(ORDINANCE)

MASTER OF LIBRARY AND INFORMATION SCIENCE
(REGULAR MODE)

1. (i)   The duration of the course leading to the Degree of Master of Library and Information Science (M.L.I.Sc. Integrated Course) shall be two academic years. Each year shall be divided into two semesters. The examination for the first and the third semesters shall, ordinarily, be held in the month of December/January and for the second and the fourth semesters in the month of April/May or on such dates as may be fixed by the University.

    (ii)   Supplementary examinations for all the semesters shall be held along with the respective semester examinations of the next academic session.

    (iii) Supplementary examination shall be held in the month of December/January for those candidates who have failed/or failed to appear in the fourth semester examination held in April/May. Such candidates may appear again in the remaining paper (s) of semester (s) examinations (s) subject to Clause 12 (iii).

2. The last date of receipt of admission-cum-examination forms and fees shall be fixed and notified by the University from time to time.

3. A candidate who fulfills the following conditions shall be eligible to seek admission in the first semester of the course:

    (i)   Who has passed graduation in any stream with 45% marks in aggregate/pass marks in Post–graduate degree in any discipline of this University or any other University recognized as equivalent thereto. The SC/ST candidates, possessing only minimum pass marks in the qualifying examination, shall be eligible to seek admission.

    OR

    (ii)   Who has passed any other equivalent examination recognized by M.D. University, Rohtak with the same eligibility criteria as given under Sub Clause (i) above.

4. **Provision of Lateral Entry into Third Semester:** A candidate who has qualified the following examination shall be eligible to seek admission in the third Semester of the course under Lateral Entry Scheme:

    (i)   Who has passed first and second Semester of Master of Library and Information Science (M.L.I.Sc.) Integrated Course of this University or any other University recognized as equivalent thereto.

    (ii)   Who has passed Bachelor of Library and Information Science (B.L.I.Sc.) programme of this University or any other University recognized as equivalent thereto.

    Note: Admissions to third Semester under Lateral Entry scheme shall be available subject to the availability of seats in the third Semester.

5. (i)   Every student shall be examined in the subject (s) as laid down in the syllabus prescribed by the Academic Council from time to time subject to Clause 19.

(ii)   The question paper will be set by external/internal examiner. The list of paper setters will be recommended by the Postgraduate Board of Studies in the Subject.

(iii) The University Librarian who will act as Head of the Department (to be referred to as Head of the Department in subsequent Clauses) 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 semester examinations.

6.   The Head of the Department will preserve the records on the basis of which internal assessment awards have been prepared for inspection, if needed by the University, up to one month from the date of declaration of the semester examination results.

7.   The first semester examination shall be open to a regular student who:

(i)   Has been on the rolls of the Department during one semester preceding the first semester examination;

(ii)   Has attended not less than 65% of lectures in the semester; and

(iii) Has obtained pass marks as given in Sub Clause 10 (i) in the internal assessment of the paper for which he/she is a candidate.

8.   The second, third and fourth semester examinations shall be open to a regular student who:

(i)   Has been on the rolls of the Department during the semester preceding the second, third or fourth semester examinations as the case may be;

(ii)   Has attended not less than 65% of lectures in each semester;

(iii) Has obtained pass marks in the internal assessment of the papers of the relevant semester of which he is a candidate as provided in Clause 10 (i); and

(iv)   Has passed the previous semester examination or is covered under Clause 12.

9.   The medium of instructions and examination shall be English / Hindi.

10.   The minimum percentage of marks to pass the examination in each semester shall be -
(i)   40% in each written paper and internal assessment, Viva-Voce, separately;
(ii)   40% in the total of each semester examination.

11.   The amount of examination fee to be paid by a candidate for each semester/year shall be as decided by the University from time to time.

12.   (i)   A candidate, who fails to pass or having been eligible but fails to appear in any semester examination, will be allowed to clear the re-appear paper (s) within a period of 4 years as stipulated in Sub Clause (iii) below.

(ii)   Provided that a candidate shall have to secure at least 40% marks separately as well as jointly with internal assessment in not less than 50% of the written papers prescribed in that semester failing which he/she shall not be permitted to continue his/her studies for the next higher semester, and shall be required to repeat all paper(s) of the concerned semester as a regular student as and when these paper(s)

2

is/ are offered. In such a case, the repetition of paper(s) will be allowed only once.

Explanation: 50% of five papers will be taken as three and that of seven papers as four under this Clause.

(iii) Provided further that a candidate must have passed all the four semester examinations within four years of his admission to the first semester of M.L.I.Sc. failing which he/she will be deemed to be unfit for M.L.I.Sc. degree.

13. A candidate whose result is declared late for no fault of his/her, may attend classes for the next higher semester, provisionally, at his/her own risk and responsibility, subject to his/her passing the concerned semester examination. In case, a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he/she was allowed to attend classes provisionally shall stand cancelled.

14. A candidate who has passed the first and second semester examination of M.L.I.Sc. Integrated Course shall be allowed to exit, and shall be awarded B.L.I.Sc. degree. Such candidates shall be eligible for admission to M.L.I.Sc. Integrated Course under Lateral Entry Scheme subject to the availability of seats and provisions of other Clauses above and below.

