

SYLLABUS FOR CHOICE BASED CREDIT SYSTEM

Master of Library & Information Science Session : 2023-24

Objective of the Course

Library and Information science is an academic discipline which aims to educate and train students to create and manage libraries in effective manner. It also endeavors to develop service attitude and strives to imbibe ethical values in the students aspiring to be library and information professionals.

To provide opportunities to students to enhance knowledge in library profession;

To create understanding of library service and its impact on society.

To learn about the universe of knowledge for systematization of knowledge.

Course Structure :

1. First Semester Core: 5 Papers (HC-101, HC-102, HC-103, HC-104, AC—101)
 2. Second Semester Core: 5 Papers (HC-201, HC-202, HC-203, HC-204 (Practical), CE-201, OE-201)
 3. Third Semester Core: 5 Papers (HC-301, HC-302, HC-303, CE-301, CE-302, FI-301)
 1. Fourth Semester Core: 5 Papers (IC-401, HC-402, HC-403, CE-401, AC-401)
- *Allied Core (AC-101) Computer Application course by e-learning Centre.

(AC-401) Theory Women and Society for all PG Programs.

‘Core Elective (CE) Theory Paper. Options will be given to choose any one out of 2 or 3.

“Open Elective (OE) Open for other PG students OR MOOCs (From SWAYAM/N PTEL etc.

	Summary	
Hard Core	14x100	1400
Core Elective	4x100	400
Open Elective	1x50	50
Allied Core	2x50	100
Field Internship	1x50	50
‘Total Marks		2000

Total Papers: 22, Total Marks: 2000 (Each paper: 5 Credits)

SEMESTER - I

SN	Nature	Code	Paper Title	Units	Credits	Marks		
						M.S	E.S.	Total
1	Hard Core	HC-101	Library & Information Society	5	5	30	70	100
2	Hard Core	HC-102	Management of Library & Information Centres	5	5	30	70	100
3	Hard Core	HC – 103	Knowledge Organization Theory (Classification)	5	5	30	70	100
4	Hard Core	HC-104	Knowledge Organization Practical (Classification)		5	30	70	100
5	Allied Core	AC-101	Computer Application Course by E-learning Centre	3	3	M.S 10 + Practical 10 = 20	30	50
			TOTAL		23	135	315	450

SEMESTER - II

SN	Nature	Code	Paper Title	Units	Credits	Marks		
						M.S	E.S.	Total
6	Hard Core	HC-201	Information Sources and services	5	5	30	70	100
7	Hard Core	HC-202	Knowledge Management and Information Literacy	5	5	30	70	100
8	Hard Core	HC – 203	Bibliographic Description Theory (Cataloguing)	5	5	30	70	100
9	Hard Core	HC-204	Bibliographic Description Practical (Cataloguing)		5	30	70	100
10	Core Elective	CE-201	Internet networking or special library system	3	5	30	70	100
11	Open Elective	OE-201	Database Management / Information Analysis, Repackaging and Consolidation		4		50	50
			TOTAL		29	150	400	550

LIBRARY & INFORMATION SOCIETY

(FM: 100/4 (CH)

COURSE OBJECTIVES:

To introduce the students about the role of information and knowledge in the society.

To acquaint the students with various theories, channels of & barriers to communication and types of libraries and their functions.

To provide an overview of the professional developments in Library and Information Science.

To make the students to understand the philosophical principles of LIS Profession. .

UNIT-I ROLE OF LIBRARY IN SOCIETY

1. Library & Information Society
2. Types of Libraries: Academic Libraries, Public Libraries, Special Libraries, Research and Technical Libraries
3. Laws of Library & Information Science: Implementation
4. Librarianship as a Profession, Ethics, Professional skills and competency

UNIT-2 DATA, INFORMATION & COMMUNICATION

1. Data. Information, Knowledge, Wisdom: Meaning, Characteristics & Functions
2. Information Life Cycle - Generation, Collection, Storage and Dissemination
3. Role of Information in Planning, Management, Socio-economic, Cultural, Educational and Technological Development
4. Communication: Concept, Types, Barriers & Functions, Theories, Models, Scholarly Communications

UNIT-3 LIBRARY LEGISLATION

1. Meaning, Concept & Salient Features of Library Legislation
2. Legislation of Different States: Features
3. Right to Information Act
4. Intellectual Property Rights and Legal Issues: Categories, Convention, Treaties, Laws

UNIT-4 LIBRARY ASSOCIATIONS, PROMOTIONAL AGENCIES

1. Library Professional Associations: Objectives and Activities, National - ILA, IASLIC, IATLIS
2. Library Professional Associations: Objectives and Activities, International - IFLA, ALA, CILIP, ASLIB, SLA
3. Role of UGC, RRRLF and UNESCO in Promotion and Development of Libraries
4. Library and Information Policy at the National Level

UNIT-5 USER STUDIES & LIBRARY SCIENCE EDUCATION

1. Types of Users: User Students Method : Questionnaire. Case studies, Interviews, Observation survey
2. Information Seeking Behavior Model
3. Library Public Relation and Extension Activities
4. Library & Information Science Education in INDIA: History &Types

LEARNING OUTCOMES:

After studying this paper. students shall be able to:

- Comprehend the concept of information and the discipline of library and information Science
- Understand the development of libraries
- Classify libraries on the basis of their purpose and functions
- Know the role of libraries in the development of various aspects of society
- Comprehend the basic philosophy of Library and Information Science
- Understand laws related to libraries and information
- Understand librarianship as a profession
- Assess the role of national and international library associations and organizations
- Highlight role of various library promoters at the national and international level

COURSE NO. HC-102

MANAGEMENT OF LIBRARY & INFORMATION CENTRES

COURSE OBJECTIVES:

To understand about the various sections of the library and collection development policies

To understand about the technical processing and circulation control.

