DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

Ch. Charan Singh University, Meerut

Master of Library & Information Science

FIRST SEMESTER

2020 – 2021

Paper	Paper Code	Paper Title	Credit	Internal Marks	Exam Marks	Total
I	MLS 101	Knowledge, Information and Communication	04	20	80	100
II	MLS 102	Knowledge Organization: Classification (Theory)	04	20	80	100
III	MLS 103	Knowledge Organization: Classification (Practice)	02	10	40	50
IV	MLS 104	Research Methods and Statistical Techniques	04	20	80	100
V	MLS 105	Computer Application in LIS (Theory)	04	20	80	100
VI	MLS 106	Computer Application in LIS (Practical)	02	10	40	50
VII	MLS 107	**Any ONE of the following:** a) Public Library System b) Academic Library System c) Special Library System	04	20	80	100
		Total Credit / Marks	**24**	**120**	**480**	**600**

FIRST SEMESTER
MLS 101
Knowledge, Information and Communication

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Information: Definition; Characteristics, Nature, and Value; Conceptual difference between Data, Information and Knowledge; Communication of Information; Barriers.

Unit-II   Knowledge: Definition, Kinds of Knowledge, Growth of Knowledge, Universe of Subjects: Formation, Structure and Development of Subjects.

Unit-III   Information Science: Definition, Scope and Objectives; Information science as a discipline and its relationship with other subjects; Information Society: Genesis, Characteristics, Implications

Unit-IV   Information Industry: Generators, Providers and Intermediaries; Intellectual Property Right Acts.

Unit-V   Knowledge Management: Definition, Concept, Need and Basic Tools; Trends in Knowledge Management, Role of Information Manager.

Recommended Books

1. Raman Nair, R: Accessing information through internet. New Delhi, Ess Ess, 2002.
2. Bavakutty, M. et al. ed.: Information Access, management and exchange in the technological age. New Delhi, Ess Ess, 2003.
3. Ramesh Babu, M and Gopalakrishnan, S. ed.: Information, Communication, Library and Community Development. Delhi, B. R. Publishing, 2004.
4. Khan, MTM: Information Organisation and Communication, 1997.
5. Ramamurthy, CR: Information Security: A source book for librarians. Delhi, Authorspress, 2001.
6. Siddiqui, JA: Knowledge, Information and Communication, New Delhi, Shree Publishers & Distributors, 2016.
7. Mahapatra, PK and Chakrabarti, B: Knowledge Management in Libraries. New Delhi, Ess Ess, 2002.

MLS 102

Knowledge Organization: Classification (Theory)

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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.

Recommended Books

1. Kumar, PSG: Knowledge Organisation, Information processing and retrieval: practice, Paper III of UGC Model Curriculum. Delhi, B. R. Publishing, 2003.
2. Kumar, PSG: Knowledge Organisation, Information processing and retrieval: theory, Paper II of UGC Model Curriculum. Delhi, B. R. Publishing, 2003.
3. Hussain, Shabahat: Library Classification: facets and analysis. Delhi, B. R. Publishing, 2004.
4. Ramalingam, MS: ed. Library Cataloguing and Classification Systems. Delhi, Kalpaz, 2000.
5. Kochar, RS: Library Classification Systems. 1998.
6. Balakrishnan, S and Paliwal, PK ed.: Library Online Cataloguing Systems. New Delhi, Anmol, 2001.
7. Aswal, RS: MARC 21: Cataloguing format for twenty first century. New Delhi, Ess Ess, 2004.

MLS 103

Knowledge Organization: Classification (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 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 ***Twenty*** Titles

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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.

MLS 104

Research Methods and Statistical Techniques

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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 Methodology. 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. Kumar, K: Research Methods in Library and Information Science, 1992.
5. Lancaster, FW: Bibliometric Methods in accessing productivity and impact of research. 1991.
6. Ravichandra Rao, IK: Quantitative Techniques for Library and Information Science, 1983.

MLS 105

Computer Application in LIS (Theory)

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Introduction to Computers: Brief Description of various components of Computer; Input and Output devices; Classification of Computers; Hardware and Software.

Unit-II   IT and Libraries; Representing Data in a Computer: ASCII, EBCDIC; Programming Languages: Generations; Software Packages; Operating Systems, Multimedia: Elements and its Application in Libraries.

Unit-III   Library Automation Software Packages: Libsys, SOUL, Alice for Windows, Application of Library Software Packages in Library Operations and Services.

