# MLISc – First Semester
## Paper – I : INFORMATION, COMMUNICATION  & SOCIETY

| Code | Name of Paper | L | T | P | TOTAL |
|---|---|---|---|---|---|
| LIB -140 | Information, Communication  & Society | 04 | 00 | 00 | 04 |

**Syllabus**

**Unit – I** Information its Nature, Property and Scope : Comparative Study of Data, Information and Knowledge, Data : Definition, types nature, properties and scope

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

**Unit – III** 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 – IV** Information and Society: Social Implication of Information, Information as an Economic Resources, Information Policy : National and International, Information Society

**Unit – V** Information Communication System: Definition, Elements Barriers etc

**Recommended Books**

1. Prasher, R.G. Information and it's 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: It's 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 Center 1997.7 Malavya, V.C Electronic Libraries. New Delhi : Bibliographic Centre

# Paper – II :  INFORMATION SYSTEMS & PROGRAMMES

| Code | Name of Paper | L | T | P | TOTAL |
|------|---------------|----|----|----|-------|
| LIB 190 | Information Systems & Programmes | 04 | 00 | 00 | 04 |

## Syllabus

### Unit – 1 : Information Systems and Organisations

Information Organisation as a System : Basic Concepts, Types and Characteristics of an Information  System

Kinds of Information System : Libraries, Documentation Centers and Information Courses

Data Centers, Information Analysis Centers, Referral Centers and Clearing Houses

Archives and Translation Pools : Functions and Services

### Unit – II : National Information System and Policy

Planning and Design of National Information System

National Information Policy

National Information Systems : NISCAIR, DESIDOC, NASSDOC, SENDOC,NDCMC, ENVIS.

### Unit – III : Global  Information Systems

Programmes and Activities of UNESCO, UNISIST and IFLA, etc

INIS, AGRIS, INSPECT and MEDLARS, etc

### Unit – IV : Resource Sharing, Library Networks and Library Consortia

Programmes and Activities of INFLIBNET and DELNET

CSIR E – Journals Consortium, UGC – INFONET Digital Library Consortium

### Unit – IV : INFORMATION SERVICES AND INFORMATION PRODUCTS

Information Services

Literature Search

Documentation Services, Translation Services
CAS, SDI, Document Delivery Services, Alert Services and INTERNET SERVICES

Information Products: Newsletter, In – house Journal, State of the Art Report, Trend Report. Etc

**RECOMMENDED BOOKS**

1. Atherton ( Pauline). Handbook for information system and services 1997. UNESCO, Paris.

2. Baman. Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.

3. Barua ( B P ). National Policy on library and information systems and services for india: perspectives and projections. 1992. Popular Prakashan, New Delhi.

4. Burch ( J G ) and Grudnitski ( G). Information systems : theory and practice. 1986. Wiley, Singapore.

5. Kent ( A). Resource sharing in libraries : Why, how, when next action step. 1974. Marshal Dekker. New York.

6. Kochtanek ( T R ) and Matthews ( J R ). Library Information systems: from library automation to distributed information access solutions. 2002. Libraries Unlimited, West Westport.

7. Neelameghan ( A ) and Prasad ( K N). Information systems, netwoks and services in india. 2 vols. 1998. Ranganathan Centre for information studies, Chennai.

8. Rowley ( J ). The basics of information system. Ed 2. 1996. Library Association, London.

9. Vickery ( B C ). Information systems. 1973. Butterworths, Washington.

# Paper – III : INFORMATION STORAGE AND RETRIEVAL

| Code | Name of Paper | L | T | P | TOTAL |
|------|---------------|---|---|---|-------|
| LIB 200 | Information Storage and Retrieval | 04 | 00 | 00 | 04 |

**Syllabus**

## Unit-1 : Information Storage and Retrieval System

- ISR System: Definition, scope and components
- Databases: Definition, structure, characteristics
- Information storage and file organization.

## Unit-2 : Indexing Systems and Techniques
- Pre and Post co-ordinate system of indexing
- Chain indexing, PRECIS, POPSI, UNITERM
- Keyword Indexing
- Citation Indexing

## Unit-3: Abstracting
- Abstracting and types of Abstract
- Canons of Abstracting.
- Information Consolidation and Repackaging

## Unit 4: Use of ICT in ISR System
- Auto-Indexing
- Auto-Abstracting
- Web Browsers, Search Engines, Discovery tools
- Data Warehouse and Data Mining

## Unit-5: Evaluation of ISR System
- Need and Advantage of evaluation
- Criteria for evaluation
- Process of evaluation
- Important test result: Cranfield, MEDLARS, SMART

