



**Syllabus of  
Master of Library and Information Science  
(MLIS)**

w.e.f  
Jul 2016 Session

## Course Structure

Paper 1-Information, Communication and Society  
Paper 2–Information Sources, Systems and Services  
Paper 3–Information Processing and Retrieval (Theory)  
Paper 4–Information Institutions, Products and Services  
Paper 5- Management of library and Information Centres  
Paper 6 - Information Technology: Application  
Paper 7 - Research Methodology

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### **Elective Paper (Paper-8) (Any one):**

E1: Preservation and Conservation of Library Materials  
E2: Academic Library System  
E3: Public Library System

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Paper-9: Dissertation

## Detailed Syllabus

### **Paper 1 : INFORMATION, COMMUNICATION AND SOCIETY**

#### **Module-1 : Information : Its Nature, Property and Scope**

Unit-1: Comparative Study of data, information and knowledge  
Unit-2: Data: Definition, Types, Nature, Properties & Scope  
Unit-3: Information: Definition, Types, Nature, Properties & Scope  
Unit-4: Information Science as a discipline

#### **Module-2 : Information Generation and Communication**

Unit-5: Evolution of human communication and Media  
Unit-6: Generation of information: Models and Forms  
Unit-7: Information Theory : Shannon & Weaver, Entropy  
Unit-8: Communication process & media

#### **Module-3 : Knowledge Generation Cycle**

Unit-9: Structure and Development of Knowledge  
Unit-10: Knowledge Generation to Utilization  
Unit-11: Knowledge and Societal Survival

#### **Module-4 : Information and Society**

Unit-12: Social Implications of information  
Unit-13: Information as an economic Resource  
Unit-14: Information Policies : National & International  
Unit-15: Information Society

### **Paper 2 : INFORMATION SOURCES, SYSTEMS AND SERVICES**

#### **Module-1 : Multimedia**

Unit -1: Physical Media of Information  
Unit - 2 Print - media, Multimedia (Hypermedia) & Hypertext  
Unit - 3 Non - print media: Microform, Electronic and Optical media

#### **Module - 2 : Information Sources. Systems and Services Subject - Wise Organised**

- Unit - 4: Humanities
- Unit - 5: Social Sciences
- Unit - 6: Science and Technology
- Unit - 7: Non - disciplinary Subjects
- Unit - 8: International Organisations

**Module - 3 : Information Sources for Users**

- Unit - 9: Content analysis and its correlation to clientele
- Unit -10: Customised Organisation of Information Sources
- Unit - 11 : Aids to Information Sources

**Module- 4 : Information Services**

- Unit -12 : Information Services: concepts, definitions, need and trends
- Unit -13 : Evaluation of Alerting Services (CAS, SDI), Bibliographic, Referral, Document Delivery and Translation Services
- Unit -14 : Study of National and International Information Systems and Services

**Paper 3 : INFORMATION PROCESSING AND RETRIEVAL(THEORY)**

**Module-1 : Intellectual Organisation of Information**

- Unit-1 Intellectual Organisation : an Overview
- Unit-2 Classification Systems : General Systems
- Unit-3 Classification Systems : Special Systems
- Unit-4 Thesaurus : Structure and Functions

**Module-2 : Bibliographic Description and Subject Indexing**

- Unit-5 Bibliographic description: an overview
- Unit-6 Standards for Bibliographic Record Format
- Unit-7 Bibliographic description of non-print media
- Unit-8 Metadata
- Unit-9 Indexing in theory and practice

**Module-3 : Indexing Languages and Vocabulary Control**

- Unit-10 Indexing Languages : Types and Characteristics
- Unit-11 Vocabulary Control, Tools of Vocabulary Control
- Unit-12 Structure and Construction of an IR Thesaurus
- Unit-13 Trends in Automatic Indexing

**Module-4 : Information Retrieval**

- Unit-14 IR Models, Search Strategies, Feedback
- Unit-15 Evaluation of IR Systems
- Unit-16 Information Retrieval Techniques
- Unit-16 Trends in IR Models

