

Maharaja Bir Bikram University Agartala



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

LEARNING OUTCOMES BASED CURRICULUM FRAMEWORK

(1 YEAR: 2 SEMESTERS) (CBCS BASED PROGRAMME)

[w.e.f. 2022-2023]

DEPARTMENT OF LIBRARY & INFORMATION SCIENCE
MASTER OF LIBRARY AND INFORMATION SCIENCE
(M.Lib.I.Sc)

NEW LOCF SYLLABUS FOR THE DEGREE OF MASTER OF LIBRARY AND INFORMATION SCIENCE

(One Year: Two Semesters: CBCS based Programme)

The Master's programme in Library and Information Science is designed to widen student's perspective through directed independent study. It lays stress on proper appreciation of the recent trends in the field of library & information science. The programme is designed to enable the students to organise library & information services in furtherance of the institutional objectives.

OBJECTIVES OF THE PROGRAMME :

- To familiarize the students with the advance concepts of library, information and its communication in society.
- To learn the advanced information processing techniques and develop the capability in retrieving the information by applying different search techniques.
- To familiarize the students knowledge about the characteristics of the information resources in society with the introduction of the repackaging and consolidation techniques
- To provide the students advanced knowledge of the application of information technology to information systems and services.
- To develop skills in using computer and communication technology.
- To introduce modern management techniques to students to manage effectively the libraries and information centres.
- To provide the students basic knowledge of the Research Methods and Statistical Techniques.
- To identify and learn the major issues in the development of new technology in the libraries.
- To understand the structure and current development of the subject and to prepare specialised professional manpower in the subject for handling computer or ICT related activities.

PROGRAMME SPECIFIC OUTCOMES OF MASTER DEGREE IN LIBRARY AND INFORMATION SCIENCE

The programme specific learning outcomes of Master degree in Library and Information Science include the following:

- To apply skills in depth knowledge of the basic as well as advanced concepts, principles, theories and laws related with the broad field of Library and Information Science and its

sub-fields such as types of libraries, types of information sources, library management, reference and information services.

- To demonstrate understanding of rationality and procedures of all housekeeping operations of libraries using Information and Communication Technologies in Libraries and Information Centres.
- To develop skills in managing and carrying out professional activities in various sections of library viz. acquisition, accessioning, classification, cataloguing, and technical processing of documents.
- To apply skills in provision of various library services such as document circulation, reference and information services, Internet and database searching.
- To apply managerial skills that offer job opportunities as librarians in different types of libraries in various positions such as Assistant librarian, Deputy Librarians, Librarians, etc. in university libraries and Librarians in college libraries of higher education institutes.
- To demonstrate professional attitude through commitment for providing every user his/her document/information; ensuring every document/information its user; saving time of the user and enhancing use of reading material and user satisfaction through effective and efficient library services.
- To apply the core values by honouring diversity and insuring inclusion by treating all patrons such as students, faculties and colleagues with respect and dignity.

PROGRAMME STRUCTURE

Semester	Core Courses (CC)			Discipline Specific Elective (DSE)			Compulsory Elective (CE)			Open Elective (OE)			Total Credits
	No. of Papers	Credits	Total Credits	No. of Papers	Credits	Total Credits	No. of Papers	Credits	Total Credits	No. of Papers	Credits	Total Credits	
I	5	4	20				1	4	4				24
II	4	4	16	1	4	4				1	4	4	24
Total												48	

Important Guidelines and Information:

1. Total credits of the course = Semester I + II = 24+24 = 48
2. 1 credit = 1 hour of class per week
3. In Semester-I, a student shall have to study five (5) Core Courses which are compulsory and One (1) Compulsory Elective (CE). Each course carries (4) credits.
4. In Semester-II, a student shall have to study five (5) Core Courses which are compulsory. One (1) Discipline Specific Elective (DSE) out of four Electives offered by the Department and One (1) Open Elective (OE) offered by the Departments other than Library and Information Science or a student can opt any Course from MOOCs/ SWAYAM or NSS or

any other such established activities of total four (4) Credits of his/her choice. Each Course carries four (4) Credits.