**Recommended Books:**
1. Chakrabarti, A.R. and Chakrabarti, B. (1983). Indexing: Principles, Process and Products.Calcutta, World Press.
2. Choudhury, G.G. (2003). Introduction to modern information retrieval. Ed.2. Chennai,AlliedPublishers.
3. Choudhury, G.G. (1993). Introduction to modern information retrieval system. Calcutta,IASLIC.
4. Guha, B. (1983). Documentation and Information: Services, techniques and systems. Ed 2.Calcutta, World Press.
5. Kashyap, M.M. (1993). Database System: Design and development. New Delhi,IndianBibliographic Centre.
6. Khanna, J.K. Documentation and Information. Agra, Y.K. Publisher.
7. Lancaster, F.W. Indexing and Abstracting in theory and practice. Ed. 3. Chennai, Allied.
8. Prasher, R.G. (1989). Indexing and Indexing System. New Delhi, MedallionPress.
9. Rajan, T.N. (1981) Indexingsystems: concepts, models and techniques. Calcutta, IASLIC.
10. Seetharama, S. Information Consolidation and Repackaging. Agra, Y.K. Publisher.
11. Sharma, Pandey S.K. Library Information Retrieval. Agra, Y.K. Publisher.

## Paper – IV : MANAGEMENT OF LIBRARY & INFORMATION CENTRES

| Code | Name of Paper | L | T | P | TOTAL |
|---|---|---|---|---|---|
| LIB 210 | Management Of Library & Information Centres | 04 | 00 | 00 | 04 |

**Syllabus**

**Unit – 1 : Principles of Library Management**
- Management Vs Administration
- General Principles and their Application
- Library Organisation Structure and Library Governance
- Library Planning: Need, Objectives and Procedures
- Basics of Total Quality Management

**Unit – II : Financial and Human Resources Management**
- Library Finance and Sources and Finance
- Library Budget, Budgeting and Accounting
- Human Resource Management Selection, Recruitment, Training, Development Performance Appraisal

**Unit – III : Library Building and Resources Management**
- Library Building
- Collection Development
- Acquisition of Periodicals and Serials
- Technical Processing of Documents

**Unit – IV : Services and Maintenance of the Library**
- Circulation Work
- Maintenance  Shelving and Stock Verification
- Library Services
- Reference and Information Service

**Unit – V : Library Records and Statistics**

- Staff Manual
- Library Statistics
- Annual Report

Recommended Books
1  Bryson ( Jo). Effective library information centre management .1990. Gower, Hants
2  Clayton ( P R ) and Gorwan ( G E ). Managing information resources in libraries: Collection Management in theory and practice. 2006. Facet Publishing. London.

3    Evans ( G E ) and Saponaro ( M Z) : Developing library and information center
        collection. Ed 5.2005. Libraries Unlimited London
4    Mathews ( J ). Strategic planning and management for library managers 2005. Libraries
        unlimited, London
5    Mittal ( R ). Library administration : theory and practice. 2007. Ess Ess. New Delhi
6    Ranganathan ( S R ). Library administration. 2006. Ess Ess, New Delhi
7    Seetharama ( S ). Guidelines for planning of Libraries and information centers 1990..
        IASLIC, Calcutta.
8    Stueart ( R D ) and Moran ( B B ). 2007. Library and information center management.
        Libraries Unlimited. London

## Paper – V : ADVANCED KNOWLEDGE ORGANISATION : CLASSIFICATION & CATALOGUING PRACTICE ( UDC & AACR II )

| Code | Name of Paper | L | T | P | TOTAL |
|---|---|---|---|---|---|
| LIB 220 | Advanced Knowledge Organisation : Classification & Cataloguing Practice ( UDC & AACR II ) | 00 | 00 | 04 | 04 |

## Syllabus

**Unit – I: Fundamentals of UDC**

Introducing to University Decimal Classification ( Latest Edition ): Structure, Principles and Organisation.

**Unit – II: Advance Application of UDC**

Introduce to Common Auxiliaries and Special Auxiliaries

Application of Common Auxiliaries, Special Auxiliaries

Classification of Complex Subject Documents

**Unit – III: Non – Book Materials**

Complexities of Periodicals

Manuscripts

Cartographic Materials

Microforms

Graphic Materials

**Unit – IV: Electronic Resources**

Sound Recordings

Motion Pictures

Video Recordings

Computer Files

Web Resources

**Recommended Books**

1. Fosket ( A C ). Universal Decimal Classification. 1973. Clive Bingley. London
2. McLLWAINE ( I C ). The Universal Decimal Classification: a guide to its use. 2007. UDC Corsortium. The Hague, Netherlands.
3. Universal Decimal Classification**. (**Latest Edition ). British standards institution, London
4. American Library Association . Anglo – American Cataloguing Rules. (Latest Edition ). Library Association London
5. Library of Congress Subject Headings **(**Latest Edition ). Library of Congress, Washington
6. Wilkie ( Chris ). Managing film and video collections. 1999.ASLIB. London