15. The internal assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination, 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) in the relevant semester, unless he/she repeats the course in paper(s) concerned and obtains minimum pass marks in the internal assessment.

16. As soon as possible, after the termination of the examination, the Registrar/ Controller of Examinations shall publish a list of candidates who have passed the semester examination.

17. (i) 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 of the Department.
    (ii) The marks obtained by the candidate in the viva-voce shall be taken into account when he/she appears in any future examination under Clause 12.

18. The evaluation of the work for internal assessment shall be conducted in accordance with the guidelines laid down by the Postgraduate Board of Studies. The Head of the Department shall ensure that these guidelines are followed strictly, and proper record is maintained and made available to the candidate also at the appropriate time.

19. Twenty per cent (20%) marks, excluding viva-voce, in each written and practical paper in each semester shall be assigned for internal assessment. The following criteria shall be followed for award of internal assessment:

    (i) For attendance

(a)	Up to 65%	0 marks
(b)	Above 65% but up to 70%	2 mark
(b)	Above 70% but up to 75%	3 marks
(c)	Above 75% but up to 80%	4 marks
(d)	Above 80%	5 marks

(ii) The Department shall hold internal/house test of 10 marks in each semester 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 behavior in the Department, participation in Departmental Seminars /Extension Lectures/Conferences/ other activities. The evaluation for this part shall be done by the teacher concerned i.e. teaching the relevant class /subject.

20. (i) Every candidate shall be required to undergo an internship/training for a period of one month in any University/ Deemed University Library and Information Center decided by the Head of the Department immediately after the completion of second semester examination. 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.

(ii) Every candidate shall be required to undergo an internship/training immediately after fourth semester for a period of two months in any University/Deemed University Library/Information Centre decided by the Head of the Department. 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.

21. (i) The candidate, who has successfully completed the first and the second semester of the course, shall be awarded B.L.I.Sc. degree and after completion of all the four semesters M.L.I.Sc. degree shall be awarded to the candidate.

(ii) A list of successful candidates shall be prepared on the basis of aggregate marks obtained in all the two semester/four semester examinations, as the case may be, and shall be classified in division as under:

(a) Those who obtain 75% or more: 1st Division with Distinction
(b) Those who obtain 60% or more but less than 75%: 1st Division
(c) Those who obtain 50% or more but less than 60%: 2nd Division
(d) Those who obtain less than 50% but at least 40%: 3rd Division

22. The grace marks shall be awarded as per University rules.

SCHEME OF PAPERS

First Semester

Paper Code.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 01	Foundations of Library and Information Science	20	80	3 hours	100
MLIS - 02	Knowledge Organization, Processing and Retrieval	20	80	3 hours	100
MLIS - 03	Classification Practice	20	80	3 hours	100
MLIS - 04	Information Communication Technologies: Basics (Theory)	20	80	3 hours	100

Second Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 04	Management and Organization of Libraries and Information Centres	20	80	3 hours	100
MLIS - 06	Knowledge Resources and Services	20	80	3 hours	100
MLIS - 07	Cataloguing Practice	20	80	3 hours	100
MLIS - 08	Information Communication Technologies: Basics (Practice)	20	80	3 hours	100

Third Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 09	Information and Communication	20	80	3 hours	100
MLIS - 10	Information Analysis, Consolidation, Repackaging and Retrieval	20	80	3 hours	100
MLIS - 11	Information Communication Technologies: Advanced (Theory)	20	80	3 hours	100
MLIS - 12	e-Resources Management	20	80	3 hours	100

Fourth Semester

Paper No.	Proposed Nomenclature of the paper	Internal Assessment Marks	Exam. Marks	Duration	Total Marks
MLIS - 13	Information Communication Technologies: Advanced (Practice)	20	80	3 hours	100
MLIS - 14	Research Methods and Statistical Techniques	20	80	3 hours	100
MLIS - 15	Technical Writing and Communication Skills	20	80	3 hours	100
MLIS - 16					
MLIS - 16(A)	Academic Library and Information System	20	80	3 hours	100
MLIS - 16(B)	Special Library and Information System	20	80	3 hours	100
MLIS - 16(C)	Public Libraries and Information System	20	80	3 hours	100

1st Semester

MLIS - 01:   Foundations of Library and Information Science

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit – I: 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
- Intellectual Property Rights - Copyright Act, IT Act, Delivery of Books (Public Libraries) Act
- Librarianship as a Profession
- Professional Ethics

Unit – 4:   Professional Associations and Promoters of Library and Information Science
- National Associations – ILA, IASLIC
- International Associations - ALA, CILIP and IFLA
- National Level Promoters – Raja Ram Mohan Roy Library Foundation, UGC
- International Level Promoters – UNESCO

Suggested Readings:

Gardner, Frank M. *Public Library Legislation: A Comparative Study*. Paris: UNESCO, 1971.
Harrison, Colin and Beenham, Rosernary. *The Basics of Librarianship*. 3rd ed. London: Clive-Bingley, 1990.
Jefferson, G. *Libraries and Society*. London: James Clarks, 1969.
Khanna, J. K. *Library and Society*. Kurukshetra: Research Publications, 1987.
Krishan Kumar. *Library Organization*. New Delhi: Vikas Publications, 1993.

