MASTER OF LIBRARY AND INFORMATION SCIENCE

(From Calendar Year 2021 onwards)

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
[A State Open University established by Government of TamilNadu, Recognized by UGC-DEB, Member in Asian Association of Open Universities and Association of Commonwealth Universities]
School of Library and Information Science

தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்

Tamil Nadu Open University, Chennai

சென்னை – 15

நூலகம் மற்றும் தகவல் அறிவியல் பள்ளி

School of Library and Information Science

முதுகலை நூலகம் மற்றும் தகவல் அறிவியல் பள்ளி

Master of Library and Information Science (M.Lib.I.Sc.)

(From Calendar Year 2020-21 onwards)

பாடத்திட்ட அறிக்கை & விரிவான பாடத்திட்டம்

Programme Project Report (PPR) & Detailed Syllabus

SEPTEMBER 2020

Tamil Nadu Open University

[A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB, Member in Asian Association of Open Universities and Association of Commonwealth Universities]

No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India

Prof. K.Parthasarathy
Vice-Chancellor

FOREWORD

My dear Learners, Vanakkam,

I deem it a great privilege to extend a hearty welcome to you to the Post Graduate Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning.

With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception. This Post Graduate Programme is one among the approved Programmes.

The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme. The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment.

With a Credit System / Choice Based Credit System (CBCS), this Programme is offered in semester / non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard.

I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to Prof. S. Balasubramanian, the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book.

I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

With regards,

Date: 05.10.2020

(K.PARTHASARATHY)

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TAMIL NADU OPEN UNIVERSITY
School of Library and Information Science
Chennai-15

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TAMIL NADU OPEN UNIVERSITY
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
Master of Library and Information Science
(From Calendar Year 2021 onwards)

Master of Library and Information Science (Distance Mode – Non - Semester)

Programme Project Report (PPR)

Programme's Mission and Objectives

- To develop personnel with knowledge, skills, and character leading to creating, maintaining and developing Knowledge Society.
- To impart quality education in Library and Information Science
- To create awareness about evolution of the knowledge society and its role in social transformation and economic prosperity of the nation
- To create understanding about the methods, techniques, skills as well as approaches in the information processing and management industry; and
- To prepare proactive Library and Information Science professionals to serve the cause of social justice, equity and to work as partners contributing towards progress of the nation by monitoring the ever growing information need.

Relevance of the Programme with HEI's Mission and Goals

The Master of Library and Information Science (M.Lib.I.Sc) Programme to be offered through Open and Distance Learning mode is purely relevant and aligned with the goals and missions of the University

Nature of Prospective Target Group of Learners:

The Master of Library and Information Science (M.Lib.I.Sc) is highly demand for large number of trained human resource in the field of library and information activities. Such human resources are required to be appointed in various positions in libraries, documentation

centres and information centres / institutions in the country. The advancement of computer and information communication technologies has brought tremendous changes in the field of Library and Information Science. As per the needs of the learners, the University has prepared course curriculum of M.Lib.I.Sc Programme.

The Prospective target group of learners are:

- Students of the weaker sections of the society and of rural background seeking for higher education in Library and Information Science.
- Students seeking for job opportunities
- Untrained persons working in the field of Library and Information Science
- Persons having interest in development of knowledge and skills in the field of Library and Information Science and getting higher education.
- Women group

Appropriateness of Programme to be conducted in ODL Mode to Acquire Specific Skills and Competence

Master of Library and Information Science programme in English has been offered through ODL Mode in order to acquire specific Competencies related to Library and Information Science . This Programme has a lot of Scope for the students in pursuing Library Management, Information processing and retrieval and Digital Library.

Instructional Design

The Curriculum of the Programmes are designed by the efficient Library professionals and approved by the Board of Studies of the School of Library and Information Science, Tamil Nadu Open University, Chennai, to enlighten the candidates in all aspects of the Information Professionals such as faculty of Library and Information Science and Librarians.

Instructional Delivery Mechanism

The methodology of instruction is different from the conventional mode of teaching. Most of the instructions are imparted through distance education methodology rather than face to face mode of communication. However, Personal Contact Programme (PCP) for theory and practice will be for a total of 12 days in two rounds of 6 days each.

