



Adikavi Sri Maharshi Valmiki University, Raichur

SYLLABUS

For

MASTER OF LIBRARY AND INFORMATION SCIENCE CHOICE BASED CREDIT SYSTEM

(M.Lib.I.Sc – New CBCS)

PROGRAMME SPECIFIC OUTCOMES (PSOS)

After completion of this programme, the student will be able to:

1. Understand the logic of knowledge organization and its importance in Library and Information Centres.
2. Learn the practical and managerial skills to handle the housekeeping operations of the Library and Information Centres.
3. Understand the information needs and requirements of different user communities and their by develop new services and facilities.
4. Effectively use Information and Communication Technology (ICT) in automation of Libraries and provision of advanced services and facilities in Library and Information Centers.
5. Contribute to LIS profession by inculcating research aptitude, communication skills and other necessary soft skills.

FIRST SEMESTER

HARD CORE

HC 1.1: FOUNDATIONS OF LIBRARY AND INFORMATION SCIENCE

(Hours of Teaching: L:T: P = 3:1:0)

Objectives:

1. Introduce the basics of Library Information Science;
2. To acquaint students with different types of Libraries
3. Presents Different Library Legislations in India and their salient features.

COURSE OUTCOMES (COs)

1. Understand the basic philosophy of Librarianship / LIS profession.
2. Identify the different types of libraries and differentiate between Academic / Public / Special libraries.
3. Understand the professional ethics and its / their application / implementation in practicing the profession.
4. Understand the importance of the five laws of library science and their implications in Library and Information Centers' activities.
5. Analyze the salient features of public library legislations enacted by Indian States and their importance in the promotion of library movement in India.

Unit 1: Introduction to Library and Information Science.

- Library as a Social Institution-Concept of Library, Role of Libraries in National and Human Development.
- History and Evolution of Libraries: Ancient, Medieval and Modern period.
- Types of Libraries: Academic Libraries, Public & National Libraries, Special Libraries
- Five Laws of Library Science and their Applications.
- Variations of five laws of library science.

Unit 2: Library Development

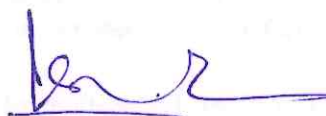
- Role of central government in development of libraries in India with reference to Karnataka.
- Development of Public Libraries in Karnataka after the enactment of Karnataka Public Library (KPL) Act, 1965.

Unit3: Library, Legislation and Library related Acts.

- Library Legislation: Concept, need and purpose.
- Public Library Legislations in Indian States; their salient features:
- Press & Registration Act and Delivery of Books and News Paper Act, Copyright Act, Intellectual Property Rights, RTI, IT Act, Patent Act and Cyber Laws.

Unit4: Library and Information Science Profession:

- Philosophy of Librarianship and Professional Ethics and qualities.
- Attributes of a profession
- Librarianship as a profession;
- LIS education and LIS research.



Unit 5: Library Networks and Organizations and their Roles.

- Library Resource Sharing and Consortia;
- National Networks: INFLIBNET, National Information Centers, NIScPR, DELNET.
- International Networks: AGRIS, INIS.
- Evaluation Criteria of National and International Information Systems.
- The Information profession and professional bodies, Professional organizations such as: ALA, IFLA, ASLIB, FID, ILA, ISLIC, IATLIS, KALA; Others: LoC, OCLC. Promoters of Library and Information Centres: National Level: RRRLF, International Level: UNESCO, and its activities in information sector.

Reference:

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- Sharma, D. (2014). Information technology, Ranganathan's five laws & University libraries. Lambert: Academic publishing.
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- Srivastava, H. K. (2011). Foundation of library and information science. New Delhi: Mohith publications.
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Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment <i>& Seminar</i>	05
Seminar <i>Attendance</i>	05
Total	20



HC1.2: MANAGEMENT OF LIBRARY AND INFORMATION CENTERS (Hours of Teaching: L: T: P=3:1:0)

Objectives:

1. To make students understand Management Concepts;
2. To train students in various Library House Keeping operations;
3. To make students use various Library Techniques to achieve the organizational effectiveness and efficiency.

