DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

REVISED SYLLABUS FOR TWO YEAR INTEGRATED MLISc WITH SEMESTER & CREDIT SYSTEM

SEMESTER – I (TOTAL 16 CREDITS)

COURSE NO.	COURSE TITLE	INDIVIDUAL CREDIT/S	TOTAL CREDITS
LISC – 101**	**Foundation Course in Library and Information Science** **Aim of this paper is to familiarize the students with the philosophy of Librarianship, Laws of Library Science and their implications.** **The Objectives are:** **1. To make students aware about the types of libraries and library associations.** **2. To introduce the concept of resource sharing and library movement.**		**4**
	Unit 1 a. Library as a Social Institution b. Education & Libraries. c. Culture & Libraries. d. Reading Habits	**1**	
	Unit-2: a. Normative Principles of Library Science- Five Laws of Library Science by S. R. Ranganathan & Principles of librarianship by D. Urqhart. b. Types of Libraries: Characteristics & functions of National, Public, Academic and Special libraries.	**1**	
	Unit-3: a. Professionalism b. Professional Associations	**1**	
	Unit-4: a. History of library movement with special Reference to India. b. Resource sharing: concept, need and Application in Libraries and Information Centres. C. Public Relations and Extension Activities	**1**	

| LISC – 102** | **A - Information Communication**

Aim: the intention of this paper is to provide knowledge about information, communication and information sources

Objectives:
 1. To introduce students with the concept of information and communication including channels, barriers and models.
 2. To provide knowledge about various information sources

Unit-1:
 a. Information Science
 b. Communication as basis of library and information science
 c. Information generation and communication
 d. Channels and levels of communications
Unit-2:
 a. Communication barriers
 b. Communication models
 c. Communication skills - practice

B - Information Sources

Unit-1:
 a. Introduction to Information Sources: meaning, definition, nature, evolution, characteristics, functions, importance and criteria for evaluation
Unit – 2:
 a. Type of Information Sources: primary, secondary, tertiary
 b. Non-documentary sources

Unit -3
 a. Non-print sources: offline and online

Unit-4:
 a. Practice: Study and Evaluation of Information Sources. | **2**

2 | **4** |

LISC – 103 **	Information Technology: Basics Theory		4
	Aim: The purpose of this paper is to provide knowledge about the information technology and its applicability in library & Information centers		
	Objectives : 1. **To introduce students computer and its components** 2. **To familiarize the students with various operating systems and Internet Searching**		
	Unit-1: a. Information Technology Definition, need, scope, components and objectives; historical background of computers; Architecture of computers		
	Unit-2: a. Operating systems & programming. b. Single user operating system; multiple user operating systems, programming languages, c. Algorithms Flow charting; Search and sorting Algorithms	1	
	Unit-3 a. Internet Searching – basics, b. Search strategies c. Search engines	1	
	Unit-3: Practice a. Use of Operating System. b. Word Processors. c. Database Creation, Search & retrieval. d. Internet Search	2	
LISC – 104	**Management of Libraries and Information Centres -A**		4
	Aim: The intention of this paper is to prepare students to carry out library house keeping operations.		
	Objectives : 1. **To train students in selecting and acquiring of documents.** 2. **To teach the practices of accessioning, circulation and maintenance of documents.**		
	Unit-1: a) Management: Concept, definition and scope. b) Functions and principles of Scientific Management & their application to library and information centers. Organisational structure	1	

	Unit-2: a) Library Housekeeping Operations: - Sections of Library and Information Centres; Book ordering; Acquisition and technical processing, Serials control, Circulation control, Maintenance, collection development stock verification. Online Bookshops	1	
	Unit-3: a)Financial management: - Budgeting Techniques and methods: PPBS, ZBB etc. b)Budgetary control: Cost effectiveness & cost benefit analysis.	1	
	Unit 4: a) Library Committee. b) Library Statistics. c) Library Reports. d) Library Rules & Regulations. e) Building & Space Management in Library and Information Centres	1	

SEMESTER – II (TOTAL 16 CREDITS)