Ranganathan, S. R. *Five Laws of Library Science*. 5th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 2006.

…., ed*. Free Book Service for All: An International Survey, 1969*. Asia Publishing House, 1969.

Venkatappaiah, Velage and Madhusudan, M. *Public Library Legislation in the New Millennium: New Model Public Library Acts for the Union, States and Union Territories*. Delhi: Bookwell, 2006.

MLIS – 02:   Knowledge Processing, Organization and Retrieval

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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 (2nd Level Classes)

Unit – 2:   Library Classification
- 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 Analysis, 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, etc.

Suggested Readings:

Chaudhary, G. G. *Modern Information Retrieval Theory*. London: Library Association, 1999.
Dhyani, Pushpa. *Theory of Library Classification*. Delhi: VishwaPrakashan, 2000.
Foskett, A. C. *Subject Approach to Information*. 5th ed. London: Clive Bingley, 1990.
Hunter, E. J. and Bakewell, K. G. B. *Advanced Cataloguing*. London: Clive Bingley, 1989.
Krishan Kumar. *Theory of Classification*. 4th rev ed. New Delhi: Vikas Publications, 2000.
Ranganathan, S. R. *Prolegomena to Library Classification*. 3rded. Bangalore: Sarada Ranganathan Endowment for Library Science, 1967.

…. *Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code*. 5th ed (with amendments). Bangalore: Sarada Ranganathan Endowment for Library Science, 1989.

MLIS – 03: Classification Practice

Note: The paper is divided into 2 Parts. Each part carries 40 marks.

Part – I: Classification of Documents by Latest Available Edition of DDC

Note: There are fifteen titles. The candidates are required to classify any ten of them.

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

Part – II: Classification of Documents by Colon Classification (6th revised edition)

Note: There are fifteen titles. The candidates are required to classify any ten of them.

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

Suggested Readings:

Dewey, Melvil, and Julianne Beall. *DDC, Dewey Decimal Classification.* 19th ed. Albany, N.Y., U.S.A.: Forest, 1985.

Ranganathan, S. R. *Colon Classification*. 6th ed. Bangalore: Sarada Ranganathan Endowment for Library Science, 1963.

Ranganathan, S. R. *Descriptive Account of the Colon Classification*. Bangalore: Sarada Ranganathan Endowment for Library Science, 1990.

Satija, M. P. *Manual for Practical Colon Classification*. 3rd rev ed. New Delhi: Sterling Publishers, 1995.

.... *The Theory and Practice of the Dewey Decimal Classification System*. Oxford: Chandos Publishing, 2007.

MLIS – 04:   Information Communication Technologies: Basics (Theory)

<div align="right">

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Computer Hardware and Software Concepts
- Information Technology - Definition, Need, Scope, Objectives and Components
- Historical Development of Computers, Generation of Computers, Classification of Computers, Components of Computers, Input, Output and Storage Devices
- Softwares - System and Application Softwares
- Operating Systems - Single and Multi-user, Basic features of MS-DOS, MS Windows and LINUX

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/ SOUL/ LIBSYS.
- 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, Voice Mail, Web Portals, Social Networking Tools like Facebook, Twitter.

Unit 4:   Networking and Internet Basics
- Network - Concept, Components, Topologies and Types (LAN, MAN,WAN, VPN)
- Library Networks - Need, Purpose and Objectives
- National Library Networks (DELNET, INFLIBNET, NKN)
- Internet - Concept, Definition, Origin, Need and Purpose
- Internet Services

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Amba, Sanjeevi and Raghavan, K. S. *CDS/ISIS: A Primer*. New Delhi: EssEss Publication, 1999.

Bharihoke, Deepak. *Fundamentals of IT*. 2nd ed. New Delhi: Excel Books, 2002.

Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

Cox, Joyce, Lambert, Joan and Frye, Curtis. *Microsoft Office Professional 2010 Step by Step*. USA: Microsoft Press, 2010.

Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.

Rajaraman. *Fundamentals of Computers*. 3rded. New Delhi: Prentice Hall of India, 2001.

Rowley, Jennifer. *Computers for Libraries*. 3rded. London: Library Association, 1993.

Pandian, M. Paul and Jambhekar, Ashok. *Internet for Libraries and Information Centres*. New Delhi: Tat-McGraw–Hill, 2001.

2nd Semester

MLIS – 05:   Management and Organization of Libraries and Information Centres

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Management
- Concept, Definition and Scope
- Functions and Principles of Management/Scientific Management
- Management of Change - Concept, Problems of Inducing Change, Techniques of Managing Change
- Total Quality Management - Definition, Concept, Elements

Unit 2:   Planning and Human Resources
- Planning - Definition, Need and Purpose
- Organizational Structure and Library Committees
- System Analysis - Concept, Definition, Need, Library as a System, Performance Evaluation
- Library Building and Infrastructural Planning
- Standards Relating to Manpower Requirements (Ranganathan's Formula etc.)
- Job Description and Analysis with Reference to Libraries
- Human Resource Development

Unit 3:   Library Finance
- Sources of Finance
- Budget - Concept, Definition, Purpose and Techniques for Budget Preparation
- Budget Management
- Outsourcing - Concept, Definition, Need and Purpose

Unit 4:   Library House Keeping Operations
- Different Sections of Library and Information Centres
- Functions of Different Sections (Resources Development Section including Collection Development Policies of Print and e-Resources, 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, Contents and Style of Annual Reports
- Library Statistics, etc.

