

# ACADEMIC BULLETIN

[w.e.f. 2019-20]



Dr Zakir Husain Library  
Jamia Millia Islamia  
Jamia Nagar  
New Delhi-110025

# Dr Zakir Husain Library

## Academic Bulletin

### **The University:**

Jamia Millia Islamia was founded in 1920, declared a deemed university in 1963 and a Central University in 1988 by an Act of Parliament. The objectives of Jamia are to disseminate advanced knowledge; and to provide instructional, research and extension facilities in various branches of learning. The Jamia is always striving for innovations in education leading to restructuring of courses, new methods of teaching & learning; and integrated development of personality; and is consistently upholding its principles of national integration, secularism and international understanding. The national ethos of the Jamia is reflected in the diversity in student's population and teaching community, transcending regional, lingual, religious and even national boundaries.

Besides its nine faculties, the Jamia has a number of centres of learning and research. Jamia has a campus wide network which connects a large number of its departments and offices. The Library & Information Science Course is covered under Faculty of Social Sciences.

### **Dr Zakir Husain Library:**

Dr Zakir Husain Library is the University's central library. Established in 1920, it was named in 1973 after Dr. Zakir Husain, former President of India and Jamia's former Vice-Chancellor. Originally housed in the old building with an area of 23,038 sq.ft, the library has developed as the university evolved (deemed university in 1962 and central university in 1988). The library shifted to its present premises in 2009. The facilities of library are open to all regular students of the Jamia.

One of the important challenges facing society for decades is how to organize, control and access information. The technology development has also made information available in greater quantities and increasingly diverse forms. Books, journals, newspapers and non-book materials have joined electronic publishing, multimedia and the internet to provide multiple choices of sources for both individuals and organizations. In the rapidly changing environment it is the job of library and information science professionals to ensure that the information gets to the right user in the right place at the right time.

There are opportunities for library & information science professionals to work in organizations of every kind. They work in school, college, university, medical, public & special libraries. They are now becoming indispensable in finance, industry, voluntary sector & wherever the information is needed.

The University Library also offers academic programmes: Bachelor's Degree in Library and Information Science (BLISc Course) and Master's Degree in Library and Information Science (MLISc Course).

### **Bachelor of Library and Information Science (BLISc) Programme:**

Dr Zakir Husain Library has been offering an academic programme leading to the Bachelor degree in Library and Information Science to meet the needs of the Library and Information Science profession since 1985. The programme is intensive in nature and thereby demands students who are highly motivated and dedicated to learning. These challenges bring opportunities so that the students get both intellectual satisfaction in assimilating a broad spectrum of a very new discipline for them and the best start in the career as a library & information science professional.

Students who have obtained their degrees in Bachelor of Library & Information Science course

(BLISc) are well-placed in reputed libraries of Delhi and other states, like Haryana, UP, Bihar, Rajasthan. The notable amongst them are British Council Library, University of Delhi, JNU, IGNC, National Open School, Tata Institute of Social Sciences etc. Some of our students pursued their higher studies in Library & Information Science in reputed institutions like DRTC, NISCAIR, University of Delhi, A.M.U etc. The programme has an edge as it also caters to the needs of the in-service library staff who cannot afford full-time study leave from their departments.

A variety of teaching/learning methods are used for the programme. These include lectures, seminars, extension lectures, practical sessions, orientation and student group work. Students find the real life dimension that gives to their studies an invaluable insight.

The scholars in the specialized fields are also invited to deliver lectures on interdisciplinary subjects/topics. The Department will further promote its links to share the experiences of the practitioner in a range of library & information centers to give visiting lectures & seminars on many of the modules/units offered on the BLISc programme. Students find & will continue to find this “real-life” dimension that such visiting speakers give to their studies an invaluable insight.

### **Practical training:**

One month practical training in different libraries of Delhi, selected by the Department during winter vacations is made compulsory for the students of BLISc.

The objectives of the practical training are:

1. To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries during winter vacations.
2. To train them in preparing the practical training report in a prescribed format based on their practical training and learning.

The students have to write a report based on their practical training. The report is followed by viva-voce. The practical training and the report is part of Paper BLS-104. Internal Assessment for this paper is based on Practical Training report and Viva-voce. This helps students to improve their presentation and communication skills. The report carries 15 marks and the viva-voce carries 10 marks and is generally based on the report.

A format for report is given below:

- ❖ Title page
- ❖ Acknowledgement
- ❖ Table of content
- ❖ Introduction
- ❖ Various sections of the library
- ❖ Work experience in the assigned sections of the library
- ❖ Conclusion & Suggestion

Report specification:

- ❖ Size: A4
- ❖ Font Name: Times New Roman
- ❖ Font Size: 12 (For running text), 14 for headings

### Title Page Format

<p style="text-align: center;">A report on the practical training in [Name of the Assigned Library]</p> <p style="text-align: center;">By [Name of student] Roll No. _____ Academic Session _____</p> <p style="text-align: center;">Submitted in the partial fulfillment for the award of Bachelor of Library &amp; Information Science Dr Zakir Husain Library Jamia Millia Islamia New Delhi-110 025</p>
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The students will be required to submit one typed copy of their report to the Department in accordance with notified date for submission/within one month of the training whichever is earlier.

#### **Library Visit:**

Visit to reputed libraries of Delhi is an essential part of the course. This helps students to have an overview of the functioning & nature of various types of libraries, viz., academic, special and public libraries. The visit is generally organized during October/November under supervision of a tutor.

#### **Scholarships:**

- The merit scholarship (*Mirza Mehmood Beg Scholarship*) of Rs 600/= per year is available to the student who has secured the highest marks in qualifying exams for admission other than B.A.(Hons.) or M.A. in Urdu, Hindi, Arabic and Persian.
- This (*Neelofar Scholarship*) scholarship is given to one female Muslim student of Bachelor of Library and Information Science course which belongs to weaker section.

#### **Master of Library and Information Science (MLISc) Programme:**

Bachelor of Library & Information Science course (BLISc) was running in Jamia since 1985. Since there was no master's programme in Jamia our students were compelled to pursue their higher studies in the subject from other universities like, University of Delhi, AMU, etc through regular mode. However only limited students get admissions there and remaining students have to do it through distance mode. Therefore Master of Library & Information Science course (MLISc) was introduced in 2018 to help these students to continue their higher studies in Jamia itself without any difficulty.

The course will help in training the students in the advanced skills of information management. The course has great emphasis on providing hands on experience on IT applications in library & information centres.

The syllabus of MLISc course has been drafted by a team of eminent professionals having experience of working in libraries and teaching of students both. It incorporates almost all topics which are of use to students of library & information students. To make them able to work in IT environment, a large component on ICT Applications in LIS has been included in the syllabus.

#### **Admission:**

The admission to both BLISc & MLISc course is based on merit determined by the aggregate of marks in written test.