COURSE OUTCOMES (COs)

1. Understand the principles of management and their application in Library and Information Centres.
2. Identify the different divisions / sections of Library and Information Centres.
3. Recognize the different types of resources required to manage the Library and Information Centres.
4. Understand the problems and challenges involved in the management of Library and Information Centres.
5. Understand the importance of Total Quality Management (TQM) and its application in Library and Information Centres.

Unit-1: Library Management

- Concept, Meaning, Definition and Scope
- Management Schools of Thought (Classical and Modern Management Schools)
- Functions and Principles of Scientific Management
- Organization Structure.
- Applications of scientific management.

Unit-2: Library Systems and their Components Library House Keeping Operations-

- Different sections of a library and information centers and their functions
- Collection Development and Management - policies and procedures;
- Acquisition – Books, Serials, Non-book materials;
- Technical Processing; Serials Management and Control; Maintenance;
- Evaluation and Weeding; Stock Verification: Policies, Procedures and Methods.

Unit-3: Human Resource Management – Manpower Planning:

- Meaning Definitions and Functions
- Job description, Analysis and Evaluation;
- Selection, Recruitment, Motivation, Training development, Staff Manual, Leadership and Performance evaluation.



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Unit-4: Financial Management-

- Resource Generation, Budgeting Techniques and Methods of budgeting PPBS, Zero Based Budgeting;
- Cost effectiveness and Cost Benefit Analysis;
- Library Building planning, Furniture and Equipment.
- Financial resources of library

Unit-5: System Analysis and Design- Analysis, Evaluation and design;

- Performance evaluation of Libraries/Information Centers and Services;
- Management of Information Systems (MIS), Marketing of Information Products and services
- Total Quality Management; Library Records and Reports; Library Statistics, Library Standards.

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Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment & Seminar	05
Seminar- Attendance	05
Total	20

HC 1.3: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION (Hours of Teaching: L:T:P= 3:1:0)

Objectives:

1. To understand the theory of knowledge classification and library classification ;
2. To understand structure and features of formation of subjects;
3. To develop skills of subject analysis, representation and classification.

COURSE OUTCOMES (COs)

1. Understand the theory of knowledge classification and library classification
2. Understand structure and features of formation of subjects.
3. Understand and learn the basics of classification, importance of Library Classification
4. Understand the logic of Knowledge Organisation by learning different schemes of Library Classification

Unit 1 Library Classification:

- Definition, meaning, objectives, purpose and functions;
- The general theory of classification; Descriptive and Dynamic theory of classification.
- Types of Library Classification:
Enumerative classification schemes; Almost enumerative classification schemes; Almost faceted classification scheme; Faceted classification scheme; Rigidly faceted classification scheme; Freely faceted classification scheme.

Unit 2 Universe of Knowledge:

- Concept, meaning, and definition; Structure and attributes;
- Types of the subject: Simple, compound, and complex;
- Modes of formation of subjects;
- Universal knowledge as mapped in: DDC, UDC, CC.
- Canons of classification.

Unit 3 Basic Laws of Library Classification:

- Fundamental laws; Canons; Principles:
- Types of notation;
- Fundamental categories;
- Facet analysis and facet sequence;
- Phase relations;
- Common isolates.
- Notational system: Meaning and definition, need, functions, qualities, and types, Call Number, mnemonics;
- Hospitality in array and chain, devices, systems and specials, rounds and levels.

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Unit 4 Study of selected schemes of Classification:

- Dewey Decimal Classification, Universal Decimal Classification, Colon Classification;
- Methodology for design and development of a scheme of library classification;
- Design of Depth Schedules – Planning, Methodology, Structure and procedure;
- Organisation of knowledge in the Internet world, Ontology and Folksonomy.

Unit 5 Recent trends

- Recent trends in Library Classification

Reference:

Beghtol, W. B. (2004). Knowledge organization and classification in international information retrieval. London: Routledge.

Chaturvedi, D. D. (2003). Library classification: a theoretical analysis. New Delhi: EssEss publications.

