SYLLABUS OF
TWO YEAR MASTER IN LIBRARY & INFORMATION SCIENCE UNDER SEMESTER-CUM- COURSE CREDIT SYSTEM

The MLISC Programme under Semester-cum-Course Credit System shall comprise of 22 numbered papers/courses spread over four semesters and carrying a total credit load of 78 Credit Hours. Each Theory paper/course and practical paper shall carry a load of 4 and 2 credits respectively. Each credit hour shall consist of 12 classes of one hour duration. Semester-wise distributions of the courses along with their respective titles are given here under:

FIRST SEMESTER

Course No.	Course Title	Credit Hours	Periods	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-01	Foundation of Library & Information Science	4	48	80	10	10	100
MLIS-02	Information Organization and Processing (Classification)	4	48	80	10	10	100
MLIS-03	Information Organization and Processing (Cataloguing)	4	48	80	10	10	100
MLIS-04	Information Sources, Systems and Networks	4	48	80	10	10	100
MLIS-05-A	Information Organization and Processing (Classification) Practical	2	72	40	5	5	50
MLIS-05-B	Information Organization and Processing (Cataloguing) Practical	2	72	40	5	5	50
MLIS-06	Seminar-I (Write up 30, Presentation 10)	2	24	40	5	5	50

SECOND SEMESTER

Course No.	Course Title	Credit Hours	Periods	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-07	Fundamentals of Computer and ICT	4	48	80	10	10	100
MLIS-08	Information Storage and Retrieval	4	48	80	10	10	100
MLIS-09	Search Strategy & Vocabulary Control	4	48	80	10	10	100
MLIS-10	Information Needs and Seeking Behaviour	4	48	80	10	10	100
MLIS-11	Computer Application Practical (Written 20 + Practical 50 + Viva 10)	2	60	80	10	10	100
MLIS-12	Seminar-II (Write up 30, Presentation 10)	2	40	40	5	5	50

THIRD SEMESTER

Course No.	Course Title	Credit Hours	Periods	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-13	Management of Libraries & Information Centres	4	48	80	10	10	100
MLIS-14	Research Methodology and Bibliometrics	4	48	80	10	10	100
MLIS-15	Internet & Web Resources	4	48	80	10	10	100
MLIS-16	Digital Library & Information Systems	4	48	80	10	10	100
MLIS-17	Library Software Practical (Written 20 + Practical 50 + Viva 10)	2	60	80	10	10	100
MLIS-18	Seminar-III	2	40	40	5	5	50

FOURTH SEMESTER

Course No.	Course Title	Credit Hours	Periods	University Exam.	Internal Assessment/ Periodic test	Home Assignment	Full Mark/ Total
MLIS-19	Preservation and Conservation of Library Resources	4	48	80	10	10	100
MLIS-20	Electronic Resource Management	4	48	80	10	10	100
MLIS-21	Marketing of Information and Knowledge Management	4	48	80	10	10	100
MLIS-22	Library Internship	4	-	100	-	-	100
Total Papers = 22 Total Credits = 78							

Course No: MLIS-01   FOUNDATION OF LIBRARY & INFORMATION SCIENCE
(FM: 100/4 CH)

UNIT-1   LIBRARY AS A SOCIAL INSTITUTION

    1.1   It's role in Information, Recreation and in Community Information
    1.2   Changing role of Library and Information Centers in Society
    1.3   Information Industry-Generators, Providers and Intermediaries

UNIT-2   NORMATIVE PRINCIPLES OF LIBRARY INFORMATION SCIENCE, LIBRARY LEGISLATIONS AND ACTS

    2.1   Five Laws of Library Science and Application of Five Laws in Library and Information Activities
    2.2   Library Legislation-Concept, Need, Purpose and the Salient Traits
    2.3   A brief sketch of Library Legislation so far made in different States in India
    2.4   Press and Registration Act, Delivery of Books (Public Libraries) Act 1954, Indian Copyright Act, 1957, Right to Information Act,2005

UNIT-3   LIBRARY DEVELOPMENT

    3.1   Development of Libraries with Special reference to India since 1900
    3.2   Role of UNESCO in development of Public Libraries
    3.3   National Information Policies in India, National Knowledge Commission
    3.4   Library Resource Sharing
    3.5   Library Systems: Public Library, Academic Library and Special Library-Their   distinguishing features and functions.

