SHRI J.J.T UNIVERSITY

JHUNJHUNU

SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE

(SEMESTER SCHEME)

SESSION 2020 - 2022

SYLLABUS

MLIS : Semester I

Course No	Course Code	Type	Title of Course	Credits	L-T-P/ Week	Internal Marks	University Exam Marks	Total Marks
1	MLIS-101	Core	Research Methods and Statistical Techniques	4	3-0-1	30	70	100
2	MLIS-102	Core	Information Storage And Retrieval System	4	3-1-0	30	70	100
3	MLIS-103	Core	Marketing of Library and Information Products and Services	4	3-1-0	30	70	100
4	MLIS-104	Core	Academic Library System	4	3-1-0	30	70	100
5	MLIS-105	Core	Intellectual Property Rights and Copyright	4	3-1-0	30	70	100

MLIS : Semester II

Course No	Course Code	Type	Title of Course	Credits	L-T-P/ Week	Internal Marks	University Exam Marks	Total Marks
6	MLIS-201	Core	Information Literacy Applications in LIS	4	3-1-0	30	70	100
7	MLIS-202	Core	Digital Library (Theory)	4	3-1-0	30	70	100
8	MLIS-203	Core	Digital Library (Practice)	4	0-0-8	30	70	100
9	MLIS-204	Core	Preservation And Conservation Of Library Materials	4	3-1-0	30	70	100
10	MLIS-205	Core	Library Internship	4		30	70	100

DETAILED COURSE CONTENTS

MASTER OF LIBRARY AND INFORMATION SCIENCE

SEMESTER I

TITLE OF COURSE: RESEARCH METHODS AND STATISTICAL TECHNIQUES

COURSE CODE: MLIS- 101

UNIT–I: Introduction to Research

- Research: Concept, Need and Purpose
- Research Problem and Research Design
- Literature Review
- Hypothesis: Definition, Types, Sources and Functions

UNIT–II: Types of Research Methods

- Historical, Survey and Experimental
- Case Study
- Scientific Research and Statistical Research etc.

UNIT–III: Research Techniques

- Research Techniques and Tools: Questionnaire, Interview, Observation, Schedule and Check-list, etc.
- Library Records and Reports

UNIT–IV: Statistics and its Applications

- Descriptive Statistics – Measures of Central Tendency: & Dispersion, Correlations and linear regression, Chi-Square test, t-test, z-test, f-test.51 52
- Presentation of Data: Tabular, Graphic, Bar Diagram and Pie Chart, etc.
- Report Writing
- Statistical Packages – MS-Excel, SPSS, and Web-based Statistical Analysis Tools, etc**.**

UNIT–V: Metric Studies and Style Manuals

- Scientometrics, Infometrics and Webmetrics
- Manual Structure, Style, Contents- ISI, MLA, APA, CHICAGO, etc.

Recommended Readings

Alasuutari, P., Bickman, L. &Brannen, J. (Eds.) (2008). *The SAGE Handbook of Social Research Methods*. London: Sage Publication.

Atkinson, P &Delamont, S. (Ed.) (2011) *Sage Qualitative Research Methods.* (Vols. 1-4). New Delhi: Sage Publication.

Burton, D. & Bartlett, S. (2009). *Key Issues for Education Researchers*. California: Sage Publication.

Cooper, H. M. (2006). *Synthesizing research: A guide for literature reviews*. Thousand Oaks, Calif: Sage.

Creswell, J. W. (2014). *Research design: Qualitative, quantitative, and mixed methods approaches*. (4th ed.). California: Sage Publication.

Fetterman, D. M. (2010). *Ethnography: step-by-step* (3rd Ed). (Applied social research methods series; v. 17). California: Sage Publication.

Goon, A M. (2000). *Fundamental of Statistics.* Calcutta: World Press .

Julie McLeod, J. & Thomson, R. (2009). *Researching Social Change: Qualitative Approaches*. London: Sage Publication.

Leo, E. and Rousseau, R. (2001). *Elementary Statistics for Effective Library and Information Service Management*. London: Aslib.

Oliver, P. (2010). *Understanding the Research Process*. New Delhi: Sage Publication.

Powell, R. R.&Connaway, L. S. (2010). *Basic Research methods for Librarians*. 5th ed. Westport: Libraries Unlimited.

Powell, R. R., &Connaway, L. S. (2010). *Basic research methods for librarians*. Santa Barbara California: Libraries Unlimited.