5. All Core Courses (CC), Discipline Specific Elective (DSE) Courses, Open Elective (OE) are divided into 4 Units and carry 30 Marks in Internal Assessment and 70 Marks in the End Semester Examination. Internal Assessment shall be conducted by the concerned Course Teacher and submit the marks to the Controller of Examinations. The Internal Assessment shall be in the form of Assignment/Written Test/Seminar/ Group Discussion etc. Semester End Examinations are conducted by the Controller of Examinations. In the Semester End Examination, for each Theoretical Course there shall be eight (8) questions out of which a student shall have to answer any five (5) questions with each carrying fourteen (14) marks. For, Practical Course question pattern will be decided by the concern teacher. An external examiner may be called for evaluating Practical Course along with Internal Examiner.
6. Students shall have to attend 75% classes of the total classes conducted in a Semester. Attendance of 75% of Classes is mandatory, failing which a student may not be allowed to seat in the Semester End Examination.
7. The student have to undertake minimum 48 credits for this programme which can further increase up to 8 more credits base on his/ her choice.

The Scheme of Papers & Examination Pattern for one year M.Lib.I.Sc. Programme (LOCF) (CBCS Semester System) shall be as follows:

M.Lib.I.Sc. First Semester						
Course Code	Core/ Elective	Course Name	Internal Marks	End-Term Marks	Total Marks	Credits
MLIS-101	CC	Information Retrieval Systems (Theory)	30	70	100	4
MLIS-102	CC	Library Automation (Theory)	30	70	100	4
MLIS-103	CC	Library Automation (Practical)	30	70	100	4
MLIS-104	CC	Job Diary and Study Tour	30	70	100	4
MLIS-105	CC	Metrics Studies	30	70	100	4
MLIS-106	CE	Computer Skill	30	70	100	4
Total Marks/ Credits in First Semester (A)			180	420	600	24
M.Lib.I.Sc. Second Semester						
MLIS-201	CC	Digital Library and Web Technology (Theory)	30	70	100	4
MLIS-202	CC	Research Methodology	30	70	100	4
MLIS-203	CC	Digital Library and Web Technology (Practical)	30	70	100	4
MLIS-204	CC	Dissertation	30	70	100	4
MLIS-205	OE	Basic of E- Resources and Open Access	30	70	100	4
MLIS-206	DSE	DSE-1: Information Literacy and Services DSE-2: Preservation and Conservation of Materials DSE-3: Marketing of Library Services DSE-4: Ancient Library System in India	30	70	100	4
Total Marks/ Credits in Second Semester (B)			180	420	600	24
Total Marks/ Credits (A+B)					1200	48

CC= Core Courses, DSE= Discipline Specific Elective, OE= Open Elective , CE= Compulsory Elective

First Semester

MLIS -101

Core Course (C):

Information Retrieval Systems (Theory)

To enable the student to understand the basic and advance level of Information Retrieval System. It provides information related to indexing language, artificial language. It also provides a clear picture about various model of Information Retrieval Pattern.

Marks: Internal (30) + Semester (70) =100

Unit 1: Information Retrieval Systems

- Definition, Types, Components
- Subject indexing: Concept, principles, methods
- Artificial Intelligence and Expert System

Unit 2: Indexing Languages

- Indexing Languages – Concepts, types and characteristics
- Citation indexing: Concept and utilities
- Vocabulary Control: List of Subject Headings, Thesaurus and Thesourofacet, Classaurus

Unit 3: Indexing Systems and Techniques

- Pre-Coordinate Indexing System: Chain Indexing, PRECIS, POPSI
- Post-Coordinate Indexing System: Uniterm Indexing System
- Title Derived Indexing System: KWIC, KWOC, KWAC, etc.

Unit 4: Information Retrieval Models

- Retrieval Performances: Recall and Precision Ratio
- IR models: concept, purpose, models
- Criteria for evaluation of IR systems

Suggested References:

- Alex Berson, Stephen Smith & Kurt Thearling (2000). *Building data mining applications for CRM*. New Delhi : TMH,.
- Aitchison, Jean, Gilchrist, Alan; and Bawdown, David. (1990). *Thesaurus Construction and Use: A practical manual* (4th ed.). ASLIB.