Suggested Readings:

Krishan Kumar. *Library Management in Electronic Environment*. New Delhi: Har- Anand Publications, 2007.

Mittal, R. L. *Library Administration: Theory and Practice*. 5th ed.   New Delhi: EssEss Publications, 2007.

Panwar, B. S. and Vyas, S. D. *Library Management*. Delhi: R. R. Publishing, 1986.

Ranganathan, S. R. *Library Administration*. 2nd ed. New Delhi: Ess Ess, 2006.

….*Library Manual for Authorities, Librarians and Honorary Library Workers*. 2nd ed. Bombay: Asia Publishing House, 1967.

Singh, M. *Library and Information Management: Theory and Practice*. Delhi: IBT, 1983.

Singh, R. S. P. *Fundamentals of Library Administration and Management*. Delhi: Prabhat Publications, 1990.

Stueart, R. D. and Moran, B. B. *Libraries and Information Center Management*. 2nd ed. London: Libraries Unlimited, 2007.

MLIS – 06:   Knowledge Resources and Services

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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:   Information Services
- 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, Alerting, etc.)

Unit 3:   Information Users
- Types of Users
- User's Need/Information Seeking Behaviour   – Concept, Methods of Assessing Information Needs
- User Education
- Information Literacy

Unit 4:   Internet as a Source of Information
- Internet as a Source of Information
- Information Resources: Concept and Search
- Open Access Information Resources – Virtual Library, Subject Gateway, e-journals, etc.
- Subscribed Information Resources – Bibliographic – Medline; Citational - Web of Science, Scopus; Full-Text - Science Direct, Emerald

Suggested Readings:

Cassell, Kay Ann and Hiremath, Uma. *Reference and Information Services in the 21st Century: An Introduction*. 2nd ed.

Foskett, D. J. *Information Service in Libraries*. 2nd ed. Connecticut: Archon Book Hamden, 1967.

Gates, Jean Key. *Guide to the use of Libraries and Information Sources*. 6thed. New York: McGraw-Hill, 1988.

Katz, William A. *Introduction to Reference Work: Basic Information Services. Introduction to Reference Work:* V1. 8[th]ed. New York: McGraw-Hill, 2002.

…. *Introduction to Reference Work: Reference Services and Reference Processes.* V2. 8[th]ed. New York: McGraw-Hill, 2002.

Krishan Kumar. *Reference Service*. 5th reved. New Delhi: Vikas Publications, 2001.

Library Association. *Guidelines for Reference and Information Service in Public Libraries*. London: Library Association, 1999.

Ranganathan, S. R. *Reference Service*. 2nd ed. Bangalore: Sarada Ranganthan Endowment for Library Science, 1989.

UshaPawan and Gupta, Pawan Kumar. *Sandarbh Sewa: Saidhantik Avam Kriyatmak.* Jaipur: RBSA, 1994.

MLIS – 07:   Cataloguing Practice

Note: The paper is divided into 2 Parts. Part I and II carries 40 marks each.

Part – I: Cataloguing of Documents by AACR-II R

Note: There are four Titles. The candidates are required to catalogue any two titles.

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

Catalogued documents may be assigned subject headings as per "Sear's List of Subject Headings (Latest edition)"

Part – II: Cataloguing of Documents by Classified Catalogue Code (5th edition with amendments).

Note: There are four Titles. The candidates are required to catalogue any two titles.
- Documents having Personal Author, Shared Author (s), Collaborator (s)
- Documents published under Pseudonym (s)
- Cataloguing of Corporate Authorship
- Multivolume Documents
- Atlas, Maps, Globe

Catalogued documents may be assigned subject headings as per "Chain Procedure"

Suggested Readings:

Allen, C. G. *A Manual of European Languages for Librarians*. 2nd ed. London: Bowker-Saur, 1999.

ALA and others. *Anglo-American Cataloguing Rules: AACR*. 2nd rev ed. London: Library Association, 2006.

Library of Congress. *Library of Congress Subject Headings*. 33rd ed. Washington, D.C.: Library of Congress, Cataloging Distribution Service, 2011.

Fritz, Deborah A. *Cataloging with AACR2 & MARC21: For Books, Electronic Resources, Sound Recordings, Videorecordings, and Serials*. 2nd ed., 2006 cumulation. Chicago: American Library Association, 2007.

Fritz, Deborah A., and Richard J. Fritz. *MARC21 for Everyone: A Practical Guide*. Chicago: American Library Association, 2003.

Olson, Nancy B., Robert L. Bothmann, and Jessica J. Schomberg. *Cataloging of Audiovisual Materials and Other Special Materials: A Manual Based on AACR2 and MARC 21*. 5th ed. Westport, Conn.: Libraries Unlimited, 2008.