TITLE OF COURSE: INFORMATION STORAGE AND RETRIEVAL SYSTEM

COURSE CODE: MLIS- 102

UNIT–I: Fundamental Concepts

- Concept, Characteristics, Objectives, Types, Operations and Design
- Compatibility of ISAR System
- Information Retrieval Process and Search Strategy
- Evaluation of ISAR System
- Vocabulary Control Tools: Classification Schedules, Subject Heading Lists and Thesaurus
- Need, Structure and Construction of Thesaurus
- Principles and Evolution of Bibliographic Description

UNIT–II: Knowledge Management

- Introduction to Indexing Systems
- Introduction to Indexing in Corporate System
- Introduction to Indexing in Research System

UNIT–III: Bibliographic Description

- Rules for Bibliographic Description
- Standards for Bibliographic Record Formats
- Metadata Concept
- Metadata Standards: Dublin Core, MARC 21, etc.

UNIT–IV: Search Techniques and Information Retrieval

- Man and Machine Retrieval System
- Search Strategies: Boolean Operations, Proximity Search, Heuristic Search, Navigational Search, etc.
- Internet Searching and Meta Search Engines
- Data Mining, Data Harvesting and Semantic Web Knowledge Management Retrieval

Recommended Readings

Chowdhury(GG): Introduction to modern information retrieval (1999) Library Association, London.

Cleveland (Donald B) and Cleveland (Ana D): Introduction to indexing and

abstracting (2001) Libraries Unlimited, Colorado.

Foskett (AC): Subject approach to information (Ed.5, 1996) Library Association, London.

Gosh (S N) And Satpathi(J N): Subject indexing system: concepts, methods and techniques (1998) IASLIC, Calcutta.

Korfhage (R R): Information storage and retrieval (1997) John Wiley, New York, USA.

Lancaster (F Wilfred): Vocabulary control for information retrieval (Ed. 2, 1985) Information Resource Press, Arlington.

Lancaster (F Wilfred): Indexing and abstracting in theory and practice (Ed. 3, 2003) University of Illinois, Urbana.

Rowley (J): The basics of information system (Ed. 2, 1996) Library Association, London.

Soergel (D): Indexing languages and thesauri: construction and maintenance (1974) John Wiley and Sons., New York.

Walker (G) and Janes (J): Online retrieval: a dialogue of theory and practice (1993) Libraries Unlimited, Englewood, London.

TITLE OF COURSE: MARKETING OF LIBRARY AND INFORMATION PRODUCTS AND SERVICES
COURSE CODE: MLIS- 103

UNIT–I: Fundamental Concepts

- Needs, Objectives and Philosophy
- Marketing Environment: Producer, Consumer – Buyer Behaviour
- Marketing Information System
- Market Segmentation Marketing Mix

UNIT–II: Strategies and Techniques

- Strategic Planning
- Marketing Research
- Marketing Process

UNIT–III: Promotion of LIS Products and Services

- LIS Products and Services as a Marketable Commodity
- Pricing, Distribution Channels and Communication Strategies
- Advertising, Sales Promotion
- Public Relations
- Electronic Marketing

UNIT–IV: Management Consultancy

- Evolution, Need and Objectives
- Voluntary versus Authenticated Consultancy
- Impact of Management Consultancy on Librarianship
- Role of Library Associations and LIS Schools

UNIT–V: Information Analysis, Consolidation and Re-Packaging

- Information Analysis and Consolidation: Concept, Need and Purpose
- Packaging and Re-Packaging: Concept, Need, Purpose and Criteria
- Information Consolidation Products: Concept, Types, Design and Development

Recommended Readings

Bakewell (K G): Managing user-centred libraries and information services (Ed. 2, 1997)Maxwell, London.

Butcher (Helen): Meeting manager's information needs (1998) ASLIB, London.

Carpenter (J) And Davies (R): Quantification of the overseas consulting market for professional consultancy services in librarianship and information science and information management (1992) Research and Development, British Library, London.

Coote (Helen) And Batchelor (Bridget): How to market your library services effectively (Ed. 2, 1997) Aslib, London.

Gupta (D K): et al. Marketing library and information services: international perspectives

(2006) K.G. Saur, Munich.

Helinsky (Z): A short-cut to marketing the library (2008) Chandos Publishing, Oxford.

Jain (Abhinandan K): et al. Marketing information products and services: a primer for libraries and information professionals (1999) Tata McGraw-Hill, New Delhi.

