MASTER OF LIBRARY AND INFORMATION SCIENCE
SEMESTER - I
CORE COURSES

MLIS-101: FUNDAMENTALS OF LIBRARY AND INFORMATION SOCIETY	**Total Credit: 4** **Total Marks: 100** **Max. Marks ET Theory: 70** **Max. Marks IA Theory: 30** **Duration of Theory Exam: 3 Hrs.**

Objectives
- To introduce students to the role of Libraries in the Society.
- To introduce students to the Laws of Library Science.
- To provide an overview of Professional Associations.
- To introduce students to Library Legislations in India.

Course Outcomes: After completing this course, students shall be able to:
MLIS-101.1 Understand the roles of Libraries in Society
MLIS-101.2 Understand the implications of Five Laws of Library & Information Science
MLIS-101.3 Familiarize with Professional Associations and extension services
MLIS-101.4 Familiarise with Library Legislation in Indi

Note for the Paper Setter
    The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit – I: **Concept of Library in Society**
- Social and historical foundations of library
- Development of libraries with special reference to India
- Different types of libraries - their distinguishing features and functions

Unit – II: **Normative Principles of Library and Information Science**
- Five Laws of Library Science and their Implications on Library and Information Activities

Unit – III: **Laws relating to Libraries and Information Centres**
- Library Legislation in India: Need and essential features
- Copyright Act and Delivery of Books (Public Libraries) Act
- Librarianship as a Profession
- Professional ethics

Unit – IV: **Professional Association, Public Relations, Extension Activities and Resource Sharing**
- Professional Associations and their role with particular reference to ILA, IASLIC, IFLA and UNESCO
- Definition: Facets and programmes of PR and Extension Services
- Resource Sharing and Library Networking

Recommended Books
1. Gardener, Frank M. (1971). *Public Library Legislation: A Comparative Study.* Paris: UNESCO.
2. Harrison, Colin & Beenham, Rosernary. (1987). *The Basic of Librarianship*. London: Clive-Bengley.
3. India Ministry of Education. (1959). *Report of the Advisory Committee for Libraries*. Delhi: Manager of Publications.
4. Jefferson, G. (1969). *Libraries and Society*. London: James Clarks and Co.
5. Khanna, J.K. *Fundamentals of Library Organisation*.
6. Khanna, J.K. (1987). *Library and Society*. Kurukshetra: Research Publication.
7. Saini, O.P. *Pustakālaya aura Samāja.* (Hindi medium)

MLIS-102: KNOWLEDGE ORGANIZATION: CLASSIFICATION THEORY AND PRACTICE

Objectives
- To introduce the structure and attributes of Universe of Knowledge
- To familiarize with the process of Library Classification
- To familiarize with various provisions of major Classification Schemes
- To introduce the provisions of classifying books using CC and DDC.

Course Outcomes: After completing this course, students shall be able to:

MLIS-102.1 Understand the nature and attributes of the Universe of Knowledge.

MLIS-102.2 Understand the various aspects of Library Classification.

MLIS-102.3 Understand salient features of major Classification Schemes and Current
Trends in Classification.

MLIS-102.4 Develop skills in Subject Analysis and classifying the documents using
Classification Schemes.

Part-I: Theory

Total Marks: 50   **Credit: 02**

Internal Assessment: 15 Marks   **Time: 2 Hours**

Theory Examination Marks: 35

Note for the Paper Setter

The paper is divided into **3** Units. The examinees will be required to attempt **Four** questions in all, including Question 1, which is compulsory and selecting **One** question from each Unit (I – III). Question 1 will consist of **5** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set **Two** questions from each Unit.

