OPJS
UNIVERSITY, CHURU (RAJASTHAN)

SYLLABUS

For

MASTER OF LIBRARY AND INFORMATION SCIENCE

(M. Lib.)

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School of Library & Information Science
Opjs University, Churu (Rajasthan)
2014-15

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# Scheme of Examination

**(M.Lib.)**

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<tr>
<th>S.No.</th>
<th>Paper Code</th>
<th>Name of Papers</th>
<th>M.M.(T./S./P.)</th>
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<tr>
<td>1.</td>
<td>MLIS-01</td>
<td>Knowledge Organisation and Information Management</td>
<td>70+30</td>
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<td>2.</td>
<td>MLIS-02</td>
<td>Library Information, Policy and Society</td>
<td>70+30</td>
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<td>3.</td>
<td>MLIS-03</td>
<td>Management of Library and Information Centers</td>
<td>70+30</td>
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<td>4.</td>
<td>MLIS-04</td>
<td>Reference and Information Sources</td>
<td>70+30</td>
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<td>5.</td>
<td>MLIS-05</td>
<td>Library Management Software</td>
<td>70+30</td>
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<td>6.</td>
<td>MLIS-06</td>
<td>Library Information analysis, Repackaging and Consolidation</td>
<td>70+30</td>
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<td>7.</td>
<td>MLIS-07</td>
<td>Networks and Electronics Management</td>
<td>70+30</td>
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<td>8.</td>
<td>MLIS-08</td>
<td>Marketing and Legal Issues Management</td>
<td>70+30</td>
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Details of Syllabus

MLIS-01- KNOWLEDGE ORGANISATION AND INFORMATION MANAGEMENT


Universe of Subject, Modes of formation of subjects, General Theory and Dynamic Theory of Classification, Works of Classification in Three Planes and Their Relationship

Structure and Features of Formation of Subjects, Multidimensional Nature of Subjects, Five Fundamental Categories, Rounds and Levels

Postulation Approach of Classification Facets and Facet Analysis, Historical Development of Classification Schemes and Library Classification Schemes- Enumerative, Faceted and Analytico-Synthetic

Features of DDC, UDC and CC and Recent Trends in the field of Classification

Recommended Books-

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MLIS-02- LIBRARY INFORMATION, POLICY AND SOCIETY

Introduction to the concept of Information and Communication-Data, Information, knowledge, Wisdom Communication concept, media, channels and systems (libraries and other information systems, Formal, informal oral,
recorded, print and electronic), Communication model, Impact of media convergence; libraries in the information society.

Library and Information Law-Need and Importance of Library Legislation, Library Legislation in Gujarat Comparative study of Library Legislation in different state of India [any five states], Five Laws of Library Science and its implementation.


Information and Governments-Information policy - national, supranational (eg EU) and international (eg WSIS), Information policy development, e-governance and e-democracy, Press and Registration Act and Delivery of Books Act, Copyright Act, Right to Information, Computer misuse.

Information and Professional Issues-Library as a Profession Role and Functions of Regional, National and International Library Associations: Gujarat Granthalay Seva Sangh, ILA, IASLIC, ALA, ASLIB, SLA, CILIP, IFLA, Ethical dilemmas (eg. censorship, privacy), Liability and information quality.

**Recommended Books:**

MLIS-03- MANAGEMENT OF LIBRARY AND INFORMATION CENTERS

Management -Concept and principles of Scientific Management, Definition and scope Application of Scientific Management principles to Library and Information Centers, Management School of Thoughts – Global Theory of management, Approaches of Management Management by Objectives System approach to MBO.


Library System analysis and design, Project management, PERT/CPM, Policy development alternatives-evaluation, Selecting an alternatives, Policy making and Decision making-Importance and limitations, Programmed and Non programmed decisions.


Financial Management- Sources of Library Finance in different types of libraries, Budget techniques and method, budgetary control Costing library process, functions and services, Cost effectiveness and Cost benefit analysis, Report writing and Library Statistics.

Recommended Books:

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MLIS-04- REFERENCE AND INFORMATION SOURCES

Users- Characteristics and Types of user and their needs, Information Seeking Behaviour, User Studies and User Education and Information literacy.