Kotler (Philip): L Marketing management (Ed.12, 2002) Prentice Hall, Delhi.

Kotler (Philip) and Armstrong (Gary): Principle of marketing (Ed. 7, 1996) Prentice- Hall of India, New Delhi.

Rowley (Jenifer): Information marketing (2001) Ashgate London.

TITLE OF COURSE: ACADEMIC LIBRARY SYSTEM
COURSE CODE: MLIS- 104

UNIT–I: Academic Libraries and their Development

- Objectives and Functions
- History and Development of Libraries with Special Reference to India
- Role of Libraries in Formal and Non-Formal Education System
- UGC and its Role in the Development of College and University Libraries

UNIT–II: Collection Development and Management

- Periodicals, Conference Literature, Grey Literature and Government Publications
- Non-Book Materials
- Electronic Resources and Online Databases

UNIT–III: Library Organization and Administration

- Organizational Structure
- Staff Manual, Library Surveys, Statistics and Standards etc.

UNIT–IV: Information Services

- CAS, SDI, Abstracting and Indexing Services
- Library Bulletin, Newspaper Clipping Services
- Computerized Services
- Resource Sharing and Networking: INFLIBNET, UGC-INFONET Digital Library Consortium, etc.
- Information Literacy Programmes

UNIT–V: Financial and Human Resource Management

- Determination of Finance, Sources of Finance
- Types of Budget
- Nature, Size, Selection, Recruitment, Qualification and Training
- Responsibilities and Duties
- Competency Development

Recommended Readings

Brophy, P. (2000). *The academic library*. London: Library Association.

Brophy, Peter. (2006). *The academic library*. London: Facet.

Budd, J. (2012). *The changing academic library: Operations, culture, environments*. 2nd ed. Chicago: Association of College and Research Libraries.

Chapman, L. (2008). *Managing acquisitions in library and information services*. London: Facet Pub.

Connor, E. (2008). *An introduction to instructional services in academic libraries*. New York and London: Routledge.

Frederick, D. E. (2016). *Managing eBook metadata in academic libraries: Taming the tiger*. Amsterdam : Chandos Publishing

Higgins, S. E., &Derakhshan, M. (2017). *Managing academic libraries: Principles and practice*. Amsterdam: Chandos Publishing.

Jordan, P. (2017). *The academic library and its users*. Oxon : Routledge

Mack, D. C., & Gibson, C. (2012). *Interdisciplinarty and academic libraries*. Chicago : Association of College and Research Libraries

Munde, G., & Marks, K. (2009). *Surviving the future: Academic libraries, quality, and assessment*. Oxford: Chandos.

TITLE OF COURSE: INTELLECTUAL PROPERTY RIGHTS AND COPYRIGHT
COURSE CODE: MLIS- 105

Unit- 1: Intellectual Property Rights

- Concept, Definition and Purpose of IPR
- Different Categories of IPR
- Enforcement of IPR
- Advantages of IPR

Unit- 2: Copyright

- Meaning and Scope
- Copyright Law and Related Issue
- Rights to copyright owner
- Copyrights and Patent right

Unit- 3: Acts and Provisions

- IPR Acts and its Application in Electronic Environment
- IT Act
- Right to Information Act

Unit- 4: Process

- Licensing of copyright
- Copyright Act and its Application in Electronic Environment
- Copyright process for books
- Problems in copyright

Unit- 5: IPR Applications

- Area of IPR
- E-resources and IPR
- Ethics in IPR
- Violation of rules

Recommended Readings

Bently, L., & Sherman, B. (2014). *Intellectual property law*. 4th ed. Oxford: Oxford University Press.

Butler, R. P. (2012). *Copyright for teachers & librarians in the 21st Century*. New York: Neal Schuman.

Crews, K. D. (2012). *Copyright law for librarians and educators: Creative strategies and practical solutions*. Chicago : American Library Association

Espejo, R. (2009). *Copyright infringement*. Detroit: Greenhaven Press.

Ferullo, D. L. (2017). *Managing copyright in higher education: A guidebook*. Lanham : Rowman& Littlefield

Mahajan, V. D. (2010). *Jurisprudence and legal theory*. Lucknow: Eastern Book Co.

Narayanan, P. (2017). *Intellectual property law*. 3rd ed. New Delhi: Eastern Law House.

Sharma, B. (2006). *Copy right Law in respect of Books*. New Delhi: Federation of Indian Publishers.

Watel, J. (2001). *Intellectual Property Rights in the WTO and Developing Countries*. London: Oxford University Press.

