Dr. Ram Manohar Lohia Avadh University,
Faizabad

DEPARTMENT OF LIBRARY AND INFORMATION
SCIENCE

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

SESSION 2018-19

Course Structure Recommended by the Board of Studies
Held
On 24/4/18 for 2018-19 Session


Dr. Ram Manohar Lohia Avadh University, Faizabad
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
Master of Library And Information Science (M.Lib. I.Sc.)
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DISTRIBUTION OF MARKS

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SEMESTER –II

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<td>Professional Skills</td>
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Dissertation and Viva-voce:

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

maximum Marks 1000
SEMESTER –I
Paper –I Information & Communication
Max. Marks: 70

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

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

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

UNIT-IV Economics of Information:
- Information as Commodity and Resource.
- Information Production and distribution.

UNIT-V Knowledge Management:
- Knowledge Management: Definition, Characteristics, Principles, Functions, Activities.
Recommended Books

SEMESTER –I

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

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

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

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

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

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

UNIT-VI Bibliometric Studies:
- Concept and Definition
- Bibliometrics Law-Brodford, Zip and Lotka
- Content analysis and Citation Analysis
- Informatics and Scientometrics/Sociometrics
Recommended Books

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

Paper –III Information Sources, Systems, Services and Products

Max. Marks: 70

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

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

UNIT-III Information Services and Products:
- Information Products: Concept, Nature, Definition, Design & Types With Example
- Literature Search Services
- Document Delivery Services
- Translation Services
- Technical Enquiry Services

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

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Recommended Books

8. KAKABADIE (Nada K) and KAKABADSE (Andrew K). Creating future: Leading change through information systems. 2000. USA, Ashgate
SEMESTER -I
Paper -IV LIBRARY AND INFORMATION SYSTEM MANAGEMENT
Max. Marks: 70

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

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

UNIT-III Financial management
- Budgeting the their Types
- Budgetary Control System

UNIT-IV Information System Management
- Analysis and Design
- Monitoring Techniques
- Evaluation Techniques
- PERT/ CPM, SWOT Analysis
UNIT – V Marketing of Information:

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

Recommended Books

SEMESTER –I

Paper –V

Knowledge Organization and Information Technology Practice

Max. Marks: 70

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

PART-I Knowledge Organization (UDC Practical)

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

PART-II Information Technology:

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

Paper –I Library Automation and Networking
Max. Marks: 80

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

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

UNIT-III Digitization:
- Concept, Definition, and Challenges.
- Digitalization Process.
- Electronic Sources and Publishing
- Access to web based Digital resources
- CD Rom Technology and DVD Technology

UNIT-IV E-Library and Web based Technology:
- E- journals, E- resources
- E-books, E-contents
- E-learning
- Library Networks: ERNET, SIRNET, NICNET, INDONET etc.

UNIT-V INTERNET:
- Connectivity, Components, Services
- Browsing-Web Brewers
- Search Engines
- Application in Library and Information Services
Recommended Books:

SEMESTER –II
Paper –II Information Storage and Retrieval System
Max. Marks: 70

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

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

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

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

   Publishing. London,
4. Lancaster (F W). Information retrieval systems: characteristics, testing and evaluation, 2nd
7. Kumar (Girija) and kumar (Krishna) – Theory of cataloguing.. 5th ed.. New Delhi. Vikas publishing
   house. New delhi.
UNIT-I Manuscript logy
- Definition, need, purpose and importance
- Kinds, special features and availability
- Binding of Library Materials Types and Process
- Standard of Library Binding

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

UNIT-III Study of Manuscripts Library
- Government Oriental Manuscript Library, Madras
- Rampur Raza Library
- Khuda Baks Central Library

UNIT-IV Planning and Organization of Manuscript Libraries
- Building of state Libraries
- Furniture, fittings and services
- Reprography Techniques

UNIT-V Archival Management
- National Archives
- State archives
SEMESTER -II

Paper -IV PROFESSIONAL SKILLS
Max. Marks: 80

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

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

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

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

UNIT-V Audio, Visual Aids
  • Basic Principles and Guidance
  • Types of Audio Visual Aids and Their use
  • Conclusions
1- There shall be 35 Marks for the prepared Dissertation/Project work and be evaluated by the department/External Examiner.

2- There shall be viva-voce for dissertation. In this one internal and one external examiner will conduct the Viva-voce Max. Marks shall be of 35 Marks.

Part-B Tour Report (Max. Marks 20)

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