Ranganathan, S. R. *Classified Catalogue Code (with additional Rules for Dictionary Catalogue Code)*. 5th ed. Bangalore: SaradaRanganathan Endowment for Library Science, 1988.

Saye, Jerry D., and Sherry L. Vellucci. *Notes in the Catalog Record Based on AACR2 and LC Rule Interpretations*. Chicago: American Library Association, 1989.

Sears, Minnie Earl and Lighthall, Lynne Isberg. *Sears List of Subject Headings.* 20th ed. New York: H.W. Wilson, 2010.

Tripathi, S. M. *Modern Bibliographical Control, Bibliography and Documentation*. Agra: Y.K., 1992.

MLIS – 08:   Information Communication Technologies: Basics (Practice)

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

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

Unit 2:   Application Software: MS Word, MS PowerPoint, MS Excel (Latest Edition)

- 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/LIBSYS

Unit 4:   Online and Offline Searching

- Basic Internet Searching
- Advance Internet Search with Search Techniques
- E-mail

Suggested Readings:

Amba, Sanjeevi and Raghavan, K. S. *CDS/ISIS: A Primer*. New Delhi: Ess Ess, 1999.

Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

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.

Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.

Simpson, Alan. *Windows XP Bible*. New York: John Wiley, 2004.

Walkenbach, John, et al. *Office 2007 Bible*. New York: John Wiley, 2007.

Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet*. London: Library Association, 2000.

UNESCO. *CDS/ISIS for Windows: Reference Manual Version 1.5*. Paris: UNESCO, 2004.

3rd Semester

MLIS – 09:   Information and Communication

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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, Models and Barriers

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, Right to Information
- Intellectual Property Act, Right to Information Act
- 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

Suggested Readings:

Bell, Daniel. "The Information Society: Social Framework of the Information Society." *The Computer Age: A Twenty Years View*. Ed. M. L. Dertouzos and J. Moses. Cambridge, Mass: MIT Press, 1974. pp 16-211.

Feather, John. *The Information Society: A Study of Continuity and Change*. 5th ed. London: Facet Publishing, 2008.

Martin, William J. *The Information Society*. London: Aslib, 1988.

Raja Rammohan Roy Library Foundation and Indian Library Association. *Documents of National Policy on Library and Information System*. Calcutta: The Foundation, 1985.

Ranganathan, S. R. "Teaching Library Science." *Library Science with a Slant to Documentation* V3 (1966): 293-388.

Rao, Madan Mohan. *Leading with Knowledge: Knowledge Management Practices in Global Infotech Companies*. New Delhi: McGraw-Hill, 2003.

Rowley, Jennifer. *The Electronic Library: Fourth Edition of Computers for Libraries*. London: Association Publishing, 1998.

Sharma, Pandey S. K., ed. *Electronic Information Environment and Library Services*. New Delhi: Indian Library Association, 2003.

Unesco. *Intergovernmental Conference on Scientific and Technological Information for Development*. Paris: Unesco, 1979.

Vickery, Brian C. and Vickery, Alina. *Information Science in Theory and Practice*. London: Butterworths, 1987.

MLIS – 10:   Information Analysis, Consolidation, Repackaging and Retrieval

<div align="right">

Maximum marks: 80

Pass marks: 32

Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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/Centers - 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:   Indexing Language and Vocabulary Control
- Indexing - Concept, Definition, Need, Types (Manual, Auto-Indexing)
- Indexing Language - Types and Characteristics
- Indexing Systems - Pre and Post Coordinate
- Vocabulary Control and Tools of Vocabulary Control
- Structure and Construction of IR Thesaurus

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

Suggested Readings:

Seetharama, S. *Information Consolidation and Repackaging*. New Delhi: Ess Ess, 1997.

Atherton, Pauline. *Handbook for Information Systems and Services*. Paris: Unesco, 1977.

Bhattacharya, G. and Gopinath, M. A. *Information Analysis and Consilidation: Principles, Procedures and Products; the Working Document for the DRTC Annual Seminar Bangalore, 23-27 Feb 1981*. Bangalore: DRTC, 1981.

Saracevic, T. and Wood, J. S. *Consolidation of Information: A Handbook of Evaluation, Restructuring and Repackaging of Scientific and Technical Information*. Paris: Unesco, 1981.

Seetharama, S. "Modes of Presentation of Information in Information Consolidation products."
Library Science with a Slant to Documentation, V.22 (1985).

Seetharama, S. *Information Consolidation and Repackaging*. New Delhi: EssEss Publications,
1997.

MLIS – 11: Information Communication Technologies: Advanced (Theory)

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Library Automation
- Planning, Implementation and Evaluation of Library Automation
- Automation of In-house Operations (Acquisition System, Cataloguing, Circulation System, Serials Control System, OPAC and its Features, Library Management)
- 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 - Concept, Definition, Features and Need
- 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, Design, Implementation, Evaluation and Management
- Software and Hardware for Digital Libraries - Software - Greenstone Digital Library Software, Dspace, etc., Hardware- Input Capture Devices (Scanners, Digital Cameras, etc.)
- Data Warehousing, Data Mining
- Artificial Intelligence and Expert Systems - Concept, Definition and Features

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Chellis, James, Perkins, Charles and Strebe, Mathew. *MCSE: Networking Essential Study Guide*. New Delhi: BPB, 1997.

