

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**  
**Ch. Charan Singh University, Meerut**

Master of Library & Information Science

FIRST SEMESTER

2019-2020

Paper	Paper Code	Paper Title	Credit	Internal Marks	Exam Marks	Total
I	MLS 101	Knowledge Organization : Classification (Theory)	04	20	80	100
II	MLS 102	Knowledge Organization : Classification (Practice)	04	20	80	100
III	MLS 103	Research Methods and Statistical Methods	04	20	80	100
IV	MLS 104	Information and Communication Technology applications in Libraries (Theory)	04	20	80	100
V	MLS 105	Library Operations	04	20	80	100
		<b>Total Credit / Marks</b>	<b>20</b>			<b>500</b>

**FIRST SEMESTER**  
**Knowledge Organization: Classification (Theory)**

Paper – I  
MLS 101

Credit : 04  
**Max. Marks: 100**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I	Development of general theory of classification: Contributions of Richardson, W. C. Berwick Sayers, H. E. Bliss, S. R. Ranganathan and CRG. Mapping of universe of knowledge: problems; Categorization of isolates: modern trends.
Unit II	Mapping of Universe of subjects in CC, UDC and DDC; Features of special classification schemes
Unit III	Classificatory Principles in Classification of Sciences, Social Sciences and Humanities
Unit IV	Comparative study of CC & UDC with regard to common subdivisions and indicator digits
Unit V	Recent trends in classification; automatic classification, Web Dewey, Dewey on CD, Classification in Online System. CRG, ISKO and BSO

*Recommended Books*

1. Krishan Kumar: Theory of Classification. New Delhi: Vikas Publishing House, 1985
2. Ranganathan, SR: Prolegomena to Library Classification. Bangalore: Sarda Ranganathan Endowment for Library Science, 2006
3. Hussain, Shabahat: Library Classification: facets and analysis. Delhi, B. R. Publishing, 2004.
4. Satija, MP: The Theory and Practice of Dewey Decimal Classification. Chandos Publishing, 2007
5. Satija, MP: Dewey Decimal Classification, Edition 19 to Edition 23. New Delhi, Ess Ess Publications, 2013.

## Knowledge Organization: Classification (Practice)

Paper – II  
MLS 102

Credit : 04  
Max. Marks: 100

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

The practical examination will consist of *Ten* complex titles to be classified in depth according to UDC (Abridged edition 2003) out of *Fifteen* Titles

### Recommended Books

1. Fosket, AC : Universal Decimal Classification. Clive Bingley, London.
2. Mcllwaine, IC : The Universal Decimal Classification : A guide to its use.
3. Universal Decimal Classification. British Standards Institution, London.

## Research Methodology and Statistical Techniques

Paper – III  
MLS 103

Credit : 04  
Marks : 100

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I	Research: concept, meaning, need, purpose; Types of research: Hypothesis: definition, characteristics, functions, Research design: concept and types; Identification of problem.
Unit II	Research methods: Scientific method: definition, characteristics, process, spiral of scientific method; Historical method: definition, steps, Descriptive method: meaning, assessment, evaluation,
Unit III	Research techniques; Questionnaire: print and electronic form; Quantitative and qualitative studies; interview; observation; library records and reports; sampling techniques.
Unit IV	Data analysis and interpretation ; Measures of central tendency ; Mean ; Mode ; Median ; Measures of dispersion : variance and covariance ; Standard deviation ; Graphical representation of data ; bar graph ; pie graph ; histograms ; Chi square test.
Unit V	Bibliometrics ; Scientometrics ; Infometrics and Webometrics : concepts and definition ; Bibliometric Laws : Bradford ; Zipf ; Lotka ; Research report ; Structure, style, contents, guidelines

### Recommended Books

1. Sinha, SC and Dhiman, AK: Research Methodolgy. New Delhi, Ess Ess, 2002.
2. Khan, MA: Research Methods in Library and Information Science. New Delhi, Cosmo, 2002.
3. Deverajan, G: Research in Library and Information Science. New Delhi, Ess Ess, 2002.
4. Ahuja, A: Research Methods. New Delhi: Rawat Publications, 2005
5. Kumar, K : Research Methods in Library and Information Science, 1992.