UNIT-4   LIBRARY AND INFORMATION PROFESSION AND EXTENSION ACTIVITIES

    4.1   Professional Ethics-The Concept and need
    4.2   Philosophy and Ethics of Librarianship
    4.3   Publicity and Extension Activities
    4.4   Outreach Programmes

UNIT-5   LIBRARY ASSOCIATIONS AND NATIONAL LIBRARIES

    5.1   Library Associations: Need, Objectives and Functions
    5.2   Library Associations: ILA, IASLIC, IFLA
    5.3   National Library: Its concept and role
    5.4   National Library of India and Library of Congress (USA)

Course No. MLIS-02 **INFORMATION ORGANISATION & PROCESSING**
(Classification)   **(FM: 100/4 CH)**

UNIT-1   FUNDAMENTALS OF LIBRARY CLASSIFICATION

    1.1   Definition, Need, Purpose and Functions of Classification, Basic
           Terminologies and historical perspectives
    1.2   Species of Library Classification Schemes: Enumerative Vs.
           Faceted and General Vs. Special
    1.3   Fundamental Categories (PMEST), Postulates pertaining to
           PMEST
    1.4   Facet Analysis, Principles of Facet Sequence, Phase Relation,
           Common Isolates

UNIT-2   GENERAL THEORY OF LIBRARY CLASSIFICATION

    2.1   Normative Principles of Library Classification
    2.2   Basic Study of major schemes of Library Classification: DDC,
           UDC and CC
    2.3   Call Number: Class Number, Book Number and Collection
           Number

UNIT-3   NOTATION

    3.1   Notations: Definition, Purpose, Types, Qualities, Canons
    3.2   Patterns of Notation used in DDC, UDC and CC
    3.3   Design of Library Classification Scheme: Basic considerations and
           methodology

UNIT-4   UNIVERSE OF KNOWLEDGE

    4.1   Modes of Formation of Subjects
    4.2   Different Types of Subjects
    4.3   Universe of Subjects as mapped in different Schemes of
           classification

UNIT-5   RECENT TRENDS IN LIBRARY CLASSIFICATION

    5.1   Relevance of Classification in the context of Computerized/Digital
           Libraries, Online Classification Schemes-Cyber Dewey, Citeceer,
           NetFirst, BUBL, OMNI
    5.2   Organizations, Societies and Research Groups-LRC, FID/CR,
           CRG, DRTC, ISKO
    5.3   Classification of web resources, Web ontology

Course No. MLIS-03INFORMATION ORGANISATION & PROCESSING
(Cataloguing)   **(FM: 100/4 CH)**

UNIT-1   BASICS OF LIBRARY CATALOGUING

          1.1   Catalogue: Definition & Concept, Purpose, Inner and Outer forms of Library Catalogue

          1.2   Types of Catalogues: Dictionary Catalogue vs. Classified Catalogue.

          1.3   Types of Entries according to AACR-II & Data elements in Different types of Entries

          1.4   AACR-2 and CCC: Features and Principles

UNIT-2   SUBJECT CATALOGUING AND INDEXING

          2.1   Principles & Objectives of Subject Cataloguing

          2.2   Assigning of Subject Headings using Sears List of Subject Headings and Library of Congress Subject Headings

          2.3   Pre-coordinate Indexing Systems: PRECIS, POPSI and Chain Indexing

UNIT-3   CATALOGUING OF NON-BOOK MATERIALS

          3.1   Non-Book Materials: Types, Advantages and Problems of Cataloguing of NBMs

          3.2   Cataloguing of Non-Book Materials using AACR-2 of the following

                 3.2.1   Manuscripts

                 3.1.1   Motion Pictures and Video Recording

                 3.1.2   Microforms

                 3.1.3   Computer Files

UNIT-4   COMPUTERISED CATALOGUING

          4.1   Need for Computerized Cataloguing,

          4.2   OPAC, WEBPAC

          4.3   Cataloguing of Web Resources/Digital materials

          4.4   Retro-conversion

UNIT-5   CURRENT TRENDS IN STANDARDIZATION, DESCRIPTION & EXCHANGE OF INFORMATION

          5.1 ISBDs

          5.2 Z39.50

          5.3 Dublin Core, ISO-2709

          5.4 CCF

          5.5 MARC

MLIS-04   **INFORMATION SOURCES & SYSTEMS**

(FM: 100/4 CH)

