Dr. Ram Manohar Lohia Avadh University, Faizabad

DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE

MASTER OF LIBRARY AND INFORMATION SCIENCE(M. LIB. I.Sc.)

SESSION 2018-19

Course Structure Recommended by the Board of Studies Held

Semester

On 24/4/18   for 2018-19 Session

R.K.Singh
24/4/18

24/4/18

Dr. Ram Manohar Lohia Avadh University, Faizabad

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DISTRIBUTION OF MARKS

SEMESTER –I

Paper	Title	Marks	
		Theory	Sessional IA/Viva/GD/Seminar
I	Information & Communication	80	20
II	Research Methodology and statistical techniques	80	20
III	Information Sources, Systems, Services and Products	80	20
IV	Library and Information System Management	80	20

Practical:

Paper	Title	Marks	
V	Knowledge Organization and InformationTechnology Practice	80(40+40)	20

SEMESTER –II

Paper	Title	Marks	
		Theory	Sessional IA/Viva/GD/Seminar
I	Library Automation and Networking	80	20
II	Information Storage and Retrieval	80	20
III	Manuscriptology	80	20
IV	Professional Skills	80	20

Dissertation and Viva-voce:

V	Dissertation/Project work and viva-voce:	80(40+40)
	Educational Tour Report	20

Maximum Marks	1000

SEMESTER –I

Paper –I Information & Communication

Max. Marks: 70

UNIT-I Information and Communication:

- Information Characteristics, Definition, Nature and use of Information.
- Conceptual Difference Between Data, Information and Knowledge.
- Communication of Information; information Generation, Information Diffusion
- Communication Channels, models, barriers and Types
- Trends in Scientific Communication.

UNIT-II Use of Information:

- Use of Information in management activities
- Use of Information in Decision Making
- Use of Information in R & D
- Role of Information Raising the standards and Quality of life
- Technology innovation &Technology Transfer

UNIT-III Library, Information and Society:

- Genesis and Characteristics and implications of Information Society.
- Information Industry-Generators, Providers and intermediaries.
- Policy Relation to Information.

UNIT-IV Economics of Information:

- Information Economics: Needs, Salient features, Characteristics, Components.
- Information as Commodity and Resource.
- Information Production and distribution.

UNIT-V Knowledge Management:

- Knowledge Management: Definition, Characteristics, Principles, Functions, Activities.

Recommended Books

1. BROWN. (L.A.). Innovation Diffusion: A new Perspective. 1981. METHUEN & Co. New York.

2. CORNELIUS (Ian), Meaning and methods in information studies. Ablex Publishing Corporation. 1996. Norwood, New Jersey.

3. DEBONS (A.). Foundations of Information Science. In Information: An Integrated View. 1980. G.K. HALL. Boston, mass.

4. DUTTON (William).Information and Communication Technologies: Visions and Realities. 1996. Oxford University Press. London.

5. JAIN (Abhinandan K.) et al. Product Design and Test Marketing of Information Products/Services. 1999. Oxford & IBH publishing co. pvt. Ltd. New Delhi.

6. LOSSE (Robert M. Jr.). The Science of Information. 1990. Academic Press. San Diego. pp.250-253.

7. MARTIN (William J.). The information Society. 1988. Aslib. London.

8. PANTRY (Sheila). Building Community information Networks: strategies & Experiences. 1999. Library Association Publishing. London.

9. VICKERY (Brian C.) and VICKERY (Alina). Information Science in Theory and Practice. 1987. Butterworths. London

SEMESTER –I

Paper –II
RESEARCH METHODOLOGY AND STATISTICAL TECHNIQUES
Max. Marks: 70

UNIT-I Research and Research Problems:

- Definition, Meaning, Importance, Characteristics and Types.
- Nature of Research in Library and Information Science
- Sources and locating of the Problems
- Formulation of Research Problems
- Literature Search: Importance, Print, Non-print and Computerized Information Retrieval System.

UNIT-II Research Methodology:

- Definition, Sources, Advantage, Limitation, Types and Stems
- Relevance of Research Methodology to LIS
- Research Design & Proposd : Characteristics, Components and Types.
- Research Report Writing.

UNIT-III Hypothesis

- Meaning, Importance, Types, Sources and Characteristics.
- Difficulties in Formulation
- Testing

UNIT-IV Sampling Methods

- Principles, Methods and Types and Characteristics
- Problems of Sampling

UNIT-V Data Collection and Analysis:

- Definition, Methods and Types of Data
- Data Analysis: Interpretation and Coding Classification and Tabulation
- Measures of Central Tendency: Mean, Medium , Mode.