The Learning Resource Centres will be entrusted to conduct PCP with the following reading materials:

a. Universal Decimal Classification (Third Abridged Edition).

b. Sears List of Subject Headings (21st Edition – 2014).

c. Colon Classification (6th Edition).

for the practical session.Self Learning Materials (SLM) will be made available to the student for better understanding of the subjects. However, in case if the student will have any doubts / clarification that will be clarified in the PCP.

Procedure for Admissions, Curriculum Transaction and Evaluation

The eligibility for Admission to the Master of Library and Information Science Programme is B.Lib.I.Sc / B.L.I.Sc, The medium and of instruction and examination shall be English only. The Programme Fee is Rs.5000/- for one year, plus Registration and other Charges. The admission are carried out by Tamil Nadu Open University and through its Regional Centres located within the State of Tamil Nadu. The Theory Counselling and the Practical Counselling will be conducted through the Learners Support Centres of Tamil Nadu Open University. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

Financial Assistance

Scholarship for SC/ST category available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

Policy of Programme Delivery

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

Evaluation System

Examination to Master of Library and Information Science Programme is designed to maintain quality and standard. Theory /practical Examination will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

Assignment: 30 Marks – Through Continuous Internal Assessment (CIA)

Theory / practical Examination

Students shall normally be allowed to appear for theory/practical examination after completing the Assignments. The Term -End Examination shall Carry 70 Marks and the Question Paper has two Sections: A & B for the duration of 3 hours.

QUESTION PAPER PATTERN

Time: 3 Hours **Maximum Marks: 70**

PART – A (5x5=25 Marks)
Answer any five questions out of eight questions in 300 words
All questions carry equal marks

Question Distribution Method:

1. From Unit –I
2. From Unit –II
3. From Unit –III
4. From Unit – IV
5. From Unit – V
6. From any unit
7. From any unit
8. From any unit

PART – B (3X15=45 marks)
Answer any three questions out of five questions in 1000 words
All questions carry equal marks

9. From unit -1
10. From unit-II
11. From unit – III
12. From unit –IV
13. From unit -V

Passing Minimum: Candidates who have secured 50 percent of the marks in each course (both Continuous Internal Assessment and Term End Examinations) shall be declared to have passed the examination in that course. All other candidates shall be declared to have failed in that course.

Classification of Successful Candidate

Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class.

Requirement of laboratory and Library Resources

The M.Lib.I.Sc Programme contains Application of ICT paper. The University provides computer laboratory facility to the learners to perform the practical work with computer and fulfill the need of the course curriculum. The practical and other reference books are also available in the Library for ready use of the learners to support their study.

Cost Estimate of the Programme and the Provisions

The cost estimate for development, delivery and maintenance of the Master of Library and Information Science Programme is provided in the following Table.

S.No.	Details	Amount in (Rs.)
1.	Programme Development, Delivery and Maintenance (Expenditure)	15,00,000
2.	Programme Fee Charged for one Year (Income)	5,000
3.	Examination Fee Charged for one Years (Income)	1200
4.	Examination Expenses Per Student for one Years (Expenditure)	1000

Quality Assurance Mechanism and expected Programme Outcome

Quality assurance comprises the policies, procedures and mechanisms which that specified quality specifications and standards are maintained. The University has policies, procedures and mechanisms which include continuous revision and monitoring activities to evaluate aspects such as suitability, efficiency, applicability, currency and efficacy. The University ensures maintaining quality in education provided through open and distance learning mode. As per the need of the information society and professional requirement, the University ensures to change the mechanism from time to time along with enhancement of standard in course curriculum and instructional design.

Apply the foundational theories, principles, values, ethics and skills to everyday practice;

- Critique and synthesize research and identify appropriate research methodologies to solve problems in the field;
- Analyze and engage in the changing cultural, educational, and social roles of Librarians/Information Professionals and the environments they work in within the global society.
- Identify and evaluate systems and technologies in order to implement improvements and innovations relevant to a particular information context.
- Identify needs and connect individuals and communities with information that engages and empowers them.

Master of Library and Information Science(M.Lib.I.Sc.)