The BLISc programme is aimed at candidates with little or no previous experience in library & information work and who wish to pursue a career in this field besides a job to support their study. The programme is also aimed at candidates who have experience in library information work, and who wish to study for a degree & develop their knowledge & skills. The total intake in BLISc is 50. The duration of the course is two (02) semesters.

The syllabus of the entrance test for BLISc is based on graduate level objective type general knowledge questions. **The eligibility requirements for admission in BLISc are: B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. from a recognized university with not less than 50% marks in aggregate or B.A./B.Sc./B.Com. or M.A./M.Sc./M.Com. with 45% marks in aggregate with five years work experience in University, College, Centre or State Library.**

The total intake in MLISc is 30. The duration of the course is two (02) semesters. The syllabus of the entrance test for MLISc is based on multiple choice questions in Library & Information science level. **The eligibility requirements for admission to MLISc course are: B.Lib. Science/B.L.I.Sc. / B.L. & I.Sc./B.Lib.I.Sc. or an equivalent examination from recognized University or Institution with at least 50% marks in aggregate.**

Since these rules are subject to revision from time to time, the students are advised to refer to the current Prospectus of the University for Admission Details. The specific eligibility requirements of the course can also be obtained from the office of the University Librarian & Head, DLIS, JMI.

As evening courses, the classes are held on Monday-Friday from 4.00 p.m. to 7.30 p.m. and on Saturday from 10.00 a.m. to 12.00 noon. The timings are subject to change from time to time.

#### **Reservation of seats**

The provision for the reservation of seats is as per the university norms, as follows:

- 30 % of the total number of seats in each course shall be earmarked for the Muslims applicants.
- 10 % of the total number of seats in each course shall be earmarked for the Muslims Women applicants.
- 10 % of the total number of seats in each course shall be earmarked for the Muslims applicants of "Other Backward Classes" (OBCs) and Scheduled Tribes, as per the list notified by the Central Government.
- 5 % seats are reserved for persons with disabilities in accordance with the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation Act, 1995).

#### **Attendance:**

The students are required to attend not less than 75 % of the aggregate of classes in order to be eligible to appear in the examination. The students will have to give an undertaking at the time of admission to complete at least 75% of attendance failing which University will be at liberty to debar them from examination, as per rule. Attendance of the students shall be counted from the date of admission in the respective classes.

If a student is found to be continuously absent from the class without information for a period of 30 days or more his/her name shall be struck off the rolls. The statement of attendance is displayed on the Notice Board of the department from time-to-time. Students are advised to keep themselves acquainted with regard to the position of their attendance.

#### **Examination:**

1. Ordinance related to BLISc Examination: 15-B (XV-B)
2. Ordinance related to MLISc Examination: 15-A (XV-A)

**Scheme of BLISc Papers:**

**First Semester**

<b>Paper No.</b>	<b>Paper Title</b>	<b>Exam Duration</b>	<b>Credits</b>	<b>Internal Assessment Marks</b>	<b>University Exam Marks</b>	<b>Total Marks</b>
BLS-101	Foundation of Library and Information Science	3 Hours	4 TH=4	25	75	100
BLS-102	Library Classification (Theory)	3 Hours	4 TH=4	25	75	100
BLS-103	Library Cataloguing (Theory)	3 Hours	4 TH=4	25	75	100
BLS-104	Information Communication and Society	3 Hours	4 TH=4	25	75	100
BLS-105	Information and Communication Technology (ICT) in Library & Information Science (Theory)	3 Hours	4 TH=4	25	75	100
			<b>Total Credit:20</b>		<b>Total Marks: 500</b>	

**Second Semester**

<b>Paper No.</b>	<b>Paper Title</b>	<b>Exam Duration</b>	<b>Credits</b>	<b>Internal Assess. Marks</b>	<b>University Exam Marks</b>	<b>Total Marks</b>
BLS-201	Management of Library and Information Centres	3 Hours	4 TH=4	25	75	100
BLS-202	Library Classification (Practice)	3 Hours	4 P =4	25	75	100
BLS-203	Library Cataloguing (Practice)	3 Hours	4 P =4	25	75	100
BLS-204	Information and Communication Technology (ICT) in Library & Information Science (Practice)	3 Hours	8 P=4	25	75	100
BLS-205	Information Sources and Services	3 Hours	4 TH =4	25	75	100
			<b>Total Credit:20</b>		<b>Total Marks: 500</b>	
					<b>Grand Total: 1000</b>	

**Scheme of MLISc Papers:**

**First Semester**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Credits</b>	<b>Internal Assessment</b>	<b>Examination Marks</b>	<b>Total Marks</b>
Paper M-101	Electronic information sources and services	4 TH=4	25	75	100
Paper M-102	Planning and management of library & information systems	4 TH=4	25	75	100
Paper M-103	Advanced knowledge organization: classification (Practice)	4 TH=4	25	75	100
Paper M-104	Advanced knowledge organization: cataloguing (Practice)	4 TH=4	25	75	100
Paper M-105	Information and Communication Technology (ICT) Applications in Library & Information Science (Theory)	4 TH=4	25	75	100
		<b>Total Credit: 20</b>			<b>Total Marks: 500</b>

**Second Semester**

<b>Paper Code</b>	<b>Paper Title</b>	<b>Credits</b>	<b>Internal Assessment</b>	<b>Examination Marks</b>	<b>Total Marks</b>
Paper M-201	Research Methodology	4 TH=4	25	75	100
Paper M-202	Information and Communication Technology (ICT) Applications in Library & Information Science (Practical)	4 TH=4	25	75	100
Paper M-203	Information Storage and Retrieval	4 TH=4	25	75	100
Paper M-204	Information Literacy Applications in LIS	4 TH=4	25	75	100
Paper M-205	Project Work and Viva-Voce	4 = 4	Project Work: 70 Marks Viva-Voce: 30 Marks		100
		<b>Total Credit: 20</b>			<b>Total Marks: 500</b>
				<b>Grand Total</b>	<b>1000</b>

# BLISc SEMESTER-I



# BLS-101: Foundation of Library and Information Science

IA: 25  
UE: 75

## Unit-1: Library as a Social Institution

- Social and historical foundation of Library
- Different types of Libraries and their distinguishing features and functions
- Five Laws of Library Science & their implications in Library & Information Activities

## Unit-2 : Professional Associations and their functions

- Professional Associations: ILA, IASLIC, ALA, ASLIB
- National and International Organisations: RRRLF, UNESCO, IFLA
- Professional skills, Ethics and Competencies

## Unit-3: Library Development: Historical perspectives

- Development of Libraries in India since Independence
- National Knowledge Commission (NKC) with regard to Libraries
- Role of UGC & INFLIBNET in the development of College & University Libraries in India

## Unit-4: Library Legislation

- Library legislation-need and essential features
- Library legislation in India
- Delivery of Books (Public Libraries) Act, 1954 & Copyright Act of India, 1957 (with amendments)
- Intellectual Property Rights: Conventions, Laws, etc
- Information Technology Act, 2000 (with amendments)