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Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment	05
Seminar	05
Total	20

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HC 1.4: KNOWLEDGE ORGANISATION: LIBRARY CLASSIFICATION-II (PRACTICALS)

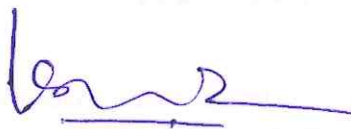
(Hours of Teaching: L: T: P= 1:0:3)

COURSE OUTCOMES (COs)

1. Identify the Specific Subject of the Document by analysing the contents.
2. Devise call numbers of the documents by constructing class numbers and book numbers
3. Understand the logic of mapping of subjects

Classification of documents by identifying Specific Subject, identification of documents representing simple, compound and complex subjects; Structure of DDC, Introduction to 23rd edition of DDC, Use of Standard subdivisions (table 1) and use of table 2 to 6 in DDC; Assigning Book Numbers and introduction to Web Dewey.

Formative Assessment for Practical	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment & Seminar	05
Seminar Attendance	05
Total	20



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HC 1.5: FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGY

(Hours of Teaching: L: T: P = 3: 1: 0)

Objectives:

1. To introduce Information and communication Technology;
2. To acquaint students with components, data representation, file organization in computer;
3. To acquaint students with hardware and software's used in computers.

COURSE OUTCOMES (COs)

1. Understand and learn the basic skills of Information Technology and computer
2. Outline the components of a computer and differentiate between Input and Output Devices
3. Identify and understand the different useful application software
4. Learn about the different Number Systems (Binary, Octal, Decimal and Hexadecimal)
5. Analyse the different programming languages (Machine, Assembly and High-Level Languages)

Unit 1 Information and Communication Technology (ICT):

- ICT: Concept, meaning, characteristics;
- History & development of Computers
- Computers: Concept, types;
- Generations of computers.

Unit 2 Computer Hardware:

- Components of a computer;
- Basic units of computer – CPU, arithmetic/logic units, control units and memory units;
- Internal and external storage devices.
- Various Input & Output devices

Unit 3 Computer Software:

- Types and categories;
- Systems software - Operating systems - MS windows, multi-user operating systems - Linux, Unix; N
- Application software – word processing, spreadsheet, and presentation packages, DTP; free, open source and proprietary software.

Unit 4 Data Representation:

- Bit, Bytes;
- Character encoding standards: ASCII, ISCII, UNICODE;
- Number system: Binary, Octal, Decimal and Hexadecimal;
- Image encoding: Pixels; Multimedia and Graphics.
- File Organization:
- File formats: Documents, Images, Audio, Video, and other concepts;
- File organization: Types and their advantages and disadvantages;

Unit 5 Programming Languages:

- Machine Languages, Assembly Languages, High-level Languages;
- Generations of Programming Languages;
- Programming: steps in programming,
- Basic programming languages: C, C++, HTML;
- Artificial intelligence - Expert System, Natural Language Processing, Machine learning
- Flowchart, Chatgpt.

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Reference:

- Ahsan, N. (2002). Computer hardware guide. Delhi: Educational publishing house.
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- Ramesh, B., Arora, A., & Jalota, S. (2009). Computer software and applications. New Delhi: Firewall.
- Robert, W. S. (2001). Concepts of programming languages. Singapore: Pearson education Asia.
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- Sivasubramanyam, Y., & Shenoy, D.R. (2007). Computer hardware and system software concepts. Bangalore: Infosys.
- Srinivasan, T. M. (2002). Information and communication technology. Jaipur: Aavishkar publishers & distributors.
- Tanenbaum, A. S. (2010). Computer networks. New Jersey: Pearson education.



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Zorkoczy, P. (2005). Information technology: An introduction. London: Pitman.

Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment	05
Seminar	05
Total	20



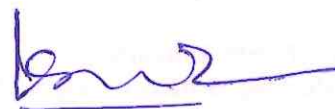
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HC: 1.6 FUNDAMENTALS OF INFORMATION COMMUNICATION TECHNOLOGY (Practical)

(Hours of Teaching: L: T: P= 0:1:3)

Acquaintance and hands on experience in using computer and its applications like Basic knowledge, Word processing, Power point, excel and Internet. (Each Student shall compulsorily maintain practical record and submit the same at the time of practical examination)

Formative Assessment for Practical	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment and Seminar	05
Attendance	05
Total	20



SOFT CORE (ANY ONE)

SC1.1: PUBLIC LIBRARIES

(Hours of teaching: L: T: P = 3:1:0)

Objectives:

1. To train the students in Collection Development and Management of Information resources in a Public Library ;
2. To impart skills required to manage Public Library;
3. To train students in Planning and organise various types of information services to the different categories of users.