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; 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. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

MLS 106

Computer Application in LIS (Practical)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 Marks   **Time: 3 Hours**

Note: There will be *FIVE* questions. The examinee has to answer *ALL* questions. All questions carry equal marks.

i)   Documents, data, database, etc. to work on for the practical assignments will   be provided by the Teacher in the computer lab

ii) Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.

iii) Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Note: This paper will be of 50 marks out of which 10 marks will be allotted for internals and 40 marks will be allotted for external examination. The external examination will be conducted by one external examiner and one internal examiner to be appointed by the university. The duration of the examination would be of 3 hours. The practical questions will be set to check IT skills in the following areas:

Unit-I   Creation and Maintenance of Database by using Library Software Package, Use of Library Software Packages for In-House Operations, Bar Code Generation, Membership Cards, Machine Readable Catalogue Cards

Unit-II   CD-ROM On-line Searching, Digitization of Documents (scanning, OCR etc.)

Unit-III   Internet Searching – Web 2.0 tools b. Content Management Software

Unit-IV   Web Page Creation and Design

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. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

Paper-107 (a)

Planning and Management of Public Library System

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Concept, Nature and Characteristics of Public Libraries. Public Library Movement in India. Public Library Legislation: Need and Importance.

Unit-II   Public Library Systems in India. National Policy for Public Library Development in India. Public Library Users.

Unit-III   Public Library Collection. Library Cooperation and Resource Sharing among Public Libraries in India. Budgeting for Public Libraries. Human Resource Development.

Unit-IV   Public Library Services. Library Extension Services. Role of UNESCO, IFLA, Raja Rammohan Roy Library Foundation for Development and Promotion of Public Libraries.

Unit-V   Public Libraries in India: The State Central Library, Mumbai; Delhi Public Library; T. S. Central Public Library, Chandigarh. Recent Trends in Public Library Services.

Recommended Books

1. Raman Nair, R: Public Library Development. New Delhi, Ess Ess Publications, 1993.
2. Kumar, S and Leena Shah: Public Library Acts in India. New Delhi, Ess Ess Publications, 2001.
3. Augustine, CA and Devarajan, G: Public Library System in India. New Delhi, Ess Ess Publications, 1990.
4. Vishwanathan, CG: Public Library Organisation. New Delhi, Ess Ess Publications, 2005.
5. Raju, AAN: Glimpses of Library Movement and Public Library Development in Andhra Pradesh. New Delhi, Ess Ess Publications, 2010.
6. Trivedia, Priya Ranjan and Others: Public Library Systems and Services. New Delhi, Jnanada Prakashan (P&D), 2010.

Paper –107 (b)

Planning and Management of Academic Library System

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Max. Marks: 100
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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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Role of Libraries in Academic Institutions. Development of Academic Libraries in India. Planning of Academic Libraries. Role of UGC and UNESCO in Promoting Academic Libraries.

Unit-II   Library Governance: Authority, Committees and Role of librarian. Human Resource Management: Staffing, Selection & Recruitment, Performance Appraisal.

Unit-III   Budgeting. Academic Library Buildings: Planning, Basic Elements in Designing. Furniture.

Unit-IV   Library and Information Services: Need and Types. Library Cooperation and Resource Sharing. Role of INFLIBNET: Electronic Journals and Consortia. E-ShodhSindhu: Consortium for Higher Education E-Resources. OCLC

Unit-V   Shodhganga, Shodhgangotri. Role of NAAC and UGC in Academic Libraries.

Recommended Books

1. Singh, S: Reference Service in Academic Libraries in India, New Delhi; Ess Ess Publications.
2. Prasher, RG: University Libraries in India 1980s and Beyond, New Delhi: Medallian Press.
3. Sahai, Shri Nath: Academic Library System. 2nd Edition. New Delhi, Ess Ess Publications, 2009.
4. Dhiman, AK and Sinha, SC: Academic Libraries. New Delhi, Ess Ess Publications, 2002.
5. Bavakutty, M and Abdul Aziz TA: Redefining Academic Libraries in Knowledge Society. New Delhi, Ess Ess Publications, 2014.
6. Waghchaure, Shilpa S: Best Practices in Academic Libraries. New Delhi, Ess Ess Publications, 2016.
7. Verma, Shiv Ram: Academic Library System. New Delhi, Shree Publishers and Distributors, 2005.

Paper –107 (c)

Planning and Management of Special Library System

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Definition, Meaning, Objectives and Scope of Special Libraries. Types of Special Libraries. Development of Special Libraries in India.

Unit-II   Special Libraries Governance: Authority, Committee and Role of Librarian. Organisational Pattern: Staff, Selection. Budgeting, Special Library Buildings. Furniture.