UNIT-1   INFORMATION, COMMUNICATION AND INFORMATION SOCIETY

1.1   Information: Definition,Types, Characteristics, Values and Use; Data, Information, Knowledge and Wisdom.
1.2   Information Science: Definition, Scope and linkages with other disciplines
1.3   Communication: Definition, Concept, Types, Communication Models (Theories): Shannon's Theory, Lasswell's Theory

UNIT-2   INFORMATION SOURCES

2.1   Sources of Information-Primary, Secondary & Tertiary; Documentary and Non-documentary
2.2   Bibliographical Sources: Bibliographies, Abstracting journals, Indexing Journals ; Bibliographical Control: Meaning, Purpose, UBC and UAP
2.3   Reference Sources: Dictionaries, Encyclopedias, Almanacs, Year Books, Directories, Handbooks, Manuals, News-Summaries, Concordances, Biographical, Geographical Information Sources

UNIT-3   ECONOMICS OF INFORMATION

3.1   Value of Information as a resource and commodity
3.2   Economics of Information Sources and Production
3.3   Information as a factor of production

UNIT-4   INFORMATION SERVICES

4.1   Information Services : Concept, Définition, Need&Purpose; Information Services vis-à-vis Reference Service
4.2   CurrentAwareness Services (CAS), SelectiveDissemination of Information (SDI), Bibliographic, Referral, Document Delivery Service (DDS)
4.3   Abstracting and Indexing Services: Meaning, Use. Types and Parts.

UNIT-5   INFORMATION SYSTEMS

1.1   Information System: Basic Concept, Components, Types, Characteristics
1.2   Evaluation of Information Systems
1.3   National Information Systems: NISCAIR, DESIDOC, NASSDOC, NISSAT; Global Information Systems: INIS, AGRIS, MEDLARS
1.4   Library Network: Meaning, Purpose, Function; Library Networks: DELNET, CALIBNET, MALIBNET, INFLIBNET, OCLC- their objectives, functions, services, and activities.

Course No. MLIS-05-A   INFORMATION ORGANISATION & PROCESSING

(Classification Practical)   **(FM: 50/2 CH)**

Classification of Documents representing Simple, Compound and Complex Subjects using the following Schemes of Library Classification:

1.   DDC 18th Edition
2.   UDC Medium Edition

Course No: MLIS-05-B   INFORMATION ORGANISATION & PROCESSING
(Cataloguing Practical)   (FM: 50/2 CH)

Cataloguing of documents: Personal Author, Pseudonyms, Corporate Authors and Simple Periodicals using AACR-II Revised Edition

Cataloguing of following non-book materials according to AACR-II Revised Edition:

(A)   Cartographic Materials
(B)   Manuscripts
(C)   Motion Pictures
(D)   Video Recording
(E)   Microform Documents

Course No.   MLIS-06   SEMINAR-I   **(FM: 50/2 CH)**

(A) Write up on a given topic to be submitted carries 30 Marks

(B) Presentation of the Seminar carries   10 Marks

SECOND SEMESTER

Course No. MLIS-07 **COMPUTER BASICS AND APPLICATIONS**

(FM: 100/4 CH)

UNIT-1   COMPUTER AND BASIC TERMINOLOGIES OF IT

1.1   Computer: Definition, Concept, History, Characteristics and functions
1.2   Computer Hardware: Memory, Input & Output devices
1.3   Basic Terminologies and their Conceptual Meaning: Log-on and Log-off, Online, Offline, Command, End User and Intermediary, Modem, Password, Prompt, Bit and Byte, and Response Time, Bandwidth, Processors, ASCII, bug, Back up, Virus, Micro Processor

UNIT-2   PROGRAMMING LANGUAGES AND SOFTWARE FUNDAMENTALS

2.1   Programming Languages :Types, Characteristics and their Applications
2.2   Computer Software- System Software and Application Software
2.3   Operating System: Windows and Linux

UNIT-3   NETWORKING

3.1   Definition, Need, Client server Architecture
3.2   Network types & Topologies
3.3   Components of a Network

UNIT-4   LIBRARY SOFTWARE AND AUTOMATION OF LIBRARIES

4.1   An Overview of Library Softwares, types and their features:
4.2   Library Automation: Definition and automated housekeeping operations
4.3   Selection and implementation of LMS software
4.4   Study of Individual Automation Software Packages and their application: LIBSYS, SOUL, KOHA &NewGenLib