Unit – I: Library Classification Theory - I
- Library Classification: Definition, Need and Purpose
- Subjects: Basic, Compound and Complex
- Modes of Formation of Subjects
- Planes of Work
- Notation: Need, Type and Quality

Unit – II: Library Classification Theory - II
- Species of Classification Schemes
- Overview of Colon Classification: Postulates of Facet Analysis and Facet Sequence, Fundamental Categories, Principles of Helpful Sequence and Facet Sequence, Phase Relations, Devices
- Call Number: Class Number, Book Number and Collection Number

Unit-III: Classification Schemes & Current Trends
- Overview of Colon Classification.
- Main features of latest editions of DDC and UDC.
- Current Trends: Web Dewey, OCLC Classify and Folksonomy.

Total Marks: 50   **Credit: 02**
Internal Assessment: 15 Marks   **Time: 2 Hours**
Practical Examination Marks: 35

Unit-I: Colon Classification (6th Rev. ed.)   **Marks: 15**
Note: There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

Syllabus
-     Simple Subject.
-     Fundamental Categories.
-     Facet Analysis and Facet Sequence.
-     Devices.
-     Common Isolates.
-     Phase Relations.

Unit-II: Dewey Decimal Classification   **Marks: 20**
Note: There will be *Fifteen* Titles and the examinees will be required to classify any *Ten* titles only.

Syllabus
-     Simple Subject (Summaries).
-     Introduction to Schedules.
-     Use of Tables.
-     Relative Index.

Recommended Books

1.   Dewey, Melvil. (2011). *Dewy Decimal Classification and Relative Index* (23rd Ed.). Ohio: OCLC Online Computer Library Centre.
2.   Dhyani, Pushpa. (2000). *Theory of Library Classification*. Delhi: VishwaPrakashan,
3.   Kumar, Krishan. (1985). *Theory of Library Classification*. Delhi: Vikas
4.   Ranganathan, S.R. (1963). *Colon Classification* (Revised ed. 6). Ess Ess Publications.
5.   Ranganathan, S.R. (1967). *Prolegomena to library classification* (3rd ed.). Bombay: Sarda Ranganathan Endowment.
6.   Satija, M.P. (1995). *Manual for practical Colon Classification* (3rd Revised ed.). New Delhi: Sterling.

MLIS 103: Information and Communication Technologies (Theory)	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.

Course outcomes at the end students will be able to know

MLIS-103.1: The basic knowledge about ICTs concepts in terms of hardware, software, and operating systems
MLIS-103.2: The possibilities of ICTs in designing library services
MLIS-103.3: The use of communication and networking technologies in developing library systems and services
MLIS-103.4: The current trends in library networks operational in India.

Note The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory, and selecting *One* question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit 1: Computer Hardware and Software
- Information Technology: definition, need, scope, objectives and components
- Computers and computing technology: historical development, generation, classification and components.
- Software: meaning, concept, types – system and application software
- Operating systems: Types – single and multi-user; basic features of MS-DOS, MS-Windows and LINUX

Unit II: Computer Applications to Library and Information Services
- Role of computers in Libraries
- Application of computers in library activities: general– MS Word, MS Excel, MS Power Point; professional – housekeeping
- Library automation: definition, need, purpose & objectives
- Library management software: features, modules and selection
- Basic features of Library Management Software (KOHA, SOUL etc.)
- Open source Digital Library Software (DSpace and Greenstone)

Unit III: Communication Technologies and their Applications
- Telecommunications: need, purpose and objectives
- Modes – Simplex, half duplex, full duplex and; media – guided, unguided
- Communication tools and techniques: e-mail, teleconferencing/video conferencing, voice mail, social networking

Unit IV: Networking and Internet
- Network – concept, need and purpose, types – LAN, MAN, WAN, Topologies
- Library networks: need, purpose, objectives & resource sharing
- Internet: concept, definition, origin, need, purpose & services
- Search Strategies – Boolean operator, Wild card, Truncation, etc.