Unit-III   Library Cooperation and Resource Sharing among Special Libraries. Networking and E-journals Consortia. ~~INDEST~~, FORSA, CSIR.

Unit-IV   Study of Important Special Libraries in India. IIT Madras; BARC, Mumbai; CFTRI, Mysore; Khuda Bakhsh Oriental Public Library, Patna. Raza Library Rampur.

Unit-V   Library and Information Services in Special Libraries. Need and Types of Services. Recent Trends in Special Libraries in India. Role of National Organisations for the development of Special Libraries.

Recommended Books
1. Mukherjee, AK: Fundamentals of Special Librarianship and Documentation.
2. Sinha, SC and Dhiman, AK: Special Libraries: Research and Technical Libraries. New Delhi: Ess Ess Publications.
3. Dhiman, AK: A Handbook of Special Libraries and Librarianship. Verma, Shiv Ram: Academic Library System. New Delhi, Shree Publishers and Distributors, 2008.
4. Barua, BP: National Policy on Library and Information Systems and Services for India. Bombay, Popular Prakashan, 1992.

SECOND SEMESTER

2020 – 2021

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)	04	20	80	100
III	MLS 203	Knowledge Organisation: Cataloguing (Practice)	02	10	40	50
IV	MLS 204	**Any ONE of the following:** Information Sources and Systems a) Natural Sciences b) Social Sciences c) Medical Sciences	04	20	80	100
V	MLS 205	Information Technology Application in LIS (Theory)	04	20	80	100
VI	MLS 206	Information Technology Application in LIS (Practice)	02	10	40	50
VII	MLS 207	Dissertation and Viva	04	Dissertation = 80 Viva Voce = 20		100
		Total Credit / Marks	**24**	**120**	**480**	**600**

MLS 201

Information Storage and Retrieval

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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; Thesaurofacet; 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. 2nd ed. London, Lockwood, 1953.
2. Foskett, AC: Subject approach to Information. 5th ed. London, Library Association, 1997.
3. Guha, B: Documentation and Information: services, techniques and systems. 2nd 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.

MLS 202

Knowledge Organisation: Cataloguing (Theory)

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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. Comparative 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, 5th 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.

MLS 203

Knowledge Organisation: Cataloguing (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests – 5 Marks each)

Theory: 40 Marks   **Time: 3 Hours**

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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. There will be **SIX** Cataloguing Problems. The examinee has to attempt **FOUR** Cataloguing problems. All problems carry equal marks. 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. Girja Kumar and Krishna Kumar: Theory of Cataloguing, 5th 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. Mohd. Sabir Husain and Siddiqui, JA: Practical Cataloguing with AACR-II. New Delhi, Ess Ess Publications, 2018.

MLS – 204 (a)

Information Sources and Systems in Natural Sciences

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Sciences: Definition, Terminology, Scope. Information Systems, Components of Information Systems. Sectoral, Regional, and National Information Systems in Natural Sciences in India.

Unit-II   Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Natural Sciences.

Unit-III   Information Networks in Natural Sciences: Need and Purpose. Study of Global Information Systems and Networks. INIS, ENVIS, AGRIS, MEDLARS. Sciencedirect, Scopus, Science Citation Index.

Unit-IV   Major activities of important Research Organisations in the growth of Natural Sciences with Special Reference to India, USA and UK.

Unit-V   Information Analysis and Repackaging. Content Analysis, Consolidation, Compilation.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS–204 (b)

Information Sources and Systems in Social Sciences

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Social Sciences: Definition, Terminology, Scope and History of Social Sciences. Branches and Landmarks in Social Sciences.

 Unit-II   Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Social Sciences.

Unit-III Information Networks in Social Sciences: Need and Purpose. Study of Social Science Networks at National and International Level.

Unit-IV   Major activities of important Research Organisations in the growth of Social Sciences with special reference to India, USA and UK.

Unit-V   Information Analysis and Repackaging. Content Analysis, Condensation, Consolidation, Compilation in the field of Social Sciences.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS–204 (c)

Information Sources and Systems in Medical Sciences

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Medical Sciences: Definition, Terminology, Scope and History of Health Sciences. Branches and Developments in Health Sciences.

Unit-II   Information Sources: Types, Need and Purpose. Primary Sources, Secondary Sources and Tertiary Sources in the field of Medical Sciences.

Unit-III Information Networks in Health Sciences: Need and Purpose. Study of Health Science Networks at National and International Level. MEDLARS, PubMed, IndMed, MEDInd.