(Distance Mode – Non - Semester)

Programme Structure

Course Code	CourseTitle	Exam Duration	Credits	Marks Extern.	Marks Intern.	Marks Total	Pass Mark
MLS-01	Communication and Information Systems	3	4	70	30	100	50
MLS-02	Information Processing and Retrieval (Theory)	3	4	70	30	100	50
MLS-03	Information Processing and Retrieval (Practice)	3	4	70	30	100	50
MLS-04	Management of Information Centres	3	4	70	30	100	50
MLS-05	Research Methods	3	4	70	30	100	50
MLS-06	Applications ofICT	3	4	70	30	100	50
MLS-07	AcademicLibrary System	3	4	70	30	100	50
MLS-08	Informetrics	3	4	70	30	100	50

SYLLABUS
Master of Library and Information Science (M.Lib.I.Sc)

Course Title	**COMMUNICATION AND INFORMATION SYSTEMS**
Course Code	**MLS-01**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Communication and Information Systems course, the student will be able to:

- Get introduced to the concept of Information, theories and models of information and information transfer cycle.
- Understand the various theories and models of communication, channels of communication and barriers to communication.
- Get familiar with types of information sources, information centres and systems at the national and international levels.

COURSE OUTCOMES

After completion of the Communication and Information System course, the student will be able to:

- Understand the position and role of Library & Information Professionals
- Apply various communication theories and model in information dissemination and delivery
- Find out appropriate information from various information sources to fulfill the information needs of clientele
- Provide specific information services by using various information institutions.

BLOCK-I: BASICS OF INFORMATION

Unit – I: Information– Concept,Notion and Definition
Unit – II: Information-Theories and Models
Unit – III: Information diffusion– Pattern; Information Transfer Cycle

BLOCK-II: COMMUNICATION CHANNELS

Unit – I: Communication– Concept, Notion and Definition
Unit– II Communication-Theories and Models
Unit – III Modes of Communication- Forms and Channels
Unit – IV Communication-Barriers to Communication

BLOCK–III: SOURCES OF INFORMATION

Unit – I Information Sources– Characteristics; Types
Unit – II Primary Sources– Characteristics; Types
Unit – III Secondary Sources– Characteristics, Types
Unit – IV Tertiary Sources– Characteristics; Types
Unit – V Non-Documentary Sources– Electronic Sources-Types

BLOCK-IV: INFORMATION SYSTEMS, CENTRES AND SERVICES

Unit – I Information Centres–Introduction, Meaning andDefinition
Unit – II Translation Centres and Reprographic Centres
Unit – III Information System-Types and sub-systems–INIS, AGRIS, PubMed, NISCAIR,ICMR, LC and OCLC.

BLOCK-V: INFORMATION INSTITUTIONS

Unit – I Data Centres,Information Analysis Centres, Clearing House– Need; Genesis.
Unit – II Referral Centres-Objectives, Structure and Functions.

SUGGESTED READINGS

1. Feather J. (2008). The Information Society: a study of continuity and change. Ed. 5. London: Facet Publishing.
2. Khanna, J.K. (1984). Fundamentals of Library Organization . New Delhi : Ess Ess Publication.
3. Mistra, Jogesh (1979). History of Libraries and in Librarianship in Modern India Since 1850. Delhi: Alma Ramu & Sons.
4. Praiapati, Rakeshkumar Shantilal (2013). Foundations of Library and Information Science. New Delhi : Discovery Publishing House.
5. Prasher, R.G. (2003). Information and its communication. Luddhiana : Medallion Press.

6. Raju, A.A.N. (2012). Facets of Library and Information Science. Ess Ess Publication
7. Singh, Sanjay Kumar (2013). Historical Foundations of Library and Information Science. New Delhi : Anmol Publication .
8. Srivastava, H.K. (2011). Foundation of Library and Information Science. New Delhi : Mohith Publications.
9. Surendra S. & Sonal Singh. (Ed.) (2002). Library, Information and Science. New Delhi: Ess Ess Publication.
10. Varma, Shivram (2005). Foundation of Library & Information Science. New Delhi : Shree Publishers & Distributors
11. Vashisnth, C.P. & M.P. Satija, M.P (Ed). (2004). Library And Information Profession In India. Volume-1, Part-I. New Delhi : B.R. Publishing Corporation.
12. Watiben, Bhag & Prajapathi, Govindbhai (2013). Library and Information Science. New Delhi : Discovery Publishing.