Recommended Books

1. Ackermann, Ernest. (1995). *Learning to use the internet: An introduction with examples and experiences.* New Delhi: BPB.
2. Bharihoke, Deepak. (2002). *Fundamentals of IT* (2nd ed). New Delhi: Excel Books.
3. Chowdhury, G. G. & Chowdhury, Sudatta. (2000). Searching *CD-ROM and Online Information Sources*. London: Library Association.
4. Chowdhury, G. G. & Chowdhury, Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet.
5. Cox, Joyce, Lambert, Joan & Frye, Curtis. (2010). *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press.
6. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
7. Pandian, M. Paul & Jambhekar, Ashok (2001). *Internet for libraries and information centres*. New Delhi: Tat-McGraw–Hill.
8. Rajaraman. (2001). *Fundamentals of computers* (3rd ed.). New Delhi: Prentice Hall of India.
9. Rowley, Jennifer. (1993). *Computers for Libraries* (3rd ed.). London: Library Association.

MLIS 104: Information and Communication Technologies (Practice)	Total Credit: 4 Total Marks: 100 Max. Marks EP Practice: 70 Max. Marks IA Practice: 30 Duration of Practical Exam: 3 Hrs.

Course outcomes At the end students will able to know

MLIS-104.1: to explore the basic ICTs tools in a practical manner
MLIS-104.2: to learn the usages of system and application software
MLIS-104.3: to learn hands-on practice about library management software
MLIS-104.4: to acquaint the students in using effective Internet search by learning various search strategies.

Note The paper is divided into 4 units. The candidates are required to attempt 4 questions in all out of total 6 questions. All questions carry equal marks.

Unit 1: System Software: WINDOWS (latest) Operating System
- System software: different drives, directories
- Desktop, My Computer, Control Panel, Windows Explorer
- Accessories applets: Calculator and Paint.

Unit II: Application Software: MS Word, MS PowerPoint, MS Excel (latest edition)
- MS Word: Standard toolbars, creating, editing and formatting a document, mail merge, printing.
- MS Power Point: Creation and presentation of slides, animation, formatting, slide Show, customizing.
- MS Excel: File creation, editing, inserting characters, formatting & basic formula

Unit III: Application Software
- Basics of SOUL/KOHA
- Installation by the students
- Modules handling, inserting, and updating
- Basics of DSpace

Unit IV: Online and Offline Searching
- Offline search: files and folders
- Online search: Basic and advance
- E-mail: Opening a desired e-mail account, sending email, uploading & downloading, forwarding, storing with folder.

Recommended Books

1. Amba, Sanjeevi & Raghavan, K. S. (1999). *CDS/ISIS: A primer*. New Delhi: Ess Ess Publications.
2. Chowdhury, G. G. Chowdhury & Sudatta. (2007). *Organizing information: From the shelf to the Web*. London: Facet.
3. Chowdhury, G. G. Chowdhury & Sudatta. (2000). *Searching CD-ROM and online information sources*. London: Library Association.
4. Neelameghan, A. Lalitha, & S. K. (2001). *Tutor+: A learning and teaching package on hypertext link commands in WINISIS*. Bangalore: Sarada Ranganathan Endowment for Library Science.
5. Negus, Christopher. (2005). *Linux Bible*. New York: John Wiley.
6. Simpson, Alan. (2004). *Windows XP Bible*. New York: John Wiley.
7. Walkenbach, John, et al. (2007). *Office 2007 Bible*. New York: John Wiley.
8. Winship, Ian & Mcnab, Alison. (2000). *Student's guide to the Internet*. London: Library Association
9. UNESCO. (2004). *CDS/ISIS for Windows: Reference manual version 1.5*. Paris: UNESCO

MLIS-105: INFORMATION SYSTEMS, NETWORKS, AND INFORMATION LITERACY	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.

Objectives

- To understand Information Systems and services of Library & Information Networks
- To understand the concept and scope of Information Literacy
- To acquaint with the theoretical framework of Information Literacy
- To plan and implement Information Literacy Programmes in different types of libraries
- To know the suitable techniques and products for Information Literacy.