Unit-IV   Major activities of important Research Organisations in the growth of Health Sciences in India and USA.

Unit-V   Information Analysis and Repackaging. Content Analysis, Condensation, Consolidation, Compilation in the field of Health Sciences.

Recommended Books

1. Katz, WA: Introduction to Reference Work. New York, McGraw Hill.
2. Sharma, Pandey SK: Library and Society. New Delhi, Ess Ess Publications.
3. Dhiman, AK and Rani, Y: Resource Sharing and Library & Information Networks. New Delhi, Ess Ess Publications.
4. Foskett, AC: Subject Approach to Information. 5th Edition. London, Library Association.
5. Kwatra, PS: Fundamentals of Documentation with special reference to India. New Delhi, Sterling.
6. Khanna, JK: Documentation and Information Services: Systems and Techniques. Agra, YK Publishers.
7. Ranganathan, SR: Documentation and its Facets. London, Asia Publishing House.
8. Guha, B: Documentation and Information. Services, techniques and systems. 2nd rev ed. Calcutta, World Press.

MLS 205

Information Technology Application in LIS (Theory)

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.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

Unit-I   Internet and Intranet: Basic features and Applications. Protocols: Concept and Functions. Modes of Connectivity: Dial Up, ISDN, Leased Line, Blue Tooth, Wi Fi etc.

Unit-II   E-mail: Definition, Importance, Types, Process and Applications. Web Browser: Netscape Navigator, Internet Explorer, Mozilla Firefox.

Unit-III Web Servers, Web Tools, Search Engines. Internet Security. Network Protocols: TCP/IP, SPX, NetBUI, FTP, HTTP.

Unit-IV   Digital Libraries: Definition, Need, Objectives and Scope. Storage Media, Standards, Formats: ISO-9660, DVD. Software and Hardware for Digital Libraries. Open Source Softwares. RFID: Features components and its applications.

Unit-V   Data Warehousuing, Data Mining, Meta Data. Scanners and Cameras. Artificial Intelligence and Expert Systems. Online Searching of Databases: Web of Science Institutional Repositories, Subject Gateways.

Recommended Books

1. Devrajan, G and Asari, K. Ravindaran: Information Technology and Library Automation. New Delhi, Ess Ess Publications.
2. Chopra, HS: Digital Library. New Delhi, Shree Publishers and Distributors.
3. Deital, HM: An introduction to Operating Systems. Massachussettes, Addisson Wesley, 1984.
4. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess Publications, 2003.
5. Aswal, RS: CDS/ISIS for Windows: A handbook for Librarians. New Delhi, Ess Ess Publications, 2003.

MLS- 206

Information Technology Application in LIS (Practice)

Max. Marks: 50

Internal assessment: 10 Marks (2 Tests –5 Marks each)

Theory: 40 Marks   **Time: 3 Hours**

Note: There will be *FIVE* questions. The examinee has to answer *ALL* questions. All questions carry equal marks.

i)   Documents, data, database, etc. to work on for the practical assignments will   be provided by the Teacher in the computer lab

ii)   Students are required to do the practical assignment in the computer lab Evaluation of the assignment will be done by the Teacher on the spot.

iii)   Students have to make Screen Captures for all the answers and save them in one file. The Teacher will evaluate these screen captures and give marks accordingly.

Methodology: Lectures, self-study, case studies, assignments, experimental learning exercises

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.

Recommended Books

1. Devrajan, G and Asari, K. Ravindaran: Information Technology and Library Automation. New Delhi, Ess Ess Publications.
2. Chopra, HS: Digital Library. New Delhi, Shree Publishers and Distributors.
3. Deital, HM: An introduction to Operating Systems. Massachusetts, Addison Wesley, 1984.
4. Dhiman, AK: Basics of Information Technology for Librarians and Information Scientists. New Delhi, Ess Ess Publications, 2003.
5. Aswal, RS: CDS/ISIS for Windows: A handbook for Librarians. New Delhi, Ess Ess Publications, 2003.
6. Siddiqui, JA: Information Technology Application in Libraries. New Delhi, Shree Publishers & Distributors, 2019.

MLS–207

Dissertation

Max. Marks: 100

Viva Voce: 20 Marks   **Dissertation Marks: 80**

Note: This paper will consist 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 Second Semester examination and will be evaluated by an external examiner. It will carry 80 marks. Viva-Voce examination will be of 20 marks. This will be conducted by a group of Three members consisting of Coordinator of the Department, External Examiner and the Supervisor.

Note: For more "Suggested Readings" please contact concerned teachers.