6. Lancaster, FW : Bibliometric Methods in accessing productivity and impact of research. 1991.
7. Ravichandra Rao, IK : Quantitative Techniques for Library and Information Science, 1983.
8. Kothari, CR: Research Methodology: Methods and Techniques. New Delhi: New Age Publishers, 2004
9. Khanna, JK and Khurana, S: Handbook of Research Methodology. Agra, YK Publishers, 2008
10. Balasubramaniam, P and Baladhandayutham, A. Research Methodology in Library Science. New Delhi, Deep & Deep, 2011

Paper – IV  
MLS 104

Credit : 04  
Marks : 100

**Information and Communication Technology Applications in Libraries (Theory)**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I	Introduction to computers : Brief description of various components of computer ; Input and Output devices ; Classification of computers ; Hardware and software.
Unit II	Information and Communication Technology: Concepts and Components; Application of ICT in House Keeping Jobs; Role of Information Professionals in the ICT Era; Library Softwares: Types (Bibliographic, Automation and Digital), Selection and Evaluation Criteria
Unit III	Library automation software packages: CDS/ISIS, Libsys, SOUL, Alice for windows, KOHA. Application of library software packages in various library operations and services. Institutional Repositories: Concept, Objectives and Development
Unit IV	Telecommunication and networking; Network media : UTP, Optical fibre element, network interface card, Hub, Router, Modem ; Types of network : LAN, MAN, WAN and their applications in library networks ; Network typologies : Bus, Star, Ring, Token ring ; Internet and intranet : basic features and applications.

Unit V Digital libraries : genesis, definition, objective and scope ; Software and hardware for digital libraries ; Data warehousing ; Data mining ; Meta data ; Artificial intelligence and expert systems ; Online searching of databases : MEDLINE, DIALOG, OCLC.

### Recommended Books

1. Deitel, HM: An introduction to operating systems. Masschusettes, Addison-Wesley, 1984.
2. Martin, J: Fourth generation languages. New Jersey, Prentice Hall, 1985.
3. Vasantha, N and Mudhol, MV : Software packages for library automation. Delhi, Ess Ess, 2000.
4. Raman Nair: accessing Information through Internet. New Delhi, Ess Ess,2002.
5. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess,2003.
6. Aswal, RS: CDS/ISIS for Windows: A handbook for librarians. New Delhi, Ess Ess,2003.
7. Kaul, HK. Library Networks: An Indian Experience. New Delhi, Virgo, 1992.
8. Balakrishnan, S: Networking and Future of Libraries. New Delhi, Ess Ess Publications, 2000

Paper – V  
MLS 105

Credit : 04  
Marks : 100

### **Library Operations**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I Library operations: An introduction with various sections; Organisational pattern of different types of libraries; Ethics of librarianship and skill developments; Library rules and regulations.

Unit II Collection development: philosophy, purpose, policy, tools and principles; Acquisition of documents; Acquisition of serials

- Unit III Technical processing: functions and procedures; Circulation section: functions, charging and discharging systems; Care and preservation of books; Care and preservation of Non-book material
- Unit IV Library authority and library committee; Library finance; Stock verification: methods and tools; Stock evaluation and weeding
- Unit V Library infrastructure: building, furniture etc., Library statistics and annual reports; Library users: characteristics and their needs; Library orientation

### Recommended Books

1. Mittal, RL : Library and Administration : Theory and practice. New Delhi : Metropolitan Book, 1983.
2. Ranganathan, SR : Library Book Selection. Bombay : Asia Pub. House, 1966.
3. Brown, James Duff : Manual of Library Economy. London : Andre Deutsch, 1961.
4. Mahapatra, PK and Chakrabarti, B : Preservation in Libraries. New Delhi : Ess Ess, 2003
5. Adhikari, Rajiv : Library Preservation and Automation. Delhi : Rajat Publications, 2002.
6. Chopra, HS: Library Conservation. New Delhi, Commonwealth Publishers, 2017
7. Mason, Merilyn Gell: Strategic Management for Today's Libraries. New Delhi, Ess Ess Publications, 2010
8. Ramesh Chandra and Srivastava, AP: Information Preservation and Library Management. Delhi, Kalpaz Publications, 2013.

