Shri Vaishnav VidyapeethVishwavidyalaya, Indore
Shri Vaishnav Institute of Social Sciences, Humanities and Arts
Choice Based Credit System (CBCS) in the light of NEP 2020
MASTER OF LIBRARY AND INFORMATION SCIENCE:YEAR: 2022-2023

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:

SECOND SEMESTER (JANUARY-JUNE)

COURSE CODE	COURSE NAME	TEACHING & EVALUATION SCHEME									
		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 107	Information Technology and Library Services Practice	-	-	-	-	40	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 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

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Unit-1 Database creation using library automation software: SOUL 3.0 and KOHA. Hands on practice of Scanner, barcode scanner and barcode printer

Unit-2 E-resources management in Digital Library Software Packages: GSDL and D Space.

Unit-3 Reference Management Software: Zotero, Mendley

Unit-4 Online searching of internet resources and databases . Accessing the National Digital Library, INFLIBNET, DELNET and other resources

Unit-5 Web 2.0 tools and their applications. Designing and developing of library blogs.

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		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
MLIS 108	Advanced Library Cataloguing Practice	20	20	60	-	-	-	8	-	-	**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 basic principles and practices in library cataloguing
- 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:
- Catalogue different kinds of library reading materials according to AACR-2R
- Cataloguing principles for bibliographical description of records
- Learn the international standards for bibliographical information transfer.

COURSE CONTENTS

Unit-1: AACR-2R :Introduction
         Structure of AACR-2R

Unit-2: Cataloguing of Documents:
         Single author, multiple authors, multi volumes with complexities and Periodicals

Unit-3: Corporate bodies and Non Book Materials

Unit-4: MARC, MARC-21, UNIMARC and other international standard formats .Cataloguing according to MARC 21(AACR 2R)

Unit-5: List of Subject Headings, Using Sear's List of Subject Headings

Suggested Readings
- Sears List of Subject Headings. Latest available edition. New York: Wilson
- Anglo-American Cataloguing Rules. 2nd ed,(1988) London: LA.

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SECOND SEMESTER (January-June)

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

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Common Paper form MBA course MBI 202

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		TWO TERM EXAMS	TEACHER ASSESEMENT	END SEM. UNIV. EXAM.	TWO TERM EXAMS	TEACHER ASSESEENT	END SEM. UNIV. EXAM	L	T	P	CREDITS
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 :
  a. Definition and Basic of Personality, Important theories of Personality Development.
  b. SWOT analysis, Body Language, Preparation of Self Introduction, Goal setting

Unit -2 Techniques in Personality development Stage I
  a. Communication Skills: Listening, Communication Barriers, Overcoming Barriers.
  b. Business correspondence. Telephone etiquettes

Unit- 3 Techniques in Personality development Stage II
  a. Personal Interview. Will power & self-discipline, How to motivate yourself & others.
  b. Building Self –Esteem and Self –Confidence, Working on attitudes, Positive thinking,
  c. Personal grooming.

Unit- 4 Techniques in Personality development Stage III
  a. Interpersonal Relationships: Stress management: Causes, Impact and managing Stress.
  b. Environmental awareness, Concept of professionalism, Ethics & Morale.

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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, 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	Bibliometrics and Scientometrics	20	20	60	-	-	-	4	-	-	**4**

Course educational Objectives(CEOs): The students will be able to
- Understand the need for bibliometric studies and their application in libraries
- Understands scientometrics and its use in academic output

Course Outcomes(Cos): The students should be able to:
- use bibliometric studies in their library functions.

Course Content:
Unit 1: Librametry**,** Bibliometrics, Scientometrics and Infometrics
       History, Growth,development and Current trends. Definitions, concepts and applications

Unit 2 Bibliometric Laws
       Bibliometric Laws: Zip's law, Lotka's law, Bradford's Law of Scattering; Bookstein,
       Garfield, Price laws.

Unit 3: Growth and Obsolescence of Literature
       Growth of Literature Study, Growth models; Aging factor and half-life.synchronous vs.
       diachronous, Authorship Study, Core Journals Study, Subject dispersion study

Unit 4: Application of Bibliometrics
       Citation analysis: Bibliographic Coupling and Co-citation Analysis; Science indicators:
       Impact factor, h-index, g-index, i-10 index. Scopus and Web of Science

Unit 5: Trends and Developments
       Current trends and developments in Informetrics and Scientometrics; Webometrics, Softwares
       for bibliometric analysis.:Bibliometrics Toolbox,Dataview, Bibexcel and BibTechMon

REFERENCES
- Mahapatra, Gayatri(2013).Bibliomentric studies in the internet era. Indiana Publishing House, New Delhi
- Andres, Ana. (2009). Measuring academic research: How to undertake Bibliometric Study. Oxford.
- De Bellis, N. (2009). Bibliometrics and citation analysis: From the Science Citation Index to Cybermetrics.Scarecrow press.

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MLIS 112	Internship	-	-	-	-	40	60	-	-	8	**4**

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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:
- Overcome the practical problems in handling difficult situations.
- Will be able to prepare a project report

COURSE CONTENT:

The student will be allotted to the university library./ The student will submit a Project work under the supervision of faculty

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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 113	Comprehensive Viva	-	-	-	-		100	-	-	-	**2**