Course Outcomes: After completing this course, students shall be able to:

MLIS -105.1 Acquaint with the Information Systems, and Library & Information Networks.
MLIS -105.2. Understand the concept of Information Literacy and its importance for lifelong learning. **MLIS -105.3.**
Know the information literacy programmes in different types of libraries.
MLIS -105.4. Impart Information Literacy instructions and prepare significant Information Literacy products.

Note for the Paper Setter
 The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit-1: Information Systems and Library Networks
- Definitions, types and overview of Information Systems
- Definitions, types and overview of Information Networks.
- Description of Library and Information Networks: INFLIBNET, DELNET, CALIBNET, NICNET, MALIBNET.

Unit-II: Concept, Types and Importance of Information Literacy
- Information Literacy: Concept, Definition, Need and Importance
- Types of Information Literacy –Technology Literacy, Media Literacy, Computer Literacy & Digital Literacy
- Information Literacy and Lifelong Learning
- Information Literacy: Initiatives and Forums in India

Unit-III: Information Literacy Courses and Implementation
- Information Literacy and LIS Education
- Role of libraries in Information Literacy: School, College and University Libraries, Public Libraries, Special Libraries

Unit-IV: Information Literacy Instruction Methods
- Library Induction
- Lecture, Demonstration, Practicals, Assignments
- Information Literacy Products: Library Brochure, Web based Access Instruction

Recommended Books (Theory)

1. Andretta, S. (2012). *Ways of experiencing information literacy: Making the case for a relational approach*. Chandos: Oxford.
2. Association of College and Research Libraries (ACRL). (2000). *Information Literacy Competency Standards for Higher Education*. Chicago: American Library. Association.http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm
3. Aswal, R. S. (ed.), (2003). Information Network in India. New Delhi: Ess Ess Publication.
4. Bawden, David. (2001). *Information and Digital Literacy: a review of concepts*. Journal of Documentation 57, 2; 218-259.
5. Bruce, Christine. (1997). *The Seven Faces of Information Literacy*. Adelaide Auslib Press.
6. Cardiff University Library Services. (2016). *Handbook for Information Literacy Teaching*. http://sites.cardiff.ac.uk/ilrb/handbook/
7. Council of Australian University Librarians. (2001). *Information Literacy Standards*. Canberra: Council of Australian University Librarians.
8. Godwin, P and Parker, J. (2009). *Information literacy meets library 2.0*. Santa Barbara, Facet.
9. Kaul, H. K. (1999). Library Resource Sharing Networks. New Delhi: Virgo Publications.
10. Khanna, J.K. (1996). Handbook of Information Systems and Services. New Delhi: Beacon Books.
11. Khanna, J.K. (2000). Documentation and Information Services, Systems and Techniques. Agra: Y.K. Publishers.
12. Lithikar, Shalini R. (2012). Information Systems and Networks in India. New Delhi: Today and Tomorrow's Printers and Publishers.
13. Mackey, T.P and Jacobson, T.E. (2011). *Teaching information literacy online*. London: Neal- Schuman.
14. Neelameghan, A. and Prasad, K. N. (1998). Information Systems, Networks and Services in India: Developments and Trends. 2 vols. New Delhi: Indian Bibliographic Center.
15. Presidential Committee on Information Literacy, American Library Association. Final Report. (1989). Chicago: American Library. Association.http://www.ala.org/ala/acrl/acrlpubs/whitepapers/presidential.htm
16. Rowley, J. E. (1996). The Basics of Information Systems. London: Facet Publishing.
17. Sewa Singh. (1999). "Library and Information networks in India." In Vistas in Library, Information Systems and Networks. Eds. M. V. Venugopal and others. Agra: Y. K. Publisher.
18. Society of College, National and University Libraries (SCONUL). (1999). *Information skills in higher education: a SCONUL Position Paper*. London: SCONUL. http://www.sconul.ac.uk/activities/inf_lit/papers/Seven_pillars.html
19. Torras, M.C and Saetre, T.P. (2009). *Information Literacy Education*. Oxford, Chandos Publishing.