### RECOMMENDED READINGS:

1. Chapman (EA) and Lynden (FC). Advances in Librarianship. San Diego: Academic Press, 2000
2. Chowdhury (GG), Burton (PF) and Mcmenemy (D). Librarianship: The Complete Introduction. New York: Neal-Schuman Publishers, 2008
3. Feather (J). The Information Society: A Study of Continuity and Change. Ed. 5. London: Facet Publishing, 2008
4. Khanna (JK). Advances in Librarianship. New Delhi: EssEss Pub., 1997
5. Khanna (JK). Library & Society. Ed.2. New Delhi: EssEss Publication, 1994
6. Kumar (S) & Shah (Leena). Public Library Acts in India. New Delhi: EssEss Pub., 2000
7. Ranganathan (SR). Library Manual. Bangalore: SRE for Library Science, 1989
8. Ranganathan(SR). Five Laws of Library Science. Ed.2. Bangalore: SRE for Library Science, 1989
9. Sharma (Jaideep). Professional Competencies in Modern Libraries. New Delhi: Authors Press, 2001.
10. Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. New Delhi: Bookwell, 2006

### WEB RESOURCES:

1. American Library Association. <http://www.ala.org/>
2. British Library. <https://www.bl.uk/>

3. Chartered Institute of Library & Information Professionals. <https://www.cilip.org.uk/>
4. Copyright Act of India. <http://copyright.gov.in/>
5. Indian Association of Special Libraries & Institutions (IASLIC). <http://www.iaslic1955.org.in/>
6. Indian Library Association (ILA). <http://www.ilaindia.net/>
7. Information & Library Networks (INFIBNET). <https://www.inflibnet.ac.in/>
8. International Federation of Library Associations & Institutions. <https://www.ifla.org>
9. Knowledge Commission of India. <http://knowledgecommissionarchive.nic.in/>
10. Library of Congress. <https://www.loc.gov/>
11. National Library of India. [http://www.nationallibrary.gov.in/nat\\_lib\\_stat/for-publishers.html](http://www.nationallibrary.gov.in/nat_lib_stat/for-publishers.html)
12. Raja Ram Mohan Roy Library Foundation. <http://www.rrrlf.nic.in/>
13. UNESCO. <http://www.en.unesco.org/>
14. University Grants Commission (UGC). <http://www.ugc.ac.in/>
15. Information Technology Act, 2000. [http://\\_www.dot.gov.in/sites/default/files/itbill2000\\_0.pdf](http://_www.dot.gov.in/sites/default/files/itbill2000_0.pdf)

## BLS - 102: Library Classification (Theory)

IA: 25  
UE: 75

### Unit-1: Elements of Library Classification

- Library Classification: Need, Purpose & Functions
- Modes of formation of subjects
- Universe of subjects as mapped in different schemes of classification
- Library Classification Schemes: DDC&CC

### Unit-2: Theory of Classification

- Normative Principles of Classification
- Canons and their applications in classification schemes
- Mnemonics: Definition and their types

### Unit-3: Approaches to Library Classification

- Facet Sequence: Concept and Principles
- Postulation approach & systems approach in Practical Classification
- Phase relation & devices in Library Classification
- Species of Classification Schemes

### Unit-4: Notation & Construction of Class Number

- Notation: Need, purpose, types and qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Number

### RECOMMENDED READINGS:

1. Shabhat Hussain. Library Classification: Facets & Analysis. New Delhi: B R publications, 2004.
2. Krishan Kumar. Theory of Classification. New Delhi: Vikas Pub. House, 1993
3. Raju (AAN). Colon Classification Theory and Practice: a Self Institutional Manual. New Delhi: Ess Ess Publication, 2001
4. Ranganathan(S.R). Philosophy of Library Classification, 2006
5. Ranganathan(S.R). Prolegomena to Library Classification, 2006
6. Satija (MP). A Guide to the Theory and Practice of Colon Classification, New Delhi: Ess Ess Publication, 2011

## BLS-103: Library Cataloguing (Theory)

IA: 25  
UE: 75

### Unit-1: Fundamental concepts & Historical development

- Library Catalogue: Definition, Purpose & Functions
- Library Cataloguing Codes: History & Development
- Physical forms of Library Catalogue
- Types of Catalogue: Dictionary and Classified

### Unit-2: Types of Catalogue Entries (AACR-II & CCC)

- Kinds of Entries
- Cataloguing Rules according to AACR-II and CCC for Personal Authors, Joint authors, Corporate Authors and Pseudonyms & Non-print resources
- Bibliographic standards for record format: ISBD, MARC-21, CCF, RDA, Bibframe, FRBR
- Bibliographic standards for Information interchange: ISO 2709, Z39.50, Z39.7

### Unit-3: Subject Cataloguing: Concept, Principles

- Subject Headings Lists: LCSH, SLSH
- Indexing: Pre-coordinate and Post-coordinate
- Vocabulary Control & Thesaurus

### Unit-4: Centralized and Cooperative Cataloguing

- Union Catalogue: Need, Rules for Compilation
- NUCSSI, IndCAT, WorldCat

### RECOMMENDED READINGS:

1. Gernert (Leigh). A Textbook of Cataloguing. New Delhi: Dominant Publishers, 2003.
2. Krishan Kumar. An Introduction to AACR-2 (Anglo-American Cataloguing Rules). New Delhi: Vikas Publishing, 2001
3. Maxwell (Robert L). Maxwell's handbook for AACR2. New Delhi: Indiana Publishing house, 2009
4. Taylor (Arlene G). Introduction to Cataloging and Classification. Westport: Libraries Unlimited, 2004

### WEB RESOURCES:

1. Developing Library Network. <http://www.delnet.nic.in>
2. Information & Library Networks (INFIBNET). <http://www.indcat.inflibnet.ac.in>
3. International Standard Book Number. <http://www.isbn.gov.in/>
4. International Standard Serial Number. <http://www.issn.org/>
5. National Institute of Science Communication & Information Resources. <http://www.niscair.res.in/>
6. World Catalogue. <https://www.worldcat.org>

## BLS-104: Information, Communication and Society

IA: 25  
UE: 75

### Unit-1: Information: Nature, Property and Scope

- Data: Definition, Types, Nature, Properties and Scope
- Information: Definition, Types, Nature, Properties and Scope
- Knowledge: Definition, Generation and Utilization

### Unit-2: Information Generation and Communication

- Generation of Information: Modes and Forms
- Communication Process and Media

### Unit-3: Information and Society

- Social Implications of Information
- Using Information Effectively, Controlling Fake News
- Information Policies: National Library and Information Policy of India
- Role of Information in Planning, Management and R & D

### Unit-4: Study of Information Systems and Networks

- National Information Systems and Networks: NISCAIR, DESIDOC, SENDOC, ENVIS, INFLIBNET, NICNET, ERNET, etc.
- International Information Systems and Networks: AGRIS, INIS, MEDLARS, INSPEC, BIOSIS, ERIC, Patent Information System (PIS)
- Resource Sharing Networks; OCLC and DELNET