UNIT-5   LATEST TRENDS IN ICT APPLICATION

5.1   Radio Frequency Identification (RFID) and its applications in libraries
5.2   Internet and Web technology: What is Internet, How does it work, Basic web terminologies- TCP/IP, DNS, URL, Telnet, FTP, WWW
5.3   Multimedia technology and its application in libraries

Course No. MLIS-08   INFORMATION STORAGE AND RETRIEVAL

(FM: 100/4 CH)

UNIT-1   FUNDAMENTALS OF INFORMATION RETRIEVAL SYSTEM

    1.1   Information Retrieval System (IRS): Definition, Concept, Components, Functions, and Qualities

    1.2   ISRS Systems: Design and Operation

    1.3   Database: Definition, Concept and Components, Structures-

UNIT-2   CLASSICAL MODELS OF INFORMATION RETRIEVAL

    1.1   Information Retrieval Models: Basic Concept,

    1.2   Boolean Model, Vector Model, Probabilistic Model

    1.3   Alternative Set Theoretic Models: Fuzzy Set Model, Extended Boolean Model

UNIT-3   EVALUATION AND COMPATIBILITY

    3.1   Evaluation of ISRS: Purpose, Criteria and Steps

    3.2   Common Evaluation Measures: Recall vrs Precision

    3.3   Evaluation Experiments and Initiatives: Cranfield Tests, SMART, TREC,CLEF, Evaluation of Search Engines

    3.4   Compatibility of Information Storage and Retrieval System: Areas of Compatibility; Interface Compatibility, Principal issues

UNIT-4   INTELLIGENTINFORMATION RETRIEVAL

    4.1   Intelligent Information Retrieval: Introduction, Intelligent Retrieval System: Artificial Intelligence (AI), AI applications in LIS

    4.2   Expert Systems: Definition, Kinds & Components, Application of Expert System in Library & Information Services

    4.3   Semantic Web

UNIT-5   RECENT TRENDS IN INFORMATION RETRIEVAL

    5.1   Web Information retrieval-Search Engines: Definition, functions and components,Meta Search Engines

    5.2   Natural Language Processing (NLP)

    5.3   Data mining, Data Warehousing, Web Mining: Concepts, Techniques and applications

Course No. MLIS-09   SEARCH STRATEGY AND VOCABULARY CONTROL
(FM: 100/4 CH)

UNIT-1   SEARCH STRATEGIES

    1.1   Search Strategy: Concept, need, development of a search
            strategy
    1.2   Process for Searching: Preparing to search, Feed back and
            Refining
    1.3   Basic Search Techniques: Word and Phrase, Boolean,
            Truncation, Proximity, Field, Metadata, Limit Search Techniques

UNIT-2   ONLINE SEARCHING

    2.1   Online Searching and Retrieval: Definition, Historical
            development, basic features
    2.2   Online Search tools: Search Engines, Directories,
    2.3   Google Search tools and techniques

UNIT-3   INDEXING LANGUAGE AND VOCABULARY CONTROL

    3.1   Indexing Language: Types and Characteristics
    3.2   Vocabulary Control: Definition and Purpose. Tools of Vocabulary
            Control
    3.3   Thesaurus: Structure and Function; Design/Construction of
            Thesaurus.

UNIT-4   INDEXING TECHNIQUES

    4.1   Post Coordinate Indexing, Uniterm, KWIC, KWOC, Keyword
            Indexing, Citation Indexing
    4.2   Automatic Indexing: Concept and Process; Manual vrs Automatic
            Indexing,
    4.3   Automatic Term Extraction and Weighing, Automatic Text
            Retrieval

UNIT-5   QUERY LANGUAGES

    5.1   Query Language: Basic Concept, need and function
    5.2   Keyword based Query: Single word queries, Context queries,
            Boolean queries, Natural Language queries
    5.3   Pattern Matching: Words, Prefixes, Suffixes, Substrings, Ranges,
            Allowing errors, Extended patterns
    5.4   Structural Queries: Fixed structure, Hypertext, Hierarchical

Course No. MLIS-10   INFORMATION NEEDS AND SEEKING BEHAVIOUR
(FM: 100/4 CH)

