



*Maharshi Dayanand Saraswati University,*  
*Ajmer - 305009*  
*(Rajasthan)*

**MASTER OF LIBRARY AND INFORMATION SCIENCE**  
**(Two Years Integrated Programme)**  
**2019-20**

**SCHEME OF EXAMINATION**

- 1. COURSE PATTERN and OBJECTIVE:** To train the students in the basics of professional skills and information knowledge management, so that they can serve the society through an institution of library & information science. For fulfilling the main objective, the curriculum is designed to educate the students in the philosophy of librarianship, basic principles, fundamentals laws, professional ethics, etc.; to enhance the students in the skills of information knowledge processing, organization and retrieval; to train them in the management of library & information centre; to enable the students to understand and appreciate the purposes of library & information centres in the changing social, cultural, technological and economic environment; to train the students in the basics of information science and technology. The course pattern, curricular structure is as per the UGC Model Curriculum.
- 2. DURATION:** The duration of the course leading to the Degree of Master of Library and Information Science (M.L.I.Sc. - Integrated) is of **two academic years**. This programme integrates B.L.I.Sc. and M.L.I.Sc., each of one year, as prevalent at various universities. The M.L.I.Sc. (Previous) is equal to B.L.I.Sc. (one year Bachelor of Library & Information Science), as still prevalent at various universities. The examination shall, ordinarily, be held in the month of April/May or on such dates as may be fixed by the University.
3. The last date of receipt of admission-cum-examination forms and fees shall be fixed and notified by the University, time to time.
- 4. ELIGIBILITY :** A candidate who fulfils the following conditions shall be eligible to seek admission in the first year of the course:  
Who has passed **Graduation / P.G. in any stream with atleast 45% marks** in aggregate of this University or any other University recognized as equivalent thereto. The admission of reserved category candidate shall be in compliance of the rules concerned.  
**Lateral Entry into Final Year:** A candidate who has qualified the following examination shall be eligible to seek admission in the Final Year of the course under Lateral Entry Scheme:  
Who has passed **Bachelor of Library and Information Science (B.L.I.Sc. / B.Lib.Inf.Sc. / B.Lib.Sc.)** programme with atleast **45% marks** of this University or any other University recognized as equivalent thereto.  
Note: Admissions to Final Year under Lateral Entry scheme shall be available on Merit basis subject to the availability of seats.
5. Every student shall be examined in the subject (s) as laid down in the syllabus prescribed by the Academic Council time to time. The question paper will be set by external / internal examiners. The Head / In-Charge of the Department shall forward the **Internal Assessment** marks on the basis of class test, written assignment, class performance and attendance in the class, etc. to the Controller of Examinations, at least one week before the commencement of the annual examinations.
6. The previous year examination shall be open to a regular student who: Has been on the rolls of the Department during the year; has attended not less than **75% of attendance** in the year; has obtained pass marks in the internal assessment of the papers.  
The final year examination shall be open to a regular student who: Has been on the rolls of the Department during the year; has attended not less than **75% of attendance** in the year; has obtained pass marks in the internal assessment of the papers.
7. The **medium** of instructions and examination: English / Hindi.

8. The **minimum percentage of marks** to pass the examination in each year shall be -
  - (i) 40% in each written paper and internal assessment, etc., separately;
  - (ii) 50% in the total of each year examination.
9. The amount of examination fee to be paid by a candidate for each year shall be as decided by the University time to time.
10. A candidate, who fails to pass or fails to appear in previous / final year examination, will be allowed to **re-appear** in all papers of the concerned year (except Practical Papers) within a period of 2 next consecutive years, since this is a professional programme.
11. A candidate, whose result is declared late for no fault of his / her, may attend classes for the next year, provisionally, at his / her own risk and responsibility, subject to his / her passing the concerned examination. In case, a candidate fails to pass the concerned examination, his / her attendance / internal assessment in the next higher year in which he / she was allowed to **attend classes provisionally** shall stand cancelled.
12. **Exit** : A candidate who has passed the previous year annual examination of this M.L.I.Sc. Integrated Programme shall be **allowed to exit** and shall be awarded **Bachelor of Library & Information Science (B.L.I.Sc.)** degree.  
Such candidates shall be eligible for admission to M.L.I.Sc. - Final Year, under Lateral Entry Scheme subject to the availability of seats and provisions of other clauses above and below.
13. The **internal assessment awards** of a candidate who fails in any examination shall be carried forward to the next examination concerned, provided that the candidate who has not obtained pass marks in the internal assessment for any paper(s) shall not be allowed to take examination in the said paper (s), unless he / she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.
14. The viva-voce examination and / or training report, wherever applicable, shall be conducted jointly by the **internal and external examiners** to be appointed by the Head / In-Charge of the Department. The marks obtained by the candidate in the internal / viva-voce shall be taken into account when he / she appears in any future examination.
15. The evaluation of the work for internal assessment shall be conducted as per the rules and regulations.
16. Twenty per cent (20%) marks, in each written and practical paper in each year shall be assigned for **internal assessment**. The following criteria shall be followed for award of internal assessment:
  - (ii) The Department shall hold internal / house test of 10 marks in each year for each paper. The marks obtained will be awarded to the candidate.
  - (iii) Five marks will be awarded for performance in the class, discipline and behaviour in the Department, participation in Departmental Class Seminars / Extension Lectures / Conferences / other activities. The evaluation for this part shall be done by the teacher concerned.
17. Every candidate shall be required to undergo **internship / training** for a period of **two weeks** in any University / Deemed University Library and Information Centre / Library of repute, as decided by the Head of the Department / In-Charge for the **Paper MLIS-05** during previous year and for the candidates who have opted **Paper MLIS-15A** or **15B** or **15C** during final year. The candidate shall submit two computer-printed copies of the internship / training report to the Department after successful completion of the internship / training in the prescribed format. Successful completion of the internship / training shall be mandatory for award of degree. This Internship / Training consists 40 Marks out of the 100 Marks on the basis of contribution at the training place, training report and attendance (duly certified by the Head / In-Charge of the Library / Information Centre where the candidate attended the training).
18. The evaluation of the Dissertation will be made out of 100 marks as per the University Rules.
19. (i). The candidate, who has successfully completed all the two years, M.L.I.Sc. Degree shall be awarded to the candidate. Those candidates who have been admitted on the basis of lateral entry, directly in the final year of this Master's Degree will be awarded '**Master of Library & Information Science (One Year)**' after passing the final year examination successfully.