### RECOMMENDED READINGS:

1. Barua (B P). National Policy on Library and Information Systems and services for India. Bombay: Popular Prakashan, 1992.
2. Dutt (Alistairs). Information Society Studies. New York: Rout-Ledge, 2000.
3. Feather (John). Information society Ed 2. London: Library Association, 2000.
4. Gupta (B.L) Knowledge Communication and Libraries. Jaipur: Print Well, 1987.
5. Kumar (PSG). Fundamentals of Information Science. Delhi: S. Chand, 1998.
6. Murthy (S S). Ed. Bibliographic database and networks (Proceeding of the International Conference N. Delhi, 1989). New Delhi: McGraw Hill, 1990.
7. Neelameghan (A) Introduction, communication and society. Library Science with a start to documentation. 17 (1), 1980 1-5 pp.
8. Prasher (R.G) Information and its Communication. New Delhi: Medallion Press, 1991.
9. <http://www.altnews.in>

# BLS-105: Information and Communication Technology (ICT) in Library & Information Science (Theory)

IA: 25  
UE: 75

## Unit-1: Introduction to Computers

- Computer: Generation, types, Storage, Input & Output devices
- Introduction to System Software & Application Software
- Operating System: Windows/Linux
- Database Management System (DBMS)

## Unit-2: Library Automation

- Need and purpose of Library Automation
- Library Software packages (SOUL 2.0/KOHA): Overview & Housekeeping operations
- Bar coding: Concept and Applications

## Unit-3: Computer Networks and Communications

- Telecommunication: Concept, Need & Purpose
- Network Devices (Repeaters, Hub, Bridges, Switch, Router, MODEM)
- Network Topologies: Bus, Star, Mesh, Ring; Network Types: LAN, MAN, WAN
- Network protocols: TCP/IP, SHTTP, SMTP, URI, URL, TP, HTTP
- Modes of Connectivity: Dial up, ISDN, Leased Lines, Blue tooth, Mobile, Wi-fi etc.

## Unit-4: Introduction to Internet

- Basics of Internet
- Search Engines & Meta search Engines
- Online Searching (Simple & Advanced Searching Techniques)
- Retrieving Information from e-resources & online databases

### RECOMMENDED READINGS:

1. Bradley (Phil). Expert Internet Searching. 4<sup>th</sup> Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs. Ess Ess Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries. Ess Ess Pub., 2006
4. Ramana (V). Information Technology Application in Libraries. Ess Ess Pub., 2004
5. Westman (Stephen R.). Creating Database-Backed Library Web Pages. Ess Ess Pub., 2009

### WEB RESOURCES:

1. Library of Congress. <http://www.loc.gov/marc/>
2. DSpace. <http://www.dspace.org>
3. Greenstone Digital Library. <http://www.greenstone.org/>
4. Eprints. <http://www.eprints.org/>
5. Dublin Core Metadata. <http://dublincore.org/>

**BLISc**  
**SEMESTER-II**

## BLS-201: Management of Library and Information Centres

IA: 25  
UE: 75

### Unit-1: Principles of Library Management

- General & Scientific Management: Functions and Principles
- Total Quality Management (TQM): Concepts, Principles and Techniques
- Project Management: SWOT, PEST, PERT/CPM
- Marketing of Library Services & Products

### Unit-2: Library Human Resource Management

- Library Organizational Structure
- Library Authority, Library Committee
- Job Description and Analysis; Job evaluation, Performance Appraisal
- Different Sections of Library & Information Center and their functions

### Unit-3: Library Finance and Budgeting

- Sources of Finance
- Budgeting Techniques and Methods-Item Budget, PPBS, Zero Based Budgeting, Cost Effective and Cost Benefit Analysis
- Preparation of Budget for different types of Libraries

### Unit-4: Collection Development & Preservation

- Types of Reports, Compilation of Annual Report
- Collection Development Policies, Selection Tools, Collection Evaluation
- Stock Verification: Policies and Procedures
- Preservation & Conservation of Library materials

### RECOMMENDED READINGS:

1. Burger (Robert). Financial Management of Libraries and Information Centers. California: Libraries Unlimited, 2016
2. Evans (G E) & Alire (Camila). Management Basics for Information Professionals. New York: ALA Neal-Schuman, 2013
3. Evans (GE) and Saponaro (MZ). Developing library and information center collections. Ed. 5. London: Libraries Unlimited, 2005
4. Gupta (DK), et al. Marketing library and information services: international perspectives. Munich: K.G. Saur, 2006
5. Helinsky (Z). A short-cut to marketing the library. Oxford: Chandos Publishing, 2008
6. Krishan Kumar. Library Management in Electronic Environment. New Delhi: Haranand Publications, 2007
7. Mittal (R). Library administration: theory and practice. 2007. New Delhi: Ess Ess, 2007
8. Stueart (Robert D), Moran (Barbara B) & Morner (Claudia J). Library and Information Center Management. 8<sup>th</sup> Ed. California: Libraries Unlimited, 2013
9. Todaro (Julie). Library Management for the Digital Age: A New Paradigm. Lanham: Rowman, 2014



## BLS-202: Library Classification (Practice)

IA: 25  
UE: 75

### Unit-1: Classification of Documents using DDC (19<sup>th</sup> Edition)

- Classification of documents using Table-1 to Table-4
- Classification of documents using Relative Index

### Unit-2: Classification of Documents using DDC (19<sup>th</sup> Edition)

- Classification of documents using Table-5 to Table-7

### Unit-3: Classification of Documents using CC (6<sup>th</sup> Edition)

- Classification of documents with basic subjects
- Classification of documents with compound subject & Use of Common Isolates

### Unit-4: Classification of Documents using CC (6<sup>th</sup> Edition)

- Use of Common Isolates, Phase relations & Devices
- Classification of documents with Complex subjects

\***DDC**= Dewey Decimal Classification; \*\***CC**=Colon Classification

### RECOMMENDED READINGS:

1. Dewey (M). Dewey Decimal Classification with relative index. Ed.19. New York: Forest Press, 1996
2. Raju (AAN). Colon Classification Theory and Practice: a Self-Instructional Manual. New Delhi: Ess Ess Publication, 2001
3. Ranganathan (SR). Colon Classification. 6<sup>th</sup> Ed. Bangalore: S.R.E. for Library Science, 1990
4. Satija (MP). A Guide to the Theory and Practice of Colon Classification. New Delhi: Ess Ess Publication, 2011

## BLS-203: Library Cataloguing (Practice)

IA: 25  
UE: 75

### Unit-1:Anglo-American Cataloguing Rules-II (AACR-II)

- Works of Single & Shared authorship
- Works of mixed responsibility
- Editorial Publications
- Series Publications
- Multi-Volumes

### Unit-2: Anglo-American Cataloguing Rules-II (AACR-II)

- Composite Books
- Works of Corporate Authorship: Government, Institution and Conference
- Works of Conflict Authorship
- Periodical Publications