UNIT-1   TYPES OF USERS AND THEIR NEEDS
          1.1   Composition of User Community
          1.2   Classification of Users: Planners, Policy Makers, Managers,
                 R&D Personnel, People at Grass Root, Academics
          1.3   Assessment of Information Needs of Users

UNIT-2   METHODS AND TECHNIQUES OF USER STUDIES
          2.1   User Study: Its Need, Types, benefits, and Steps in Planning
                 User Studies, impact on LIS
          2.2   Questionnaire Method
          2.3   Case Study Method & Interview Method
          2.4   Observation Method and Survey Method

UNIT-3   INFORMATION SEEKING AND USES OF INFORMATION
          3.1   Information Seeking Behaviour (ISB): Concept and
                 Models.
          3.2   Information Seeking Behaviour of different user groups
          3.3   Uses of Information in various activities: Management
                 activities, Decision Making, R & D, Teaching & Learning,
                 social development

UNIT-4   USER EDUCATION AND EVALUATION OF USER STUDIES
          4.1   User Education: Concept, need,
          4.2   Methods of User Education
          4.3   Evaluation of User Studies: Definition, Need, and Criteria
          4.4   Methods and Steps in Evaluation

UNIT-5   INFORMATION LITERACY
          5.1   Information Literacy: Meaning and Concept
          5.2   Salient Features of Information Literacy
          5.3   Digital Information literacy and Library Users

Course No.   MLIS-11   COMPUTER APPLICATION PRACTICAL   (FM: 100/2 CH)

(Written: 20 Marks + Practical: 50 Marks + Viva-voce: 10)

UNIT-1   USE OF OPERATING SYSTEMS

        1.1   MS-DOS
        1.2   WINDOWS-XP
        1.3   Linux

UNIT-2   USE OF APPLICATION SOFTWARE

        2.1   MS-WORD
        2.2   EXCEL
        2.3   POWERPOINT

UNIT-3   INTERNET SEARCHING

        3.1   Searching through Search Engines
        3.2   Exploring and identifying reference sources on the Internet
        3.3   Searching Open Access databases

Course No.   MLIS-12   SEMINAR-II   (FM: 50/2 CH)

(A) Write up on a given topic to be submitted carries 30 Marks
(B) Presentation of the Seminar carries   10 Marks

THIRD SEMESTER

Course No: MLIS-13   Management of Libraries & Information Centres
(FM: 100/4 CH)

UNIT-1   BASICS OF MANAGEMENT

      1.1   Management: Concept, Administration vs. Management & Functions of Management
      1.2   Principles of Management & their application in libraries
      1.3   Management Schools of thought with specific reference to Scientific Management
      1.4   Management Information System (MIS)

UNIT-2   MANAGEMENT OF ROUTINE WORKS OF LICs

      2.1   Acquisition, Technical Processing, Circulation, Serial Control
      2.2   Stock Verification: Purpose, Importance, Methods
      2.3   Library Records and Statistics: Purpose, Types
      2.4   Annual Reports: Purpose, Features & Compilation

UNIT-3   HUMAN RESOURCE MANAGEMENT

      3.1   Human Resource Planning: Estimating Manpower Requirements, Recruitment & Selection, Induction & Deployment
      3.2   Job Analysis, Job Description & Job Evaluation
      3.3   Human Resource Development: Performance Appraisal, Training & Development, Motivation

UNIT-4   FINANCIAL MANAGEMENT AND TQM

      4.1   Sources of Finance
      4.2   Budgeting: Definition and Concept, Types of budgets-Line, ZBB, PPBS
      4.3   Total Quality Management (TQM): Its Concept, Techniques and Methods

UNIT-5   LATEST TRENDS IN LIBRARY MANAGEMENT

      5.1   Management of Change: Concept, need, impact, strategies
      5.2   Stress Management
      5.3   Time Management
      5.4   Project Management

Course No.   MLIS-14   RESEARCH METHODOLOGY AND DESIGN

(FM: 100/4 Credits)

UNIT-1   FUNDAMENTAL CONCEPTS OF RESEARCH

        1.1   Research-Definition, Concept, Elements, Functions, Purpose and Scope

        1.2   Research and its Classification - Pure Vs Applied Research, Individual Vs Collaborative, Interdisciplinary Vs Multidisciplinary, Team, Relay Research