(ii) A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two years examinations. It shall be prepared on the basis of **Final Year Examination** only for those candidates who have been admitted as lateral entry. It shall be classified in division as under:

- (a) Those who obtain 75% or more : 1<sup>st</sup> Division with Distinction
- (b) Those who obtain 60% or more but less than 75% : 1<sup>st</sup> Division
- (c) Those who obtain 50% or more but less than 60% : 2<sup>nd</sup> Division

20. The grace marks, if any, shall be awarded as per University rules concerned thereof.

21. Non-collegiate candidates are not eligible for this course, as the practicals are involved.

**EXAMINATION SCHEME OF M.L.I.Sc. 2018-19**  
**(Two Years Integrated Programme - Annual Scheme)**

All the papers with their parts are compulsory for all the candidates.

Sr. No.	Titles of the Paper	Internal Assessment Marks	Internship / Training	Examination's Marks	Total Max. Marks	Duration of Exam.
<b>Previous Year</b>						
MLIS-01	Foundations of Library and Information Science	20		80	100	3 Hours
MLIS-02	Knowledge Organization, Processing and Retrieval	20		80	100	3 Hours
MLIS-03	Classification (Practical)	20		80	100	3 Hours
MLIS-04	Information & Communication Technologies Basics (Theory)	20		80	100	3 Hours
MLIS-05	Management and Organization of Libraries & Information Centres	20	40	40	100	3 Hours
MLIS-06	Knowledge Resources and Services	20		80	100	3 Hours
MLIS-07	Cataloguing (Practical)	20		80	100	3 Hours
MLIS-08	Information & Communication Technologies : Basics (Practical)	20		80	100	3 Hours
<b>Final Year</b>						
MLIS-09	Information and Communication	20		80	100	3 Hours
MLIS-10	Information Analysis, Consolidation, Repackaging and Retrieval	20		80	100	3 Hours
MLIS-11	Information Retrieval	20		80	100	3 Hours
MLIS-12	E-Resources Management	20		80	100	3 Hours
MLIS-13	Information & Communication Technologies : Advanced (Practical)	20		80	100	3 Hours
MLIS-14	Research Methods and Statistical Techniques	20		80	100	3 Hours
MLIS-15	Any one of the following:					
MLIS-15A	Management of Academic Library & Information System	20	40	40	100	3 Hours
MLIS-15B	Management of Special Library & Information System	20	40	40	100	3 Hours
MLIS-15C	Management of Public Library & Information System	20	40	40	100	3 Hours
MLIS-16	Dissertation	-	-	-	100	

## SYLLABUS

### Previous Year

#### **MLIS-01      Foundations of Library and Information Science**

Maximum marks: 80

Pass marks: 32

Time: 3 Hr

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type

questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Libraries as Social Institutions**

Social and Historical Foundation of Library

Different Types of Libraries – Characteristics, Objectives, Structure and Functions

Development of Libraries with Special Reference to India

Library and Information Science Education in India

Role of Library in Formal and Informal Education

### **Unit 2 : Laws of Library and Information Science**

Laws of Library Science,

Implications of Five Laws of Library Science in Digital Environment

### **Unit 3 : Library Legislation and Library Profession**

Library Legislation – Need and Essential Features, Library Legislations in India

Copyright Act, Delivery of Books Act, Intellectual Property Rights

Librarianship as a Profession, Professional Ethics

### **Unit 4 : Professional Associations and Promoters of Library and Information Science**

National Associations – ILA, IASLIC; International Associations – ALA and IFLA

National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC

International Level Promoters – UNESCO

Recommended Documents:

1. Ranganathan, S.R. Five Laws of Library Science. New Delhi : UBSPD, 1957.
2. White, Carl M, Ed. Bases of modern librarianship. New York : Pergaman, 1964
3. India, Advisory Committee for Libraries. Report. New Delhi : Manager of Publications, 1959.
4. Khanna, J K. Library & Society. Kurukshetra : Research Pub, 1987.
5. Krishan Kumar. Library Organization. New Delhi : Vikas, 1986.
6. Kumar, P S G. A student's manual of library & information science. New Delhi : B R, 2002.
7. Rout, RK. Library legislation in India. New Delhi : Reliance, 1991.
8. Sahai, Srinath. Library and community. New Delhi : Today & Tomorrow.
9. Sharma, Pandey SK. Library & society. New Delhi : Ess Ess, 1987.
10. पालीवाल, संगीता. ग्रन्थालय, सूचना विज्ञान एवं सूचना समाज. आगरा : वाई के, २०१५
11. शर्मा, बी के एवं ठाकुर, यू एम. पुस्तकालय एवं सूचना विज्ञान के मूलाधार एवं सूचना प्रबन्धन. आगरा : वाई के, २०१५
12. चम्पावत, जी एस. पुस्तकालय, सूचना एवं समाज. जयपुर : राज, २०१४

## **MLIS-02 Knowledge Organization, Processing and Retrieval**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Structure of Knowledge**

Universe of Subjects - Definitions and Purpose, Modes of Formation of Subjects

Mapping of Subjects According to CC (Main Classes) and DDC (2<sup>nd</sup> Level Classes)

## Unit 2 : Library Classification

Definition, Need and Purpose; Types of Library Classification Schemes

Standard Schemes of Classification and their Features (CC, DDC, UDC)

Postulational Approach - Postulates, Facet Analysis, Fundamental Categories, Phase Relations, Principles of Helpful Sequence and Facet Sequence; Notation, Call Number

## Unit 3 : Bibliographic Description

Catalogue - Definition, Need and Purpose

Types of Library Catalogue, Physical Forms (Conventional and Non-Conventional including OPAC)

Subject Cataloguing - Definition, Need, Purpose and Principles

Sears List of Subject Headings, Chain Procedure; Centralized Cataloguing

## Unit 4 : Cataloguing Standards

Kinds of Catalogue Entries according to CCC and AACR-2

Current trends in Standardization, Description and Exchange of Information: MARC-21, ISBD, ISO 2709, CCF, Dublin Core.