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Course Title	**INFORMATION PROCESSING AND RETRIEVAL (THEORY)**
Course Code	**MLS-02**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Information Processing and Retrieval course, the student shall be able to:

- Understand the concept of Information retrieval system, models and processes.
- Get familiar with bibliographic description, standards and formats
- Learn indexing system and content development

COURSE OUTCOMES

After completion of the Information Processing and Retrieval course, the student will be able to:

- Process the documents / information for storage and retrieval
- Describe the bibliographic item by using standards and formats
- Develop content using various techniques and approaches.

BLOCK-I: INFORMATION RETRIEVAL

Unit – I Information Retrieval–Meaning, Definition
Unit – II Information Retrieval-Processesand Techniques
Unit – III Information Retrieval-Models and their Applications
Unit – IV Search Strategy-Processes and Techniques

BLOCK– II: INFORMATION STORAGEAND RETRIEVAL SYSTEMS

Unit – I ISAR Systems-Objectives, Types and Compatibility
Unit – II Intelligent IR Systems

BLOCK-III: BIBLIOGRAPHIC DESCRIPTION

Unit – I Principles and Evaluation of Bibliographic Description
Unit – II Rules for Bibliographic Description
Unit – III Standards for Bibliographic Record Format-Meta data

BLOCK-IV:INDEXING LANGUAGES AND SYSTEMS

Unit – I Intellectual Organization of Information - Indexing Languages - Concept and Types

Unit – II Classification Systems – Types, Genesis and Development

Unit – III Indexing Systems and Techniques

Unit – IV Evaluation of IR Systems

BLOCK-V:CONTENT DEVELOPMENT

Unit – I Norms and Guidelines of Content Development

Unit – II Web-based Content Development- Introduction to HTML and XML

Unit – III Multilingual Content Development

SUGGESTED READINGS

1. Belew, Richard K. (2001). Finding Out About: A Cognitive Perspective on Search Engine Technology and the WWW. Cambridge, UK: Cambridge University Press.
2. Date, C.J. (2000). An Introduction to Database Systems. Reading, MA: Addison-Wesley.
3. Foskett, A. C. (1996). Subject Approach to Information. 5th ed. London: Library Association.
4. Foulonneu, M. (2008). Metadata for Digital Resources. UK: Chandos
5. Korfhage, Robert R. (1997). Information Storage and Retrieval. New York: Wiley.
6. Krishan, Kumar (. 1998). Theory of Classification. 4th rev. ed. Delhi: Vikas Publishing. House.
7. Kumbhar, Rajendra (2011). Library Classification Trends in the 21st Century. Oxford: Chandos
8. Nath, M. (2008). Universe of knowledge and development of subjects. Jaipur: Pointer.
9. Neelameghan, A. (1995). Online Database searching and Retrieval : Strategies, Procedures, Commands and Problems – A brief guide. Bangalore: SRELS.
10. OCLC. (2002). Bibliographic formats and standards. 3rd ed. Dublin, Ohio: OCLC
11. Ranganathan, S. R. (1989). Prolegomena to Library Classification. Assisted by M. A. Gopinath. 3rd rep. ed. Bangalore: SRELS.
12. Ranganathan, S. R. (1962). Elements of Library Classification. 3rd ed. Bombay: Asia Publishing House.
13. Rowley, J., & Farrow, J. (2000). Organizing knowledge: An introduction to managing access to information. 3rd ed. Aldershot, England: Gower
14. Smiraglia, R.P. (2005). Metadata: A Cataloger's primer. USA: Haworth.
15. Srivastava, M .D. (2011). Metadata creation in Digital Libraries. New Delhi: Pacific.

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Course Title	**INFORMATION PROCESSING AND RETRIEVAL (PRACTICE)**
Course Code	**MLS-03**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Information Processing and Retrieval (Practice) course, the student shall be able to:

- Understand how to classify the documents as per the schemes of classification.
- Get familiar with preparation catalogues for various bibliographic entities such as books and non-book materials.

COURSE OUTCOMES

After completion of the Information Processing and Retrieval (Practice) course, the student will be able to:

- Classify the library collection in a meaningful manner for locating the documents easily.
- Catalogue the bibliographic items through which the availability of an item in the collection can be identified.