LISC – 201 * *	**Knowledge Organisation, Information Processing: Theory** **Aim: the purpose of this paper is to impart knowledge about theories and practices in knowledge organization and document description.** **Objectives:** **1. To introduce various concepts and theories in classification and cataloguing.** **2. To provide knowledge about standard schemes of classification and various standards in document description and bibliographic exchange** **Classification Theory** <u>Unit-1:</u> a. Classification: definition, need & purpose; rules for division, theory of classification. b. Library Classification need, purpose and function; Knowledge Classification Vs. Book Classification; Special features of book classification. c. Notation: Need & Importance; types; qualities of a good notation, Mnemonics. d. Call No. & its structure, various parts and their functions.	2	**4**

	Unit 2 –
	  a. Classification schemes: Types & characteristics; Enumerated Vs. Faceted schemes;
	  b. Brief introduction to major Book Classification Schemes.
	  c. Dewey Decimal Classification: General outline; main class order, Relative location & Decimal fraction notation; Hierarchical structure; notation; synthetic devices, phoenix Schedules; maintenance and revision.
	  d. Latest Trends in Classification
	
	Cataloguing Theory
	Unit-1:
	a) Role of a cataloguer.
	b) Library Catalogue: Definition, Objectives, Purpose & Functions, Difference between Library Catalogue and Bibliography.
	c) Forms (Kinds) of Library Catalogue.
	d) Physical forms of Library Catalogue.
	e) Entries & their function.
	
	Unit-2:
	a) History of catalogue codes.
	b) OPAC
	c) Standardization of Bibliographic Description ISBD(M), ISBD(S), ISBD(NBM)
	d) Bibliographic Record Format (UNIMARC, CCF)
	e) Normative Principles of Cataloguing
	f) Subject Cataloguing
	g) Metadata
		2	

LISC – 202 * *	**Knowledge Organisation, Information Processing: Practice**
	
	Aim: The purpose of this paper is to provide practice in document classification and cataloguing.
	
	Objectives:
	  1. To impart skills in using DDC in classifying various documents
	  2. To impart skills in cataloguing documents using AACRII and
	
	A. Classification
	Dewey decimal classification (latest edition)
	
	Unit-1:
	  a. Main class; three summaries.
	  b. Synthesis in the schedules
	  c. Use of 7 tables.
		2	**4**

	Unit -2: a. Multiple syntheses **B. Cataloguing** Document Description according to AACR (Latest edition): Personal author/s; Collaborator; Shared responsibility; Institutions, Government, Proceedings etc.	2	

LISC – 203* *	**Information, Communication & Society**
	
	Aim: The intention of this paper is to introduce concept of information and knowledge management.
	
	Objectives:
	    1. To introduce students with the concept of information and communication, information economics, information management, knowledge management and resource sharing
	    2. To introduce students to various Library Acts
	
	Unit-1:
	   a. Data, Information and Knowledge
	   b. Economics of Information.
	   c. Information Management.
	   d. Knowledge Management.
	
	 Unit-2:
	   a. Genesis, development and evolution of Information society
	   b. Changing role of LICs in information society
	   c. Information industry: generators, providers and intermediaries
	
	Unit-3:
	   a. Library & Information Science Education.
	   b. Library Legislation
	   c. Library Standards
	
	Unit-4:
	   a. Intellectual Property Right, Right to Information Act. Copyright Act
	   b. Information Policies: National & inter - national Programmes (UAP) (UBC) etc.
		
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LISC – 204 * *	**Information Services & Systems**
	
	 Aim: The paper aims to provide in-depth knowledge about information services and products.
	