### Recommended Documents:

1. American Library Association. ALA Rules for filing catalog cards. Chicago : ALA, 1968.
2. Dewey, Melvil. Dewey Decimal Classification. 3 vol. 19<sup>th</sup> ed. New York : Forest Press, 1979.
3. Foskett, A C. The subject approach to information. 3<sup>rd</sup> ed. London : Clive Bingley, 1979.
4. Girija Kumar and Krishan Kumar. Theory of cataloguing. 5<sup>th</sup> ed. New Delhi : Vikas, 1988.
5. Indian Standards Institution, Indian standards practice for layout of library catalogue code, Rev ed. 1967.
6. Krishan Kumar. Cataloguing, New Delhi : Har Anand, 1993.
7. Krishan Kumar. Theory of classification. New Delhi : Vikas, 1980.
8. Raju, AAN. Decimal, Universal Decimal and Colon Classification : a study in comparison. New Delhi : Ajanta, 1984.
9. Ranganathan, S R. Prolegomena to library classification. 3<sup>rd</sup> ed. Mumbai : UBSPD, 1967.
10. Ranganathan, S.R. Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code. 5th ed (with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.
11. Ranganathan, S R. Colon Classification. 6<sup>th</sup> rev ed. Mumbai : Asia, 1963
12. Sayers, WCB. Manual of classification for librarians. Rev by Arthur Maltby. 9<sup>th</sup> ed. London : Grafton, 1958.
13. Shrivastava, A P. Theory of knowledge classification, New Delhi : Laxmi, 1972.
14. अग्रवाल, एस एस. ग्रन्थालय सूचीकरण. भोपाल : मध्य प्रदेश हिंदी ग्रन्थ अकादमी, १९८०.
15. भार्गव, जी डी. ग्रन्थालय वर्गीकरण. भोपाल : मध्य प्रदेश हिंदी ग्रन्थ अकादमी, १९९३.
16. पाण्डेय, एस के शर्मा. सरलीकृत पुस्तकालय वर्गीकरण सिद्धान्त. नई दिल्ली : प्रभात, २०११.
17. सूद, एस पी. ग्रन्थालय सूचीकरण के सिद्धान्त. जयपुर : राज, २०१६.
18. त्रिपाठी, एस एम एवं शौकीन, एन एस. ग्रन्थालय वर्गीकरण के मूल तत्व. आगरा : वाई के, १९९९.

## MLIS-03 Classification (Practical)

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The question paper shall be divided into 2 Sections A and B, each of 40 marks. The titles given in Section A shall require to be attempted by Colon Classification – 6R and the titles given in Section B shall require to be attempted by the Dewey Decimal Classification – 19<sup>th</sup> ed. Both of these schemes shall be provided in the examination hall. The Question 1 of Section A and B, shall contain 7 titles; to be attempted any 5 titles; each of 2 marks. The Question 2 of Section A and B, shall contain 7 titles; to be attempted any 5

titles; each of 2.5 marks. The Question 3 of Section A and B, shall contain 7 titles; to be attempted any 5 titles; each of 3.5 marks.

Section A : Classification of Documents by CC 6R

Classification of Documents representing Simple, Compound, Complex Subject and Common Isolates etc.

Section B : Classification of Documents by DDC 19.

Classification of Documents Representing Simple, Compound, Complex Subject and Common Isolates etc.

Recommended Documents:

1. Dewey, Melvil. Dewey Decimal Classification. 19<sup>th</sup> ed. 3 vol. New York: Forest Press, 1979.
2. Ranganathan, S R. Colon Classification, 6<sup>th</sup> rev ed. Bangalore : Sarada Ranganathan Endowment for Library Science, 1963.
3. Manual of the use of the DDC 20<sup>th</sup> ed. New York : Forest Press.
4. Satija, M P. Manual of practical Colon Classification. 3<sup>rd</sup> rev ed. New Delhi : Sterling 1995.
5. भार्गव, जी डी. ग्रन्थालय वर्गीकरण. भोपाल : मध्य प्रदेश हिंदी ग्रन्थ अकादमी, १९९३.
6. कोठारी, डी वी एवं सिंह, वी पी. क्रियात्मक वर्गीकरण : द्विबिन्दु व दशमलव प्रणाली. जोधपुर : निधि, १९९१.
7. पाण्डेय, एस के शर्मा. व्यवहारिक डेवी डेसीमल वर्गीकरण. नई दिल्ली : विद्या विहार, १९९९.
8. सतीजा, एम पी. प्रायोगिक द्विबिन्दु वर्गीकरण, रमाकान्त शर्मा द्वारा अनुवादित. नई दिल्ली : एस एस, १९९२.

## **MLIS-04 Information & Communication Technologies Basics (Theory)**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Computer Hardware and Software**

Information Technology - Definition, Need, Scope, Objectives and Components

Historical Development, Generation and Classification of Computers;

Components, Peripherals, Input, Output and Storage Devices

Softwares - System and Application Softwares

Operating Systems - Single and Multi-user, Basic features of MS-DOS, MS Windows

### **Unit 2 : Computer Application to Library and Information Services**

Library Automation: Definition, Need and Purpose; Application of Computers to Library Operations

Basic Features / Modules of Library and Information Management Software: WINISIS / SOUL2.0

General Application Software: MS Word, MS Excel, MS PowerPoint

### **Unit 3 : 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, Web Portals, Social Networking Tools.

### **Unit 4 : Networking and Internet Basics**

Network - Concept, Components, Topologies and Types (LAN, WAN, MAN, VPN)

Library Networks - Need, Purpose and Objectives  
National Library Networks (DELNET, INFLIBNET, NKN)  
Internet - Concept, Definition, Origin, Need and Purpose; Internet Services

Recommended Documents:

1. Chao, Chien C. Introduction to the microcomputer and its applications, New Delhi :Galgotia, 1995.
2. Rowley, Jeniffer E. Computers for libraries. London : Clive Bingley, 1980
3. Tedd, LA. Introduction to computer based library system. 2<sup>nd</sup> ed. London :Hyden, 1984.
4. Karen, C and Perimutter, L, ed. The application of mini and micro computers in information, documentation and libraries. Amsterdam : Elsevier, 1995.
5. Radhakrishnan, P. Computers and information technology. Hyderabad : High Tech.
6. Satyanarayana, N R. A manual of computerization in libraries. New Delhi :Wishwa, 1995.
7. Satyanarayana Reddy, P. Automated management of library collection. New Delhi : Ess Ess, 2001
8. Sharma, Pandey S K. Fundamentals of library automation. New Delhi : EssEss, 1995
9. Sinha, PK. Computer fundamentals: concept, systems and applications, 2<sup>nd</sup>ed. New Delhi : BPB, 1992.
10. UNESCO. Mini-Micro CDS/ISIS : reference manual. Paris : UNESCO, 1989.
11. [Http://www.inflibnet.ac.in](http://www.inflibnet.ac.in)>SOUL
12. <http://www.unesco.org/webworld/portal/processing/forms/cds-isis/download.php>
13. शर्मा, बी के एवं ठाकुर, यू एम. पुस्तकालय सूचना विज्ञान एवं सूचना प्रौद्योगिकी : विवेचनात्मक अध्ययन. दो खण्ड. आगरा : वाई के, २०१३
14. शर्मा, बी के एवं ठाकुर, यू एम. पुस्तकालय एवं सूचना विज्ञान के मूलाधार एवं सूचना प्रबन्धन. आगरा : वाई के, २०१५

**MLIS-05 Management and Organization of Libraries and Information Centres**

Maximum marks: 40

Pass marks: 16

Time: 3 Hr

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 1 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

**Unit 1 : Management**

Concept, Definition and Scope;  
Functions and Principles of Management  
Total Quality Management - Definition, Concept, Elements

**Unit 2 : Planning and Human Resources**

Planning - Definition, Need and Purpose  
Organizational Structure and Library Committees  
Library Building and Infrastructural Planning  
Standards Relating to Manpower Requirements (Ranganathan's Formula, etc.)  
Job Description, Job Analysis with reference to Libraries & information centres

**Unit 3 : Library Finance**

Sources of Finance;  
Budget - Concept, Definition, Purpose; Budget Preparation;  
Outsourcing - Concept, Definition, Need and Purpose



#### **Unit 4 : Library House Keeping Operations**

Different Sections of Library and Information Centres

Functions of Different Sections : Acquisition Section / Resources Development Section including Collection Development Policies of Print and e-Resources, Technical Processing Section, Periodicals Section, Maintenance Section including Conservation and Preservation, Circulation Section.

Library Rules, Stock Verification and Weeding out Policies and Procedures

Types of Reports, Annual Reports, Library Statistics.

Recommended Documents:

1. Ranganathan, SR. Library administration. 2<sup>nd</sup> ed. Mumbai : Sarada Ranganathan Endowment for Library Science, 1989.
2. Krishan Kumar. Library administration and management. 2<sup>nd</sup> ed. New Delhi : Vikas, 1987.
3. Mittal, R L. Library administration: theory and practice. 5<sup>th</sup> ed. New Delhi: Metropolitan, 1984.
4. Sharma, J S. Library organization. New Delhi : Vikas, 1978.
5. Kaula, P N. Library building : planning and design. New Delhi : Vikas, 1971
6. Indian Standards Institution. Code for library building, etc. Bangalore : ISI, 1960.
7. अग्रवाल, एस एस. ग्रन्थालय प्रबन्धन के मूल तत्व. जयपुर : राज, २०१६
8. शर्मा, एस के. पुस्तकालय प्रशासन एवं प्रबन्ध, नई दिल्ली : वाणी, १९९९.

#### **MLIS-06 Knowledge Resources and Services**

Maximum marks: 80

Pass marks: 32

Time: 3Hr

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

#### **Unit 1 : Information Sources**

Knowledge and Information Sources and Types : Documentary, Non-documentary

Print Information Sources and their Categories - Primary, Secondary, Tertiary

Non-print Information Sources and their Categories - Primary, Secondary, Tertiary

Nature, Characteristics, Utility and Evaluation of Different Types of Print / Non-print Knowledge / Information Sources

#### **Unit 2 : Knowledge and Information Services**

Concept, Definition, Need and Trends

Types of Information Services (Reference Service - Long Range and Short Range, Bibliographic, Referral, Document Delivery, Electronic Document Delivery, Abstracting and Indexing, Translation,

Literature Search, Current Knowledge and Information Alerting Services: CAS, SDI)

#### **Unit 3 : Information Users**

Types of Users, Users' Needs / Information Seeking Behaviour, Methods of Assessing Information Needs; User Education

Information Literacy

#### **Unit 4 : Internet as a Source of Information**

Information Resources: Concept and Search

Open Access Information Resources – Virtual Library, Subject Gateway, e-journals, e-books, etc.

Subscribed Information Resources – Bibliographic (Medline); Citational (Web of Science, Scopus);

Full-Text (Science Direct, Emerald).

#### Recommended Documents:

1. IFLA. Manual on bibliographic control. Paris : UNESCO, 1983
2. Katz, William A. Introduction to reference work. 2v. 6<sup>th</sup> ed. New York : McGraw Hill, 1992.
3. Guha, B. Documentation and information. 2<sup>nd</sup> ed. Kolkata : World Press, 1983.
4. Kaushik, Purnima. Sandarbh sewa. Jaipur.
5. Kawatra, P.S. Fundamentals of documentation with special reference to India. New Delhi : Sterling, 1982.
6. Krishan Kumar. Reference service. New Delhi :Vikas, 1989.
7. Ranganathan, SR. Reference service and bibliography. 2<sup>nd</sup> ed. Mumbai : UBSPD, 1960.
8. कौशिक, पूर्णिमा. सन्दर्भ सेवा एवं सन्दर्भ स्रोत. जयपुर : राज, २०१६
9. त्रिपाठी, एस एम. प्रलेखन एवं सूचना सेवाएं. आगरा : वाई के, १९९९.
10. त्रिपाठी, एस एम. सूचना प्रणालियाँ एवं नेटवर्क. आगरा : वाई के, १९९७.
11. त्रिपाठी, एस एम. आधुनिक वाङ्मयात्मक नियन्त्रण : वाङ्मय सूची एवं प्रलेखन. आगरा : वाई के, १९९२.
12. त्रिपाठी, एस एम. सन्दर्भ एवं सूचना सेवा के नवीन आयाम. Agra : वाई के, १९९३.
13. शर्मा, बी के एवं सिंह, डी वी. सूचना स्रोत, उपयोक्ता, प्रणाली, सेवाएं एवं प्रौद्योगिकी. आगरा : वाई के, २०१५.