1. Classification of Documents according to the Third Abridged edition of Universal Decimal Classification [UDC] and Colon Classification [CC] Ed. 6.
2. Bibliographic description for different types of Documents viz., books, periodicals, and non-book materials as per AACR-2 and Sears List of Subject Headings. Cata loging of Non-Book Materials: Cartographic Materials, Manuscripts (Including Manuscript Collection), Music, Sound Recording, Motion Picture and Video- Recording, Graphic materials, Machine Readable data Files, Three Dimensional Artifacts and Realia

SUGGESTED READINGS

1. Anglo-American Cataloguing Rules 2nd ed, (1988). London: Library Association.
2. Carmen, Rovira & Reyes, Caroline, Reyes (ed). (1986). Sear's List of Subject Headings,13th ed. New York: Wilson.
3. Chan, Lois Mai (1986). Library of congress Subject Headings, Littleton: Libraries Unlimited, 1986.
4. Graham, Paul (1985). Current developments in Audio visual cataloguing. Library Trends, Summer.p. 5- 66
5. Kaula, P.N. (1985). A Treatise on Colon Classification. New Delhi: Sterling Publishers.
6. Pothergill, Richard & Butchart, Ian (1990). Non- Book Materials in Libraries: A Practice guide. 3rd ed. London: Clive Bingly.
7. Sathiya, M. P. (1992). Manual of Practical Colon Classification. 2nd rev. ed. New Delhi:Sterling Publishers.
8. Waynar, B. S, (1985). Introduction to cataloguing and classification 7th ed. Littleton: Libraries Unlimited.
9. Weihs, Jean et al. Non-Book materials: The Organisation of Integrated Collection. 2nd ed. Canada: Canadian Library Association.

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Chennai-15

Course Title	**MANAGEMENT OF INFORMATION CENTRES**
Course Code	**MLS-04**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Management of Information Centres course, the student shall be able to:

- Understand the concept of management, various schools of management thoughts, TQM and Change Management
- Get familiar with the concept of system analysis, performance measurement and evaluation techniques.
- Know the concepts of human resource management, financial resource management, and Marketing of information.

COURSE OUTCOMES

After completion of the Management of Information Centres course, the student will be able to:

- Apply various management theories to manage Library and Information Centres
- Manage the human resources and financial resources in Library and Information Centres effectively.

BLOCK-I : PRINCIPLES OF MANAGEMENT

Unit – I Management -Concept and Schools of Management Thought
Unit – II Management -Functions
Unit - III Total Quality Management
Unit – IV Change Management; Participative Management.

BLOCK-II: SYSTEMS ANALYSIS AND CONTROL

Unit – I Systems Approach - Work Flow and Organisation Routines
Unit – II Monitoring and Control Techniques
Unit – III Performance Measurement and Evaluation Techniques

BLOCK-III: HUMANRE SOURCE MANAGEMENT

Unit – I Organizational Behaviour - Managerial Quality and Leadership
Unit – II Human Resource Planning and Development.

BLOCK-IV: FINANCIAL MANAGEMENT

Unit – I Budgeting and Types

Unit – II Budgetary Control System

Unit – III Costing Techniques and Cost Analysis

BLOCK-V: MARKETING OF INFORMATION PRODUCTS AND SERVICES

Unit – I Information as a Marketable Commodity

Unit – II Marketing Mix-Approach and Techniques

Unit – III Market segmentation

Unit – IV E-Marketing

SUGGESTED READINGS

1. Bryson, Jo (1990). Effective Library and Information Centre Manage ment . Hants : Gower.
2. Clayton, P R & Gorman, G E (2006). Managing Information Resources iIn Libraries: Collection Management iIn Theory aAnd Practice. London : Facet Publishing, London.
3. Clayton, P. R.& Gorman, G. E. (2006). Managing information resources in libraries:collection management in theory and practice. London: Facet Publishing.
4. Das Gupta, Kalpana (ed)(2001). Library practice for effective management. New Delhi : Indian Library Association.
5. Evans, (G E &) And Saponaro, (M Z. (2005)). Developing Library Aand Information Center Collections. Ed. 5. 2005. London : Libraries Unlimited.
6. Krishan Kumar (2007). Library Management in Electronic Environment. 2007. New Delhi : Har - Anand Publications.
7. Matthews, J. (2005). Strategic Planning Aand Management Ffor Library Managers. London : Libraries Unlimited.
8. Matthews, J. (2005). Strategic planning and management for library managers. London: Libraries Unlimited.
9. Mittal, R . (2007). Library Administration: Theory aAnd Practice. New Delhi : Ess Ess Publication.
10. Paliwal, P.K. (2000). Compendium of Library Administration. New Delhi: Ess Ess Publication.
11. Praiapati, Rakesh Kumar Shantila (2013). Theories and practices of library management.Delhi : Discovery Publishing House.
12. Ranganathan, S R. (2006). Library Administration. New Delhi. : Ess Ess Publication.
13. Seetharama, S. (1990). Guidelines for Planning of Libraries and Information centers.Calcutta : IASLIC,
14. Stueart, R D. & Moran, B. B (2007). Library aAnd Information Center Management.London : Libraries Unlimited.