        1.3   Factors to be considered in determining Research Problems

UNIT-2   RESEARCH METHODS AND DATA COLLECTION

        2.1   Methods of Research: Survey Method, Case Study Method and Delphi Techniques

        2.2   Scientific Method-Its Concept, History and Procedural Steps

        2.3   Methods of Data Collection: Primary data- Questionnaire, Interview and Observation

        2.4   Secondary data; Historical/Recorded data

UNIT-3   RESEARCH DESIGN, PLANNING AND REPORT WRITING

        3.1   Research Design - Its concept, Purpose, Attributes, Components and steps

        3.2   Synopsis-Its concept and Essential Components

        3.3   Hypothesis-Its concept, Functions, Types and Sources

        3.4   Report Writing-Concept, Attributes, Qualities and Outlines of a Good Report

UNIT-4   BIBLIOMETRIC STUDIES

        4.1   Bibliometrics – The concept and Origin and current developments- Sceintometrics, Webometrics, Informetrics

        4.2   Bibliometric Laws: Bradford's, Zipf, Lotka

        4.3   Bibliographic Coupling and Obsolescence

        4.4   Citation Analysis and Impact Factor

UNIT-5   STATISTICLA METHODS - BASICS

        5.1   Statistical Methods-Its Concept, Definitions, Basic Steps, Factors involved

        5.2   Frequency Distribution

        5.3   Mean, Median, Mode, Standard Deviation and Range

        5.4   Types of Time Series and Correlation

        5.5   Sampling Techniques-Data, Correlation and Regression, Use of z and x^2 Statistics

Course No.   MLIS-15   INTERNET AND WEB RESOURCES

<div align="right">(FM: 100/4 Credits)</div>

UNIT-1   GROWTH OF INTERNET AND WEB RESOURCES

    1.1   Internet: Definition & Concept, inception, growth and development
    1.2   Basic Internet services-E-Mail, FTP, Telnet, IRC, News groups
    1.3   Web Browser: Concept, function; Features of Internet Explorer & Firefox

UNIT-2   INTERNET AND ORGANIZATION OF WEB RESOURCES

    2.1   Organization of Web Resources: Classification & Cataloguing
    2.2   Selection and Acquisition of Web Resources: Need, Standards, and Criteria
    2.3   Online Database: It's Concept and Taxonomy-Bibliographic, Full text, Numeric ,Citation Searching

UNIT-3   INTERENET BASED INFORMATION RESOURCES

    3.1   E-resources on the Web, E-books, E-journals, E-prints, E-databases
    3.2   Open Access initiatives: Philosophy, grounds of OA, benefits, OA initiatives in India
    3.3   Library Consortia: Definition, need, function; Library consortia initiatives in India

UNIT-4   SUBJECT BASED INFORMATION SOURCES

    4.1   Web based Social Science Information
    4.2   Web based Information Sources in Health and Medicine
    4.3   Web based Information Sources in Business Management
    4.3   Web Based Information Sources in Engineering

UNIT-5   LATEST TRENDS AND TOOLS OF INTERNET

    5.1   Web 2.0: Definition and Concept, Features, Introduction to Web 3.0and Web 4.0
    5.2   Web 2.0 Tools: Wiki, Blog, Social Bookmarking, Video Sharing, Document Sharing, Social Networking, RSS
    5.3   Application of Web 2.0 in libraries- Library 2.0

Course No. MLIS-16   DIGITAL LIBRARY & INFORMATION SYSTEMS

(FM: 100/4 Credits)

UNIT-1   INTRODUCTION AND OVERVIEW TO DIGITAL LIBRARIES

    1.1   Digital Libraries: Conceptual Framework; Definitions, Models and Theories
    1.2   Overview of issues involved in building digital libraries;
    1.3   Academic and Research Perspective: Challenges and Concerns for Digital Library
    1.4   Digital library projects, initiatives and standards

UNIT-2   COLLECTION DEVELOPMENT IN DIGITAL LIBRARIES

    2.1   Digital Resources: Nature, Characteristics and types
    2.2   Building Digital Library Resources – Born Digital and Digitized, Digital Content (Image and Text) Creation: general issues, digitization process, standards, file formats, Unicode, Metadata
    2.3   Selection and Acquisition of materials for Digitization
    2.4   Digital Collection Management and Evaluation – Issues and Strategies