### Unit-3:Classified Catalogue Code (CCC)

- Works of Single & Shared authorship
- Works of mixed responsibility
- Editorial Publications
- Series Publications
- Multi-Volumes

### Unit-4:Classified Catalogue Code (CCC)

- Composite Books
- Works of Corporate Authorship: Government, Institution and Conference
- Works of Conflict Authorship
- Periodical Publications\_

### RECOMMENDED READINGS:

1. American Library Association. AACR2. Ottawa: American Library Association, Canadian Library Association, and the Chartered Institute of Library and Information Professionals,2004
2. Chan (Lois Mai). Library of Congress Subject Headings, Principles and Application, Fourth Edition. New Delhi: EssEss Pub., 2007
3. Lal (C.) & K. Kumar. Practical Cataloguing AACR-2. New Delhi: EssEss Pub., 2006
4. Ranganathan (SR). Colon Classification. 6<sup>th</sup> Ed. Bangalore: S.R.E. for Library Science, 1990
5. Ranganathan (SR).C.C.C. with additional rules for Dictionary Cataloguing Code. Bangalore: Asia Publishing House, 1964
6. Sears (ME). Sears List of Subject Headings, 21<sup>st</sup> Ed. New York: H.W. Wilson, 2014

## BLS- 204: Information and Communication Technology (ICT) in Library & Information Science (Practice)

IA: 25

UE: 75

### Unit-1: Operating Systems and Application Software

- Setting of Desktop
- Creating presentations with the help of PowerPoint
- Creating Spreadsheets
- Editing & Formatting Word Documents

### Unit-2: Database creation using SOUL 2.0/KOHA

- Creation of database: Import & Export
- Printing of Records of database
- Printing of Bar-code

### Unit-3: Library Software (SOUL 2.0/KOHA)

- Installation, Configuration & Application
- Hand on practice on different modules
- Searching OPAC & Printing of Catalogue/Database
- Creation of Barcode

### Unit-4: Online/Offline Searching

- Searching of E-resources/databases
- Searching through Meta Search Engines
- Federated Search Engines
- Library OPAC

### RECOMMENDED READINGS:

1. Bradley (Phil). Expert Internet Searching. 4<sup>th</sup> Ed. London: Facet Publishing, 2013
2. Cohen (Steven M.). Keeping Current – Advanced Internet Strategies to Meet Librarian and Patron Needs. EssEss Pub., 2010
3. Jeevan (V. K. J.). Computers @ Libraries. EssEss Pub., 2006
4. Ramana(Venkata). Information Technology Application in Libraries. EssEss Pub., 2004
5. Westman(Stephen R.). Creating Database-Backed Library Web Pages. EssEssPub., 2009

### WEB RESOURCES:

1. KOHA. <http://manual.koha-community.org/3.18/en/>
2. KOHA. <https://koha-community.org/documentation/>
3. Information & Library Network. <https://www.inflibnet.ac.in/soul/downloads/Soul2.0%20userManual.pdf>

## Paper- 205: Information Sources and Services

IA: 25\*  
UE: 75

### Unit-1: Information Sources: An overview

- Meaning, Definition, Importance, Nature and Characteristics
- Types of Information Sources and Services
- Criteria for Evaluation of Reference Sources

### Unit-2: Types of Information Sources

- **Primary Sources:** Periodicals, Conference proceedings, Patents, Standards, Theses, Research reports, Trend Reports, Trade Literature, etc.
- **Secondary Sources:** Dictionaries, Encyclopedias, Biographical, Geographical, Indexes & Abstracts, Current Events Sources, Almanacs, Year Book, Handbooks, Statistical Sources, Bibliography, etc.
- **Tertiary Sources:** Bibliography of Bibliographies, Union Catalogues, Directory, etc

### Unit-3: Reference and Information Services

- Users and their Information Needs
- Nature & Kinds of Reference and Information Services
- Web based Information services
- Role of Web 2.0 and Social Media in information dissemination

### Unit-4: Types of Information Services

- Documentation Services: Abstracting and Indexing Services
- Alerting Services: CAS, SDI
- Document Delivery & Electronic Document Delivery Service

**\*Internal Assessment for this paper is based on Practical Training report and Viva-voce.**

**The objectives of the practical training are:**

- (i) To train the students in practical librarianship in the working environment of the library by deputing them in different types of libraries during winter vacations.
- (ii) To train them in preparing the practical training report in a prescribed format based on their practical training and learning.

**Note: - Each student shall have to undergo a practical training at a library, selected by the Department during winter vacations**

### RECOMMENDED READINGS:

1. Rosedale (Jeff). Managing Electronic Reserves in Digital Age. Ess Ess Pub., 2010
2. Katz (WA). Introduction to reference work (Vol.1): Basic Information Sources. 8<sup>th</sup> Ed. New York. McGraw Hill, 2002
3. Katz (WA). Introduction to reference work (Vol.2): Reference Services & Reference Processes. 8<sup>th</sup> Ed. New York: McGraw Hill, 2002
4. Cassell (KA) and Hiremath (U). Reference and Information Services: An Introduction. New Delhi: DBS Imprints, 2013
5. Singh (SP). Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005

# MLISc SEMESTER-I

# MLS-101: ELECTRONIC INFORMATION SOURCES AND SERVICES

IA: 25  
UE: 75

## Unit-1: Electronic Resources

- Characteristics & Features, Formats, Advantages, etc.
- Forms of e-Resources: e-journals, e-books, e-zines, e-prints, e-content pages, web pages, e-mails, Listservs, blogs, wikis, CD-ROM databases, Full text databases, Bibliographic databases, Multimedia, Statistical and Financial Databases ETDs, e-images, e-music, etc.
- Open Access e-Resources: Journals, Books, Open Course Ware, Repositories

## Unit-2: Selection & Licensing of E-Resources

- Principals and Methods of Selection of E Resources
- Principles for Licensing e-journals
- Major points in License Agreements, Clauses for License Agreement
- Licensing criteria : Content volume, Duration of Access, Size of User Population,
- Computing devices used for access
- Access Models: Perpetual access rights, Limited period access rights, etc.
- Aggregators, Distributors, Publishers & Subscription Agencies
- Access, Authentication & Remote Access

## Unit-3: Pricing and Supply Models of Electronic Resources

- Basic approaches to Journal pricing: Cost plus and Value based
- Pricing Models (subscribed) and Open Access Models
- Pricing & Negotiation of Databases and E-books
- Supply Models: Single user, Multi user, Single Site & Multiple site & Country wide
- Institutional & Consortia Pricing Models
- Digital Commerce Models

## Unit-4: E- Resource Management

- Digital Right Management
- Federated Searching and Discovery Services
- Electronic Resources Management Skills
- Evaluation & Monitoring
- Usage Pattern & Systematic Downloads