UNIT-VI Bibliometric Studies:

- Concept and Definition
- Bibliometrics Law-Brodford, Zip and Lotka
- Content analysis and Citation Analysis
- Informatics and Scientometrics/Sociometrics

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Recommended Books

1. Ahuja (Ram.). Research Methods.2005.Rawat publication. Jaipur

2. Devarajan (G.). Research in Library and Information Science.

3. Khanna (J.K.). Handbook of Research in Libraryu and Information Science. 2001. CREST Publication House. New Delhi .

4. Krippendorff (K.). Laus. Information Theory: Structural models for Qualitative Data. 1986. Sage Pub . London.

5. Lenn (Matt), Wenstein (Mark) and Ford(Nice). A short introduction to social research.2006.Vistaar publication. New Delhi.

6. Moore(Nick). How to do research: A practical guide to designing and managing research products.2006.Facet Publication.London

7. Powell (Ronald R.) Basic research for libraries.1997.Ablen publishing corporation. London

8. Sahoo (K.C.). Information Usepattern of Researches Inbio-Science: A Binliometric Study. 2002. Medallion Press. Ludhiana.

9. Seetharamo, ed.. Current Research in Library and Information Sciences. 1993.

10. Sinha (Suresh C.) Citation Analysis of Research Field and Information Technology Development. 2001. Ess Ess Publication. New Delhi.

11. Sinha (Suresh c.). Special Libraries: Research & Technical Libraries. 2002. Ess-Ess Pub. New Delhi.

SEMESTER –I

Paper –III Information Sources, Systems, Services and Products

Max. Marks: 70

UNIT –I Information Media:
- Physical Media: Print Media; Non-Print Media
- Microform, Electronic and Optical Media
- Multi Media(hypermedia) and Hypertext.

UNIT –II International System and Organization:
- Evolution and Growth
- Information Centers
- Types and Their Organization
- Data Center and Referral Centres
- Information Analysis and Consolidation Center(IA &CC)
- International Organisations

UNIT-III Information Services and Products:
- Information Products: Concept, Nature, Definition, Design & Types With Example
- Information News Letter, House Bulletin State of Art report and Trend Report.
- Literature Search Services
- Document Delivery Services
- Translation Services
- Technical Enquiry Services

UNIT-IV Information System:
- National and International System: NISSAT, SASSDOC, NISCAIR, DESI DOC, INIS, AGRIS, MEDLARS, INSPEC.

Recommended Books

1. BAKEWELL (K G), Ed. Library and information services for management: Short course for information workers. 1968. Clive Bingley, London.

2. BIDDISCOMBE (Richard), Ed. The end– user revolution. 1996. Library Association, London

3. CRAWFORD (John). Evaluation of library and information services. 2000. ASLIB, London.

4. FALKENBERG (Eckhard D), et al., Ed. Information system concepts: Towards a consolidation of views. 1995. Chapman and Hall, London.

5. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1988. Mc-Graw Hill Books, New York.

6. GOPINATH (M A) and RAMA REDDY (E). Information access through networks. 1996. Booklinks Corporations, Hyderabad.

7. GREMBERGEN (Wim Van). Information technology evaluation methods and management. 2001. Idea Group Publishing, London.

8. KAKABADIE (Nada K) and KAKABADSE (Andrew K). Creating future: Leading change through information systems. 2000. USA, Ashgate

9. PENFOLD (Sharon). Change management for information service. 1999. Bowker- Saur, London.

10. ROBINSON (Amiewin). Systematic bibliography. Ed. 4. 1979. Clive Bingley, London.

11. WALFORD (A J). Guide to reference books. Ed 4. 3V. 1980. Library Association, London.

12. WILSON (T D) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London.

13. WOODSWORTH (Anne) and WILLIAMS (James F). Managing the economics ofowning,learning and contracting out information services. 1993. Gower,London.

SEMESTER –I

Paper –IV LIBRARY AND INFORMATION SYSTEM MANAGEMENT
Max. Marks: 70

UNIT-I   Management:
- Managerial Functions
- Management by Objectives (MBO)
- Management Information System (MIS)
- Total Quality Management (TQM) Principles, Elements, Benefits & its Application in Library & Information Science
- Leadership Quality of Librarian.

UNIT-II Human Resource Management:
- Human Resource Planning
- Training and Development- Performance Appraisal Inter Personal Relations Discipline and Grievances
- Recruitment and Selection Job Analysis and Description Job Evaluation
- Human Resource Development (HRD)
- Motivation: Concept, Theories

UNIT-III Financial management
- Budgeting the their Types
- Budgetary Control System
- **Costing:** Costing techniques, Cost Analysis, Cost Effectiveness and Cost Benefits Analysis.