UNIT-3   DIGITAL LIBRARY ARCHITECTURE

    3.1   DL Architecture Overviews, Principles and Types: Distributed, Federated, Service Oriented and Component based Architectures.
    3.2   Digital Library Components: Identifiers – Handles – Digital Object Identifier (DOI) Persistent Uniform Resource Locator (PURL) Interoperability, Security
    3.3   Digital Library Software: Open Source – GSDL, EPrints, DSpace, Fedora, and Proprietary/Commercial
    3.4   User Interfaces – Multilingual, Personalization and Visualization

UNIT-4   INFORMATION MANAGEMENT AND ACCEESS

    4.1   Knowledge Organisation; Metadata: Role of Metadata in Digital Resource Management; Harvesting,
    4.2   Standards –MARC XML, Dublin Core (DC), METS U/SRW etc.,Ontologies and Thesauri – Simple Knowledge Organization System (SKOS), Web Ontology language (OWL)
    4.3   Information Access - Data Models, Text and Multimedia – Object retrieval, Querying; EGovernance: Architecture
    4.4   Information Discovery – Harvesters and Federated Search Engines, Open Archives Initiatives (OAI Model), Protocol, For Metadata Harvesting (PMH), OpenURL, Subject Portals/ Gateways/Virtual Libraries, Web 2.0

UNIT-5   PRESERVATION AND LEGAL ISSUES

    5.1   Legal Issues – Intellectual Property Rights (IPR), Copyright, Licenses – GNU, Creative Commons, Network, Information and Data Security;
    5.2   Approaches to Digital Preservation: Policy, Strategy, Tools, Evaluation and Cost Factors
    5.3   Preservation Metadata Maintenance Activity (PREMIS) and Preservation Projects
    5.4   Archiving: Concepts, Methods and Procedures

Course No.   MLIS-17   LIBRARY SOFTWARE PRACTICAL

(FM: 100/2 Credits)

(Written: 20 Marks + Practical: 50 Marks + Viva-voce: 10)

UNIT-1   CREATION AND MAINTENANCE OF BIBLIOGRAPHIC DATABASES

   1.1   MS-ACCESS
   1.2   CDS/ISIS
   1.3   WIN/ISIS

UNIT-2   HANDS ON EXPERIENCE WITH LIBRARY AUTOMATION SOFTWARE (ANY ONE SUBJECT TO AVAILABILITY)

   2.1   SOUL
   2.2   LIBSYS
   2.3   NewGENLIB
   2.4   E-Granthalaya
   2.5   Koha

UNIT-3   DIGITAL LIBRARY SOFTWARE (ANY ONE)

   3.1   GSDL
   3.2   D-Space
   3.3   E-Print

Course No.   MLIS-18   SEMINAR-III

(FM: 50/2Credits)

(A) Write up on a given topic to be submitted carries 30 Marks

(B) Presentation of the Seminar carries   10 Marks

FOURTH SEMESTER

**Course No.   MLIS-19   PRESERVATION AND CONSERVATION OF LIBRARY
RESOURCES**

(FM: 100/4 Credits)

UNIT-1   CONCEPT OF PRESERVATION AND CONSERVATION

      1.1   Preservation and Conservation: Concept, Need & History
      1.2   Evolution of Writing Materials
      1.3   Inherent characteristics of the Library Materials – Manuscripts, Books, Periodicals and Newspapers

UNIT-2   HAZARDS TO LIBRARY MATERIALS

      2.1   Environmental Factors – Temperature, Humidity, Light and Dust
      2.2   Biological Factors – Fungi, Insects and Other Pests
      2.3   Chemical Factors – Chemicals used in Production and Preservation of Documents

UNIT-3   PREVENTIVE METHODS OF PRESERVATION OF LIBRARY RESOURCES

      3.1   Preventive Measures for Environmental Factors
      3.2   Preventive Measures for Biological and Chemical Factors
      3.3   Disaster Preparedness/Response
      3.4   Care and Handling of Library Resources

UNIT-4   NON-BOOK MATERIALS AND THEIR PRESERVATION

      4.1   Variety of Non-Book Materials
      4.2   Physical Environment for Storing of Non-Book Materials
      4.3   Care and Handling of Non-Book Materials