- Becker, Joseph & Robert M Hayes. (1967). *Information Storage and Retrieval tools Elements & Theories*. New York
- John Wiley & Choudhury, G.G. (1993). *Introduction to Modern Retrieval System*. Calcutta: IASLIC
- Chowdhury (G G) (1999). *Introduction to modern information retrieval*. Library Association, London.
- Cleveland, Donald B & Cleveland , Ana D (2001). *Introduction to indexing and abstracting*. Libraries Unlimited, Colorado.
- Foskett, A C (1996). *Subject approach to information* (Ed.5). London: Library Association
- Chowdhury, G. G. (2003). *Introduction to Modern Information Retrieval* (2nd ed.). London: Facet Publishing.
- Gorman , G. E.(2003) *Metadata applications for Management*. London : Facet Publishing.
- Gosh, S N & Satpathi, J N. (1998). *Subject indexing system: concepts, methods and techniques*. Calcutta: IASLIC,.
- Grolier, Eric de. (1962). *A Study of general Categories Applicable to Classification and Coding in Documentation*. UNESCO.
- Lancaster, F Wilfred (2003). *Indexing and abstracting in theory and practice*. (Ed. 3) Urbana: University of Illinois.
- Losee, Robert M. (1998). *Text retrieval and Filtering: Analytical Models of Performance*. London: Kluwer.
- Meadow, Charles T. (2000). *Text Information retrieval system*. Academic Press.
- Walker (G) & Janes (J) (1993). *Online retrieval: a dialogue of theory and practice*. London :Libraries Unlimited, Englewood.

MLIS -102

Core Course (C):

Library Automation (Theory)

To enable the student to understand the basic and advance level of automation technique. It provides knowledge to build automated library system. It also provides a clear picture about simple and advance search technique.

Marks: Internal (30) + Semester (70) =100

Unit – 1: Basics of Library Automation

- Library Automation: Concepts, Advantages and Disadvantages
- Comparison: Manual Vs Automated Systems
- Library automation scenario in India with special reference to NE India

Unit 2: Planning Library Automation

- Steps in Automation: Planning and Implementation
- Automatic Identification Methods: Barcode, RFID
- Library Automation Software: Commercial and Open Source

Unit 3: Retrospective Conversion

- Retrospective Conversion: Concept, Purpose and Techniques
- Retrospective Conversion Outsourcing: Planning and Prospects
- Retrospective Conversion in Academic Libraries of India: INFLIBNET Initiative, e-shodh Sindhu & Others

Unit 4: Search Engines and Web Design

- Search Engines and Meta Search Engines
- Content Development / Content Creation for Web.
- Web Design: Methods / Techniques

Suggested References:

- Grewal, Gagandeep. (2004). *Handbook of Library Security*. New Delhi : Dominant.
- Haravu, L J. (2004). *Library automation design, principles and practice*. New Delhi: Allied Publishers.
- Pandey, S. K. (2000). *Organisation of Library Automation*. New Delhi : Anmol Publications.

- Reddy, Satyanarayana. (2001). *Automated Management of Library Collections*. New Delhi : Ess Ess.
- Siwatch, Ajit S. et al. (2006). *Approaches to Modern Librarianship*. Delhi : Sanjay.
- Cohn, John M, Kelsey, Ann L. & Fiels, Keith Michael (1998). *Planning for library automation: A Practical Handbook* . London : Library Association,.
- Andrew S. Tanenbanum (1997), *Computer Networks* (3rd ed.).New Delhi : Prentice-Hall of India,
- Cooper, Michael D. (1996). *Design of Library Automation System: File Structure, Data Structures and Tools*. New York: John Wiley.
- Satyanarayana, N. R. (1995). *A manual of computerization of libraries*. New Delhi: Viswa Prakashan.
- Alan Poulter, Debgra Hiom & Gwyneth Tseng (2000). *The Library and Information Professional's Guide to the Internet*(3rd Ed). London : Facet Publishing.
- Catherine, Sheldrick Ross, Nilsen, Kirsti & Dewdney, Patricia (2002). *Conducting the Reference Interview*. London : Facet Publishing.

