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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 programme leading to the award of the Degree in Master of Library and Information Science.

02. 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.

03. SYLLABUS:

FIRST SEMESTER (July-December)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESE ENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
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.

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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).

Unit-4 Economics of Information:
- 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.
- Marketing of Information services and products.
- Major networks: National Digital Library, INFLIBNET, DELNET, ERNET, NICNET, JANET, OCLC and BLAISE.

Unit- 5 Knowledge Management:
- Social epistemology of Knowledge, Structure and Development.
- Emerging perspectives in Knowledge management. Role of knowledge management in organizational structure.
- National Knowledge Commission and its implications.NEP2020

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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		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESE ENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MLIS 102	Information Storage and Retrieval	20	20	60	-	-	-	4	-	-	**4**

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***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:
- Overview and Objectives.
- ISR Systems: Operation and Design,
- Compatibility of ISR Systems.

Unit- 2: Subject Indexing:
- Principles and Practices: Pre and post coordinate indexing systems: Chain Indexing, POPSI, PRECIS, and Citation Indexing.
- Relational Indexing. Trends in automatic indexing

Unit -3: Indexing languages and vocabulary control:
- Types and characteristics. Vocabulary control.
- Tools of vocabulary control.
- Structure and construction of an IR Thesaurus.

Unit-4 Abstracting and Indexing:
- Types and guidelines in preparing Abstract: Indexing and Abstracting Periodicals, Reviews.
- State of the Art reports, Trend Reports, Progress reports, Conference reports.

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Unit -5: Information Retrieval:

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

Suggested readings

- Chowdhury (G.G.): An introduction to modern information retrieval. 2nd ed. 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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		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MLIS 103	Advanced Library Classification Practice	20	20	60	-	-	-	8	-	-	**4**

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Course Educational Objectives(CEOs): The students will be able to
- Understand the techniques and use of DDC Manual and other instructions
- Understands the structure ,use of the Schedules, and assigning the class numbers according to DDC23rd edition.
- Understands the structure and use of the tables in of assigning the class numbers according to DDC23rd edition

Course Outcomes(Cos): The students should be able to:
- Assign the class numbers for documents according to DDC23rd,ed through synthesis
- Assign the class numbers for documents according to DDC23rd,ed with the use of tables

COURSE CONTENTS

Unit-1: Introduction to DDC 23rd edition
- Introduction to DDC 23rd edition. History and development of DDC
- Major Features in DDC 23rd ed.

Unit-2 DDC Structure
- Introduction to Summaries
- Structure of DDC. Introduction to Relative Index

Unit-3: Assigning the Class Numbers
- Assigning the class numbers for simple subjects using the schedules
- Assigning the Class Numbers using special instructions

Unit-4: Assigning the Class Numbers with the use of Tables
- Using the Tables
- Assigning the Class Numbers using Tables1-6 except Table 3

Unit-5 Assigning the Class Numbers with the main class 800 and using Table 3
- **Assigning the Class Numbers using Table3A,3B and 3C**

Suggested Readings
- Dewey, M.(2011). Dewey decimal classification and relative index. 4 vols. 23rd ed. New York: Forest Press.
- Satija, M.P.(2012) Exercises in the 23rd edition of Dewey Decimal Classification. Ess Ess Pub.

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		THEORY			PRACTICAL						
		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESE ENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MLIS 104	Academic Library System	20	20	60	-	-	-	4	-	-	4

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*__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 academic libraries, types and functions
- Understands the collection development and management practices in academic libraries
- Understands the application of digital technologies in academic libraries

Course Outcomes(Cos): The students should be able to:
- Manage the academic libraries independently

COURSE CONTENTS

Unit I: Academic Libraries, Evolution of Higher Education and in Libraries in India
- Academic Libraries: Meaning, Definition, Importance, Functions and roles and Types.
- New Education Policy 2020
- Role of Academic Libraries in the present electronic environment and Challenges

Unit II: Collection Development and Management in Academic Libraries
- Academic Library collection, Meaning and Definitions of collection development. Collection development in the digital environment
- Problems of collection development and Book selection procedures.
- Copyright issues in the digital environment.

Unit III: Academic Library Services
- Digital Reference Services (DRS),Current Awareness and SDI Service (CAS & SDI),
- Electronic Document Delivery Services (EDDS),Database Services.
- User Education and Information Literacy.

Unit IV: Academic Library Management
- Human Resource Development (HRD) Meaning, definitions, importance
- Manpower planning and training: Continuing Education Programs (CEPs) for Librarians
- Financial Management: Types of Budgeting, Lumpsum Budget, Zero Based Budgeting (ZBB) and Program Planning Budgeting System (PPBS).

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Unit V: Library and Networks

- Library/ Information Networking: Definition, need and importance.
- Information Network Development in India: DELNET, INFLIBNET, ERNET.
- Library Consortia: Emerging Trends.

Suggested Readings:

Singh, Gurudev(2015).Academic Library System and Services. New Delhi. Ess Ess.

Srivastava S.N. and Verma S.C.(1980). University libraries in India. New Delhi, Vikas,

Jenkins C. and Mary Merely(1996). Collection development in academic libraries.

Kumar,PSG. Academic Libraries. New Delhi,BRPC,

Sewa Singh and Arora, M. Handbook of college libraries: Problems, finance and related aspects.

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MLIS 105	Digital Resources Management	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 need, purpose and functions of digital libraries
- Understands the digital collection development issues
- Understands the digital libraries and preservation of digital library resources

Course Outcomes(Cos): The students should be able to:
- Manage the digital libraries independently

COURSE CONTENTS

Unit-1: Digital Libraries: Introduction
- Digital Libraries: Conceptual Framework; Definitions, Models and Theories.
- Overview of issues involved in building digital libraries. Academic and Research Perspective: Challenges and Concerns for Digital Library.
- Digital library projects and initiatives

Unit-2:Digital Library and Reference Management Software
- Open Source software: Concept, definition, need
- Digital library software: GSDL and DSpace.
- Reference Management softwares: Zotero and Mendley

Unit-3:Collection Development in Digital Libraries
- Digital Resources: Nature, Characteristics and types.
- Building Digital Library Resources – Digitization Process. E-Books, E-Journals and online databases
- Selection and Acquisition of materials for Digitization. Digital Collection Management and Evaluation – Issues and Strategies

Unit-4: InformationManagement and Access
- Information Organisation; Metadata: Role of Metadata in Digital Resource Management; Harvesting. Metadata Standards –MARC XML, Dublin Core (DC), METS U/SRW etc.,
- Information Discovery – Harvesters and Federated Search Engines, Open Archives Initiatives Protocol, For Metadata Harvesting (OAI-PMH), Open Access- definition and types

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Unit-5: Preservation and Legal Issues

- Legal Issues – Intellectual Property Rights (IPR), Copyright, Licenses – GNU, Creative Commons.
- Digital Preservation: Policy, Strategy, Tools.
- Digital Preservation: Evaluation and Cost Factors. Preservation Metadata Maintenance Activity (PREMIS) and Preservation Projects.

Suggested Readings:

Chowdhury, G.G. & Foo, Schubert, Ed. (2012). Digital libraries and information access: research perspectives. London: Facet Publishing.

Malwad, N.M.(2008).Digital Libraries: Dynamic Storehouse of Digitized Information. New Age Publishing

Sampath Kumar,G.K.(2012).Digital Library Automation Planning, Designing and Development.Adhyayan publishers

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MLIS 106	Comprehensive Viva Voice	-	-	-	-	-	100	-	-	-	**2**

GE-1:GENERIC ELECTIVE   **3 CREDITSs**