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Course Title	**RESEARCH METHODS**
Course Code	**MLS-05**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Research Methods course, the student shall be able to:

- Learn the concept of research, types of research and research problem
- Understand the research design, problem identification, population and samples, sampling techniques
- Know how to collect data by using various methods, analyse the collected data and presentation of data

COURSE OUTCOMES

After completion of the Research Methods course, the student will be able to:

- pursue research in the field of Library and Information Science for the development of libraries / information

BLOCK–I : ELEMENTS OF RESEARCH

Unit – I Research - Definition, Characteristics

Unit – II Types of Research - Historical, Fundamental / Pure, Applied, Scientific Method

Unit – III Formulation of Research Problem; Sources of identification, Factors influencing in selection of research problem.

Unit – IV Hypothesis - Meaning, Definition, Types; Formulation and Testing

BLOCK-II: RESEARCH METHODS AND TECHNIQUES

Unit – I Research Methods – Survey, Census, Case Study, Experimental, Focused groups.

Unit – II Method of Data collection - Observation, Interview and Questionnaires – Advantages and Disadvantages

Unit – III Sampling - Introduction; Definition of Universe, Population, Sample - Sampling Techniques – Probability and Non-Probability

BLOCK-III: DESIGN OF RESEARCH

Unit – I Research Design - Definition and Importance

Unit – II Research Design – Types - Exploratory, Description, Experimental

Unit – III Content Analysis – Socio-metric Techniques, Constructive Typology, Projective Techniques, Statistical Survey, Evaluation Studies

BLOCK-IV: DATA ANALYSIS

Unit – I Problem Measurement – Reliability, Validity, Measures of Central Tendency – Average – Measures of Dispersion; Correlation Analysis – Regression Analysis – Time Series - Measurement of Trends

Unit – II Testing of Hypothesis: Statistical Testing; Chi-square Test

BLOCK– V: PRESENTATION OF RESEARCH

Unit - I Report Writing - Organization of Report – Components

Unit – II Style and presentation – Tables, Charts, Figures

SUGGESTED READINGS

1. Charles H. Busha, Charles H. & Stephen, P. Harter, Stephen, P. (1980). Research Methods in Librarianship: Techniques and Interpretation. New York: Academic Press
2. Goon, A M. (2000). Fundamental of Statistics. Calcutta: World Press
3. Krishnaswami, O.R. (1993). Methodology of Research in Social Sciences. Bombay : Himalaya
4. Leo, Egghe and Rousseau, Ronald. (2001). Elementary Statistics for Effective Library and Information Service Management. London: ASLIB
5. Powell, Ronad, R. (1985). Basic research methods for librarians. Norwood: Ablex
6. Powell, Ronald R. &and Connaway, Lynn Silipigni. (2004). Basic Research methods for Librarians. 4th ed. Westport: Libraries unlimited

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Course Title	**APPLICATIONS OF ICT**
Course Code	**MLS-06**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Application of ICT course, the student shall be able to:

- Understand the basic concepts of Computer and its types, computer generations, organization and telecommunication technology
- Familiarise with the operating systems, database management system, application of computers for house- keeping operations and other reader oriented services

COURSE OUTCOMES

On completion of the Research Methods course, the student will be able to:

- Use computer technology for automate the library activities
- Apply computers for doing library routines and providing computer based information services to the users.