## RECOMMENDED READINGS:

1. Ashraf, Tariq & Gulati, Puja Anand. Design, Development and Management of Resources for Digital Library Services. New York: IGI Global, 2013
2. Bhatt, A.H. Managing E-resources and electronic resources management systems (ERMS): practical tips. Oxford: Chandos, 2008
3. Connor, Elizabeth. Electronic Resources in Medical Libraries: Issues and Solutions. New York: Routledge, 2012
4. Curtis, D. and Scheschy, V.M. E-Journals: a how to do it manual for building, managing, and supporting electronic journal collections. London: Facet, 2005
5. Gunjal , Bhojaraju et al. Electronic Resource Management in Libraries: Trends, Issues and Challenges. New Delhi: Ess Ess, 2016
6. Ross, Sheri V. T and Sutton, Sarah W. Guide to Electronic Resource Management. Santa Barbara: Libraries Unlimited, 2016
7. Stone, G., Anderson, R. and Feinstein, J., Eds., The E-Resources Management Handbook. [online]. Newbury: United Kingdom Serials Group. Available from: <http://uksg.metapress.com/link.asp?id=6tuu9n7wfl18> [Accessed 14 December 2009].
8. Yu, H. And Breivold, S. Electronic resource management in libraries: research and practice. Hershey: Information Science Reference, 2008

## MLS-102: PLANNING AND MANAGEMENT OF LIBRARY & INFORMATION SYSTEMS

IA: 25  
UE: 75

### Unit-1: Policy & Planning of Libraries in India

- Present status of Libraries in India.
- Role of UGC in the growth & development of Academic Libraries in India
- Committees & Commissions: Kothari Commission, Radhakrishnan Commission, Mudaliar Commission, etc.
- Role of Libraries in Formal and Non-Formal Education System

### Unit-2: Library Organization & Administration

- Library authority and its decentralization
- Manpower Development: Qualifications, recruitment, Job description, job analysis, staff manual.
- Collection Development: Print and Non-Print including Electronic documents.
- Library Building, furniture & equipment: Green Library Building, Information Commons, Makers Space, Security and Safety.

### Unit 3: Types of Library Systems

- Academic Library System
- Public Library System
- Special Library System
- Basics of other Library Systems such as Health, Engineering, Agriculture, etc

### Unit-4: Trends in Library Management Systems

- Management Information System (MIS)
- Change Management
- Disaster Management, Crisis Management
- Knowledge Management: Principles, Tools, Components & Architecture

### RECOMMENDED READINGS:

1. Brophy, (Peter). The Academic Library, London: LA, 2000
2. Khanna, (J.K). Manual for Administering Academic Libraries, New Delhi: Beacon Pub., 1997
3. Indian Library Association, National Information Policies and Programmes, Delhi: ILA, 1991
4. India Planning Commission. Modernization of Library Services and Informatics (working group)
5. Raman Nair, (R). Public Library Movement, New Delhi: Concept, 2000
6. Sylvia Thomas, Guidelines For Planning of Libraries And Information Centers, 2014
7. Dowler (L) Ed. Gateways to knowledge: the role of academic libraries in teaching, learning and research, London: The MIT Press, 1998
8. Barbara B. Moran and Claudia J. Morner, Library and information centre management, 9<sup>th</sup> Ed., Colorado: Libraries Unlimited, 2018
9. Baker (David), Ed. Resource management in academic libraries, London: Library Assoc., 1997
10. Chapman (Liz). Managing acquisitions in library and information services, London: Library Association, 2001



## MLS -103: ADVANCED KNOWLEDGE ORGANISATION: CLASSIFICATION (PRACTICE)

IA: 25  
UE: 75

### Unit-1: Classification of Documents according to UDC (3rd Abridged Ed.)

- Classification of Documents representing simple subjects.
- Classification of Documents using Auxiliary tables.

### Unit-2: Classification of Documents according to UDC (3rd Abridged Ed.)

- Classification of documents representing compound subject.
- Classification of documents representing complex subject.

### RECOMMENDED READINGS:

1. McIlwaine (I C). The Universal Decimal Classification: a guide to its use. 2007. UDC Consortium, The Hague, Netherlands
2. UNIVERSAL DECIMAL CLASSIFICATION. (Lat. Ed.). British standards institution, London
3. Fosket (A C), Universal Decimal Classification, London: Clive Bingley, London, 1973
4. Malcolm Rigby, Automation and the UDC, 1948-1980, Fédération Internationale de Documentation, 1981

# MLS - 104: ADVANCED KNOWLEDGE ORGANIZATION: CATALOGUING (PRACTICE)

IA: 25  
UE: 75

## Cataloguing of Non Book Material and Electronic Resources According to AACR-II

### Unit-1: Non-Book Materials

- Complexities of Periodicals
- Manuscripts
- Cartographic Materials
- Microforms
- Graphic Materials

### Unit-2: Electronic Resources

- Sound Recordings
- Motion Pictures & Video Recordings
- Computer Files
- Web Resources

### RECOMMENDED READINGS:

1. AMERICAN LIBRARY ASSOCIATION. Anglo-American Cataloguing Rules-II Library Association, London
2. LIBRARY OF CONGRESS SUBJECT HEADINGS (Latest Edition). Library of Congress, Washington
3. Wilkie (Chris), Managing film and video collections, London: ASLIB, 1999

# MLS - 105: Information and Communication Technology (ICT) Applications in Library & Information Science (Theory)

IA: 25  
UE: 75

## Unit-1: Web Technologies in Libraries

- Web 2.0: Concept, features, Tools and Services: Webcast, Web Conferencing, Blogs, Wikis, Online chat, Online forms and Discussion Groups
- Cloud Computing: Concept, Benefits, Application in Libraries
- Web Directories, Subject Gateways, Library Portals, etc.

## Unit-2: Integrated Library Automation and Networking Software

- Open Source Library Software and Applications
- Web based Library Management Software
- Library Software Securities Parameters

## Unit-3: Digitization & Digital Libraries

- Digital Preservation: Need, Purpose, Planning and Issues
- Digital Libraries (DL) and Virtual Libraries: Concept, Objectives and Advantages
- Meta Data: Concept and Types
- Digital Libraries Software: Steps of building Digital Libraries using Greenstone Digital Library (GSDL), Dspace, Eprints

## Unit-4: Emerging Technologies in Libraries

- Mobile based Library Services (WhatsApp, Quick Response (QR) codes, etc)
- Library Security Systems: RFID, Smartcard, Biometrics
- Expert Systems and Robotics in Libraries
- Content Management Systems: Drupal, Joomla, etc.
- Data Security, Network Security, Firewalls, Cryptographic Techniques, Anti-virus software, Anti-spyware, Intrusion Detection System

## RECOMMENDED READINGS:

1. Aldini, Alessandro.,&Bogliolo. Alessandro. User-Centric Networking: Future Perspectives (Lecture Notes in Social Networks). New York: Springer, 2014
2. Brügger, Niels., & Schroeder, Ralph. The Web as History: Using Web Archives to Understand the Past and the Present. New York: UCL Press, 2017
3. Clark, Jason A., &Kroski, Ellyssa. Free Technology for Libraries. New York: Rowman & Littlefield Publishers, 2015
4. Dvyas, S., & others. Excellence in Information Technology, Jaipur Raj publishing house, 2000
5. Eden, Bradford Lee. (ed.). Cutting-Edge Research in Developing the Library of the Future: New Paths for Building Future Services (Creating the 21st-Century Academic Library). New York: Rowman & Littlefield Publishers, 2015
6. Elizabeth, Willse & Ellyssa, Kroski. Data Visualizations and Infographics (Library Technology Essentials) /1st ed. New York: Rowman & Littlefield Publishers, 2015
7. Hennig, Nicole. Keeping Up with Emerging Technologies: Best Practices for Information Professionals. Santa Barbara: Libraries Unlimited, 2017

# MLISc SEMESTER-II

# MLS - 201: Research Methodology

IA: 25  
UE: 75

## Unit-1: Concept of Research

- Research: Definition, need, and Types of research (Qualitative and Quantitative).
- Research design
- Formulation of problem.
- Hypothesis formulation.
- Literature search: Print and Non-print and Electronic Sources.

