# DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

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

## SEMESTER – I (TOTAL 16 CREDITS)

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>INDIVIDUAL CREDIT/S</th>
<th>TOTAL CREDITS</th>
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<tbody>
<tr>
<td>LISC – 101**</td>
<td>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. <strong>The Objectives are:</strong> 1. To make students aware about the types of libraries and library associations. 2. To introduce the concept of resource sharing and library movement.</td>
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</tbody>
</table>
| Unit 1 | a. Library as a Social Institution  
b. Education & Libraries.  
c. Culture & Libraries.  
d. Reading Habits | 1 |
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 |
### 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.
Information Technology: Basics Theory

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

Unit-3
a. Internet Searching – basics,
b. Search strategies
c. Search engines

Unit-3: Practice
a. Use of Operating System.
b. Word Processors.
c. Database Creation, Search & retrieval.
d. Internet Search

Management of Libraries and Information Centres -A

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
### SEMESTER – II (TOTAL 16 CREDITS)

<table>
<thead>
<tr>
<th>LISC – 201 **</th>
<th>Knowledge Organisation, Information Processing: Theory</th>
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<tbody>
<tr>
<td><strong>Aim:</strong> the purpose of this paper is to impart knowledge about theories and practices in knowledge organization and document description.</td>
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**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

#### Unit-1:

- 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.
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

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 AACR II 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.
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.
### 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

#### Unit-2:

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

#### 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.

#### Unit-4:

- **a.** Open Archive Initiatives (OAI) – Development of Institutional Repository; Document Delivery Services
### 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 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.

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

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<th>LISC – 301 **</th>
<th>Knowledge Organisation, Information Processing: Practice</th>
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<td>Recording</td>
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### Research Methodology

**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;

**Unit-2:**
   a. Research Methods: Historical, Descriptive, Experimental, Survey & Case Study.
   b. Research Techniques & Tools: Questionnaire,
### LISC – 303: Information Technology Applications - Theory

**Aim:** The purpose of this paper is to 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,
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<tr>
<th>LISC – **304</th>
<th>Information Technology Applications - Practice</th>
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<td><strong>Aim:</strong> The overall purpose is to provide students hands-on experience in the use of ICT for providing library and information services</td>
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<td><strong>Objectives:</strong></td>
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<td>1. To provide hands-on experience in the use of library software, CD and Internet search</td>
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<tr>
<td>2. To develop skills in web page designing.</td>
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**Unit-1:**

**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

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**SEMESTER – IV (TOTAL 16 CREDITS)**

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<th>LISC – <strong>401</strong></th>
<th>Dissertation and viva-voce</th>
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<td><strong>Aim:</strong> The aim and objective of the project is to develop skills in using research methods, techniques and tools</td>
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<th>LISC – <strong>402</strong></th>
<th>Information Retrieval</th>
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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
- 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.

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
### 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

### 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

### 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

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<th>LISC – 404**</th>
<th>Electives (Any One)</th>
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**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.
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:

Unit-2:
   a. Image representation & Processing

Unit-3:
   a. Multimedia Information Delivery
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

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:**

**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:**

**Unit 4:**
a. Practice
Suggested Readings:
SEMESTER – I

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

3. IFLA Standards for Library Services, 2nd Ed. Munich: Verlag, 1977
10. Sharma, Pandy.S.K Library and Society. Ed. 2 Delhi Ess Ess, 1992

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

& B - Information Sources

15. www.libraryspot.com
16. www.refdesk.com
17. www.infolibrarian.com

LISC – 103** Information Technology: Basics Theory

6. Gupta, Vikas, Rapidix computer course. New Delhi, Puhtak Mahan, 2005
10. Satyanaranyana, R. Information Technology and its facets, New Delhi, Manak, 2005
12. Taxali Ravikant: PC Software made easy, New Delhi, 2006

LISC – 104** Management of Libraries and Information Centres –A


SEMESTER – II

LISC – 201** Knowledge Organisation, Information Processing: Theory


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

LISC – 203** Information, Communication & Society

1. Information Flow in non-R&D context: Seminar Papers; 14th IASLIC conference, New Delhi

**LISC – 204** Information Services & Systems

2. Atherton, P. Handbook of Information Systems and Services, 1977

**SEMMESTER – III**

**LISC – 301** Knowledge Organisation, Information Processing: Practice

**LISC – 302** Research Methodology


**LISC – 303** Information Technology Applications - Theory

6. Lucy, A. Tedd. An Introduction to computer based library system. Ed.3 Ch[inchester, Wiley, 2005]

**LISC – 304** Information Technology Applications - Practical

**SEMESTER – IV**

**LISC – 401** Dissertation and viva-voce

**LISC – 402** Information Retrieval

3. Alberico, Ralph and Micco Mary. Expert Systems for Reference and information retrieval, West port: Meckler,

4. Austin, D. Precis, A manual of concept of analysis and subject indexing. 2nd ed. 1984

LISC – 403 ** Management of Library & Information Centres – B

23. Webber, N. A., “A library historians thoughts on management.”, studies in library management; Vol 1; edited by Redfern, Brian; London; Clive Bingley; 1971

LISC – 403 ** Electives (Any One)
D. Library & Users


E. Information Analysis Repackaging & Consolidation

2. Seetharama, S : Information consolidation and repackaging, Delhi, ESS publications,