Chowdhury, G. G. and Chowdhury, Sudatta. *Organizing Information: From the Shelf to the Web*. London: Facet Publishing, 2007.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

Cooke, Alison. *A guide to Finding Quality Information on the Internet: Selection and Evaluation Strategies*. 2nd ed. London: Facet Publishing, 2008.

Cooper, Michael D. *Design of Library Automation Systems: File Structures, Data Structures and Tools*. New York: John Wiley, 1996.

Haravu, L. J. *Library Automation Design, Principles and Practice*. New Delhi: Allied Publishers, 2004.

Falk, Bennett. *The Internet Basic Reference from A to Z*. Singapore: Tech. Pub, 1995.

Forouzan, Behrouz A, Coombs, Catherine and Fegan, Sophia Chung. *Data Communication and Networking*. 2nd ed. New Delhi: Tata McGraw-Hill, 2000.

Kashyap, M. M. *Database system: Design and Development*. New Delhi: Sterling, 1993.

Leon, Alexis and Leon, Mathews. *Fundamentals of IT*. Chennai: Leon TechWorld, 1999.

Panda, K. C. and Gautam, J. N. *Information Technology on the Cross Road : From Abacus to Internet.* Agra: Y. K. Publishers, 1999.

Pandian, M. Paul and Jambhekar, Ashok. *Internet for Libraries and Information Centres*. New Delhi: Tat-McGraw–Hill, 2001.

Patterson, Dan W. *Introduction to Artificial Intelligence and Expert Systems*. New Delhi: Prentice-Hall of India, 2000.

Stallings, William. *Data and Computer Communications*. 6th ed. New Delhi: Pearson Education Asia, 2001.

Tanenbaun, Andrew S. *Computer Networks*. New Delhi: Prentice Hall of India, 1999.

Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet*. London: Library Association, 2000.

MLIS - 12:   e-Resources Management

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Electronic Resources
- Electronic Resource: Concept and Need
- Characteristics of Electronic Resources
- 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 and Guidelines
- Negotiation - Concept and Need
- Consortia - Concept, Need and Purpose
- Collection Building of e-Resorces through Consortia
- National Consortia in India: UGC-Infonet, INDEST, 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
- Preservation of e-Resources
- 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

Suggested Readings:

Conger, Joan E. *Collaborative Electronic Resource Management: From Acquisitions to Assessment.* Westport: Libraries Unlimited, 2004.

Cole, Jim et. al. *E-serials Collection Management: Transition, Trends and Technicalities*. London: CRC Press, 2003.

Curtis, Donnelyn. *E-journals: How to do it Manual for Building, Managing and Supporting Electronic Journal Collection*. London: Facet Publishing, 2005.

Fecko, Mary Beth. *Electronic Resources: Access and Issues*. London: Bowker-Saur, 1997.

Hanson, Ardis and Levin, B. L. *Building a Virtual Library*. Hershey, P.A.: Information Science Publishing, 2002.

Jones, Wayne, ed. *E-Journal Access and Management*. New York: Routledge, 2009.

Katz, Linda S. *Collection Development Policies: New Dimension for Changing Collections*. London: Roultedge Kegan Paul, 2003.

…. *Managing Digital Resources in Libraries*. London: Routledge Kegan Paul, 2005.

Kemp, Rebecca. *E-resource Evaluation and Usage Statistics: Selector's Choices*. Saarbru⬚cken: VDM Verlag. 2008.

Lee, Stuart D. and Boyle, Frances. *Building an Electronic Resource Collection: A Practical Guide*. 2nd ed. London: Facet Publishing, 2004.

Lee, Sul H. *Electronic Resources and Collection Development*. London: Routlege Kegan Paul, 2003.

Mitchell, Anne M and Surrat, Brain E. *Cataloguing and Organizing Digital Resources: A How to do it Manual for Librarians.* London: Facet Publishing, 2005.

Yu, Holly and Breivold, Scott. *Electronic Resource Management in Libraries: Research and Practice*. Information Science Reference, 2008.

4th Semester

MLIS – 13: Information Communication Technologies: Advanced (Practice)

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

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:   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/LIBSYS
- Designing and Developing Library Blogs, RSS Feeds, etc.

Unit 4:   Design and Development of Digital Library

- Scanning, Editing Image (Paint/ Photoshop, etc.), OCR, Processing, Metadata Creation, Creating PDF Files (Acrobat Professional)
- Design and Development of Digital Library Using Greenstone/Dspace

Suggested Readings:

Ackermann, Ernest. *Learning to Use the Internet: An Introduction with Examples and Experiences.* New Delhi: BPB, 1995.

Aswal, R. S., ed. *CDS/ISIS for Windows: A Handbook for Librarians*. London: Ess Ess, 2003.

Chowdhury, G. G. and Chowdhury, Sudatta. *Searching CD-ROM and Online Information Sources*. London: Library Association, 2000.

Falk, Bennett. *The Internet Basic Reference from A to Z*. Singapore: Tech. Pub, 1995.