MLIS -103

Core Course (C):

Library Automation (Practical)

To enable the student to hand on practices to built automated library system. It also provides a hand on practices to build Database for library management system.

Marks: Internal (30) + Semester (70) =100

Unit-I: Library Software

- Installation, Configuration and Application of various Modules of Integrated Library Management Software such as SOUL/ Koha/ LIBSYS/ NEWGENLIB.
(Observation and hand on experience of any one software)

Unit-II: Database Creation

- Creation of database using any Integrated Library Management Software and Generation of Barcode

Suggested References:

- Chidrupananda, Swami. (2006). *Making Sense of Library Automation: A Hands on Guide*. Kolkata : Meteor.
- Grewal, Gagandeep. (2004). *Handbook of Library Security*. New Delhi : Dominant.
- Haravu, L J(2004). *Library automation design, principles and practice*. Allied Publishers, New Delhi.
- INFLIBNET. Software for university libraries user manual. 2003. INFLIBNET, Ahmedabad.
-
- Reddy, Satyanarayana. (2001). *Automated Management of Library Collections*. New Delhi : Ess Ess.
- Sujatha, G. (1999). *Resource Sharing and Networking of University Libraries*. New Delhi : Ess Ess.

MLIS -104

Core Course (C):

Job Diary and Study Tour

To enable the student to hand on practices to gain clinical experience of library system. It also help to understand the best practice adopted in Higher Institution of India.

Marks: Internal (30) + Semester (70) =100

Part-A

Job Diary: A student admitted to the course shall have to work in every section of the Central Library of Maharaja Bir Bikram University or any other library specified by the department to gain practical and clinical experience under the guidance of a teacher. A diary shall be maintained by the student in the form as prescribed by the department and to be submitted for the purpose, to be signed by the concerned teacher and countersigned by the Head of the Department. The diary is to be evaluated jointly by both the external (if any) and internal examiners followed by a viva-voice.

Part-B

Study Tour: Every Student are required to visit and prepare a report on the working system and management of selected library and information centres of a place preferably outside the state (preferably to any metropolitan city) accompanied by teachers for guidance in the end of the first semester. The report shall have to be submitted to the department for evaluation jointly by external (if any) and internal examiners followed by a viva-voice. The objective of the practical visit to the library/libraries is/are curriculum stipulated study tour are:

- To acquaint the students the organization and management of established libraries and information centres at national level.
- Expose themselves to automated and networked libraries on site.
- To make a comparative and critical study and evaluation among the libraries visited, and
- Get an overview of the latest trends and development on library and information services provided in the emerging scenario.

MLIS -105

Core Course (C):

Metrics Studies

To enable the student to understand the bibliometric, informetric, etc. It provides information related to Citation analysis, Impact Factor, Online citation index.

Marks: Internal (30) + Semester (70) =100

Unit 1: Bibliometric

- Concept, need, purpose
- Scope & Parameters
- Bibliometric Laws & their Applications

Unit-2: Informetric, Scientometric, Webometric

- Concept, need, purpose
- Application in knowledge mapping
- Tools and techniques

Unit- 3: Citation analysis

- Concept, need, purpose
- Citation analysis, H-index, I-index, G-index
- Tools and techniques

Unit-4: Impact Factor, Online citation index

- Impact factor concept,
- Formulas for measuring impact factor
- Citation Indexing Databases and Services

Suggested References:

- Alan Poulter, Debgra Hiom & Gwyneth Tseng (2000). *The Library and Information Professional's Guide to the Internet* (3rd Ed.). London : Facet Publishing.
- Catherine, Sheldrick Ross, Nilsen, Kirsti & Dewdney, Patricia (2002). *Conducting the Reference Interview*. London : Facet Publishing.

MLIS -106

Computer Skills (CE)

After completing the Basic course in Computer Skill students will able to use the computer for their day to day basic and advance level computer activities. It will enhance the IT skills of students.