To understand about the stock verification methods and preparation annual reports

UNIT-1 PRINCIPLES OF LIBRARY MANAGEMENT

1. General Principles of Management: Meaning, Scope and Objectives
2. Scientific Management: Classical Management Theory (1880's_-1920's), Modern Management Theory(1950's-)
3. Principles of Management: (Taylor, Elton, Bernard)

4. Managerial Functions (POSDCORB)

UNIT-2 LIBRARY ORGANIZATIONAL STRUCTURE

1. Library Organizational Structure: Objectives, Formal & Informal Organizational structure

2. Organizational Structure Process: Process of structuring. Characteristics of Division of Organizational Charts

3. Library Authority, Library Committees. Managerial Skills, Duties and Responsibilities

4. Physical Planning Library Building, Library Furnitures, Library equipments

UNIT- 3 MANAGEMENT OF HOUSEKEEPING OPERATIONS

1. Acquisition. Technical Processing, Circulation, Stack Management

2. Selection of Library Materials and Tools

3. Stock Verification & Stock Rectification: Need, Objectives, Methods

4. Library Records & Statistics: Need, Objectives, Formats

UNIT-4 HUMAN RESOURCE MANAGEMENT

1. Human Resource Development: Concepts, Objectives, components

2. Mechanism of HRD: Performance Appraisal, Role Analysis, Training Policy Communication Policy, Job Rotation, Recruitment, Training, Job Description, Job Analysis, Job Evaluation

3. Personnel Planning: Objectives, Need, Elements, Methods, Planning For Indian Library & Information Centers

4. Motivation: Objectives, Types

UNIT 5 LIBRARY FINANCE & BUDGET

1. Library Finance: Objectives, Sources of Funds and Expenditure, Resource Mobilization

2. Principles of Financial Management: Effective Control, Simplicity. Regularity, Economic, Flexibility

3. Method of Financial Estimation: Per-capita, Proportional, Method of Details

4. Budgeting & Financial Planning: Budgetary Classification, Allocation, Financial control, accountings & Records

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- Understand the concept and history of management
- Elaborate principles and functions of management
- Carry out various operations of Library and Information Centers
- Manage, preserve and provide access to various print and non-print information sources
- Comprehend the concept of financial management and human resource management
- Maintain the library statistics and prepare annual report

COURSE NO. HC-103

KNOWLEDGE ORGANIZATION THEORY (FM: 100/4 CH)

COURSE OBJECTIVES:

To impart to the student an understanding of the principles and nature of knowledge classification.

To develop skills in document classification and content analysis.

To acquaint the student with well-known classification systems/schemes such as DDC and CC.

UNIT-I LIBRARY CLASSIFICATION

1. Definition : Document Factors of arrangement of documents.
Approaches to documents
2. Classification: Meaning, Definition, Function & Need
3. Steps in Classification
4. Salient Features of DDC, UDC, CC

UNIT-2 FUNDAMENTAL CATEGORIES & ISOLATES

1. Normative Principles: Levels, Use
2. Fundamental Categories
3. Principles of Facet Analysis & Facet Sequence
4. Postulates of Fundamental Categories

UNIT-3 PLANES OF WORK & CANONS

1. Planes of Work
2. Canons for Idea Plane
3. Canons for Verbal Plane
4. Canons for Notational Plane

UNIT-4 DEVICES & PHASE RELATION

1. Devices
2. Phase Relations
3. Mnemonics

Common Isolates & Auxiliary Tables

UNIT-5 ~ ADVANCEMENT AND NOTATIONAL TECHNIQUES

1. Notation used in DDC, UDC & CC
2. Call No, Book No & Collection No
3. Modes of Formation of Subjects
4. Simple Knowledge Organization System (SKOS), Taxonomies, Folksonomy, Trends in Classification
5. Online Classification Scheme — Cyber Dewey, Cite seer '

LEARNING OUTCOMES:

After studying this paper, students shall be able to:

- Explain the nature and attributes of universe of knowledge.
- Elaborate meaning and types of subjects and modes of subject formation
- Illustrate knowledge as mapped in different classification schemes.
- Express the meaning, purpose, functions, theories and canons of library classification.
- Elucidate various facets of notation and call number.
- Discuss the characteristics, merits and demerits of different species of library classification schemes.
- Highlight salient features of major classification schemes.
- Review current trends in library classification.

KNOWLEDGE ORGANIZATION PRACTICAL

(F.M: 100/4 CH)

COURSE OBJECTIVES:

To acquaint students with the recent developments in DDC

To train the students in practical classification according to DDC 21st edition.

Classification of Documents representing Simple, Compound and Complex Subjects using the following Scheme of Library Classification: DDC, CC

Note: The end semester examination in this paper shall be conducted in the presence of external examiner and the valuation of scripts and award of marks shall be done jointly by the external examiner and the internal examiner in a joint sitting.

Learning Outcomes:

After studying this paper, students shall be able to:

Construct class numbers for documents with simple, compound and complex subjects

Synthesize class numbers by using the standard subdivisions/common isolates/auxiliary tables

Compile book numbers and be able to use index of the classification scheme