McCoy, John. *Mastering Web Design*. New Delhi: BPB, 1996.

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.

Negus, Christopher. *Linux Bible*. New York: John Wiley, 2005.

Phil Bradley. Advanced Internet Searcher's Handbook**.** Facet Publishing, 2004.

Simpson, Alan. *Windows XP Bible*. New York: John Wiley, 2004.

Walkenbach, John, et al. *Office 2007 Bible*. New York: John Wiley, 2007.

Winship, Ian and Mcnab, Alison. *Student's Guide to the Internet*. London: Library Association, 2000.

UNESCO. *CDS/ISIS for Windows: Reference Manual Version 1.5*. Paris: UNESCO, 2004.

MLIS – 14:   Research Methods and Statistical Techniques

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Research
- Research - Concept, Need, and Purpose
- Types of Research - Fundamental, Applied and Inter-disciplinary
- Research Proposal - How to Write an Effective Research Proposal
- Current Trends in LIS Research

Unit 2:   Research Design
- Research Design - Concept, Need and Purpose
- Types of Research Design
- Identification and Formulation of Problem
- Designing Research Proposal
- Hypothesis
- Literature Search - Print, Non-print and Electronic Sources

Unit 3:   Research Methods Techniques and Tools
- Methods - Scientific, Historical, and Descriptive
- Sampling Techniques
- Data Collection Methods - Questionnaire, Schedule, Interview, Observation
- Library Records and Reports

Unit 4:   Data Analysis and Interpretation
- Data Processing, Analysis, Interpretation, Presentation – Concept, Need and Purpose
- Descriptive Statistics: Measures of Central Tendency, Mean, Median, Mode and Dispersion, Correlations, Linear Regression, Standard Deviation, Chi-Square Test, t-Test
- SPSS and Web-based Statistical Analysis Tools
- Bibliometrics, Scientometrics, Webometrics, Infometrics

Suggested Readings:

Charles, Busha H. and Harter, Stephen P. *Research Methods in Librarianship: Techniques and Interpretations*. USA: Academic Press, 1980.

Kothari, C. R. *Research Methodology: Methods and Techniques*. 2nd rev ed. New Delhi: New Age International Publishers, 2004.

Krishan Kumar. *Research Methods in Library and Information Science.* New Delhi: Vikas Publishing House, 1992.

Powell, Ronald R. and <u>Connaway</u>, Lynn Silipigni. *Basic Research Methods for Librarians*. 5th ed. USA: Libraries Unlimited, 2010.

Rao, I. K. Ravichandra. *Quantitative Methods in Library and Information Science*. New Delhi: Wiley Eastern, 1983.

Singh, S. P. *Research Methods in Social Sciences: A Manual for Designing Questionnaires*. New Delhi: Kanishka, 2002.

MLIS – 15:   Technical Writing and Communication Skills

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Forms and Parts of Technical Writing
- Various forms of Technical Writings (Theses, Technical Papers, Reviews, Manuals, etc.)
- Parts of Theses and Technical Communications (Title Page, Authorship, Contents Page, Preface, Introduction, Review of Literature, Material And Methods, Experimental Results and Discussion)
- Guidelines for Incorporating Tables, Illustrations, Photographs and Drawings with Suitable Captions
- Summary/Writing of Abstract, Précis
- Commonly Used Abbreviations in the Theses and Research Communications

Unit 2:   Citation Styles

- Manuals of Styles - Types of Manual, Writing Styles, Attributes of Technical Writing, Online Citation Tools
- Documentation - Preparing Citations of different types of Works according to MLA Handbook
- Documentation - Citing Sources in the Text according to MLA Handbook

Unit 3:   Grammar
- Grammar (Tenses, Parts of Speech, Auxiliaries and Modals, Clauses, Synonyms, Antonyms, Punctuation Marks, etc.)
- Official Correspondence
- Common Errors

Unit 4:   Essentials of Writing
- Mechanics of Writing
- Report Writing
- Editing and Proof Reading

Note: Group Discussion, Facing an Interview and Paper Presentation to be covered as Assignments

Suggested Readings:

Chicago Manual of Styles. 16th ed. New Delhi: Prentice Hall of India, 2010.

Gilbadi, Joseph. *MLA Handbook for Writers of Research Papers*. 7th ed. New Delhi: Affiliated East- West Press, 2010.

Gordon, H. M. and Walter J. A. *Technical Writing.* 5th ed. London: Holt, 1986.

Hornby, A. S. *Oxford Advanced Learners Dictionary of Current English*. 8th ed. New Delhi: Oxford University Press, 2009.

James, H. S. *Handbook of Technical Writing*. NTC Business Books, 2010.

Mohan, K. *Speaking English Effectively.* New Delhi: Macmillan, 2005.

Richard, W. S. *Technical Writing*. New York: Barnes and Noble, 2008.

Robert, C., ed. *Spoken English: Flourish Your Language.* New Delhi: Abhishek, 2005.

Sethi, J. and Dhamija, P. V. *Course in Phonetics and Spoken English*. 2nd ed. New Delhi: Prentice Hall of India, 2009.