Marks: Internal (30) + Semester (70) =100

Unit -I: Open Source Software

- Knowledge of UNIX or LINUX system
(Observation and Hand on practice)

Unit -II: C++ programming

- Creating program with C++ language
(Observation and Hand on practice)

Unit -III: Designing Code for Website

- Creating website.
(Observation and Hand on practice)

Unit -IV: Advance Image editing software

- Practices with different Image editing software.
(Observation and Hand on practice)

Second Semester

MLIS -201

Core Course (C):

Digital Library and Web Technology (Theory)

To enable the student to understand the concept of digital library. It provides information related to different digital library software. After finishing this course, student will able to build the digital library of their own.

Marks: Internal (30) + Semester (70) =100

Unit- 1 Digitization and Digital Library Concepts

- Digitization process: steps and tools
- Digital library: Concepts, steps and implementation
- Digital Library Management Software Selection process and features

Unit 2: Institutional Repository

- Institutional Repository: Concepts
- Institutional Repositories Vs Digital Library
- Evaluation of Institutional Repository

Unit 3: Digital Library Software

- Greenstone: Feature, Hardware requirements, Installation
- D-space: Feature, Hardware requirements, Installation
- E-prints: Feature, Hardware requirements, Installation

Unit 4: Digital Preservation

- Digital Preservation: Needs, Concepts
- Digital Preservation migration and replication
- Digital Library Initiatives (National & International level)

Suggested References:

- Bishop, A. P. et al. (eds.). (2005). *Digital Library Use: Social Practice in Design and Evaluation*. Delhi : Ane Books.
- Chowdhury, G. G. & Chowdhury, Sudatta. (2003). *Introduction to Digital Libraries*. London : Facet Publishing.

- Deegan, Marilyn & Tanner, S. (2006). *Digital Preservation*. London : Facet Publishing.
- Jones, Richard et al. (2006). *The Institutional Repository*. Oxford : Chandos Publishing.
- Judith, Andrews & Derek, Law (2004). *Digital Libraries*. Hants : Ashgate.
- Krishan Gopal. (2005). *Intellectual Freedom in Digital Libraries*. Delhi : Authors Press.
- Lakshmi, Vijay & Jindal, S. C. (eds.) (2004). *Digital Libraries*. Delhi : Isha Books.
- Pandey, V. C. (2004). *Digital Technologies and Teaching Strategies*. Delhi : Isha Books.
- Rajagopalan, A. (2006). *Library of the Digital Age: Issues and Challenges*. Delhi : SBS Publishers.

MLIS -202

Core Course (C):

Research Methodology

To enable the student to understand the concept of research method. It provides information related to steps and techniques of research. After finishing this course, student will be able to carry out research work more scientifically and appropriately.

Marks: Internal (30) + Semester (70) =100

Unit – 1: Research and Research Design

- Research: Concept, Meaning and Significance
- Types of Research: Qualitative and Quantitative Research
- Research design: formulation of hypothesis, Literature Search

Unit – 2: Research Methods, Techniques and Tools

- Types of Research Methods
- Sampling Techniques
- Types of Data Collection tools

Unit – 3: Statistics and its Applications

- Measurement of Central Tendency
- Measures of Dispersion, Correlation Studies and Regression Analysis
- Chi Square test, t-test, z-test, etc.

Unit – 4: Research Reporting

- Writing Style of Research Report
- Research Ethics and Plagiarism
- Manual Structure and Style MLA, APA, CHICAGO, etc.

Suggested References:

- Alvesson, M & Skoldberg, K. (2009). *Reflexive methodology: new vistas in qualitative research* (2nd Ed. Rev.). London : Sage Publication.
- Brady, John. (1997). *The Craft of Interviewing*. New York: Vintage.
- Busha, C H (1990). *Research methods in librarianship*. New York: Academic Press..