BLOCK–I: OVERVIEW OF COMPUTER TECHNOLOGY

Unit – I Computer – Introduction, Classification, Genesis and development of computer technology, Computer Generations

Unit - II Processor Technology - Storage Technology - Input, Output devices

Unit – III Programming Languages - Natural Language Processing

Unit – IV Fundamentals of Telecommunication Technology

BLOCK-II: OPERATING SYSTEMS AND PROGRAMMING LANGUAGES

Unit – I Operating System – Introduction, Definition, Functions, Types – Windows; Unix – History, Version, Structure, commands

Unit – II Use of Computers for House Keeping Operations -Automated Acquisition System; Automated Cataloguing System – Authority Control and standard formats in cataloging - Workflow in catalogues; Automated Serials Control System- Functions- Management and workflow in Serials Control System

Unit – III Digital Libraries

BLOCK-III DESIGNAND MANAGEMENT OF DATABASES

Unit – I Database - Introduction, Components, Structure, Organization and search

Unit – II Database Models - Hierarchical Database, Relational Model, Network Model

Unit – III Bibliographical Database; Database Management Software

BLOCK-IV NETWORKING AND INTERNET SERVICES

Unit – I Computer networks – Components, Types - LAN, MAN, WAN; Network Topology - Bus, Ring, Star, Mesh and Hierarchical Topology

Unit – II Elements in Networking- Network based Information Services

Unit – III Internet Services: Introduction – History of Internet – Hardware – Basic communication facilities: E-mail, FTP – TELNET – Network Navigation Tools: Archie, Gopher, Veronica – World Wide Web

Unit – IV Information Services – Web page Design – HTML – Internet based Library and Information Services: E-books, E-Journals – Institutional Repositories (IR) - Advantageous and Disadvantageous.

BLOCK-V COMPUTERIZED INFORMATION SERVICES

Unit – I House-keeping operations

Unit – II Current Awareness Service and Selective Dissemination of Service – Alerting services – Digital Reference Service – Bibliographic Services – Electronic Document Delivery – Inter Library Loan.

SUGGESTED READINGS

1. Andrews, J. (2010). Digital Libraries. London: Ashgate
2. Cox, Andrew (2010). Introduction to Digital Library Management. London: Facet Publishing.
3. Deepali , Talagala (2003). Web Interface For CDS/ISIS : Genisisweb V.3.0. Colombo : Sri Llanka Library Association.
4. Haravu, L J. (2004). Library Automation: Design, Principles aAnd Practice. New Delhi:. 2004.
5. INFLIBNET (2003). Software For University Libraries : User Manual. Ahamedabad : INFLIBNET.
6. Neelameghan, A. & Lalitha, S K. (2001). Tutor +: A Learning and Teaching Package Oon Hypertext Link Commands In Winisis. 2001. Bangalore : Sarada Ranganathan Endowment For Library Science.
7. Negus, (Christopher (2005)). Linux Bible. 2005 New York : . John Wiley. , New York.

8. Prasher, R.G. (2003). Indian Libraries in IT Environment. Ludhiana : Medallion Press.
9. Rajaraman, V. (2007). Introduction to Information Technology. New Delhi : 2007. Prentice- Hall.
10. Rajaraman, V. (2007). Introduction to Information Technology. New Delhi: Prentice-Hall of India.
11. Satyanarayana, R. (2005). Information Technology and its facets. Delhi: Manak.
12. Shroff, R. (2000). Computer systems and applications. Mumbai: Himalaya.
13. Simpson , Alan (2004). Windows XPp Bible. New York : John Wiley.
14. Simpson, Alan & Jones, Bradley L (2007). Windows Vista Bible. New York : John Wiley.
15. Sinha, P K. (2000). Computer Fundamentals. New Delhi : BPB Publication.
16. Walkenbach, John, et al. (2007). Office 2007 bBible. New York : John Wiley.

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Course Title	**ACADEMIC LIBRARY SYSTEM**
Course Code	**MLS-07**
Course Credit	**4**

COURSE OBJECTIVES

While studying the Academic Library System course, the student shall be able to:

- Understand the concept, objectives, types and functions of the Academic Library
- Learn the meaning of collection development, collection development policies and weeding out policies, and norms.
- Know the staff, staff pattern, staff requirements and staff development.

COURSE OUTCOMES

After completion of the Academic Library System course, the student will be able to:

- Gain knowledge to work with academic libraries and manage the resources in academic library system

BLOCK-I: INTRODUCTION

Unit – I Academic Libraries - Objectives, Types and Functions

Unit – II Role of UGC and other bodies in promoting libraries of universities, Colleges and Other Institutions of Higher Learning

Unit – III Library Governance

Unit – IV Academic Library Services

Unit – V Financial Management in Academic Libraries

BLOCK-II: COLLECTION DEVELOPMENT

Unit – I Collection development Policy; Weeding Out Policy

Unit – II Problems in Collection Organization

Unit – III Collection development Programmes

BLOCK-III: STAFFING PATTERNAND STAFF DEVELOPMENT

Unit – I Categories of Staff-Professional– Para-professional, Semi-professional-Norms and Patterns

Unit – II Continuing Education Programmesand Personnel Management.