**DEPARTMENT OF LIBRARY & INFORMATION SCIENCE**

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**SECOND SEMESTER**

**2019-2020**

Paper	Paper Code	Paper Title	Credit	Internal Marks	Exam Marks	Total
I	MLS 201	Information Storage and Retrieval System	04	20	80	100
II	MLS 202	Knowledge Organisation : Cataloguing (Theory)	02	10	40	50
III	MLS 203	Knowledge Organisation : Cataloguing (Practice)	02	10	40	50
IV	MLS 204	Information Literacy	04	20	80	100
V	MLS 205	Information and Communication Technology application in Libraries (Practical)	04	20	80	100
VI	MLS 206	Dissertation			100	100
		<b>Total Credit / Marks</b>	<b>16</b>			<b>500</b>



## SECOND SEMESTER

Paper – I  
MLS 201

Credit : 04  
Marks : 100

### Information Storage and Retrieval

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I	Abstract and abstracting: concept, types, procedure of abstracting; Guidelines in preparing abstracts; Principles of abstracting (canons) ; Auto abstracting.
Unit II	Index and indexing : concepts and types, principles of indexing ; Subject indexing ; Pre-coordinate indexing system ; Post coordinate indexing systems ; Chain indexing ; Citation indexing.
Unit III	Special types of indexing : KWIC, KWAC, KWOC etc. Thesaurus ; Thesaurifacet ; Vocabulary control : tools of vocabulary control.
Unit IV	Features of IR system ; Information retrieval models ; Search strategies : manual, machine ; Evaluation of IR systems ; Trends in IR.
Unit V	Information products : nature, concept, types ; Marketing of information products.

#### Recommended Books

1. Bradford, SC : Documentation. 2<sup>nd</sup> ed. London, Lockwood, 1953.
2. Foskett, AC : Subject approach to Information. 5<sup>th</sup> ed. London, Library Association, 1997.
3. Guha, B : Documentation and Information : services, techniques and systems. 2<sup>nd</sup> rev ed. Calcutta, World Press, 1983.
4. Kawatra, PS : Fundamentals of Documentation with special reference to India. New Delhi, Sterling, 1983.
5. Khanna, JK : Documentation and Information Services : systems and techniques. Agra, Y K Publishers, 2000.

6. Lancaster, FW : Information Retrieval Systems : Characteristics, Testing and Evaluation. New York, John Wiley, 1968.
7. Ranganathan, SR : Documentation and its facets. London, Asia Pub. House, 1963.
8. Prasher, RG : Index and Indexing. New Delhi, Medallion Press, 1989.

Paper – II  
MLS 202

Credit : 02  
Marks : 50

### **Knowledge Organisation : Cataloguing (Theory)**

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

Unit I	Introduction of Library Catalogue. Objectives of Library Catalogue. Forms of Catalogue. Types of Library Catalogue. Kinds of Entries.
Unit II	Contributions of Cutter, Lubetzkey, S. R. Ranganathan in the field of Cataloguing. Paris Principles in the Development of Catalogue Codes. Comaparative Study of CCC and AACR-II. Corporate Authors.
Unit III	Normative Principles. Subject Cataloguing. Subject Headings: LCSH, POPSI, PRECIS, Chain Procedure. Thesaurus: Need and importance. Principles for Compilation.
Unit IV	Centralized and Cooperative Cataloguing. Rules for the Union Catalogues of Books, Periodicals, Indexing and Abstracting Journals.
Unit V	Recent Trends in Library Cataloguing. Online Cataloguing: OPAC, WEBOPAC. Exchange Formats: ISBD, MARC, CCF, UNIMARC, MARC21.

### Recommended Books

1. Girja Kumar and Krishna Kumar: Theory of Cataloguing, 5<sup>th</sup> Rev Edition. New Delhi, Vikas Publishing House Pvt. Ltd.
2. Sahoo, KC: Information Management with IT Applications. New Delhi, Medallian Press.
3. Parmeshwaran, M. Anglo American Cataloguing Rules and CCC. New Delhi, Ess Ess Publications.
4. Singh, SN and Prasad, HN: Cataloguing Manual AACR-II. New Delhi, B. R. Publishing House.
5. Khan, MTM: Anglo American Cataloguing Rules. New Delhi, Shree Publishers.
6. Krishan K: An introduction to AACR2, New Delhi: Vikas Publishing, 1986.
7. Sharma, Pandey SK: Cataloguing theory. New Delhi, Ess Ess Publications, 1986

Paper – III  
MLS 203

Credit : 02  
Marks : 50

### **Knowledge Organisation : Cataloguing (Practice)**

Cataloguing of complex problems involving the rendering of Headings and Description will be done according to AACR-II for Corporate Authors, Non Book Materials and Periodicals. The candidates are required to catalogue fully FOUR titles out of SIX Problems. The Practical Examination will be conducted through a question Paper and evaluated by One External Examiner and One Internal Examiner to be appointed by the University.