- Gillham, Bill. (2000). *The Research Interview*. London: Continuum Press.
- Goode, W J & Hatt, P K(1982). *Methods in social research*. New York : McGraw-Hill.
- Kish, Leslie. (1995). *Survey Sampling*. New York: Wiley.
- Kumar, Krishan(1999). *Research methods in library and information science (Rev. Ed.)*. New Delhi : Har-Anand Publications.
- Marshall, Catherine & Rossman, Gretchen B (2006). *Designing Qualitative Research*. USA :Sage.
- Nielsen, Jakob. (2000). *Designing Web Usability*. USA, New Riders.
- Payne, Stanley. (1951). *The Art of Asking Questions*. Princeton University Press.
- Raju, Nemani Govinda. (2009). *Bibliometric Applications: Study Of Literature Use Patterns*
- Rea , Louis M & Parker , Richard A. (2005). *Designing and Conducting Survey Research*, San Francisco. Jossey-Bass.
- Reinard , John C. (2006). *Communication Research Statistics*. USA: Sage.
- Rowntree, Derek (2003). *Statistics without Tears: A Primer for Non-Mathematicians*. London: Penguin.
- Rubin, Herbert & Irene (2004). *Qualitative Interviewing: The Art of Hearing Data*. USA: Sage.
- Singh, S P. (2002). *Research methods in social sciences: a manual for designing questionnaires*. New Delhi: Kanishka.
- Sudman, Seymour (1976). *Applied Sampling*. New York: Academic Press.
- Wadsworth, Yoland . (1998). *Everyday Evaluation on the Run: A collection of simple methods for evaluating the success of any project*. Australia: Allen and Unwin.
- Williams, Frederick & Monge, Peter. (2001). *Reasoning with Statistics*. , USA: Harcourt.

MLIS -203

Core Course (C):

Digital Library and Web Technology (Practical)

To enable the student to hand on practice on digital library. It provides information how to create and design digital library for an institute. After finishing this course, student will able to create the digital library of their own.

Marks: Internal (30) + Semester (70) =100

Unit-I: Digital Library Software: Practice

- Creation of Digital Documents with Metadata
- Creation of Digital Library using Digital Library Software such as DSpace/ Greenstone (*Observation and hand on experience of any one software*)

Unit-II: Content Management Software: Practice

- Installation and Designing of the Content Management Software such as Wordpress/ Drupal/ Joomla. (*Observation and hand on experience of any one software*)

Suggested References:

- Bishop, A. P. et al. (eds.). (2005). *Digital Library Use: Social Practice in Design and Evaluation*. Delhi : Ane Books.
- C. Xavier (2000). *World Wide Web Design with HTML*. New Delhi : TMH.
- G. G. Chowdhury (2003). *Introduction to Digital Libraries*. London: Facet Publishing.
- Jones, Richard et al. (2006). *The Institutional Repository*. Oxford : Chandos Publishing.
- Judith, Andrews & Derek, Law. (2004). *Digital Libraries*. Hants : Ashgate.
- Krishan Gopal. (2005). *Intellectual Freedom in Digital Libraries*. Delhi : Authors Press.
- Carpenter , Leona, Shaw , Simon & Prescott , Andrew (1998). *Towards the Digital Library*. London.
- Lovecy, Lan. (1984). *Automating library procedures: a survivor's handbook*. London: Library Association.
- Rajagopalan, A. (2006). *Library of the Digital Age: Issues and Challenges*. Delhi : SBS Publishers.

MLIS -204

Core Course (C):

Dissertation

To enable the student to carry research work. It will motivate them to conduct research study further such as M.Phil. or Ph.D or others.

Marks: Internal (30) + Semester (70) =100

Every student shall have to choose a topic for the dissertation in the beginning of the second semester and preliminary preparation carried out under the guidance of faculty member of the department. This work should be in standard format.

The final prepared dissertation to be submitted to the department/university before issuing admit card of the second semester of this programme. Dissertations will be evaluated by Concerned Supervisor and One External Examiners (if any) jointly which will followed by a Viva-Voice.

MLIS -205 (OE)

Open Elective Course: Basic of E- Resources and Open Access

To enable the student to understand the basic of e-resource management system. It provides knowledge for evaluation and selection of e-resources. It also provides a clear picture about different consortia services within India and abroad.