DETAILED COURSE CONTENTS

MASTER OF LIBRARY AND INFORMATION SCIENCE

SEMESTER II

TITLE OF COURSE: INFORMATION LITERACY APPLICATIONS IN LIS

COURSE CODE: MLIS - 201

UNIT–I: Fundamental of Information Literacy

- Concept, Need and Objectives
- Areas of Information Literacy
- Standards and Models in Information Literacy
- Role of Institution in Information Literacy

UNIT-II: Information Literacy Programmes

- Scope of Information Literacy Programme
- National Programmes in Information Literacy
- International Programmes in Information Literacy

UNIT–III: Methodology of Information Literacy

- Information Literacy Products: Library Brochure, Database Brochure, Web based Access Instructions,
- Information Bulletin
- Designing of Information Literacy Programme
- Implementation of Information Literacy Programmes

UNIT-IV: Application of Information Literacy in Library and Information Centres

- Information Literacy for Users
- Information Literacy for Professionals
- Information Literacy for Research and Development

UNIT-V: Trends in Information Literacy

- Web based Information Literacy System
- OPAC Information Literacy System
- Life Long Learning System

Recommended Readings

AMERICAN ASSOCIATION OF SCHOOL LIBRARIANS ANDASSOCIATIONS FOR EDUCATIONAL COMMUNICATIONSAND TECHNOLOGY: Information Standards

for Student Learning (1998) American Library Association, Chicago.

AMERICAN LIBRARY ASSOCIATION: Information Literacy: apposition paper on information problem solving (2000) available at:

www.ala.org/assl.positions/PS_infolit.html (accessed 21 July 2003)

ASSOCIATION OF COLLEGE AND RESEARCHLIBRARIES: Objectives for Information Literacy Instruction: A Model Statement for Academic Librarians. (2001).

ACRL, available at:www.ala.org/acrl/guides/objinfolit.html (accessed 21 July 2003).

BALDWIN (VA): Information Literacy in Science & Technology Disciplines, Library Conference Presentation and Speech (2005) University of Nebraska, Lincoln. Available at:

http://digitalcommons.unl.edu/library_talks/11

DELCOURT (M) and HIGGINS (CA): Computer technologies in teacher education: the measurement of attitudes and self-efficacy. Journal of Research and Development in

Education (1993) 27; 31-7.

EISENBERG (MB): et al. Information Literacy: Essential Skills for the Information Age (2nd ed. 2004) Libraries Unlimited, Westport.

GRASSIAN (ES): Learning to lead and manage information literacy instruction (2005) Neil Schuman Publishers, New York.

GRASSIN (ES) and KAPLOWITZ (J R): Information Literacy Instruction: Theory and Practice(2001) Neal Schuman, New York.

SMITH (S): Web-based Instruction: A Guide for Libraries (2001) American Library Association, Chicago.

TIGHT (M): Lifelong Learning: Opportunity or Compulsion? British Journal of Education Studies (Vol. 46; 3 September 1998)

TITLE OF COURSE: DIGITAL LIBRARY (THEORY)

COURSE CODE: MLIS - 202

Unit 1: Digital Library

- Definition, Need, Objects and Functions
- Advantages of Digital Library
- Technologies requirement for Creating DL
- Hardware and software for creating DL

Unit 2: Digital Library Creation

- Digitization Tools
- Digitization Process
- Digitization File Formats
- Problems and Prospects

Unit 3: Digital Repositories

- Digital/Institutional Repository: Concepts; Digital Library Initiatives(National & International)
- Digital Library/IR Software(s)
- Digital Library Creation using DSpace

Unit 4: Digitization

- Digitization Process, Elements and Problems
- Library Website Designing using HTML/Dreamweaver
- Role and types of Scanner, Digital Camera & OCR

Unit 5: Content Management and Learning

- Content management: Concept, Purpose and Content Creation
- Content management process and its Organization
- Maintenance using Dreamweaver
- Software for Content management and interactive learning

Recommended Readings

Papy, Fabrice. (2016). *Digital Libraries.*London: ISTE Press.

Chowdhury, G.G.&Foo, Schubert.(2012). *Digital Libraries and Information Access: Research Perspectives*. London: facet publishing.