	 Objectives:
	     1. **To familiarize students with various information services, information repackaging and consolidation**
	     2. **To introduce the nature and purpose of reference and other services**		

	Unit-1:
	   a. Reference Service: Concept, Definition, Trends, Reference Interview, online reference service
	   b. Information Services- CAS, SDI, Bibliographic and referral services , Document Delivery & Translation services
		1	

	Unit-2:
	   a. Information consolidation and repackaging- content analysis.
	   b. Information Products: - Concepts, definition, need & trends; techniques & evaluation of alerting services (CAS, SDI);
		1	

	Unit-3:
	   a. Information systems: - Basic Concept, Types, Characteristics & components
	
	   b. Study of national, international & Commercial Information systems and services – Background, their services and products.
		1	

	Unit-4: a. Open Archive Initiatives (OAI) – Development of Institutional Repository ; Document Delivery Services	1	

SEMESTER – III (TOTAL 16 CREDITS)

LISC – 301 * *	Knowledge Organisation, Information Processing: Practice		4
	Aim: The purpose of this paper is to provide practice in document classification and cataloguing		
	Objectives:		
	1. To impart skills in using CC and UDC 2. To impart skills in cataloguing of non-print materials		

	A. Classification
	  a. Classification of documents according to CC (Ed. 6)
	  b. Classification of documents according to UDC.
		2	

	B. Cataloguing
	   Cataloguing of non-print materials
	  a. Cartographic materials
	  b. Microforms
	  c. Sound Recordings, Motion Pictures & Video Recording
	  d. Electronic Resources
		2	

LISC – 302	Research Methodology		4
	Aim: The aim of this paper is to develop research skills in students and enable them to carry out research in Library & Information Science		
	Objectives:		
	1. To give an advanced exposure to the students about the research 2. To develop acquaintance with intensive techniques and skills of research process. 3. To familiarize the art and style of writing a research report		

	Unit-1:
	  a. Research: Concept, definition, Types.
	  b. Research Design – Types of research; Design; Identification of a problem; Hypothesis; Literature search.
	  c. Designing of research proposals;
		1	

	Unit-2:
	  a. Research Methods: Historical, Descriptive, Experimental, Survey & Case Study.
	  b. Research Techniques & Tools: Questionnaire,
		1	

	interview, and observation, Sampling etc.
	c. Data preservation techniques.
	Unit-3:
	    a. Descriptive statistics; inferential Statistics;
	       Statistical Packages;
	    b. Bibliometrics - Concept & definition, laws.
	
	Unit-4:
	    a. Research reporting - Structure, styles and contents;
	       guidelines; style manuals, e-citations.
	    b. Current trends in LIS research.
		1
		
		1	

LISC – 303	**Information Technology Applications - Theory**
	
	Aim: The purpose of this paper is provide knowledge about the ICT and its applicability in library and information centers
	
	Objectives:
	    1. To introduce concepts such as networks, their types and uses in libraries, digital library
	    2. To familiarize students with library softwares and their evaluation
	    3. To develop skills to plan and implement library automation
	
	Unit-1:
	    a. Library Automation: Planning and Implementation
	    b. Automation of in-house operations; retrospective conversion; Bar-coding etc.
	    c. Library Software Packages: SOUL, LIBSYS, CDS/ISIS etc.
	
	Unit-2:
	    a. Components; networking; types of network protocols, network media; network hardware
	
	Unit-3:
	    b. Internet: advanced features:
	    c. HTML basics
	    d. Internet protocols and security.
	    e. Web 2.0
	
	Unit-4:
	    a. Digital Libraries: - Genesis, definition, objectives & scope, Digitization processes: input capture devices image editing software & OCR
	    b. File formats: image formats, audio formats, storage media formats,
		1
		
		1
		
		1
		
		1
			4

	c. Data warehousing, data mining,. d. Content management e. Artificial Intelligence/ Knowledge based system		

LISC – **304	**Information Technology Applications - Practice**
	
	Aim: The overall purpose is to provide students hands-on experience in the use of ICT for providing library and information services
	
	Objectives:
	    1. **To provide hands-on experience in the use of library software, CD and Internet search**
	    2. **To develop skills in web page designing.**
	
	Unit-1:
	    a. Creation & Maintenance of database by using library software package.
	
	Unit-2:
	    a. CD-ROM On-line Searching
	    b. Digitization of documents (scanning, OCR etc.)
	