Marks: Internal (30) + Theory (70) =100

Theory:

Unit 1: Introduction of E resource

- Concept of E-Resource
- Advantages and disadvantages
- Basic of Metadata and e-database

Unit 2: Structure of E-resources:

- Formats like docx, pdf, csv, xsl, etc.
- Various image formats
- Video and Audio format

Unit 3: Searching of E-resources

- Simple Search
- Boolean logic
- Internet Search

Unit 4: Open Access

- E-book and e-journal
- Open and Commercial access
- Free Access

Suggested References:

1. G, Barbara (2012). *E-Resources in library and information services*. London: Facet Publishing.
2. Brindley, L. (1998). Ed. *The electronic Campus*. London, British Library Dearnley, James and Society, London: Facet publishing, 2001.
3. Rowley, J.E. (1998). *The Electronic Library of Computers for Libraries (4th Ed)*. London: Facet Publishing.

MLIS -206

Discipline Specific Elective Course (DSE: 1): Information Literacy and Services

To enable the student to understand the Information Literacy and Services. It provides information related to Media Literacy, Information Literacy and Policy and Community Services.

Marks: Internal (30) + Semester (70) =100

Unit-I: Development of Information Literacy

- Information Literacy: Definition, Models and Standards
- Information Literacy: Strategic Plan
- Information Literacy and Lifelong Learning

Unit-II: Media Literacy

- Computer Literacy and E-Literacy
- Bridging the Digital Divide
- Information Literacy and Media Literacy

Unit-III: Information Literacy and Policy

- Information Literacy and LIS Education
- Information Literacy: Initiatives and Forms in USA, UK and Australia
- Policies and Guidelines: UNESCO, IFLA and ALA

Unit-IV: Community Information Services

- Need and Sources for Community Information in Society
- Community Information Services: Types and Target Users
- Community Information in USA, UK and India

Suggested References:

- Jain, K, et al. (2017). *Information Literacy and Lifelong Learning: a primer for libraries and information professionals*. New Delhi: Tata McGraw-Hill
- Kotler, G (2002). *Community Information Services (12th Ed)*. Delhi : Prentice Hall.
- Chowdhury, G. & Chowdhury, S. (2001). *Information sources and searching on the World Wide Web*. London: Facet Publishing.
- Crawford, John. (2000). *Evaluation of library and information services*. London: ASLIB.
- Davinson, Donald. (1975). *Bibliographic Control*. London: Clive Binglez.
- Farmer, LSJ. (Ed.). (2007). *The human side of reference and information services in academic libraries: adding value in the digital world*. Oxford: Chandos Publishing.
- Girija Kumar and Krishan Kumar. *Bibliography*. New Delhi : Vikas.
- Grogan, Dennis. (1982). *Science and technology: An introduction to literature*. London: Clive Bingley.

MLIS -206

Discipline Specific Elective Course (DSE: 2): Preservation and Conservation of Materials

To enable the student to understand the Preservation and Conservation of Library Materials. It provides information to protect rare documents or cultural heritage.

Marks: Internal (30) + Semester (70) =100

Unit-I: Library Materials and Enemies

- Evolution of writing materials
- Types of library materials: historical to digital object
- Enemies of Library materials.

Unit-II: Preservation Technology

- Manufacturing and development of written technology
- Techniques for Preservation Cleaning, Removal of stains, de-acidification
- Management of binding work, Bindings of documents

Unit-III: Special Preservation Processing

- Binding design, planning
- Furniture for Preservation
- Policy for Preservation and Conservation

Unit-IV: Preservation of Digital Resources

- Planning, Steps for Digital preservation
- Process of Digital preservation
- National and International Initiatives

Suggested References:

