

***FACULTY OF LIBRARY  
&  
INFORMATION SCIENCE***



**MASTER OF LIBRARY AND INFORMATION SCIENCE**

**(M. Lib. Sc.)**

**SYLLABUS**

**2018-19**

# **Semester First**

## **Paper-I Research Methods & Statistical Techniques**

### **(LIB090)**

#### **Unit-1:**

Research: Concept, Meaning, Need and Process of Research, Ethical aspect of Research, Types of Research, Research Design (Aims, Objectives, Scope, Types and Limitations), Hypothesis, Literature Search (Print, non Print & electronic sources), Research Methods (Scientific method, Historical method, Descriptive method, Experimental method and Delphi method) Research Techniques & Tools (Questionnaire, Schedule, Interview, Observation, Scales and Check Lists).

#### **Unit-2:**

Research Process: Designing a Research: Characteristics, Purpose, Research Plan, Analysis and Testing, Presentation of Results

#### **Unit-3:**

Data Analysis and Interpretation: Descriptive Statistics (Measures of Central Tendency, Mean Median, Mode), Tabulation and Generalization, Measures of Dispersion, Variance and Covariance, Standard deviation, Graphical Presentation of Data-Bar, Pie, Line Graphs and Histograms, Inferential Statistics Z-T Test, Correlation, Regression linear and non-linear, Chi-square Test, Sociometry, Statistical packages- SPSS, Statistical Graphics etc.

#### **Unit-4:**

Bibliometrics, Scientometrics and Informatics: Concept and Definition, Bibliometric Laws (Bradford, Zipf, Lotka). Bibliographic Coupling Citation analysis, Webometrics, Informatics, Scientometrics.

#### **Unit-5:**

Research Reporting: Structure, Style, Contents, Guidelines for research reporting etc., Style manuals Chicago- MLA, APA etc.

### **BOOKS/ REFERENCES.**

- 1.Singh, Sonal. Universe of Knowledge (Hindi). Agra: Y.K. Publisher.
- 2.Singh, Sonal. Universe of Knowledge (English). Jaipur: Raj Publishing House, 1998.
- 3.Sood, S.P. Universe of Subjects and Universe of Knowledge (Hindi). Agra: Y.K. Publisher.
- 4.Sharma Pandey, S.K. Universe of Knowledge and Research Methodology. Delhi: Ken Publications, 1990.
- 5.Busha, Charles H. and Harter, Stephen P. Research methods in librarianship: Techniques and Interpretation. Orlando: Academic Press, 1980.
- 6.Krishan Kumar. Research methods in Library & Information Science. New Delhi: Vikas, 1992.
- 7.Sandhu, A.N. and Singh, A. Research methodology in social science. Mumbai: Himalaya Publishing House.

## **Paper-II Advanced Library Organisation & Management of Academic Library System**

### **(LIB100)**

**Unit-1** Role of Academic Library in Higher Education in India. Role of UGC and State Government in Promoting Academic Library, like University, College and other Academic Institutes. Report of Committees and Commission on Higher Education.

**Unit-2** Personnel Management - Overview of Personnel Management, Manpower Planning, HRD-Quality Improvement Programmes. UGC Service Condition and Pay Scales Enhance the Status of the Professionals.

**Unit-3** Collection Development Policy: Weeding Policy, System analysis And Design: MIS, PERT/CPMS, TQM.

**Unit-4** Personnel Management and Organization Behavior: Organization Structure, Hierarchies Authority and Delegation, Staffing, Under-Standing Human behavior etc. Group Behavior MBO, MBE, Official Communication, Internal and External Co-ordination, Social responsibility of Management.

**Unit- 5** Implication of INFLIBNET and resource sharing, Role of internet in Promoting of Academic Library Services. Function Capabilities of Local Library Network. UGC Information Centre for Science and Technology and Social Science.