	Unit-3:
	    a. Internet Searching – Web 2.0 tools
	    b. Content management software
	
	Unit-4:
	    a. Web page design and Creation
		
		1
		
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SEMESTER – IV (TOTAL 16 CREDITS)

LISC – **401	**Dissertation and viva-voce** **Aim: The aim and objective of the project is to develop skills in using research methods, techniques and tools**		**4**
LISC – **402	**Information Retrieval**		**4**

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	Aim: The aim of the paper is to introduce concepts in information storage and retrieval
	
	Objectives:
	    1. **To introduce the concept of ISR including indexing languages, vocabulary control, search strategies etc.**
	    2. **To familiarize students with Information retrieval models and develop skills in designing thesaurus**
	
	Unit-1:
	    a. Information Retrieval System: Concept, Definition, Characteristics, Components & Functions
	    b. Indexing: Concepts & Methods Pre & post co-ordinate indexing systems & citation indexing.
	    c. Abstracting: Concept & Types.
	
	Unit-2:
	    a. Indexing Languages & Vocabulary Control.
	    b. Natural Language indexing
	    c. Search Strategy –Boolean operators etc.
	    d. IR Thesaurus: structure and design
	
	Unit-3:
	    a. Information Retrieval models
	    b. Evaluation of IR systems
	
	Unit-4:
	    a. Design & development of IR Thesaurus.			

		1		
		1		
		1		
		1		

LISC – 403 * *	**Management of Library & Information Centres – B**
	
	Aim: The intention of this paper is to inculcate managerial skills in the students
	
	Objectives:
	    1. **To introduce students with the concept, history, styles and schools of management thoughts**
	    2. **To familiarize students with the concept of HRD, TQM , management of change and marketing of library and information services**
	
	Unit-1:
	a) History of Management Schools of thought, management styles and approaches
	b) MBO
			4

		1		

	Unit-2: a) System management and analysis: Study of a system; Performance evaluation of Library and Information Centres; Performance Measurement; Management of Information system; Project Management; PERT/CPM; Re-engineering; Time and motion study; SWOT; DFD	1	
	Unit-3: a) Management of change: Concept, problems & techniques of managing change b) TQM: Definition, concept, element, quality audit c) Technology management. d) Risk management e) Contingency management f) Marketing of Library and Information Services	1	
	Unit-4: a) Human resource planning & management- Job description and analysis, Job evaluation; Inter personal relations; Recruitment procedures; Motivation, Delegation, Decision making; Training and development; Performance appraisal; leadership qualities	1	

LISC – 404**	**Electives (Any One)**
	
	Aim: This paper aims to develop and manage Science Information Systems
	Objectives:
	    1. **To give knowledge about the discipline**
	    2. **To develop skills in designing and maintenance of Science Information System**
	
	A. Science Information System
	
	a) Study of the specialized subject/discipline – its structure & development; definition, terminology, branches and landmarks in the subject/discipline.
	b) Planning, design and evaluation of information systems.
	c) Database design, creation and development in the area – pertaining information components of the subject, study of data structure, selecting of DBMS, retrieval aspects, content creation and development.
	d) Information systems and networks in the subject/disciplines.
	e) Studying of information source & services.
	f) Internet based sources and services.
			4

B. Social Science & Humanities Information System

Aim: This paper aims to develop and manage Social Science Information Systems

Objectives:
1. **To give knowledge about the discipline**
2. **To develop skills in designing and maintenance of Social Science Information System**

a) Study of the specialized subject/discipline – its structure & development; definition, terminology, branches and landmarks in the subject/discipline.
b) Planning, design and evaluation of information systems.
c) Database design, creation and development in the area – pertaining information components of the subject, study of data structure, selecting of DBMS, retrieval aspects, content creation and development.
d) Information systems and networks in the subject/disciplines.
e) Studying of information source & services.
f) Internet based sources and services

C. Multimedia Application Development

Aim: This paper aims to provide knowledge about the concept or multimedia and its application in libraries and information centers.