WEBSITES

- CALIBNET: www.calibnet.org
- DELNET: http://delnet.in/index.html
- INFLIBNET: www.inflibnet.ac.in
- MALIBNET: www.angelfire.com/in/malibnet
- MEDLARS: www.nlm.nih.gov
- NICNET: www.home.in

MASTER OF LIBRARY AND INFORMATION SCIENCE
SEMESTER - II
CORE COURSES

MLIS-106: MANAGEMENT OF LIBRARIES AND INFORMATION CENTRES	**Total Credit: 4** **Total Marks: 100** **Max. Marks ET Theory: 70** **Max. Marks IA Theory: 30** **Duration of Theory Exam: 3 Hrs.**

Objectives
- To introduce Environmental Factors of Libraries and Information Centres.
- To understand Organizational Structure of libraries.
- To study Functions and Routines of different Sections of libraries.

Course Outcomes: After completing this course, students shall be able to:

MLIS-106.1 Understand the Management aspects of Library & Information Centres.

MLIS-106.2 Understand Library Finance and Budgeting.

MLIS-106.3 Familiarize with the different Sections of the Library & Information Centres.

MLIS-106.4 Understand different aspects of Library maintenance and Space Management.

Note for the Paper Setter
The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit – I: Library Environment
- Organisation, Management and Administration: A Conceptual Framework.
- Library Organizational Structure, Ranganathan's Staff Formula
- Library Committee: Types, functions and powers.

Unit – II: Library Finance and Budgeting
- Sources of Finance.
- Methods of Estimating Library Finance.
- Budget Preparation for different types of Libraries.
- General Administration: Annual Report, Library Statistics, Library Rules.

Unit – III: Sections of the Library
- Book Selection and Procurement: Principles, Policy, Committee, Tools and Procedure.
- Technical Processing Section.
- Periodicals Section.
- Circulation Section.
- Reference Section

Unit – IV: Maintenance, Building, and Space Management
- Maintenance Section: Stacking, Shelving, Shelf Rectification, Stock Verification, Binding, etc.
- Basic elements in designing library building.
- Furniture and Equipments.

Recommended Books

1. Application of Management Techniques to Library and Information Systems, 12th IASLIC Conference, Roorkee, (1979).
2. Evans, G. Edward, Ward, Patricia Layzell, & Rugaas, Bendik. (2000). *Management basics for information professionals.* New York: Neal-Schuman
3. Krishan Kumar. (2007). *Library management in electronic environment*. New Delhi: Har-Anand Publications.
4. Mittal, R.L. (1983). *Library Administration: Theory and Practice* (5th ed.). New Delhi: Metropolitan.
5. Mookerjee, Subodh Kumar and Sengupta, Beneyendra. (1972). *Library Organization and Library Administration*. Calcutta: World Press.
6. Panwar, B.S. & Vyas, S.D. (1986). *Library Management*. Delhi: R.R. Publishing Corporation.
7. Ranganathan, S.R. (1967). *Library Manual for Authorities, Librarians and Honorary Library Workers* (2nd ed.). Bombay: Asia.
8. Singh, M. (1983). *Library and Information Management: Theory and Practice.* Delhi: IBT.
9. Singh, R.S.P. (1990). *Fundamentals of Library Administration and Management*. Delhi: Prabha.
10. Stueart, R. D. & Moran, B. B. (2013). *Libraries and information center management*. 8th ed. London: Libraries Unlimited.

MLIS-107: Information Sources, Services, and E-Resources Management	Total Credit: 4 Total Marks: 100 Max. Marks ET Theory: 70 Max. Marks IA Theory: 30 Duration of Theory Exam: 3 Hrs.