### **BOOKS/ REFERENCES.**

1. Ranganathan, S.R. Public Library System. Series-1. Bangalore: Sarda Ranganathan Endowment for Lib. Sc., 1973.
2. Chaturvedi, D.D. Academic Libraries. New Delhi: Anmol, 1994.
3. Rajasekharan, K. Academic Library Development. New Delhi: Ess Ess, 1991.
4. Sharma, B.K. Academic Library System (Hindi). Agra : Y.K. Publisher, 2006.
5. Raman Nair, R. Academic Library Automation. New Delhi: Indian Bibliographic Centre
6. Krishan Kumar. Theory of Classification. Delhi: Vikas, 1991.
7. Ranganathan, S.R. Prolegomena to Library Classification. Ed. 3. Bangalore: Sarda Ranganathan Endowment for Lib.Sc. 1967.
8. Dhyani, P. Library Classification (Hindi). Agra: Y.K. Publisher.
9. Sharma, U.C. Colon Classification (Hindi). Agra: Y.K. Publisher.
10. Dhyani, P. Library Classification: Theory and Practice. New Delhi: Indian Bibliographic Centre.

## **Paper-III Information Processing & Retrieval System (LIB110)**

**Unit-I** -Information storage and retrieval Objectives of ISAR systems. ISAR systems: Operation and design compatibility ISAR systems. Evaluation of ISAR systems.

**Unit-II**- Information Retrieval: Information retrieval process. The process of searching, search strategies and Heuristics common command languages and multiple data base searching.

**Unit-III** – Index and Indexing: Definition, Indexing systems, PRECIS. POPSI, Special types. Of indexing: KWIC, KWOC etc. citation indexing languages. Thesaurus, Automation Indexing.

**Unit-IV**- Network and networking: Concept of network, major networking in India and abroad, NICNET, INFLIBNET, DELNET, and CALIBNET.

**Unit-V**- Reprography: Concept, methods basis of choice of reprographic equipments, micrograph evolution, types of microforms, microforms, microform retrieval system Digital microform.

### **BOOKS/ REFERENCES**

1. Sharma, Pandey S.K. Library Information Retrieval. Agra: Y.K. Publisher.
2. Guha, B. Documentation and Information: Services, techniques and systems. Ed 2. Calcutta: World Press, 1983.
3. Choudhury, G.G. Introduction to modern information retrieval. Ed.2. Chennai: Allied

4. Prasher, R.G. Information and its Communication. Ed.2. Ludhiana: Medallion Press, 2003.
5. Sharma – Pandey, S.K. Fundamentals of Library Automation. New Delhi: Indian Bibliographic Centre.

## **Paper-IV Academic Library System & Information Procedures (Practical) (LIB120)**

### **(Part -A)** Classification by UDC

(Abridged Rev. English Ed.1961) Adequate Number of titles from all Disciplines. Candidate will be required to classify 10 titles in all.

**(Part-B)** Cataloguing of Serials, composite books Multi-Volume sets and Non- books Materials (Microforms and monographs) by AACR-2(1978). Library of Congress. List of subject heading will be followed you subjective heading. Candidate will be required to Catalogue 3 titles in all.

### **BOOKS/ REFERENCES.**

1. Raju, A.A. Universal Decimal Classification (IME-1993): Theory and Practice. Delhi: Ess Ess Publications, 2007.
2. Krishan Kumar. Information to Library Cataloguing. New Delhi: Vikas, 1981.
3. Chan, Lois Mai. Cataloguing and Classification: An introduction. Ed.2 New York: McGraw Hill, 1994.
4. Parmeswaram, M. AACRII and CCC (5): A comparative study. New Delhi: Indian Bibliographic Centre, 1989.
5. Vishwanathan, C.G. Cataloguing: Theory and Practice. Ed 6. New Delhi: Indian Bibliographic Centre, 1990.
6. Rout, R.K. and Choudhury, B.K. Cataloguing of non-book materials: A practical manual. New Delhi: Reliance Publishing House, 1997.
7. Raju, A.A.N. Universal Decimal and Colon Classification. New Delhi: Ajanta, 1985.
8. Sehgal, R.L. an introduction to UDC. Agra: Y.K. Publisher.
9. Bose, H. UDC: Theory and Practice. New Delhi: Indian Bibliographic Centre.