UNIT-5   CURRENT TRENDS IN PRESERVING THE LIBRARY MATERIALS

      5.1   Digital Preservation: It's Need
      5.2   Challenges and Strategies for Preserving Digital Contents
      5.3   Role of International/National Organisations
      5.4   Indian Initiatives towards Digital Preservation

CourseNo. MLIS-20   **ELECTRONIC RESOURCE MANAGEMENT**
(ELECTIVE PAPER)

(FM: 100/4 Credits)

UNIT-1   INTRODUCTION TO E-RESOURCES

1.1   Electronic Resources: Definition, Emergence, features, advantages and disadvantages, Print vs E-resources
1.2   Types of E-Resources: Databases, E-Books, E-Journals, Multimedia objects, E-references, Scholarly materials, Subject Guides, Web Search Tools, Subject Gateways
1.3   Effective E-Resource Framework, E-Resource Life Cycle

UNIT-2   ELECTRONIC RESOURCE MANAGEMENT SYSTEM (ERMS)

2.1   ERMS: Concept, need, features, types, functional requirements, benefits
2.2   Application Modules of ERMS
2.3   ERM Technology Framework: OpenURL, DLFERM

UNIT-3   ERM WORKFLOW

3.1   Principles and Policies of E-Resource Development, Selection, Licensing, Renewal, Deselection
3.2   Acquisition, Technical Services, Delivery, ILL, Marketing and maintenance
3.3   Content Providers, Library-vendor relation, and collaboration

UNIT-4   USAGE, EVALUATION AND IPR

4.1   Use Statistics-COUNTER, Citation Studies, Observation Logs, Interviews and Focus Groups
4.2   Evaluation of E-Resources: Need, Criteria and Methods
4.3   Copyright, Fair use, Relevant Acts, Digital Rights Management (DRM)

UNIT-5   ARCHIVING AND PRESERVATION

5.1   E-Archives: Meaning, Features, Registry Models
5.2   Preservation of E-Resources: Meaning, Challenges, issues and strategies
5.3   Preservation Policies, Preservation Initiatives-LOCKS and CLOCKS

Course No.MLIS-21   **MARKETING OF INFORMATION AND KNOWLEDGE MANAGEMENT**

(FM: 100/4 Credits)

UNIT-1   FUNDAMENTALS OF MARKETING

    1.4   Marketing: Concept, need
    1.5   Market Segmentation
    1.6   Marketing Mix

UNIT-2   MARKETING OF LIS PRODUCTS AND SERVICES

    2.4   LIS Products and Services as a Marketable Commodity-Pricing, Distribution Channels and Communication Strategies
    2.5   Information Analysis, Consolidation and Repackaging: Concept, Need, Purpose, types of consolidation products and their design
    2.6   Advertising, Sales Promotion, Public Relations and E-Marketing

UNIT-3   VALUING LIS RESOURCES AND SERVICES

    3.5   Value: Concept, types and
    3.6   Value of LIS services: History, Importance, Levels and Areas
    3.7   Methods in determining value in Library Services- Cost-Benefit, Return on Investment, Balance Score Card and TQM

UNIT-4   KNOOWLEDGE MANAGEMENT

    4.4   Knowledge Management : Concept, Scope and Principles
    4.5   Types of Knowledge
    4.6   Information Management Vs Knowledge Management

UNIT-5   APPLICATION OF KNOWLEDEG MANAGEMENT IN LIS

    5.6   Knowledge Management in Libraries
    5.7   Tools of Knowledge Management in Libraries
    5.8   Role of Librarian in Knowledge Management

Course No. MLIS-22   Library Internship

(FM: 100/4 Credits)

(Objective of the paper)

It provides the practical exposureof working in a library/Information center. The students will have to undergo internship in any Library/Information center for a period of minimum six weeks during the semester. The students will work in different functional units of the library/Information center under the guidance of the Librarian or Center Head of the respective library/Information centre.

At the completion of the internship the studenthas to submit a work completion certificate and evaluative report,wherein the area /field of exposure as given below should be mentioned.

- Acquisition system
- Technical processing
- Journal Management
- Reference Service
- Digital Library System
- User service
- Any other

The report submitted by the students will be evaluated by two external examiners as p mmer the following marking pattern:-

Work completion certificate- 20 Marks
Evaluating report   - 60 Marks
Viva   - 20 Marks