Objectives:
1. **To provide knowledge about multimedia and related concepts.**
2. **To impart skills in the application of multimedia in Library & Information centers.**

Unit-1:
   a. Multimedia: Basic concepts & Application in Library & Information Services.

Unit-2:
   a. Image representation & Processing

Unit-3:
   a. Multimedia Information Delivery

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Unit-4:
   a. Project work in multimedia

D. Library & Users

Aim: The purpose of this paper is to educate the students about techniques of user survey and provide them knowledge about information literacy.

Objectives:
1. **To develop skills in users survey.**
2. **To familiarize students with the types of users, their information needs and ISB**
3. **To make them understand the concept and need of user study, information literacy**

Unit-1:

   a. Categories of users
   b. Information needs definitions and models
   c. Information seeking behaviour

Unit-2:
   a. Importance planning and organisation of user studies
   b. Method techniques and strategies of user studies
      • Sampling, interviews, questionnaire, diary and observations.

Unit-3:
   a. User education
   b. Information literacy

Unit-4:
   a. Creation of instruction manual – print
   b. Information literacy product – web based
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E. Information Analysis Repackaging & Consolidation

Aim: Aim of this paper is to introduce information analysis, repackaging and consolidation

Objectives:
1. To develop acquaintance with abstracting and trends in Information analysis
2. To impart skills in Information analysis, repackaging and consolidation.

Unit-1:
a. Abstracting: Types and guidelines In preparing abstracts.

Unit-2:
a. Repackaging and Consolidation: Content analysis, repackaging formatting and consolidation.

Unit-3:
a. Information Product: Nature, concept, types, design and development & marketing.

Unit-4:
a. Trends in Information Analysis, Repackaging & consolidation Including electronic content Creation
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F. Teaching of Library & Information Science

Aims: The aim is to develop teaching skills in LIS students

Objective:
1. To provide knowledge about philosophy and psychology of education.
2. To give information about various teaching methods.
3. To provide opportunity to practice LIS teaching

Unit 1:
a. Philosophy and psychology of Education.

Unit 2:
a. Teaching Methods.

Unit 3:
a. Nature of Library and Information Science.

Unit 4:
a. Practice

Suggested Readings:
SEMESTER – I

LISC – 101** Foundation Course in Library and Information Science:

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8. Ranganathan, S.R. The Five Laws of Library Science, Ed. 2 Bangalore: Sarada Ranganathan Endowment for Library Science, 1999
9. Sahai, Srinath. Library and Community. New Delhi: Today & Tomorrow, 1992
10. Sharma, Pandy.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992
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12. Vyas, S.D Library and society, Jaipur: Panchasheel.1993

LISC – 102** A - Information Communication
1. FID: Finding New Values and Services of Information, 1994
2. McGary K.J Communication, Knowledge and the Librarian, 1975
3. McGary K.J The changing context of information Technology, 1986
4. Rodriguez, Mur and Ferrante, A.J. Information Technology for the 21st Century: Managing the change, 1996
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& B - Information Sources
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2. G.G Chowdhary and Sudatta Chowdhary: Searching CD-ROM and Online Information sources. London: Facet Publishing,2001
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14. Walford, A. J: Guide to Reference Materials, London, Library Association, 1950, 3V
15. www.libraryspot.com
16. www.refdesk.com
17. www.infolibrarian.com

LISC – 103** Information Technology: Basics Theory

1. Arvind Kumar. Ed. Information Technology for all (2Vol). New Delhi, Anmol, 2006
2. Bansal, S.K. Information Technology and Globalisation, New Delhi: A.P.H. Publishing corporation, 2005
3. Basandra, S.K: Computers Today, New Delhi: Golgotia, 2002
4. Decson, Eric. Managing with Information Technology, Great Britan, Kogan page Ltd.2000
5. Forrester. W.H and Rowlands, J.L. The Online searcher's companion London, Library Association, 2002
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LISC – 104** Management of Libraries and Information Centres –A

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LISC – 202** Knowledge Organisation, Information Processing: Practice

LISC – 203** Information, Communication & Society

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LISC – 204** Information Services & Systems

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SEMESTER – III

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