### Recommended Books

1. Aswal, RS. AACR2R with MARC21: Cataloguing practice for 21<sup>st</sup> century. New Delhi, Ess Ess Publications, 2005.
2. Krishna K. Introduction to AACR2, 4<sup>th</sup> Edition, New Delhi, Vikas Publishing, 2001
3. Sears, Minnie E. Sears List of Subject Headings. 20<sup>th</sup> Edition, Edited by Joseph Miller. New York, H. W. Wilson, 2004.
4. Vishwanathan, CG. Cataloguing: Theory and practice. New Delhi, Ess Ess Publications, 2008.
5. Dhawan, KS. Online cataloguing systems. New Delhi, Commonwealth Publishers, 1997.
6. Husain, MS and Siddiqui, JA. Practical cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018

Paper – IV  
MLS 204

Credit : 04  
Marks : 100

## Information Literacy

**Internal assessment: 20 Marks** (2 Tests –10 Marks each)

**Theory: 80 Marks**

**Time: 3 Hours**

**Note:** The paper will be divided into Three Sections A, B and C.

**Section A** will consist of *Five* Short Answer Type questions not exceeding 75 words. The examinee will attempt all questions. Each question carries 3 marks.

**Section B** will consist of *Three* questions not exceeding 200 words. The examinee will attempt *Two* questions. Each question carries 10 marks.

**Section C** will consist of *Five* questions in detail. The examinee will attempt *Three* questions. Each question carries 15 marks.

- Unit I Information literacy: concept, need, objectives and evolution; Computer literacy, Library literacy, Media literacy, Network literacy and Digital literacy; Learning theories; Information literacy products; Types of literature
- Unit II Information literacy standards, Models; Competencies, skills for information literate users and professionals; Assessment of Information literacy skills; Information literacy training.
- Unit III Information literacy programmes: scope and characteristics; National and International programmes in Information literacy; Designing, implementing and evaluation of Information literacy programmes
- Unit IV Role of Library Associations in Information literacy; Impact of Information literacy on the use of Library resources and services; Recent trends in Information literacy system (web based, OPAC, Lifelong learning)
- Unit V Role of libraries in Information literacy; Challenges and issues in Information literacy; Information literacy for society; Information literacy for Research and Development.

### Recommended Books

1. Eisenberg, MB. Information literacy: Essential skills for the information age. 2<sup>nd</sup> Edition, Westport, Libraries Unlimited, 2004
2. Gibson, C. Student engagement and information literacy. Chicago, Association of College and Research Libraries, ALA, 2006

3. Godwin, P and Parker, J. Information literacy beyond Library 2.0. London, Facet Publishing, 2012
4. Grassian, ES. Learning to lead and manage information literacy instructions. New York, Neil Schuman Publishers, 2005

Paper – V  
MLS 205

Credit : 02  
Marks : 100

### **Information and Communication Technology Application in Libraries (Practice)**

The question paper for practical examination will be set to check IT skills in the following areas.

1. Database creation in SOUL 2.0 and KOHA
2. Use of Library Software Packages, SOUL 2.0, Alice for Windows and KOHA for In House Operations, Bar Code Generations, Membership Cards, Machine Readable Catalogue Cards.
3. Access to World e-Book Library, Web of Science and Shodhganga.
4. Sharing of files between computers
5. Creation of Blog
6. Designing Institutional Repositories using D-Space

#### Recommended Books

1. INFLIBNET. Software for University Libraries User Manual. Ahmedabad, INFLIBNET, 2003
2. Sharma, Pandey SK. Library computerization: Theory and Practice. New Delhi, Ess Ess Publications, 1993
3. Deitel, HM : An introduction to operating systems. Masschusettes, Addison-Wesley, 1984.
4. Martin, J : Fourth generation languages. New Jersey, Prentice Hall, 1985.
5. Vasantha, N and Mudhol, MV : Software packages for library automation. Delhi, Ess Ess, 2000.
6. Raman Nair : accessing Information through Internet. New Delhi, Ess Ess, 2002.
7. Dhiman, AK : Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess, 2003.
8. Aswal, RS : CDS/ISIS for Windows : A handbook for librarians. New Delhi, Ess Ess, 2003.

Paper – VI  
MLS 206

Credit : 04  
Marks : 100

### **Dissertation**

Note : This paper will consists of areas such as annotated subject bibliography, bibliometric study, case study, survey, trend report etc. The dissertation on any one of the above theme will be submitted before the commencement of annual examination and will be evaluated by an external examiner. It will carry 75 marks. Viva Voce examination will be of 25 marks. This will be conducted by a group of Three members consisting of Coordinator of the Department, External Examiner and the Supervisor.