Wren, P. C. and Martin, H. *High School English Grammar and Composition*. New Delhi: S. Chand, 2006.

MLIS – 16:   **Elective Paper (Select any one)**
MLIS – 16 (A):   **Academic Library and Information System**

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

Unit 1:   Growth and Role of Academic Libraries
- Landmarks in Education since 19th Century in India
- 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
- Staffing Norms and Patterns
- Personnel Management
- Sources of Finance, Types of Budget, Methods of Financial Estimation, Budget Preparation
- Planning, Basic Elements in the Design of Academic Library Buildings
- Furniture and Library 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 Policy

Unit 4:   Resource Sharing and Information Services
- Resoruce Sharing: Concept, Need and Purpose
- Role of INFLIBNET in Academic Libraries Development
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:

American Association of School Librarians. *Standards for School Library Programmes.* Chicago: ALA, 1969.
American Library Association. *Personnel Organization and Procedure: A Manual Suggested for Use in College and University Libraries*. 2nd ed. Chicago: ALA, 1978.

Baker, David, ed. *Resource Management in Academic Libraries*. London: Library Associations, 2006.

Brophy, Peter. *The Academic Library*. London: Library Association, 2008.

Chapman, Liz. *Managing Acquisitions in Library and Information Services.* London: Library Association, 2001.

Gelfand, M. A. *University Libraries for Developing Countries*. Paris: UNESCO, 2001.

Jordan, Peter. *The Academic Library and its Users.* London: Gower, 1998.

Line, Maurice B., ed. *Academic Library Management.* London: Library Association, 1990.

Ranganathan, S. R. *School and College libraries*. Chennai: Madras Library Association. 2008.

MLIS – 16 (B):   Special Library and Information system

<div align="right">

Maximum marks: 80
Pass marks: 32
Time: 3Hrs.

</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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
- Furniture and Library 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 Policy

Unit 4: Resource Sharing and Information Services
- Resoruce Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Resource Sharing Networks – RLIN, OCLC, etc.
- Planning and Development of Information Services

Suggested Readings:

Auger, C. P. *Information Sources in Grey Literature*. 4th ed. London: Bowker, 1998.
Buckettt, J. and Morgan, T.S., ed. *Special Materials in the Libraries*. London: Aslib, 1963.
Chapman, Liz. *Managing Acquisitions in Library and Information Services*. London: Library Association, 2001.
Clapp, V. W. *Features of the Research Library*. Urbana: University of Illinois, 2010.
Grenfell, D. *Periodicals and Serials: Their Treatment in Special Libraries*. 2nd ed. London: Aslib, 1965.
Grogan, N. *Science and Technology: An Introduction to the Literature*. 4th ed. London: Clive Bingley, 1982.
Hernon, Peter and Whitman John R. *Delivering Satisfaction and Service Quality: A Customer-Based Approach for Libraries*. Chicago: American Library Association, 2001.
Lewis, C. M., ed. *Special Libraries*. New York: Special Libraries Association, 1963.
Raitt, David, ed. *Libraries for the New Millennium*. London: Library Association, 1997.
Scammell, A.W., ed. *Handbook of Special Librarianship and Information Work*. 7th ed. London: Aslib, 1997.
Singh S. P. *Special Libraries in the Electronic Environment*. New Delhi: Bookwell, 2005.
Wilkie, Chris. *Managing Film and Video Collections*. London: Aslib, 2009.

MLIS – 16 (C): Public Library and Information System

<div align="right">
Maximum marks: 80
Pass marks: 32
Time: 3Hrs.
</div>

Note: The paper is divided into 4 units. The candidates are required to attempt 5 questions in all selecting 1 question from each unit (out of two internal choices). Question 1 is compulsory consisting of 8 short answer type questions spread over the whole syllabus. All questions carry equal marks.

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
- Furniture and Library 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 Policy

Unit 4:   Resource Sharing and Information Services
- Resoruce Sharing: Concept, Need and Purpose
- Resource Sharing Networks in India
- Planning and Development of Information Services

Suggested Readings:

Bhatt, R. K. *History and Development of Libraries in India*. New Delhi: Mittal Publications, 1995.

Ekbote, Gopala Rao. *Public Libraries System*. Hyderabad: Ekbote Brothers,1987.

Hage, Christine Lind. *The Public Library Start-Up Guide.* Chicago: American Library Association, 2004.

Iyengar, Sreenidhi, ed. *Library Public Relations*. New Delhi: Anmol Publications, 1996.

Jain, M. K. *50 Years of Library and Information Services in India (1947-98)*. Delhi: Shipra, 2000.

Kalia, D. R. *Guidelines for Public Library Services and Systems*. Calcutta: Raja Rammohan Roy Library Foundation,1990.

Liu, Lewis-Guodo, ed. *The Role and Impact of the Internet on Library and Information Services*. Westport: Greenwood Press, 2001.

Rath, Pravakar. *Public Library Finance*. New Delhi: Ess Ess, 1996.

Thomas, V. K. *Public Libraries in India: Development and Finance.* New Delhi: Vikas Publications, 2005.

Totterdell, Anne. *An Introduction to Library and Information Work*. London: Facet Publishing, 2005.