COURSE OUTCOMES (COs)

1. Identify and understand the role of public libraries in the modern society.
2. Understand the organization and management of various types of resources and services.
3. Identify the type of human resources required to serve in the public libraries.
4. Understand the importance of Library Legislation in the promotion of public libraries in India.
5. Impart skills required to manage Public Library

Unit 1 Public Libraries:

- Meaning, definition, origin, objectives, and functions of Public Libraries;
- History and development of public libraries in India and other countries;
- Role of public libraries in 21st century;
- Role of government and non-government agencies in the development of public libraries;
- Role of public library in literacy and mass education; Public library users.

Unit 2 Managing Public Library:

- Public library administration;
- Financial management of public libraries;
- Resource mobilization and sources of finance, Budgeting techniques budgetary control;
- Different types of Budget and application of PPBS in Public Libraries;
- Planning and designing of modern public library building;
- furniture and equipment;
- Recent development in public libraries in India;
- Library& information policy: National and international.

Unit 3 Public Library Services:

- Planning and organization of various types of information services to the different categories of users
- Rural library services;
- need and importance;
- library users in rural areas,
- library services to rural public, library publicity, exhibition, seminar, book talks, A.V. programs, mobile library services;
- User awareness programmes.
- Role of national and international associations and organizations in the promotion of public

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Libraries; Raja Ram Mohan Roy library foundation, Internet public library. National Digital Library of India, Karnataka State Digital Public Library.

Unit 4 Public Library Legislation in India:

- Study of public library legislation:
- need and importance; -
- An overview of public library acts in UK, USA, and other countries;-
- Public library acts in different states with emphasis on Karnataka State Public Library Act, 1965.

Unit 5 Automation & Resource Sharing:

- Networking, integrated public library system;
- Library automation: Automating the house-keeping services in various sections in the public libraries;-
- Library services to special groups of people including physically handicapped, mentally challenged, visually impaired, prisoners and children;
- Role of National Mission for Manuscripts (NMM) on digitization of manuscripts and rare documents.

References:

- Atman, E. (Ed.). (1980). Local library administration in association with International city management association. (2nd ed.). Chicago: ALA.
- Barua, B P. (1992). National policy on library and information systems and services for India: perspectives and projections. Mumbai: Popular.
- Batt, C. (1998). Information technology in public libraries. London: Library Association
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- Esdails, A. (1957). National libraries of the world. London: Library Association.
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- Higgins, S E. (2007) . Youth services and public libraries. Oxford: Chandos publishing.
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- Jaganayak, S S. (1997). Role of libraries in socio-economic, cultural, and educational development New Delhi: Classical publication.
- Mittal, R. L. (1971). Public library law. Delhi: Metropolitan.
- Muneesh Kumar. (1999). Business information systems. New Delhi: Vikas publishing house.
- Patel, J, & Krishan Kumar (2001). Libraries and librarianship in India. Westport Connecticut: Greenwood press.
- Woodrum, P. (1989). Managing public libraries in 21st century. New York: The Hawork press.

Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment & Seminar	05
Seminar Attendance	05
Total	20

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SC1.2: ACADEMIC; LIBRARIES

(Hours of teaching: L:T:P = 3:1:0)

Objectives:

1. To train students in collection development and management of an Academic Library;
2. To impart skills required to manage an Academic Libraries;
3. To train students in Planning and organize various types of information services to the different categories of users.

COURSE OUTCOMES (COs)

1. Understand the importance of Academic Libraries and their role in imparting education at different levels.
2. Know about the role of UGC in the development of University and College libraries in India.
3. Understand the concepts of Collection Development, Resource sharing, and Human Resource Planning & Management.
4. Understand the different sources of finance and budgeting techniques to be adopted in Academic Libraries
5. Impart skills required to manage an Academic Libraries

Unit -1 Academic Libraries:

- Meaning, definition, importance, functions, services and types of academic libraries;
- Users of academic libraries:
- Types of users and their needs.
- History and development of higher education in India;
- Role of UGC in the development of higher education;
- Monitoring / accreditation agencies in India - NAAC, NBA;
- Role of knowledge commission in higher education.