Objectives
- To acquaint with various types of Information Sources.
- To understand the Library Users and their Information requirements
- To make use of the Internet for providing quality information services

Course Outcomes: After completing this course, students shall be able to:

MLIS-107.1 Basics of information sources, their types and Internet as a source of Information.

MLIS-107.2 Basics of Information services- types and delivery.

MLIS-107.3 Requirements and a step-by-step process for handling users informational requirements.

MLIS-107.4 Understanding databases and online/web information resources in a network environment

Note for the Paper Setter
   The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory, and selecting *One* question from each Unit (I – IV). Question 1 will consist of 7 short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit. All questions carry equal marks.

Unit 1: Information Sources
- Information sources and types: documentary and non-documentary
- Print and Non-print information sources: Primary, secondary & tertiary
- Print and Non-print information sources: Nature, characteristics, utility, and evaluation
- Internet as a source of information- Open and Subscribed

Unit 2: Information Services
- Information Services: concept, definition, need, and trends
- Information services: anticipatory and on-demand
- Types of Information Services: Reference Services- long and short range, bibliographic, referral, document delivery, electronic document delivery, abstracting, indexing, translation, literature search, alerting services (CAS and SDI)

Unit 3: Information Users
- Types of users: age, profession, and experience
- Information needs and seeking behaviour: concept, methods, and models
- User education: concept, need, methods
- Information literacy: meaning, need, and concept

Unit 4: Electronic Resources
- Electronic resources: concept, need, characteristics, benefits, drawbacks, and types.
- Collection building process: formulating policy, budgeting, evaluation of e-resources,
- pricing, licensing, ordering, and receiving
- Negotiations with Publishers/ Distributors.
- Consortia: concept, need, purpose & limitations
- National consortia: ShodhSindhu

Recommended Books

1. Foskett, D. J. (1967). *Information service in libraries* (2nd ed.). Connecticut: Archon Book Hamden.
2. Gates, Jean Key (1988). *Guide to the use of libraries and information sources* (6th ed.). New York: McGraw-Hill. Katz, William A. (2002). *Introduction to reference work: Basic information services. Introduction to reference work:* (V1. 8thed.). New York: McGraw-Hill, (2002).
3. Jones & Wayne (ed. 2009). *E-Journal Access and Management*. New York: Routledge.
4. Katz, Linda S. (2003). *Collection Development Policies: New Dimension for Changing Collections*. London: Roultedge Kegan Paul.
5. Katz, Linda S. (2005). *Managing Digital Resources in Libraries*. London: Routledge Kegan Paul.
6. Kemp, Rebecca. (2008). *E-resource Evaluation and Usage Statistics: Selector's Choices*. Saarbrücken: VDM Verlag.
7. Krishan Kumar. (2001). *Reference service* (5th rev. ed.). New Delhi: Vikas Publications
8. Lee, Stuart D. & Boyle, Frances. (2004). *Building an Electronic Resource Collection: A Practical Guide* (2nd ed.). London: Facet Publishing.
9. Lee, Sul H. (2003). *Electronic Resources and Collection Development*. London: Routlege Kegan Paul.
10. Library Association. (1999). *Guidelines for reference and information service in public libraries*. London: Library Association.
11. Ranganathan, S. R. (1989). *Reference service* (2nd ed.). Bangalore: Sharada Ranganathan Endowment for Library Science.
12. Usha Pawan and Gupta, Pawan Kumar. (1994). *Sandarbh Sewa: Saidhantik Avam Kriyatmak*. Jaipur: RBSA.