**Paper 4 : INFORMATION INSTITUTIONS, PRODUCTS AND SERVICES**

**Module-1 : Information Institutions**

- Unit-1 Information Institutions : Evolution and Growth

- Unit-2 Information Centres : Types and their Organisations
- Unit-3 Data Centres and Referral Centres
- Unit-4 Information Analysis and Consolidation Centres

**Module-2 : Information Services**

- Unit-5 Literature Searches and Bibliographies
- Unit-6 Document Delivery Service
- Unit-7 Translation Services

**Module-3 : Information Products**

- Unit-8 Information Newsletters, House Bulletins, In-house Communications
- Unit-9 Trade and Product Bulletins
- Unit-10 State-of the-art Report and Trend Reports
- Unit-11 Technical Digest

**Module-4 : Data-base Support Services**

- Unit-12 Data-bases : types and uses
- Unit-13 Data-base Intermediaries such as Searchers, Editors, etc.
- Unit-14 On-line Information Systems and Information Networks

**Paper 5 : MANAGEMENT OF LIBRARY AND INFORMATION CENTRES**

**Module-1 : Management Perspectives**

- Unit-1 Principles of Management
- Unit-2 Management Functions
- Unit-3 Managerial Quality and Leadership
- Unit-4 Schools of Management Thought

**Module-2: System Analysis and Control**

- Unit-5 Library as a System
- Unit-6 Project Management, PERT\CPM
- Unit-7 Decision Tables
- Unit-8 Performance Evaluation, Standards, MIS
- Unit-9 Work Flow and Organisation Routines

**Module-3 : Personnel Management**

- Unit-10 Overview of Personnel Management
- Unit-11 Manpower Planning
- Unit-12 HRD-Quality Improvement Programmes
- Unit-13 Performance Appraisal
- Unit-14 Total Quality Management

**Module-4 : Financial Management**

- Unit-15 Budgeting and Types
- Unit-16 Budgetary Control System
- Unit-17 Costing Techniques

- Unit-18 Cost Effectiveness and Cost Benefit Analysis  
Unit-19 Outsourcing

## **Paper 6 : INFORMATION TECHNOLOGY : APPLICATIONS**

### **Module-1 : Library Automation**

- Unit-1 Planning and Implementation of Library Automation  
Unit-2 Computer-based Acquisition Control  
Unit-3 Computer-based Cataloguing  
Gist & Unicode standard, ASCII, ISCII  
Unit-4 Computer-based Serials Control  
Unit-5 Retro-Conversion, Bar-coding

### **Module-2 : Database Management System**

- Unit-6 Database Models  
Unit-7 Software System  
Libsys, TLMS, VTLS, CDS/ISIS, Oracle/Postgras, SQM/MSSQL  
Unit-8 OPAC Systems  
Unit-9 Database Structure, Organisation and Search

### **Module-3 : Operating Systems and Programming**

- Unit-10 Single User Operating System - MS Windows  
Unit-11 Multiuser Operating System LINUX, UNIX, Windows NT  
Unit-12 Programming Languages; Algorithms  
Unit-13 Flowcharting  
Unit-14 Search and Sorting Algorithm and Data Structure

### **Module-4 : Networking**

- Unit-15 Resource Sharing through Networks  
Unit-16 Networks and their Classification  
Unit-17 Network Architecture and Services  
Unit-18 Bibliographic Information Networks

## **Paper 7: RESEARCH METHODOLOGY**

### **Module-1: Introduction to Research Methodology**

**Unit 1:** Concept, Need, Purpose of Research

**Unit 2:** Types of Research methods (Scope: Fundamental, Applied, Quantitative and qualitative)

**Unit 3:** Steps of Research

**Unit 4:** Ethical and Social aspects of research (Scope: general theoretical overview)

### **Module-2: Research Methods and Design**

**Unit 5:** Research Methods: Quantitative

**Unit 6:** Research Methods: Qualitative

**Unit 7:** Problems, Hypothesis/ Research Question, Variables

**Unit 8:** Literature Review: techniques

### **Module-3: Data Collection, Analysis and Interpretation**

**Unit 9:** Data Collection: tools and techniques (Scope: Tools and Techniques: Sampling Questionnaire, Interview, Schedules, Observation, Scaling, Role of NSSO, Census, etc.)