Unit -2 Resource Sharing and Networking in Academic Libraries:

- Resource Sharing: Meaning, definitions, objectives, advantages, and disadvantages.
- Library Networks: Meaning, definitions,
- The study of various library and information networks – National: INFLIBNET, DELNET; International – CALIS, JANET, and OCLC.
- Library Consortia: Meaning, definitions, objectives, types, study of various library consortia National: FORSA, NKRC, HELINET, CeRA, ICMR, SPACENET, e-ShodhSindhu and International: RLUK, ICOLC, EIFL, SANLIC, CONCERT, CARLI, etc.

Unit -3 Collection Development in Academic Libraries:

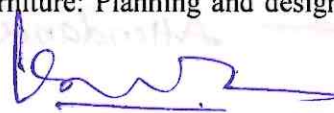
- Types and character of academic library collection;
- Acquisition of documents: selection, policy, and procedures, maintenance;
- User participation in collection development;
- Information technology impact.
- Problems of collection development.

Unit -4 Library and Information Services in Academic Libraries:

- Reference Service; Referral Service; Current Awareness Service;
- Selective Dissemination Information Service; Abstracting and Indexing Services;
- Document Delivery Services; Translation Services; Online services: Alerting Services Listservs and FAQ; Extension activities.

Unit -5 Academic Library Finance and Infrastructure:

- Academic library finance and budgeting;- Human resource management;
- Library buildings and equipment's; Space planning and furniture: Planning and designing of modern Academic Library building;
- Furniture and equipment;



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- Issues, problems and prospectus of Networking of academic Libraries in India.

Reference:

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Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment and Seminar	05
Attendance	05
Total	20

SC 1.3: SPECIAL LIBRARIES (Hours of Teaching: L: T: P = 3:1:0)

Objectives:

1. To make students understand different types of special libraries and their characteristics;
2. To train them in managing a special library;
3. To train students in planning and organize various types of information services to the different Categories of users.

COURSE OUTCOMES (COs)

1. Learn the basic information about the Special Libraries and types of Special Libraries.
2. Plan, design and implement various information services to be implemented in Special Libraries.
3. Understand the concepts of Resource sharing and Human Resource Planning & Management.
4. Analyze the different Budgeting Techniques to be adopted in Special Libraries.
5. Apply different use studies / techniques to solve user problems.

Unit-1 Special Libraries:

- Meaning and definition, Aims, Objectives and Functions,
- Types of Special Libraries;
- Characteristics and their role in R & D Environment, Industries, Hospital, Prison, Newspaper, Decision Making, etc.;
- History and Development of Special Libraries in India.

Unit-2: Information Resource Development and Management:

- Meaning and Definitions; Collection Development Process-Community Analysis and User studies, Collection Development Policy, Selection, Acquisition.
- Functions of Resource Development;
- Steps in Information Resources Development and Management, Selection and Acquisition of books, periodicals, technical reports, Patents, Standard, learned society publications: weeding, Preservation, Storage and evaluation;
- organization of information resources including non- book and electronic publications;

Unit 3: Planning of Various Information Services Reference:

- Active, Passive and Short range and Long range and Referral Services; - Current Awareness Services: Current Contents, Bulletin Board and etc.; Selective Dissemination of Information; News Paper Clipping Service; Digest Service, Reprographic and Translation Service; Literature Search and Bibliographic Service and others;
- Web based Information Services: E-mail, Use of Social Networking Sites;
- Abstracting and Indexing Services.

REVISED SYLLABUS

Unit-4: Library and Information Personnel:

- Meaning, Definitions, Need, Purpose, Elements, Personal Policy, Training and Development, Advantages. Nature, Size, selection and recruitment, Job Analysis, Job Evaluation, Job Description;
- Selection and Recruitment, Qualifications, Duties and Responsibilities, Service Conditions, Motivation and Control; Qualification, Duties and Responsibilities, Service Conditions, Training.

Unit-5: Finance and Budgeting:

- Resource Mobilizations-Meaning and Definitions, Sources of Finance and source finance,
- budgeting techniques-Meaning and Definitions, Need, Purpose, budgetary control; Characteristics;
- Types of Budget: Line-item, Lump-sum, Programme Budget, PPBS, ZBB.
- Planning and designing of Modern special library building;
- Furniture and equipment;

Reference:

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Formative Assessment for Theory	
Assessment Occasion / type	Marks
Internal Assessment Test -1	05
Internal Assessment Test -2	05
Assignment and Seminar	05
Attendance	05
Total	20