MLIS-108: Knowledge Organisation: Cataloguing Theory and Practice

Objectives
- To understand the process of Cataloguing
- To know various provisions of CCC and AACR-II
- To learn the presentation of Entries according to CCC and AACR-II

Course Outcomes: After completing this course, students shall be able to:

MLIS-108.1 How to develop knowledge organisation systems

MLIS-108.2 The implications of knowledge organisation systems and approaches

MLIS-108.3 The principles and theories of library cataloguing

MLIS -108.4 To study the various standards available and used in cataloguing

Part – I: Theory

Total Marks: 50   **Total Credit: 2**

Max. Marks ET Theory: 35

Max. Marks IA Theory: 15   **Duration of Practical Exam: 2 Hrs.**

Note for the Paper Setter

The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV).

Unit-1: Library Catalogue
- Catalogue: definition, need, purpose & objectives
- Types of library catalogue – alphabetical (author, name, title, subject) and classified
- Library Catalogue: physical forms: conventional and non-conventional including OPAC, Web-OPAC, history and development
- Commonness and differences among library catalogues, library records, bibliographies, checklist
- Cooperative cataloguing, centralized cataloguing, cataloguing-in-publication and prenatal cataloguing
- Union catalogue: concept, need, purpose

Unit-2: Entry Elements and Filing

- Kind of entries and their functioning according to CCC and AACR-II

Unit-3: Subject Cataloguing

- Definition, Need, Purpose and problems of Subject Cataloguing, Methods of   Subject Cataloguing. Chain Procedure and Sears List of Subject Headings. Latest trends in Library Cataloguing

Unit-4: Cataloguing Standard

- Standardization and exchange of information: MARC-21, 2709, CCF, Z39.50
- Metadata: Concept, need, purpose and standards (Dublin Core)

Part – II: Practice

Total Marks: 50   **Total Credit: 2**
Max. Marks ET Theory: 35
Max. Marks IA Theory: 15   **Duration of Practical Exam: 2 Hrs.**

Note for the Paper Setter

There will be 7 questions (titles) and the candidates have to prepare 5 entries. All questions carry equal marks.

Cataloguing of Documents by AACR-II R

- Documents having personal author, shared author (s), collaborator (s)- reviewer, editor, reviser, translator
- Edited works
- Documents published under pseudonyms
- Cataloguing of corporate authorship
- Multivolume documents with similar and separate title for each volume
- Serials/ periodicals publication: simple, changed, merged and split title

(Note: Students will assign subject headings from the Sear's List of Subject Headings themselves and mention in the catalogue entry, the tool will be made available at the time of examination).

Recommended Books

1. ALA et al. (2006). *Anglo-American Cataloguing Rules: AACR* (2nd rev ed.). London: Library Association. Library of Congress. (2011).
2. Allen, C. G. (1999). *A manual of European languages for librarians* (2nd ed.). London: Bowker-Saur.
3. Bowman, J.H. (2002). *Essential cataloguing: The basics*. London: Facet.
4. Chambers, Sally (Ed.) (2013). Catalogue 2.0: *The future of library catalogue*. London: Facet.
5. Chaudhary, G. G. & Chaudhary, Sudatta (2007). *Organizing information: From the shelf to the web*. London: Facet.
6. Chaudhary, G. G. (1999) *Modern information retrieval theory*. London: Library Association.
7. Fritz, Deborah A. (2007). *Cataloging with AACR2 & MARC21*: For books, electronic resources, sound recordings, video recordings, and serials (2nd ed.). Chicago: American Library Association.
8. Fritz, Deborah A., & Fritz, Richard J. (2003). *MARC21 for everyone: A practical guide.* Chicago: American Library Association. (Page 16 of 63)
9. Hunter, E. J. & Bakewell, K.G.B. (1989). *Advanced cataloguing*. London: Clive Bingley.
10. Library of Congress Subject Headings (33rd ed.). Washington, D.C.: Library of Congress, Cataloging Distribution Service.

11. Maxwell, Robert L. (2014). *Maxwell's handbook for RDA: Explaining and illustrating RDA: resource description and access using MARC 21*. London: Facet.