**Unit 10:** Presentation of Data: techniques (Scope: Tabular and graphical, frequency distribution, etc.)

**Unit 11:** Data analysis and Interpretation: an overview (Scope: basic theory, objectives, goals, etc., Statistical packages- MS Excel, SPSS, R, etc.)

**Unit 12:** Application of statistical techniques (Scope: measures of central tendency, measures of dispersion, correlation and regression, testing hypotheses)

### **Module 4: Research communication and promotion**

**Unit 13:** Report writing: format and structure; Study of Style manuals, Citation standards, Plagiarism detection

**Unit 14:** Research communication: process and channels (Scope: Research in progress, etc.)

**Unit 15:** Research promotion agencies: their roles (Scope: Government Agencies-UGC, UGC-DEB, TIFR, DST, DSIR, ICSSR, ICHR, TISS, ISI, NISCAIR, and others).

**Unit 16:** Trend in LIS Research

### **Elective Courses**

#### **E1 : PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

##### **Module-1 : Concept of Preservation and Conservation of Library Materials**

Unit-1            Need for Preservation

Unit-2            Evolution of Writing Materials

##### **Module-2 : Library Materials**

Unit-3            Palm Leaves : Their Nature and Preservation

Unit-4            Manuscripts, Books, Periodicals, Newspapers, etc.

Unit-5            Non-Book Materials

Unit-6            Micro-documents

**Module-3 : Enemies of Library Materials**

- Unit-7 Physical Agents
- Unit-8 Chemical Agents
- Unit-9 Biological Agents
- Unit-10 Digital Preservation

**Module-4 : Control of Deterioration**

- Unit-11 Environment Control
- Unit-12 Control of Micro-biological Agents
- Unit-13 Rehabilitation of Documents
- Unit-14 Repair and Restoration
- Unit-15 Conservation of Non-book Materials

**Module-5 : Binding**

- Unit-16 Different types of Binding for Library Materials
- Unit-17 Binding Materials and their varieties
- Unit-18 Binding Process
- Unit-19 Standards for Binding

**E2: ACADEMIC LIBRARY SYSTEM****Module-1: Academic Library**

- Unit-1 Nature and Characteristics
- Unit-2 Role of Library in Academic Support System
- Unit-3 Librarian and Teacher, Coordinated academic Team
- Unit-4 Library as Learning Support
- Unit-5 Library and Higher Education

**Module-2 : Kinds of Academic Library**

- Unit-6 Academic Institutions and their Libraries
- Unit-7 Users' Groups and their Needs
- Unit-8 Library Services and Users' Support within and beyond the Library
- Unit-9 Role of Library in different kinds of Academic Institutions
- Unit-10 Integration of Classroom teaching and Library Support

**Module-3 : Organization and Management of Library Services**

- Unit-11 Departmentalization and Coordination of Library Services
- Unit-12 Library Committee and their Functions, Library Authority
- Unit-13 Curriculum Development and Collection Development
- Unit-14 Reference Services, Information Services and Referral Services
- Unit-15 Users' Services

**Module-4 : Collection Development**

- Unit-16 Collection Development : Policies and Procedures
- Unit-17 Problems of Collection Development
- Unit-18 Library Collection—Books,Serials, etc.
- Unit-19 Cooperative Collection Management
- Unit-20 Infra-structural Facilities, Library Planning, Library Building, Equipment, etc.