## Unit-2: Research Methods, Techniques and Tools

- Types of Research Methods: Scientific, Historical, Descriptive, Survey, Case Study, Delphi and Experimental.
- Research Techniques and Tools: Questionnaire, Schedule, Interview, Observation, Scales and Checklist, library records and reports.
- Sampling techniques.

## Unit-3: Data Analysis and Interpretation

- Statistical Techniques: Descriptive statistics (Mean, Mode, Median).
- Measures of Dispersion: Mean deviation, Standard deviation.
- Presentation of Data: Tabular, graphic, bar diagram, pie-line graphics. Computerized data analysis: Use of SPSS and Spreadsheets, Bibexcel, R-Statistics.

## Unit-4: Research Reporting, Referencing styles, Metric studies and Plagiarism

- Structure, style, contents, guidelines of Research Reporting.
- Style Manuals –MLA, APA, Harvard, Chicago, IEEE, etc.
- Metric studies in Library & Information Science: Scientometrics, Webometrics and Altmetrics.
- Impact Factors-Journal, Institutional and Authors, h-index, g-index, i10 index

## RECOMMENDED READINGS:

1. Bethlehem, Jelke & Biffignandi, Silvia. Handbook of Web Surveys. New York: Wiley Publications, 2014.
2. Singh (SP). Research methods in social sciences: a manual for designing questionnaires. New Delhi: Kanishka, 2002
3. Devarajan, G. Prolegomena to Research methodology. New Delhi: Ess Ess, 2011
4. Das, S. Research methodology: methods, tools & techniques. Jaipur: Yking books, 2012
5. Sharma, J. N. Research methodology: The discipline and its dimensions. New Delhi: Deep & Deep Publications, 2011
6. Berg, Bruce L., & Lune, Howard. Qualitative Research Methods for the Social Sciences. New York: Pearson Publication, 2011
7. Creswell. John W. Research Design: Qualitative, Quantitative, and Mixed Methods Approaches / 4th ed., New York: Sage Publication, 2014
8. Williamson, Kirsty & Johanson, Graeme. Research Methods: Information, Systems, and Contexts / 2nd ed., New York: Chandos Publishing, 2017

## MLS - 202: Information and Communication Technology (ICT) Applications in Library & Information Science (Practical)

IA: 25  
UE: 75

- Designing and Developing Library Websites
- Designing and Developing Mobile Library Websites
- Advanced Internet Searching
- Google Services & Resources
- Hands on Integrated Library Management Systems: KOHA/SOUL 2.0
- Managing measuring & maximizing research impact: Tools & Techniques
- Online Citation Tools - Citation Machine, Bibme, EasyBib, Harvard Generator, etc.
- Plagiarism: Detection tools- Turnitin, Urkund, Copy catch, CopyScape, Duplichecker, Viper, etc
- Reference Management tools - Mendeley, EndNote, Refworks, etc
- Academic Social Networking Tools- ResearchGate, Academia, CiteULike, Connotea, etc.

### RECOMMENDED READINGS:

1. Dania Bilal. Library Automation: Core Concepts and Practical Systems Analysis, / 3rd ed., New York: Libraries Unlimited, 2015
2. Jost, Richard M. Selecting and Implementing an Integrated Library System: The Most Important Decision You Will Ever Make / 1st ed., New York: Chandos Publishing, 2016
3. Judy Brooks. Practical Systems Analysis in Library Automation and Management. New York: Koros Press Limited, 2014
4. Nicole Hennig. Apps for Librarians: Using the Best Mobile Technology to Educate, Create, and Engage. New York: Libraries Unlimited, 2014
5. <http://www.google.com>
6. Web of science
7. <http://scopus.com>

# MLS - 203: Information Storage and Retrieval

IA: 25  
UE: 75

## Unit-1: Information Storage and Retrieval Systems

- Concept and Components.
- Assigned and Derived Indexing.
- Assigned Subject Headings: Library of Congress Subject Headings, Sears List of Subject Headings and Medical Subject Headings.
- Principles of Subject Indexing.

## Unit-2: Pre & Post-Coordinate Indexing Systems

- Chain Indexing, PRECIS, POPSI.
- Uniterm Indexing
- Key Word Indexing: KWIC, KWAC, KWOC.
- Citation Indexing.
- Automatic Indexing.

## Unit-3: Vocabulary Control

- Need, Purpose, Functions and Problem.
- Types and Characteristics of Vocabulary Control and its Tools: Thesaurus,
- Structure and Construction of an IR Thesaurus (UNESCO Thesaurus).
- Trends in Vocabulary Control.

## Unit-4: Information Retrieval Models and Evaluation

- Search Strategies: Manual/Machine.
- Feedback and Refining.
- Evaluation of Information Retrieval Systems: Precision and Recall.
- Information Retrieval Projects (SMART, MEDLARS and Cranfield).

### RECOMMENDED READINGS:

1. Bates, Marcia J. Understanding Information Retrieval Systems: Management, Types, and Standards. Florida: CRC Press, 2011
2. Bates, Marcia J. Understanding Information Retrieval Systems: Management, Types, and Standards. Florida: CRC Press, 2012
3. Chowdhury. G.G. Introduction to Modern Information Retrieval /3rd ed., New York: Neal-Schuman Publishers, 2013
4. Foster, Allen, Rafferty, Pauline, & Pauline, Rafferty. Innovations in Information Retrieval: Perspectives for Theory and Practice. London: Facet Publishing, 2011
5. Jerme Dinet. Information Retrieval in Digital Environments (FOCUS). New York: Wiley, 2012
6. Metzler, Donald. A Feature-Centric View of Information Retrieval. New York: Springer, 2011
7. Moens, Marie-Francine. Automatic Indexing and Abstracting of Document Texts / 2nd ed., New York: Springer, 2013
8. Raieli, Roberto. Multimedia Information Retrieval: Theory and Techniques / 1st ed., New York: Chandos Publishing, 2014
9. Satyanarayana, N.R. An Introduction to Information Processing & Retrieval: For Library and Information Professionals. New Delhi: Ess Ess, 2016