12. Olson, Nancy B., Bothmann, Robert L. & Schomberg, Jessica J. (2008). *Cataloging of audiovisual materials and other special materials: A manual based on AACR2 and MARC 21* (5th ed.). Westport, Conn.: Libraries Unlimited.
13. Ranganathan, S. R. (1989). *Classified catalogue code with additional rules for dictionary catalogue code* (5th ed. with amendments). Bangalore: Sharada Ranganathan Endowment for Library Science.
14. Richard, Gartner (2016). *Metadata: knowledge from antiquity to the semantic web*. London: Springer. Zeng, Marcia & Qin, Jian (2016). Metadata (2nd ed.). London: Facet.
15. Saye, Jerry D., & Vellucci, Sherry L. (1989). *Notes in the catalog record based on AACR2 and LC rule interpretations*. Chicago: American Library Association. Sears, Minnie Earl & Lighthall, Lynne Isberg. (2010).
16. Sears List of Subject Headings (20th ed.). New York: H.W. Wilson.
17. Tripathi, S. M. (1992). *Modern bibliographical control, bibliography and documentation*. Agra: Y.K.

MLIS-109: BASIC COMMUNICATION SKILLS	**Total Credit: 4** **Total Marks: 100** **Max. Marks ET Theory: 70** **Max. Marks IA Theory: 30** **Duration of Theory Exam: 3 Hrs.**

Objectives
- To describe the basics of communication and its process.
- To understand the various barriers of communication.
- To identify the various types of listening, their characteristics, and barriers.
- To explain the effectiveness of verbal communication and its applications in group presentations.

Course Outcomes: After completing this course, students shall be able to:

MLIS-109.1 Understand the role of communication in professional excellence.
MLIS-109.2 Understand the way of effective presentation as Team Leader.
MLIS-109.3 Familiarize yourself with Professional Communication Skills.
MLIS-109.4 Familiarize with Group Presentation and Discussion.

Note for the Paper Setter
> The paper is divided into **4** Units. The examinees will be required to attempt *Five* questions in all, including Question 1, which is compulsory and selecting *One* question from each Unit (I – IV). Question 1 will consist of **7** short Answer (2 marks each) questions (having no internal choice) spread over the whole syllabi. The Examiner will set *Two* questions from each Unit.

Unit – I: Communication Fundamentals
- The Basics
- Social Skills
- Introducing the Institution

Unit – II: Preparing for the Job Interview
- Your Profile
- Preparing your Portfolio
- Preparing your Curriculum Vitae
- The Job Interview

Unit – III: Workplace Skills
- Presentation Skills
- Telephone Skills
- Group Discussion
- Body Language

Unit – IV: Writing Skills and Soft Skills for Leadership and Team Management
- Internal Communication
- Introducing Yourselves
- Communication with Service Providers
- Qualities of a Good Leader
- Problem Solving
- Critical Thinking
- Negotiation Skills

Recommended Books

1. Barker, Alan. (2010). *Improve your communication, Skills*. London: Kogan.
2. Carnagey, Dale and Berg, J. *The Art of Public Speaking*. Prabhat Prakashan.
3. Coleman, Keith. (1971). *Effective Communication Skills*.

4. Communication Skills for Librarians.
    http://dpad.jogjaprov.go.id/article/library/vieww/communication-skill-for-librarian-1404.
5. Mohan, Krishna & Banerji, Meera. (1990). *Developing Communication Skills*. Delhi: Macmillian.
6. Palliwal, A.K. (2000). *Communication Skills in English*. Jaipur

MLIS-110: Summer Training	**Total Credit: 4** **Total Marks: 100** **Max. Marks Training: 70** **Max. Marks IA Theory: 30**

Objectives
- To understand the project and training concept.
- To identify the various types of listening, their characteristics, and barriers.
- To train the students with the concept of 'how to undertake project and write its report.

Course Outcomes: After completing this course, students shall be able to:

Take up any project related to working of different types of libraries and put up before the higher authorities for its approval