## **E3: Public Library System**

### **Module- 1**

- Public Library: Origin and Growth
- Public Library and Society
- Agencies in the Promotion and Development of Public Library System
- Library Policy and Legislation

### **Module- 2**

- Resource Mobilization and Financial Resources
- Physical and Documentary Resources
- Human Resource Development

### **Module- 3**

- Organizational Structure of Public Library System
- Public Library Standards
- Governance and Performance Evaluation of Public Libraries

### **Module- 4**

- Types of Library Services
- Application of Information Technology in Public Libraries
- Resource Sharing and Networking
- Public Library Scenario in the United Kingdom and the United States of America

## **List of Reference Books**

- Paper I      McGarry, Kevin : The changing Context of Information : An Introductory analysis. 2nd ed., Library Association, 1993.
- Paper I      Debons, A.ed : Information Science : a search for identity. Dekker, 1974.
- Paper I      Vickery, B. C. and Vickery, A : Information science in theory and practice. Butterworths 1990.
- Paper I      Budd, John M : Library and its users, Greenwood press, 1992



- Paper I Nonaka, I and Takeuchi, H : The Knowledge Creating Company. O.U.P., 1995
- Paper I Feather and Sturges : International Encyclopaedia of library and information Science, Routledge, 1997
- Paper II Atherton, Pauline : Handbook for information systems and services, Unesco, 1977.
- Paper II Gupta, B. M. ed : Handbook of libraries, archives and information centres in India. Vol 9, Aditya Prakashan, 1991
- Paper III Mahapatra, P. K. and Chakrabarti, B : Knowledge Management in Libraries, Ess Ess., 2002
- Paper III Taylor, Arlene G : The organization of information, Libraries Unlimited, 1999.
- Paper III Chakraborty, A. R. and Chakrabarti, B. : Indexing : principles, processes and products, World Press, 1984.
- Paper III Foskett, A. C. : The Subject approach to information. 5th ed. Library Association, 1996.
- Paper III Wynar Bohdan S : Introduction to cataloging and classification. 8th ed. by Arlene G. Taylor, Libraries unlimited, 1992
- Paper IV Evans, Edward. G. & Zarnosky, M. R. : Developing library and information Center Collection. Libraries Unlimited, 2004.
- Paper IV Saracevic. Tefko and Wood, J : Consditation of information : A handbook of evaluation, restructuring and repackaging of scientific and technical information, Unesco, 1981.
- Paper V Narayana, G. J : Library and Information management, Prentia-Hall, 1991
- Paper V Drucker, Peter F : Management Challenges for the 21st Century. Harper Business, 1999
- Paper VI Lancaster, F. W. and Sandore, B : Technology and Management in library and information services. LA. 1997.
- Paper VI Wright, Keith C : Computer-related technologies in library operations, Gower, 1995
- Paper VI L. J. Haravu : Library automation : design, principles and practice. Allied, 2004
- Paper VI Cooper, M. D. : Design of library automation system : file structure, data structure and tool gohse wiley, 1996.
- E<sub>1</sub> Mahapatra, P. K. and Chakrabarti, B : Preservation in libraries : perspectives, principles and practice, Ess Ess, 2003.
- E<sub>1</sub> Kathpalia, Y. P. : Conservation and restoration of archive materials. Unesco., 1973.
- E<sub>1</sub> Chakrabarti, B. and Mahapatra, P. K. : Library Collection : selection and preservation, world Press.
- 7 Ghosh, B. N. Scientific method & Social research. Sterling Publishers, 1982
- E
- 7 Slater, M. ed. Research methods in library and information studies. Lbrary Asociation Publications 1990.
- E<sub>2</sub> Busha, Charles H and Harter, Stephen P : Research methods in librarianship : techniques and interpretation. Academic Press, 1980.
- E<sub>3</sub> Davinson, Donald : Academic and legal deposit libraries : An examination guidebook. Clive Bingley, 1969.
- E<sub>3</sub> Mcdonald, J & Micikon, B : Academic libraries : The dimensions of their effectiveness, Greenwood Press, 1994.