## **Paper-V Viva Voce**

**(LIB130)**

## **Semester Second**

## **Paper-VI Information, Communication & Society (LIB140)**

**Unit-1** Information its Nature, Property and Scope: Comparative Study of Data, Information and Knowledge. Data: Definition, type's nature, properties and scope

**Unit- 2** Information Generation and communication: communication process and media, generation of information. Modes and forms of information, Information theory.

**Unit- 3** Information diffusion process, Knowledge Generation Cycle, Knowledge generation to Utilization, Personal Knowledge and Public Knowledge, Knowledge Acquisition: Learning Process. Social Epistemology of Knowledge, Knowledge and Social Survival.

**Unit -4** Information and Society: Social implication of information, information as an Economic Resource, information policy: national and international, information Society.

**Unit -5** Information communication system: Definition, Elements Barriers etc

### **BOOKS/ REFERENCES.**

1. Prasher, R.G. Information and its Communication. Ed.2. Ludhiana: Medallion Press, 2003.
2. Krishan Kumar. Research methods in Library & Information Science. New Delhi: Vikas, 1992.
3. Sandhu, A.N. and Singh, A. Research methodology in social science. Mumbai: Himalaya
4. Mudhol, Prasanna, Kumar. Multimedia: Its application in library Information Science. New Delhi: Indian Bibliographic Centre, 2002.
5. Thapa, Neelam. Slices of Library Automation. Agra: Y.K. Publisher, 2007.
6. Dhawan, K.S. Multi-media library. New Delhi : Indian Bibliographic Centre, 1997.
7. Malavya, V.C. Electronic Libraries. New Delhi: Indian Bibliographic Centre.

## **Paper-VII Organisation & Management of Library System (LIB150)**

**Unit –I:** Basic Concepts: Academic library system: Definition, types and their functions, Role of libraries in academic institutions, Role of UGC in the development of college and university, libraries, Staff recruitment – selection and training, Staff development motivation and quality improvement.

**Unit-2** Financial Management and Environmental Management: Budgeting: Types or Methods, Library Building Planning: Its Concept, elements and types, Furniture fitting and equipment: Standard and specifications.

**Unit -3** Collection Development and User Services: Collection development principles, policy and tools, User services: Types-Marketing of information Services and Products: Strategies, Maintenance Weeding, Stock Verification, Preservation of Library Materials

**Unit-4** Staffing Pattern and Staff Development for Academic Libraries: Norms and Patterns of Staffing, Continuing Education Programmes, Personnel Management

**Unit -5** Science and Technology information intermediaries. Database Designers and Managers. Media personnel as source of information.

### **BOOKS/ REFERENCES.**

1. Needhan, C.D. Organising Knowledge in libraries. Ed 2. London: Andre Deutsch, 1971.
2. Kumar, P.S.G. Knowledge organization, information processing and retrieval. New Delhi: B.R. Publishing.
3. Khanna, J.K. Fundamentals of Library Organization. Agra: Y.K. Publisher.
4. Sinha, Suresh C. Prolegomena to Universe of Knowledge. Agra: Y.K. Publisher.
5. Sharma, H.D. Library Building and Furniture, 1970.
6. Kaula, P.N. Library Building Planning & Design, Vikas, Delhi, 1971.
7. Sharma, J.S. Library Organization, Vikas, Delhi, 1978.
8. Krishan Kumar Library Organization, Vikas, Delhi, 1978.
9. Mittal, R.L. Library Administration: theory and practice, Metropolitan, Delhi.

## **Paper-VIII Information Technology & Application (LIB160)**

**Unit -1** Overview of information Technology: Computer technology, communication technology, Reprographic and micrographic technology, printing and publishing technology.

**Unit -2** Networking and telecommunications: Definition, types of networking (LAN, WAN) Data Transmission, communications, channels transmission media, switching mechanism topology Network.

