class numbers according to DDC23rd edition.
- Understand the cataloguing principles of AACR-II.
- Leans to use subject headings.

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

- Assign the class numbers for documents according to DDC23rd ed
- Catalogue different kinds of documents according to AACR-II

COURSE CONTENTS

Units-1-3: Classification of documents using DDC 23rd edition.

- a. Assigning the Class Numbers according to DDC. Multiple synthesis,
- b. Using Tables
- c. According to special instructions

Unit-4-5: Cataloguing of Documents using AACR 2nd edition:

- a. Journals, Composite books, Corporate Authorship, Multi volumes,
- b. Non documentary sources, electronic resource.
- c. Assigning subject headings according to Sear's List of subject headings.

Suggested Readings

- Dewey, M.(2011). Dewey decimal classification and relative index. 4 vols. 23rd ed. New York: Forest Press.
- Sears List of Subject Headings. Latest available edition. New York: Wilson
- Anglo-American Cataloguing Rules. 2nd ed,(1988) London: LA.
- Library of Congress Subject headings.

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MLIS 105	Information Systems and Management	20	20	60	-	-	-	5	-	-	5

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 Information systems and management .
- Understand the HRM, Financial management and Management techniques
- Understands the library management in ICT era.

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

- Learns to develop and maintain the libraries.
- Develop the information management skills.

COURSE CONTENTS

UNIT 1 - Management Perspectives and Functions:

- a. Management concept - Historical overview; Management of components of information system;
- b. Principles of management ; Styles/schools of management.
- c. Elements of Management Planning - Planning process; Type of plans; Techniques of planning; Factors and steps in Planning Organising - Principles; Types of organizational structure coordination; Departmentation and Hierarchy; Organizational charts; Change management; Reengineering

UNIT 2 -3 Human Resource Management

- a. Staffing - Staffing requirements; Recruitment process; Salary administration;
- b. Development of skills and expertise to handle information organizations; Staff communication; Staff development Directing - Work assignment and supervision; Leadership; Span of control;
- c. Motivation Monitoring and Control Techniques- Systems approach, work flow and organisation of routines; Operations research; Network analysis; MBO, MIS and TQM

UNIT 4 - Financial management and Budgeting

- a. Financial Management - Financial estimation;
- b. Budgeting - techniques, control system, types, (including ZBB);
- c. Costing, cost analysis, cost benefit analysis and pricing

UNIT 5- Library/ Information Centre Management

- a. Physical Facilities - Building, equipment, furniture , environment, resources;
- b. Ergonomics,Collection development Management of various divisions, services and automation aspects.
- c. Marketing Principles and Techniques

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MLIS 106	Comprehensive Viva Voce	0	0	0	60		40	0	0	0	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.