#### MLIS-07 Cataloguing (Practical)

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The question paper shall be divided into 3 sections A, B and C. The Section A shall contain 3 titles; to be attempted any 2 titles for preparing catalogue entries according to the A.A.C.R.-2. The Section B shall contain 3 titles; to be attempted any 2 titles for preparing catalogue entries according to the C.C.C. The Section C shall contain only 01 title; to be attempted either by A.A.C.R.-2 or C.C.C. Each title is of 16 marks. Entries must be prepared consecutively using 'library hand'. Colon Classification and Sears' List of Subject Headings shall be available in the Examination Hall.

#### Cataloguing of Documents by AACR-II R

- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship : Government, Institution, Conference
- Multivolume Documents
- Atlas, Maps, Globe

For subject headings, follow the Sears' List of Subject Headings.

#### Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments)

- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship : Government, Institution, Conference
- Multivolume Documents
- Atlas, Maps, Globe

For class index entries, follow the 'Chain Procedure'.

#### Recommended Documents:

1. Anglo-American Cataloguing Rules. 2<sup>nd</sup> rev. Ed. London : Library Association, 1978.
2. Sears List of Subject Headings. 17<sup>th</sup>ed. New York : Wilson, 2000.
3. Krishan Kumar. An introduction to cataloguing practice. New Delhi : Vikas, 1993.
4. Krishan Kumar. An introduction to AACR-2. New Delhi : Vikas, 1990
5. Ranganathan, SR. Classified catalogue code with additional rules for dictionary catalogue code. 5<sup>th</sup> ed. Bangalore : Sarada Ranganathan Endowment for Library Science, 1989.
6. Ranganathan, SR. Cataloguing practice. 2<sup>nd</sup> ed. Mumbai : Asia, 1974.
7. Bakewell, KCB. Manual of cataloguing practice. Oxford : Pergaman, 1974

8. Indian Standards Institution. Indian standard practice for layout of library catalogue code. Rev ed. 1967.
9. Indian Standards Institution. Rules for making alphabetical indexes. New Delhi: ISI.
10. International Federation of Library Associations. International Conference on Cataloguing Principles (Paris) 1961. Report. London : IFLA, 1968.
11. Sengupta, B. Cataloguing: its theory and practice. Kolkata : World Press, 1964.
12. Shera J H and Eagen, M P, ed. Classified catalogue : basic principles and practice. Chicago : ALA, 1965.
13. Vishwanathan, CG. Cataloguing : theory and practice. 4<sup>th</sup>ed. New Delhi : Today and Tomorrow, 1970.
14. सूद, एस पी. क्रियात्मक सूचीकरण : ए ए सी आर २. जयपुर : राज, २०१६.
15. सूद, एस पी. क्रियात्मक सूचीकरण : सी सी सी. जयपुर : राज, २०१६.

## **MLIS-08 Information & Communication Technologies: Basics (Practical)**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

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. Hands on experience with computer operation shall be preferred. The students shall be assessed by viva-voce, practical steps in the examination.

### **Unit 1 : System Software: WINDOWS Operating System**

Basics such as Desktop, My Computer, Control Panel, Windows Explorer, Accessories - Calculator and Paint.

### **Unit 2 : Application Software: MS Word, MS PowerPoint, MS Excel**

MS Word - Standard Toolbars, Creating a Document, Editing a Document, Formatting a Document, Mail Merge, Printing etc.

MS PowerPoint - Creating Presentation Slides, Animation, Formatting / Adding Graphics, Slide Show, Customizing and Printing.

MS Excel - File creation, Editing, Inserting, Formatting, Printing, etc.

### **Unit 3 : Library Management Software**

Basics of WINISIS/SOUL

### **Unit 4 : Online and Offline Searching**

Basic Internet Searching

Advance Internet Search with Search Techniques

E-mail

### **Recommended Documents:**

1. Amba, Sanjeevi and Raghavan, K S. CDS/ISIS: a primer. New Delhi: Ess Ess, 1999.
2. Chaudhary, GG and Chaudhary, Sudatta. Organizing information: from the shelf to the web. London: Facet, 2007.
3. Chaudhary, G G and Chaudhary, Sudatta. Searching CD-ROM and online information sources. London: Library Association, 2000.
4. Neelameghan, A and Lalitha, S K. Tutor+ : a learning and teaching package on hypertext link commands in WINISIS. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
5. UNESCO. CDS/ISIS for Windows: Reference Manual Version 1.5. Paris: UNESCO, 2004.

## FINAL YEAR

### MLIS-09 Information and Communication

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

#### Unit 1 : Information and Communication

Information - Definition, Characteristics, Nature, Type, Value and Use of Information

Conceptual Difference between Data, Information and Knowledge

Communication of Information

Communication Channels, Barriers of communication

#### Unit 2 : Information Science and Information Society

Information Science - Definition, Scope and Objectives

Information Science as a Discipline and its Relationship with other Subjects

Information Society - Definition, Genesis, Characteristics and Implications

Changing Role of Library and Information Centres in Society

Information Industry - Generators, Providers and Intermediaries

Knowledge Society

#### Unit 3 : Laws/Acts and Policies

Concept of Freedom, Censorship, Cyber Law, Data Security and Fair Use Policies in Relation to Information

Intellectual Property Rights, Right to Information Act 2005 and amendments

International and National Programmes and Policies (NAPLIS)

National Knowledge Commission (NKC)

#### Unit 4 : Economics of Information and Its Management

Information as an Economic Resource, Information as a Commodity

Information Economics, Marketing of Information Product and Services

Information / Knowledge Management: Concept and Tools

Recommended Documents:

1. Bell, Daniel. The information society: social framework of the information society. The computer age: a twenty years view. Dertouzos, M L and Moses, J. Cambridge, Mass: MIT, 1974. p 16-211.
2. Feather, John. The information society: a study of continuity and change. 5th ed. London: Facet, 2008.
3. Martin, William J. The information society. London: ASLIB, 1988.
4. Raja Rammohan Roy Library Foundation and Indian Library Association. Documents of National Policy on Library and Information System. Calcutta: The Foundation, 1985.
5. Rao, Madan Mohan. Leading with knowledge: knowledge management practices in global infotech companies. New Delhi: McGraw-Hill, 2003.
6. सिंह, शिवेन्द्र. सूचना संचार. नई दिल्ली : डिस्कवरी, २०११
7. चौधरी, बसन्त कुमार एवं सन्तोष कुमार. सूचना संचार के विविध आयाम. एम पी डी., २०१३

### MLIS-10 Information Analysis, Consolidation, Repackaging and Retrieval

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word /

one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Information Systems and Products**

Information Products - Concept, Nature, Types (News-letter, In-house Communication, Trade Bulletin, Technical Digest, Product Bulletin, etc.), Design and Development of Information Products  
National and International Information Systems / Centres - Background, Services and Products (INIS, AGRIS, NISCAIR, NASSDOC, DESIDOC)

### **Unit 2 : Consolidation and Repackaging**

Content Analysis  
Consolidation, Repackaging  
Electronic Content Creation (HTML, XML, etc.), Standards and Guidelines for Content Creation

### **Unit 3 : Marketing of Information**

Definition, Need and Benefits.  
Marketing Ingredients, Information Marketing in India.

### **Unit 4 : Information Processing and Retrieval**

Information Retrieval (IR) Systems - Concept, Definition, Need, Objectives, Types  
I R Models, Evaluation of IR Systems, Trends in IR Models  
Search Strategies, Process and Search Techniques

#### Recommended Documents:

1. Saracevic, T. and Wood, J. S. Consolidation of information: a handbook of evaluation, restructuring and repackaging of scientific and technical information. Paris: UNESCO, 1981.
2. Bhattacharya, G. and Gopinath, M. A. Information analysis and consolidation: principles, procedures and products; the working document for the DRTC Annual Seminar, Bangalore, 23-27 Feb. 1981. Bangalore : DRTC, 1981.
3. Kumar, P S G. Information analysis, repackaging, consolidation and information retrieval. Vol 9 : Kumar's curriculum series in library and information science. BR, 2004
4. Seetharama, S. Information consolidation and repackaging. New Delhi: EssEss, 1997.
5. Seetharama, S. Modes of presentation of information in information consolidation products. *Library Science with a Slant to Documentation*, Vol.22; 1985.
6. Seetharama, S. Information consolidation and repackaging. New Delhi: Ess Ess, 1997.
7. Singh, Sewa. Information analysis, consolidation and repackaging. New Delhi : Atlantic, 2001.

## **MLIS – 11: Information Retrieval**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Library Automation**

Planning, Implementation and Evaluation of Library Automation

Automation of In-house Operations : Acquisition, Cataloguing, Circulation, Serials Control Systems, OPAC and its features, Administration

Library Automation Softwares - Proprietary (LIBSYS, etc), Free (WINISIS, etc.), Open Source (KOHA, etc.)

Library Security Technology - RFID, CCTV, Biometrics, etc.

### **Unit 2 : Database Management**

DBMS, RDBMS - Concept, Definition, Features and Need  
Database Design, Development, Evaluation, Query Language  
Database Architecture and Models

### **Unit 3 : Data Communication and Internet Technology**

Data Communication - Concept, Definition  
Internet Connectivity - Dialup, Leased line, ISDN, Wireless  
Protocols and Standards - Concept, FTP, HTTP, OSI, etc.  
Web Tools - Web browsers (Internet Explorer/Google Chrome/Mozilla Firefox, etc.), Search Engines (Google, etc.)  
Web Servers and Internet Security  
Use of Social Networking tools for Library Services - RSS, Podcasting, Blogs, etc.

### **Unit 4 : Digital Libraries**

Digital Library - Concept, Definition, Need, Objectives and Characteristics  
Design and Development of Digital Library - Planning, Implementation, Evaluation and Management  
Software for Digital Libraries - Greenstone Digital Library Software, Dspace,  
Hardware for Digital Libraries - Input Capture Devices (Scanners, Digital Cameras, etc.)  
Data Warehousing, Data Mining  
Artificial Intelligence and Expert Systems - Concept, Definition and Features

#### **Recommended Documents:**

1. Ackermann, Ernest. Learning to Use the Internet: an Introduction with examples and experiences. New Delhi: BPB, 1995.
2. Chellis, James, Perkins, Charles and Strebe, Mathew. MCSE : networking essential study guide. New Delhi: BPB, 1997.
3. Cooper, Michael D. Design of library automation systems : file structures, data structures and tools. New York : John Wiley, 1996.
4. Haravu, L. J. Library automation design, principles and practice. New Delhi : Allied, 2004.
5. Choudhary, G. G. and Choudhary, Sudatta. Organizing Information : from the shelf to the web. London : Facet, 2007.
6. Kashyap, M. M. Database system : design and development. New Delhi : Sterling, 1993.
7. Leon, Alexis and Leon, Mathews. Fundamentals of IT. Chennai : Leon Tech World, 1999.
8. Panda, K. C. and Gautam, J. N. Information technology on the cross road : from abacus to internet. Agra : Y. K., 1999.
9. Pandian, M. Paul and Jambhekar, Ashok. Internet for Libraries and Information Centres. New Delhi: Tata McGraw Hill, 2001.
10. Satyanarayana, N R. An Introduction to Information Processing and Retrieval for Library and Information Professionals. 2016.
11. शर्मा, बी के एवं ठाकुर, यू एम. ज्ञान संगठन एवं सूचना पुनः प्राप्ति : सिद्धान्त. आगरा : वाई के, २०१५

## **MLIS-12 E-Resources Management**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Electronic Resources**

Electronic Resource: Concept, Need and Characteristics, Benefits and Drawbacks of Electronic Resources  
Types of e-Resources - Concepts and Features  
Electronic Publishing

### **Unit 2 : Developing Collection of e-Resources**

Guidelines for Collection Building  
Collection Building Process - Formulating Policy, Budgeting, Evaluation of e-Resources, Pricing, Licensing, Ordering and Receiving  
Model Licenses  
Negotiation - Concept and Need  
Consortia - Concept, Need and Purpose; Collection Building of E-Resources through Consortia  
National Consortia in India: UGC-INFONET, INDEST, E-SHODH SINDHU, etc.