Evans, W. & David B. (2013). *A Handbook of Digital Library Economics: Operations, Collections and Services.* London: Elsevier

Frazier, A. (Eds.) (2017). *Managing Digital Cultural Objects: Analysis, Discovery and Retrieval*. Allen Foster and Pauline Rafferty. Chicago: ALA Neal-Schuman

Hughes, L. M. (2004).*Digitizing Collections: strategic issues for the information manager*. New York: Neal Schuman.

Miller, S. J. (2014). *Metadata for digital collections: A how-to-do-it manual*. New York: Neal-Schuman.

Oleck, J. (2012). *Creating the digital library*. New York: Primary Research Group, Inc.

Pedley, P. (2009).*Digital Copyright*. 2nded. London: Facet Publishing.

Pomerantz, J. (2015). *Metadata.* Massachusetts: MIT Press.

Purcell, A. D. (2016). *Digital library programs for libraries and archives: Developing, managing, and sustaining unique digital collections*. Massachusetts: MIT Press.

TITLE OF COURSE: DIGITAL LIBRARY (PRACTICE)

COURSE CODE: MLIS - 203

UNIT-I: Digital library software, Open source software –Tools & Techniques

UNIT-II: Digitization Process: Scanning and OCR

UNIT-III: Creating Digital Library & Institutional Repository using GSDL

UNIT-IV: Creating Digital Library & Institutional Repository using Dspace

Recommended Readings

Zhang,Allison&Gourley, Don. (2009). *Creating Digital Collections: A Practical Guide*. Oxford: Chandos Publishing.

Bhardwaj, Raj Kumar (Eds.). (2018). *Digitizing the Modern Library and the Transition From Print to Electronic*. Hershey, PA: IGI Global

Bishop, A. P., Van, H. N. A., &Buttenfield, B. P. (2010). *Digital Library Use: Social Practice in Design and Evaluation*. Cambridge: MIT Press.

Jones, Richard et al. (2006). *The institutional repository*. Oxford: Chandos Publishing.

Todaro, J. B. (2014). *Library management for the digital age: A new paradigm*. Lanham: Rowman& Littlefield.

Witten, I. H., Bainbridge, D., & Nichols, D. M. (2010). *How to build a digital library*. Burlington, MA: Morgan Kaufmann Publishers.

TITLE OF COURSE: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS

COURSE CODE: MLIS - 204

Unit 1: Preservation and Conservation: Overview

- Preservation and Conservation: Historical Development, Need and Purpose
- Preservation of Print Materials: Books, Periodicals, Pamphlets

Unit 2: Preservation of Non-Print Materials

- Palm Leaves
- Manuscripts
- Films
- Floppies and Disks

Unit 3: Hazards to Library Materials and Control Measures

- Environmental Factor (Temperature, Humidity, Water, Light, Air Pollution, Smoke, Dust, etc)
- Chemical Factors

Unit 4: Binding

- Types of Binding of Library Materials
- Binding Material and their Varieties
- Binding Process
- Standards for Library Binding

Unit 5: Process

- Archive of heritage material and their creation.
- Deterioration of archive material
- Preservation, Conservation and Restoration of archive material.
- Archive libraries in India.

Recommended Readings

Alire, C. (2000). *Library disaster planning and recovery handbook*. New York: Nean-Schuman.

Balloffet, N., Hille, J., & Reed, J. A. (2005). *Preservation and conservation for libraries and archives*. Chicago: American Library Association.

Brown, Adrian. (2017). *Practical digital preservation: A how-to guide for organizations of any size*. S.l.: FACET PUBLISHING.

Deegan, M., & Tanner, S. (2013). *Digital preservation*. London: Facet Publishing.

Kahn, M. (2004). *Protecting Your Library's Digital Sources: The Essential Guide to Planning and Preservation*. American Library Association.

Mahapatra,P. K. &Chakrabarti, B. (2002). *Preservation in Libraries perspectives principles and practice*. Delhi:EssEss.

Millar, L. (2017). *Archives: Principles and practices*.London: Facet Publishing.

Williams, C. (2006). *Managing archives: Foundations, principles and practice*. Oxford: Chandos Publishing.

TITLE OF COURSE: INTERNSHIP PROGRAMME

COURSE CODE: MLIS - 205

A. Submission of Report on Internship Programme

 B. Viva-Voce

Note: Candidates are required to prepare a detail report by working in the University Library or Any other library specified by the Department to have hands on experiences in every possible unit/section of a library at a regular basis. The Library Internship Report is to be submitted by each candidate at the end of the semester. The Report is to be evaluated jointly by both the external and internal examiners. The duration of the internship would-be three weeks.