UNIT-IV Information System Management
- Analysis and Design
- Monitoring Techniques
- Evaluation Techniques
- PERT/ CPM,SWOT Analysis

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UNIT – V Marketing of Information:

- Concept, Needs, <u>Functions Approach</u>
- Information as a marketable commodity.
- Pricing of Information Products and Services
- Marketing Strategies, <u>Distribution & Marketing Information</u>
- <u>E-marketing: concept, Advantage, Classification, Strategy and Organization</u>

Recommended Books

1. AL-ABDUL-GADER (Abdullah H). Managing computer based information system in developing countries: A Cultural perspective. 1999. Idea, Hershey PA

2. BALAKRISHNAN (S.). Management of Library Information Services. 2001. Ist ed. Anmol Publications Pvt. Ltd. New Delhi.

3. BAVAKUTTY (M.), ed . Organisation of Libraries and Information Centres in 21st Century. 2002 . Ess. Ess Publications . New Delhi

4. MONAPPA (Arun). Personal Management Mirza S. Saiyadain. 1996. 2nd ed. Tata Mc Graw-Hill. New Delhi.

5. KRISHNAMURTHY (R.). Library Management. 1997. Commonwealth Publication. New Delhi.

6. KRISHNAMURTHY (R.) Library Administration and Resources. 1997.Ajay. Verma for Common wealth Publishers. Delhi.

7. PANWAR (B.S.). Library Management. 1986. B.R. Pub.Co. Delhi.

8. PRYTHERCH (Ray). Information Management and Library Science. 1997. Jaico Publishing House. Mumbai.

9. SINGH (S. K.). Essentials of Integrated Library Management. 2002. Authors Press. New Delhi.

SEMESTER –I

Paper –V

Knowledge Organization and Information Technology Practice
Max. Marks: 70

There shall be one internal and one external examiner for practical examination. Paper shall be set by the external examiner at time of examination.

PART-I Knowledge Organization (UDC Practical)

- Classification of documents having simple subjects.
- Classification of documents representing compound subjects.
- Classification of documents representing complex subjects.

PART-II Information Technology:

- Database creation software: CDS/ISIS or WINSIS
- (FDT, WORKSHEET, FST, DISPLAY FORMAT, DATA ENTRY, RETRIEVAL , PRINTING) ALICE, SOUL, LIBSYS, ETC.
- Internet searching.

SEMESTER –II

Paper –I Library Automation and Networking
Max. Marks: 70

UNIT-I Library Automation

- Definition, Purpose, History, Needs and Advantages.
- Planning and implementation of Library Automation
- Areas of Automation, Management of Library Automation
- Retrospective Conversion: Types and Method
- In-house operations : OPAC, Acquisition, Circulation, Serial Control

UNIT-II Communication Technology

- Fundamentals of Telecommunication Technology
- Media, Process and Components
- Network Media: UTP, Optical Fiber, Ethernet.
- Switching System and Communication Protocol HTML, TCP/IP, FTP
- V-SAT Technology
- RFID

UNIT-III Digitization:

- Concept, Definition, and Challenges.
- Digitalization Process.
- Software and Hardware for Digital Libraries: OCR, Adobe Distiller, Scanners, Digital Camera.
- Electronic Sources and Publishing
- Access to web based Digital resources
- CD Rom Technology and DVD Technology

UNIT-IV E-Library and Web based Technology:

- E- journals, E- resources
- E-books, E-contents
- E-learning
- Library Networks: ERNET, SIRNET, NICNET, INDONET etc.

UNIT-V INTERNET:

- Connectivity, Components, Services
- Browsing-Web Brewers
- Search Engines
- Application in Library and Information Services

Recommended Books:

1. BIERMAN (K. J.). Library automation. In: Annual Review of Information Science and Technology. Vol.9. 1974. American Society for Information Science, Washington..

2. DUAL (B.K.) and MAIN (L.). Automated Library Systems: A Librarians Guide and Teaching Manual. 1992. Meckler, London.

3. KIMBER (R.T.). Automation in Libraries. 1970. Pergamon Press, Oxford.

4. KUMAR(P.S. G.). Computerisation of Indian Libraries. 1987. B. R. Publishing House, Delhi.

5. LOVECY (Ian). Automating Library Procedures –A Survivor's Handbook. 1984. D. K. Agencies (P) Ltd, New Delh.

6. MAURYA (V.C.). Organisation of Library Automation. In: Library Automation. 1999. Commonwealth Publishers, New Delhi.

7. MUHAMMAD RIAZ. Automation planning and implementation . in Library automation. 1995. Atlantic Publishers, New Delhi.

8. NELSON (N.M.) (ed.). Library Technology 1970-1990: Shaping the Library of the Future. Research Contributions from the 1990 Computer in Libraries Conference. 1990. Meckler, London.

9. PITKIN (G.M.). (ed.). The Evolution of Library Automation: Management Issues and Future Perspectives. 1991. Meckler, London.

10. REYNOLD (Dennis). Basic Approaches: Options and Resources. In: Library Automation: Issues and Applications. 1985. R. R. Bowker, New York:. pp.207-45.