Documentary Sources—Primary: Primary Periodicals, technical reports, conference documents, standards, patents, theses, trade literature, monographs, treaties; Secondary: Dictionaries, encyclopedias, yearbooks, almanacs, handbooks, bibliographies, gazetteers, abstracting and indexing periodicals, maps and atlases, guidebooks, etc. Mixed—Newspapers, popular periodicals, technical (Computerised data bases), Multimedia, Web based Information sources.


Information Searches—Manual and Electronic, Analysis and understanding of the query, Identification of source, Collecting the relevant available source, find out the information Preparation of the answer and Advanced online search.

Recommended Books:

2. Choudhary, G. G. and Choudhary, S. Searching CD-ROM and online information sources, 2001
7. Sherman, C. and Price, G. The invisible web: uncovering Information Sources Search engines can’t see. 2001

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MLIS-05- LIBRARY MANAGEMENT SOFTWARE
Library Information Technology- Need and importance of IT in Society, Need and importance of IT in Library Need and importance of IT in Library & Information Services, Planning of IT in Libraries: Manpower ,Marketing and Budgeting Implementation of IT in Library, Training of Staff and user.


RFID Selection criteria for hardware and software, Library Automation Software – Open source / Commercial, Hardware and software management, Server configuration and Managing the servers, Backups, RAID application.

Software licensing, AMC issues, Software Packages /Open Source Software: Development of Library Automation Software –its Function and requirements, Systems requirements - Function and requirements.


Recommended Books:

1. Cochrine, Peter. IT: A glimpse of the future. ASLIB Proceedings, 47(10), 1995

MLIS-06- LIBRARY INFORMATION ANALYSIS, REPACKAGING AND CONSOLIDATION

Information and Society, Information Economics and Economics of Information, Information and Knowledge management, Types of users and their environment, user’s need and their identification; user, Studies and Information seeking behavior
Information consolidation, Consolidation Products; Trend Reports, State-of-the Art Reports, Reviews, Conference proceedings, Compilation of products: Annual Reports, Manuals, Handbooks, Directories, Abstracts Bulletin, Bibliographies and Analysis of Information

Marketing of information product and services, Information providers: Libraries, Information Centers, Referral Centers, Analisys Centers, Data Centers, Bibliographic Utilities, Vendors etc, Design of Information product and services marketing of information product and services

Information as marketable commodity, cost of information provision, pricing, promotion techniques, marketing strategies, Information Products /Services: Newsletter, Bulletins, Digests, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies.

Repackaging of Information, Research in progress and Backup Services, Electronic Document Delivery and UAP (Universal Availability of publications), Database type and use; database intermediaries such as searchers, editors etc.

**Recommended Books:**

1. **Coote, Helen and Bachlor, Bridget.** How to market your library services effectively. Ed.2 London: Aslib, 1997.

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**MLIS-07- NETWORKS AND ELECTRONICS MANAGEMENT**

Telephone Networks and Integrated Services Digital Network -Land line and Mobile networks, Data transmission in telephone networks with Major Telecommunication Networks, User interfaces and Broadband ISDN.
Data Networks- Data networks classification and Satellite based data networks, Local area networks and Wide area networks, Metropolitan area networks.

Internet-Internet architecture, Internet protocols, Internetworking and Network management


Recommended Books:

2. Merlin and Rose, Tom. Self publish and keep all the profits. 2003

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MLIS-08- MARKETING AND LEGAL ISSUES MANAGEMENT

Professionalism and Professional Issues-Characteristics of Library professional, Education required for the profession and Responsibilities in Librarianship, Scholarly communication and Professional Appititude.
Academic issues and Administrative issues, Recruitment rules and Service issues, Financial support: scholarship, fellowship, awards and rewards, Ethics and Legal Issues, Quality issues and liabilities of information provider.

Introduce to Principles and Role of marketing, Able to explain the importance of marketing oriented, Requirements and customer focus in Market.


Information Marketing-Information Products/Services: Newsletter, Bulletins, Digests, Dossier, Technical, Inquiries, Press Clipping, Services, Indexing Bulletin, Subject Bibliographies, Design of Information product and services, pricing, promotion techniques, marketing strategies, Information providers: Libraries, Information Centers, Analysis Centers, Data Centers, Bibliographic, Vendors etc.

**Recommended Books:**
5. MLA Code of Ethics – http://www.mlanet.org/about/ethics.html

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