BLOCK-IV: RESOURCE SHARING PROGRAMME

Unit – I Resource Sharing-Need, Objectives and Functions

Unit – II INFLIBNET- Activitiesand Servicesin resourcesharing

BLOCK-V: PROMOTIONAL SERVICES

Unit – I User Education–Information need analysis

Unit -II Information Literacy–Methods

Unit – III Use and User Studies

SUGGESTED READINGS

1. Baker, David (Ed.) (1997). Resource Management in Academic Libraries. London : Library Associations.
2. Brophy, Peter (2000). The Academic Library. London : Library Association.
3. Budd, J. M. (1988). The Academic Library: The Context, its Purpose and its Operation. London : Libraries Unlimited.
4. Chapman, Liz (2001). Managing Acquisitions in Library and Information Services. London : Library Association.
5. Dowler, L. (Ed.) (1998). Gateways to Knowledge: The Role of Academic Libraries in Teaching, Learning and Research. London : MIT Press.
6. Henry, M & Morgan, S. (2002). Practical strategies for modern academic Library. London: Aslib-IMI.
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9. Rachel, Applegate (2010). Managing the small college library. Santa Barbara, Calif. : Libraries Unlimited.
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Course Title	**INFORMETRICS**
Course Code	**MLS-08**
Course Credit	**4**

COURSE OBJECTIVES:

While studying the Informetrics course, the student shall be able to:

- Understand the concept of Informetrics and other metrics
- Familiar with bibliometrics laws, growth studies and citation analysis

COURSE OUTCOMES

After completion of the Informetrics course, the student will be able to:

- Apply bibliometric, informetrics laws for quantitative and qualitative measurement of documents / information.
- Measure performance of individuals and countries applying the principles of informetrics.

BLOCK– I: EVOLUTION

Unit – I Informetrics - genesis, scope and definition

Unit – II Other metrics - Librametry, Bibliometrics, Scientometrics & webometrics

BLOCK– II : LAWS OF BIBLIOMETRICS

Unit – I Classical bibliometrics laws – Zip's Law, Lotka's Law, Bradford's Law Of Scattering; Generalized Bibliometrics distributions. Fitting of Informetrics models : Bradford's Curve, Leimukuhler's Distribution, etc.

Unit – II Concentration measures; 80-20 rule, Price's Law relating to scientific productivity; Analysis of use statistics

BLOCK– III : GROWTH STUDIES

Unit – 1 Growth and Obsolescence of literature

Unit – II various growth models; Aging factor and half-life: real vs. apparent; synchronous vs Diachronous.

BLOCK-IV : CITATION ANALYSIS

Unit – I Citation analysis

Unit – II Bibliographic Coupling and Co-Citation Analysis

BLOCK-V: QUANTITATIVE AND QUALITATIVE INDICATORS

Unit – I Quantitative Indicators: Authorship pattern, Collaborative Index, Affinity Index, Science Production Index

Unit – II Qualitative Indicators - Impact factor, h-index, g-index, i-10; Mapping of Science.

SUGGESTED READINGS

1. Baker, S L. & Lancaster, S.W. (1991). Measurement and evaluation of library services. 2 Ed. Arlinglon: Information Resources Press,
2. Carpenter, R.L. & Vasu, E.S. (1979). Statistical methods for librarian. Chicago: ALA.
3. Donohue, J C. (1990). Understanding scientific literature: A Bibliometric approach. London: MIT.
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5. Egghe, L. & Rousseau, R. (2001). Elementary statistics for effective Library and Information services management. London: ASLIB.
6. Garfield, E. (1979). Citation Indexing: Its theory and application in Science and Technology and Humanities. New York: John Wiley.
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8. Nicholas D. & Ritchil, M. (1979). Literature and Bibliometrics. London: Clive Bingley.
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10. Thelwall, M. (2009). Introduction to Webometrics: Quantitative web research for the Social Sciences . San Rafael, Calif: Morgan Publisher.