### **Unit 3 : Developing e-Resource Access Channels**

Delivery of e-Resources  
Development of Access Channels - User Centred, Web Access, Alphabetical, Database Approach  
Access Management and Authentication; Preventing Misuse  
E-Resource Publicity  
Copyright in the Digital Environment  
User Training

### **Unit 4 : E-Resource Usage Analysis**

Management Information Needs  
Usage Statistics, Standards and Guidelines (COUNTER)  
Processing, Analysis and Presentation of Data

#### Recommended Documents:

1. Mishra, Prasad Kumar. Managing electronic resources. New Delhi : Isha, 2011.
2. Naik, N. Rupsing. Electronic information resources in university libraries. New Delhi : Commonwealth, 2014.
3. Patra, Nihar K and others, ed. Progressive trends in electronic resource management in libraries. USA : IGI Global, 2013.
4. Ramaiah, Chennupati K. Electronic resources management in libraries. New Delhi : Allied, 2013.
5. Shukla, Shiva. Electronic resources management : what, why and how. New Delhi : Ess Ess, 2010.
6. Siwach, Anil Kumar. Access, management and usage of electronic resources. New Delhi : Ess Ess, 2013.
7. Verminski, Alana. Fundamentals of electronic resources management. ALA, 2017.
8. Yu, Holly and others, ed. Electronic resource management in libraries : research and practice. USA : Information Science Reference, 2008.

## **MLIS-13 Information & Communication Technologies: Advanced (Practical)**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

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. Hands on experience with computer operation shall be preferred. The students shall be assessed by viva-voce, practical steps in the examination.

### **Unit 1 : Database Design and Development**

MS ACCESS - Databases, Tables, Queries, Forms and Reports

### **Unit 2 : Website Designing and Navigational Tools**

Designing Library Websites (HTML / Dreamweaver, etc.)  
Developing Web Directories, Subject Gateway and Library Portals

Image Creation / Editing using Paint / Photoshop / Office Picture Management Tools, etc.

### **Unit 3 : Use of Internet for better Library Services /Library Management Software (Advanced)**

Importing and Exporting Data in WINISIS/SOUL

Designing and Developing Library Blogs, RSS Feeds, etc.

### **Unit 4 : Design and Development of Digital Library**

Metadata Creation, Creating PDF Files (Acrobat Professional)

Design and Development of Digital Library Using Greenstone/Dspace, etc.

#### **Recommended Documents:**

1. Ackermann, Ernest. Learning to Use the Internet: An Introduction with Examples and Experiences. New Delhi: BPB, 1995.
2. Aswal, R. S., ed. CDS/ISIS for Windows: A Handbook for Librarians. London: EssEss, 2003.
3. McCoy, John. Mastering Web Design. New Delhi: BPB, 1996.
4. Neelameghan, A. and Lalitha, S. K. Tutor+: A Learning and Teaching Package on Hypertext Link Commands in WINISIS. Bangalore: Sarada Ranganathan Endowment for Library Science, 2001.
5. Phil Bradley. Advanced Internet Searcher's Handbook. Facet, 2004.
6. Walkenbach, John, et al. Office 2007 Bible. New York: John Wiley, 2007.
7. Winship, Ian and Mcnab, Alison. Student's Guide to the Internet. London: Library Association, 2000.
8. UNESCO. CDS/ISIS for Windows: Reference Manual Version 1.5. Paris: UNESCO, 2004.
9. सिंह, आर के. आधुनिक पुस्तकालय नेटवर्क एवं सॉफ्टवेयर अनुप्रयोग. २०१०

## **MLIS-14      Research Methods and Statistical Techniques**

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 2 marks each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 16 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Research**

Research - Concept, Need, and Purpose, Types

Research Proposal - How to Write an Effective Research Proposal

Writing Abstract / Summary

Commonly Used Abbreviations in Theses and Research Communications

### **Unit 2 : Research Design**

Research Design - Concept, Need and Purpose, Types, Parts of Theses (Title Page, Authorship, Contents Page, Preface, Introduction, Review of Literature, etc.)

Identification and Formulation of Problem

Hypothesis / research questions

Literature Search - Print, Non-print; Referencing and Style Manual such as MLA Handbook.

### **Unit 3 : Research Methods Techniques and Tools**

Methods - Scientific, Historical and Descriptive

Sampling Techniques

Data Collection Methods - Questionnaire, Schedule, Interview, Observation

### **Unit 4 : Data Analysis and Interpretation**

Data Processing, Analysis, Interpretation, Presentation – Concept, Need and Purpose, Guidelines for Incorporating Tables, Illustrations



Descriptive Statistics: Measures of Central Tendency, Mean, Median, Mode; Dispersion, Correlations, Linear Regression, Standard Deviation, Chi-Square Test, T-Test  
SPSS and Web-based Statistical Analysis Tools

Recommended Documents:

1. Charles, Busha H. and Harter, Stephen P. Research Methods in Librarianship: Techniques and Interpretations. USA: Academic Press, 1980.
2. Powell, Ronald R. and Connaway, Lynn Silipigni. Basic Research Methods for Librarians. 5th ed. USA: Libraries Unlimited, 2010.
3. Goel, Vivek. Research methodology in library and information science. APH.
4. Kothari, C. R. Research Methodology: Methods and Techniques. 2nd rev ed. New Delhi: New Age International, 2004.
5. Krishan Kumar. Research Methods in Library and Information Science. New Delhi: Vikas, 1992.
6. Rao, I. K. Ravichandra. Quantitative Methods in Library and Information Science. New Delhi: Wiley Eastern, 1983.
7. Singh, S. P. Research Methods in Social Sciences: A Manual for Designing Questionnaires. New Delhi: Kanishka, 2002.
8. यादव, वी डी एवं गौतम, जी के. पुस्तकालय एवं सूचना विज्ञान में शोध पद्धति. आगरा : वाई के, २०१४

**MLIS-15 Elective Paper (Select any one)**

**MLIS-15(A) Management of Academic Library and Information System**

Maximum marks: 40

Pass marks: 16

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 01 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