11. RIAZ (Muhammad). Automation Planning and Implementation. In. Library Automation. 1995. Atlantic, New Delhi. pp182-95.

12. ROCE (James). Introduction to Libary Automation. 1984. Libraries Unlimited, Littleton.

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SEMESTER –II
Paper –II Information Storage and Retrieval System

Max. Marks: 70

UNIT-I Information Retrieval

- Definition, Concept, Operations and Information Retrieval tools.
- Information Retrieval Methods: Manual and Automated.
- Search Process and Strategic; step in search strategy, Boolean logic.
- Retrieval Models: Cognitive, Probabilistic
- Retrospective Search Services

UNIT-II Indexing

- Definition, concept, principles and advantage
- Types: pre and post Coordinate Indexing system
- Computer based Indexing system.

UNIT-III Bibliographic Description

- Standard for Bibliographic description: ISBD
- MARC, UNIMARK, USMARC, MARC- 21, CCF, ISO, SGML, Dublin Core
- Metadata: Concept, Formats
- Digital Object Identifier

UNIT-IV Indexing Language and Vocabulary Control

- Indexing Language: Types and characteristics
- Vocabulary Control
- Tools of Vocabulary control
- Structure and construction of an IR Thesaurus
- Trends In Automated Indexing

Recommended Books

1. AMERICAN LIBRARY ASSOCIATION, etc. Anglo-American Cataloguing Rules. Rev. Ed. 2. 1998. Library Association, London.

2. Chowdhury. (G G). Introduction to modern information retrieval, 1st edition, 1999. L A Publishing. London,

3. Kent (A). Information analysis and retrieval, 3rd ed. 1971. Becker and Haheys, New York,

4. Lancaster (F W). Information retrieval systems: characteristics, testing and evaluation, 2nd ed. 1979. John Wilay, New York.

5. MILLER (Joseph), *Ed.* Sears List of Subject Headings. Ed 15.1994.Wilson, NewYork.

6. Vickery, B C : Techniques of information retrieval. 1970. Butterworth, London,

7. Kumar (Girija) and kumar (Krishna) – Theory of cataloguing.. 5th ed.. New Delhi. Vikas publishing house. New delhi.

SEMESTER –II

Paper –III MANUSCRIPTOLOGY
Max. Marks: 70

UNIT-I Manuscript logy

- Definition, need, purpose and importance
- Kinds, special features and availability
- Binding of Library Materials Types and Process
- Standard of Library Binding

UNIT-II Preservation and Conservation

- Need, Purpose and function
- Manuscripts, treatment of various types
- Clearing method for paper manuscript and painting
- Modern techniques of preservation; Digital Preservation
- Classification and Inventory techniques

UNIT-III Study of Manuscripts Library

- Government Oriental Manuscript Library, Madras
- Rampur Raza Library
- Khuda Baks Central Library

UNIT-IV Planning and Organization of Manuscript Libraries

- Building of state Libraries
- Furniture , fittings and services
- Reprography Techniques

UNIT-V Archival Management

- National Archives
- State archives

SEMESTER –II

Paper –IV PROFESSIONAL SKILLS
Max. Marks: 80

UNIT-I Dyadic Communication
- Face-to-Face Conversation
- Telephonic Conversation
- Interview
- Instructions
- Dictation

UNIT-II Public Speaking & Oral Presentation
- Preparatory Steps
- Structuring the Contents
- Audience Awareness, Modes of Delivery
- Vocal Aspects, Time Management
- Handling Questions
- Meeting Unexpected Situations
- DO's & DON'Ts
- Speeches for special Occasions
- Evaluating speech and Oral Presentation

UNIT-III Meetings
- Purpose
- Procedure
- Chairmanship
- Participation
- Physical Arrangements

UNIT-IV Seminars, Conferences & Group discussion
- Types of Discussion Groups
- Conducting Seminars
- Organizing Conferences
- Group Dynamics, Purpose, Organization

UNIT-V Audio, Visual Aids
- Basic Principles and Guidance
- Types of Audio Visual Aids and Their use
- Conclusions

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SEMESTER –II

Paper –V
Part –A   DISSERTATION /PROJECT AND VIVA-VOCE
Max. Marks: ~~70(35+35)~~ (40 + 40)

1- There shall be 35 Marks for the prepared Dissertation/Project work and be evaluated by the department/External Examiner.
2- There shall be viva-voce for dissertation. In this one internal and one external examiner will conduct the Viva-voce Max. Marks shall be of   35 Marks.

Part-B Tour Report (Max. Marks 20)

- Introduction
- Name of the library and their type with historical background
- Organization and Management.
- Different types of collections
- No. of Sections and Types of service
- Technical Processing
- Automation Technology used by the library.
- Rules and regulations of library.
- Summary and suggestions
- Bibliography.