- Casey, J. P. (1982). *Paper making*. New York : Interscience Publishers
- Corduroy, John. (1978). *Book binding for beginners*. London : Thomas and Hudson
- Dasgupta, Kalpana, ed. (1988). *Conservation of library materials*. Calcutta : National Library
- Durean, J. M. & Clements, D. W. G. (1986). *Principles of the preservation of library materials*. Hague : IFLA.
- Gabriel, M. & Ladd, D. (1980). *The microfilm revolution in libraries*. Greenwich : JAI Press
- Hans, K. J. (1958). *Sign, symbol and script*. London : George Allen & Unwin
- Harvey, Poss. (1993). *Preservation in libraries: a reader*. London : R R Bowker
- Sharma, R. G. (1979). *Pandulipi sampadan kala*. Delhi : Prabhat Prakashan
- Singh, R. S. (1993). *Conservation of documents in libraries, archives and museums*. Delhi

MLIS -206

Discipline Specific Elective Course (DSE: 3): Marketing of Library Services

To enable the student to understand the need and concept of marketing in term of Library.

Marks: Internal (30) + Semester (70) =100

Unit 1: Concept of Marketing

- Needs, Objectives and Philosophy
- Strategic Planning,
- Marketing Research, Marketing Process

Unit 2: Promotion of LIS Products and Services

- LIS Products and Services as a Marketable Commodity
- Channels and Communication Strategies
- E-Marketing, Advertising, Promotion, Public Relations

Unit 3: Consultancy and Library Associations

- Voluntary versus Authenticated Consultancy
- Impact of Management Consultancy on Librarianship
- Role of Library Associations as Consultancy

Unit 4: Analysis of Marketing

- SWORT Analysis, Six Sigma Analysis
- Packaging and Re-Packaging of Library Products
- Design and Development of LIS services

Suggested References:

- Bakewll, K G. (1997). *Managing user-centred libraries and information services (2nd Ed)*. London:Maxwell,
- Butcher (1998). *Meeting manager's information needs*. London : ASLIB.
- Carpenter, J & Davies, R. (1992). *Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management. Research and Development, British Library, London.*
- Coote, Helen & Batchelor, Bridget (1997). *How to market your library services effectively (2nd Ed)*. London: Aslib.
- Helinsky, Z. (2008). *A short-cut to marketing the library*. Oxford ; Chandos Publishing.
- Kotler, Philip & Armstrong , Gary (1996). *Principle of marketing. (7th Ed)*. New Delhi : Prentice- Hall of India.
- Rowley, Jenifer (2001). *Information marketing*. London : Ashgate.

MLIS-206

Discipline Specific Elective (DSE: 4)

Ancient Library System in India

In the tradition, knowledge has been constituted, stored and maintained in the framework of the oral culture. The oral texts, we said, are highly structured. The Indian mind is acutely taxonomic and the layered structure of the texts reflects the structured analysis of the domain of knowledge. The course highlights the history of Indian Knowledge System and Indian Library System and its importance at present time.

Unit: 1 History in Indian Knowledge System

- *The Beginnings of Indian Knowledge System*
- *The Early Historical Period*
- *The Siddhāntic Era*

Unit: 2 Indian Cultures: Literature

- *Ancient Period- Oral, Vedic Period*
- *Kavya Literature*
- *Pre- Independence period*

Unit: 3 Ancient Library System

- *History of Indian Library System*
- *Nalanda Library, Thanjavur Library System*
- *Khuda Bakhsh Oriental Public Library, Bhaktivedanta Research Center, Puna*

Unit: 4 Indian Public Library Movements

- *History of Public Library System*
- *Public Library Movements in India*
- *Imperial Library*

Suggested Reading:

- *Kapil Kapoor and Avadhesh Kumar Singh, Indian Knowledge Systems — Nature, Philosophy and Character, IAS, Shimla.*
- *Knowledge, Individual and Society in Indian Traditions, Saini Memorial Foundation Lecture, Panjab University, Chandigarh, 2002 (monograph).*
- *Swaminathaiyer, U.V., 1937, Ninaiyu Mafljart, Part II, quoted from a speech of Dr. U.V. Swaminathaiyer delivered in Madras.*
- *Subramanya, Sastri P.S., (Vaidyaratna), 1944, Lectures on Pataflja, Vol. 1 (quoted from Paspas Uhnika of Patafljali's Mabhusya), Annamalai University.*

XXXXXXXXXXXXXXXXXXXX