**Unit 1 : Growth and Role of Academic Libraries**

Landmarks in Education in India since 19<sup>th</sup> Century

Types and Functions of Academic Libraries

Role of Academic Library in Formal and Informal System of Education

UGC and its Role in the Development of Academic Libraries

**Unit 2 : Library Organization, Administration and Management**

Library Authority: Concept and Role

Personnel Management, Staffing Norms and Patterns

Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation

Planning, Basic Elements in the Design of Academic Library Buildings

Library Furniture, Equipment, Lighting and Fittings

**Unit 3 : Collection Development**

Collection Development Policy of Print and Non-print Material

Selection Principles, Tools and Problems of Collection Development

Library Committee and their Role in Collection Development

Weeding out Policy

**Unit 4 : Resource Sharing and Information Services**

Resource Sharing: Concept, Need and Purpose

Role of the INFLIBNET Centre (UGC) in development of Academic Libraries

Resource Sharing Networks in India

Planning and Development of Information Services

Recommended Documents:

1. American Association of School Librarians. Standards for School Library Programmes. Chicago: ALA, 1969.
2. American Library Association. Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries. 2<sup>nd</sup> ed. Chicago: ALA, 1978.
3. Baker, David, ed. Resource Management in Academic Libraries. London: Library Associations, 2006.
4. Brophy, Peter. The Academic Library. London: Library Association, 2008.
5. Chapman, Liz. Managing Acquisitions in Library and Information Services. London: Library Association, 2001.
6. Ranganathan, S. R. School and College libraries. Chennai: Madras Library Association. 2008.
7. शर्मा, बी के एवं सिंह, डी वी. शैक्षणिक पुस्तकालय प्रणाली. आगरा : वाई के, २०१२

**MLIS-15(B) Management of Special Library and Information system**

Maximum marks: 40

Pass marks: 16

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 01 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 08 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

**Unit 1 : Growth and Role of Special Libraries**

History and Development of Special Libraries with Special Reference to India

Type and Functions of Special Libraries

Role of Special Libraries

**Unit 2 : Library Organization, Administration and Management**

Library Organization and Administration

Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.

Personnel Management in Special Libraries

Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation

Planning, Basic Elements in the Design of Special Library Buildings

Library Furniture, Equipment, Lighting and Fittings

**Unit 3 : Collection Development**

Principles of Collection Development

Selection Principles, Tools and Problems of Collection Development

Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)

Electronic Documents

Weeding out Policy

**Unit 4 : Resource Sharing and Information Services**

Resource Sharing: Concept, Need and Purpose

Resource Sharing Networks in India

Resource Sharing Networks – RLIN, OCLC, etc.

Planning and Development of Information Services

Recommended Documents:

1. Buckett, J. and Morgan, T.S., ed. Special Materials in the Libraries. London: ASLIB, 1963.
2. Clapp, V. W. Features of the Research Library. Urbana: University of Illinois, 2010.

3. Grenfell, D. Periodicals and Serials: their Treatment in Special Libraries. 2nd ed. London: ASLIB, 1965.
4. Lewis, C. M., ed. Special Libraries. New York: Special Libraries Association, 1963.
5. Raitt, David, ed. Libraries for the New Millennium. London: Library Association, 1997.
6. Scammell, A.W., ed. Handbook of Special Librarianship and Information Work. 7th ed. London: ASLIB, 1997.
7. Singh S. P. Special Libraries in the Electronic Environment. New Delhi: Bookwell, 2005.
8. Wilkie, Chris. Managing Film and Video Collections. London: ASLIB, 2009.

## **MLIS–15(C) Management of Public Library and Information System**

Maximum marks: 40

Pass marks: 16

Time: 3Hrs.

Note: The paper is divided into 4 units. The question number 1 of the paper shall be compulsory; consisting of 8 very short answer type questions for 1 mark each; spread over all the units; to be answered in a word / one sentence / maximum 30 words. The question numbers 2 to 5 shall be unit wise; long answer type questions for 8 marks each; to be answered within 800 words; required to attempt only 01 question from each unit, out of 02 questions.

### **Unit 1 : Growth and Role of Public Libraries**

History and Development of Public Libraries with Special Reference to India

Type and Functions of Public Libraries

Role of Public Libraries in Formal and Informal Education and Society

Public Libraries and National Development

Agencies and their Role in Promotion and Development of Public Libraries in India

### **Unit 2 : Library Organization and Administration**

Library Organization and Administration

Administrative Organization of Library, Staff Manual, Library Surveys, Statistics, Work Measurement and Standards, etc.

Personnel Management in Public Libraries

Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation

Planning, Basic Elements in the Design of Public Library Buildings

Library Furniture, Equipment, Lighting and Fittings

### **Unit 3 : Collection Development**

Principles of Collection Development

Selection Principles, Tools and Problems of Collection Development

Collection Development of Print Material (Books, Periodicals, Grey Literature, Patents, Standards, Govt. Publications, etc.)

Electronic Documents

Weeding out Policy

### **Unit 4 : Resource Sharing and Information Services**

Resource Sharing: Concept, Need and Purpose

Resource Sharing Networks in India

Planning and Development of Information Services

Recommended Documents:

1. Bhatt, R. K. History and Development of Libraries in India. New Delhi: Mittal, 1995.
2. Ekbote, Gopala Rao. Public Libraries System. Hyderabad: Ekbote Brothers, 1987.
3. Hage, Christine Lind. The Public Library Start-Up Guide. Chicago: American Library Association, 2004.
4. Jain, M. K. Fifty years of library and information services in India (1947-98). Delhi: Shipra, 2000.

5. Kalia, D. R. Guidelines for Public Library Services and Systems. Kolkata: Raja Rammohan Roy Library Foundation, 1990.
6. Rath, Pravakar. Public Library Finance. New Delhi: Ess Ess, 1996.
7. Thomas, V. K. Public Libraries in India: Development and Finance. New Delhi: Vikas, 2005.

**MLIS-16      Dissertation**

Maximum marks: 100

Pass marks: 40

As assigned by the Teacher concerned, the student has to prepare a dissertation on the topic and shall be bound to submit its 3 copies to the Department well before commencement of the final examination. It should be approximately in 100 pages. The topic should be unique and concerned with latest technology, advance information systems, services, recent trends, result oriented case studies.