## MLS - 204: Information Literacy Applications in LIS

IA: 25  
UE: 75

### Unit-1: Fundamental of Information Literacy

- Concept, Need and Purpose
- Areas of Information Literacy
- Standards & Models of Information Literacy
- Role of Libraries in Information Literacy

### Unit-2: Information Literacy Programmes

- Types of Information Literacy Programmes in Libraries
- Study of Information literacy programmes in India;
- Study of Information literacy programmes: UK, USA and Australia;

### Unit-3: Information Literacy Products and Designing ILP

- Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin, etc.
- Designing of Information Literacy Programme

### Unit-4: Trends in Information Literacy

- Current trends in information literacy.
- Mobile based Information Literacy

### RECOMMENDED READINGS:

1. Alewine, Michael C. & Mark Canada. Introduction to Information Literacy for Students, 1st ed., New York: Wiley-Blackwell Publication, 2017
2. Bravender, Patricia, McClure, Hazel & Gayle Schaub. Teaching Information Literacy Threshold Concepts: Lesson Plans for Librarians. New York: American Library Association, 2015
3. Eisenberg, M.B. and others: Information literacy: essential skill for the information age. Ed-2, West Port: Libraries unlimited. 2004.
4. Forster, Marc. Information Literacy in the Workplace. London: Facet Publishing, 2017
5. Marcus Leaning. Media and Information Literacy: An Integrated Approach for the 21st Century / 1st ed., New York: Chandos Publishing, 2017
6. Nutefall, Jennifer E. Service Learning, Information Literacy, and Libraries. New York: Libraries Unlimited, 2016



## MLS-205: Project Report and Viva-Voce

Project Report: 75

Viva-Voce: 25

The work for this Paper shall start in the beginning of the second semester for which each student will be allotted a topic for writing the Project Report. The topics will be on areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report, etc. The paper will be of 100 marks. The Project Report will carry 75 marks. It will be followed by Viva voce examination, which will be of 25 marks. The Project Report will be submitted before the commencement of II-Semester examination.

### 1.0 Types of Project Work

The Project may be of any one of the following types and preferably from the emerging areas of library and information science:

- i) Design and development of information system/ user interface/ information service and its components (action research);
- ii) Inter-institutional study aimed at inter-institutional comparison of information networks/ information systems/ information services/ information products/ practices;
- iii) Comprehensive case study (covering single library/ information centre/ information network/ information system);
- iv) Users' survey, field study (empirical study);
- v) Survey of literature in any discipline (bibliographic/ bibliometric study).
- vi) Users' Sensitisation
- vii) Information literacy – methods, techniques, case studies.

### 2.0 PROJECT REPORT FORMAT

**2.1 Structure:** The final report should be in the following format:

- a) Certificate
- b) Acknowledgements
- c) Table of Contents
- d) Introduction
- e) Review of related Literature
- f) Objectives of the Study
- g) Methodology
- h) Analysis and Findings
- i) Conclusion
- j) References and Bibliography
- k) Appendices, if any

## 2.2 Standard of Bibliographic References

All bibliographic references should be alphabetically listed, and given in the References and Bibliography section in the following format:

### Books:

Foskett, A.C. (1996). *The subject approach to information*. 5<sup>th</sup> ed. London: Library Association Publishing.

Ghosh, S.B. and Satpathi, J.N. (eds.) (1998). *Subject indexing systems: concepts, methods and techniques*. Calcutta: Indian Association of Special Libraries and Information Centres.

### Journal Article:

Neelameghan, A. (1990) SR Ranganathan's impact on knowledge organisation tools. *Information Studies*, 6(2), 77-80.

### Book Chapter:

Khan, A.W. (2005). Distance education for development. In: Garg, S. et. al. (Eds.) *Open and distance education in global environment: opportunities for collaboration*. New Delhi: Viva Books.

### Internet Resource:

Denton, William (2003). *How to make faceted classification and put it on the web*. <[http://www/miscatonic.org/Library/facet-web-howto.html](http://www.miscatonic.org/Library/facet-web-howto.html)> (accessed on 01/12/2005).

### Conference Paper:

Arora, Jagdish (2005). Institutional repositories as a vehicle for open access publishing. Presented in *ICDE International Conference on Open and Learning and Distance Education*, November 19-23. New Delhi: Indira Gandhi National Open University.

### Course Material:

Gopinath, M.A. (1999). *Evaluation of information storage and retrieval (ISAR) systems*. In: MLIS-03, Block

3, Unit 12 course materials. New Delhi: Indira Gandhi National Open University.

### Thesis:

Broze, Stefne Lenzmeier (2003). *The role of information in cancer patients ' involvement in their cancer care*. PhD Dissertation. Ohio: Ohio State University.

## 2.2 Physical Format

The length of the report may be about 80 to 120 1.5 spaced typed pages not exceeding approximately 20,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible. Report should be in A4 size papers with font size of 12 points for text and in bound form. The language to be followed for the Project report should be in English. The project report should also contain the following: Certificate of Originality duly signed by the student and the supervisor and declaration duly signed by the student. Students have to submit three copies of their project reports.

## 2.3 Evaluation of Project Report

For successful completion of the projects, a student should secure a minimum of **40% marks in the Project work**.

### 3.0 LIST OF PROBABLE AREAS FOR PROJECT WORK

A list of areas for which the Project Work may be carried out is given below. These are only illustrative and not exhaustive.

1. Study of the problems and constraints in initiating library automation in different organizations.
2. Library resources sharing.
3. Comparative study of library and information services of government-funded institutions and self-finance institutions.
4. Library consortia in corporate libraries.
5. Design of web-based information services for the visually challenged persons.
6. Development of Internet-based common gateway.
7. Study of campus wide information networks.
8. Impact of intellectual property rights on information services.
9. Study of professional skills requirements in the knowledge process outsourcing industry.
10. Study of metadata practices in digital repositories.
11. Development of special classification scheme on open and distance education.
12. Development of thesaurus on open and distance learning.
13. Study of marketing strategies in electronic information products.
14. Information seeking behaviour of different types of users.
15. Development of Internet-based learning management system for information professionals.
16. Bibliometric/scientometric/webometric studies.
17. Preservation and conservation of library materials.(Case Study of a ----- )
18. Impact of electronic publishing in different types of libraries.
19. Comparative study of information infrastructure in India.
20. A comprehensive study of library associations in India.
22. Online repositories for scholarly materials.
23. Self-archiving of research publications.
24. Comparative study of special classification schemes in S&T disciplines
25. Impact of e-journals published by Indian researchers - a webometric analysis.
26. The usage patterns of online journals vs. printed journals.
27. Cost effectiveness in consortium based subscriptions models.
28. Quality management of libraries and information centres.
29. Impact of ICT in the present society
30. Impact of ICT on library and information services.
31. Automatic indexing, web indexing etc.
32. State of the art reports on any emerging areas of Library and Information Science.