**Unit -3** Internets and its services: origin and development, resource and through internet, searching on internet (WWW, subject directories, search Engine, user of internet access in libraries), internet

**Unit-4** Library Automation: Library housekeeping operation: Automated Acquisition automated serial control, automated circulation control, automated cataloguing system, silent features of SOUL.

**Unit-5** Computerized services: current awareness services, selective dissemination of information printed indexes, online search services, document delivery services, CD- ROM database products and services

### **BOOKS/ REFERENCES.**

- 1.Faruqi, Khalid K. Automation in libraries. New Delhi: Indian Bibliographic Centre, 1997.
- 2.Dhiman, Anil K. Basics of Information Technology for Librarians and Information Scientists. 2 Vols. New Delhi: Indian Bibliographic Centre, 2002.
- 3.Raman, R. Computer application to library and Information Services. New Delhi: Indian Bibliographic Centre.
- 4.Ahmed, Shamim. Computer in library management. New Delhi: Indian Bibliographic Centre, 1998.
- 5.Kumar, P.S.G. Computerization of Indian Libraries. New Delhi: Indian Bibliographic Centre.
6. Mahapatra, M. and Ramesh, D.B. (Eds.). IT applications in libraries: A textbook for beginners. Bhubaneswar: Reproprint (P) Ltd., 2004.
- 7.Panigrahi, R.M. Impact of Information Technology on Libraries. New Delhi: Indian Bibliographic Centre.
- 8.Panda, K.C. and Gautam, J.N. Information Technology (IT) on the cross road: From abacus to internet. New Delhi : Indian Bibliographic Centre, 1999.
- 9.Malavya, V Kocher, R.S. and Sudarshan, K.N. Library Automation: Issues and Principles. New Delhi: Indian Bibliographic Centre, 1997.
- 10.Sahoo, K.C. (Ed.). Information management with IT application. Ludhiana: Medallion Press, 2004.

## **Paper-IX Information Institution, Product & Services (LIB170)**

**Unit-1** Information Institution: Evolution and growth, information centre, types and their organization data centre data centers and referral centers, information analysis and consolidation centers.

**Unit-2** Literature searches and bibliographies, technical enquiry service. Document delivery service, translation service.

**Unit-3** Information products-information newsletter, house bulletins, in-house communications trade and products bulletins, state of art report, technical digests.

**Unit-4** Database support services, data base: types and use, database intermediaries such as searchers, editors etc. on line information systems and information networks, information standard for database design and development

**Unit-5** Study of AGRIS, INIS, DEVSIS, MEDLARS, OCLC, BLDSC.

**BOOKS/ REFERENCES.**

- 1.Chakrabarti, A.R. and Chakrabarti, B. Indexing: Principles, Process and Products. Calcutta: World Press, 1983.
- 2.Rajan, T.N. Indexing systems: concepts, models and techniques. Calcutta: IASLIC, 1981.
- 3.Prasher, R.G. Indexing and Indexing System. New Delhi: Medallion Press, 1989.
- 4.Kashyap, M.M. Database System: Design and development. New Delhi: Indian Bibliographic Centre, 1993.
- 5.Kawatra, P.S. 2000: Library and Information Systems in 21<sup>st</sup> century. New Delhi: Crest Publishing House.
- 6.Kashyap, M.M. Computer-based library information systems: Designing techniques. New Delhi: Sterling.
- 7.Barua,B.P. National Policy on Library and Information System and Services for India: Perspectives and Strategies. New Delhi: Indian Bibliographic Centre.
- 8.Rao,P. Bhaskara. Information Network and Resource Sharing. New Delhi: Indian Bibliographic Centre.
- 9.Neelameghana, A. and Prasad, K.N. Information systems, networks and services in India: Developments and trends. 2 Vols. New Delhi: Indian Bibliographic Centre, 1998.
- 10.Sehgal, R.L. An introduction to library network. New Delhi: Indian Bibliographic Centre, 1996.
11. Parida, Baman. Studies on information systems, services and programmes. New Delhi: Ajanta, 1993.
- 12.Sood, S.P. Documentation and Information Science. Agra: Y.K. Publisher.

**Paper-X Viva Voce**

**(LIB180)**