



MANIPAL


ACADEMY of HIGHER EDUCATION

(Institution of Eminence Deemed to be University)

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

Syllabus


Department of Library & Information Science
Manipal Academy of Higher Education
Manipal – 576 104, India


Co-ordinator
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MAHE, Manipal

2022



Deputy Registrar - Academics
MANIPAL ACADEMY OF HIGHER EDUCATION
MANIPAL - 576 104


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**Department of Library and Information Science
MAHE, Manipal**

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

1. LIBRARY AND INFORMATION SCIENCE (LIS)

The modern libraries are functioning beyond the traditional basic functions of collecting, storing and retrieving documents. The academic libraries are automated to make the students and teachers more comfortable of using information from the libraries. Libraries by timely disseminating relevant and pertinent information to the users can revolutionize the existing educational standard of quality of scientific research. The impact of Information and Communication Technology (ICT) in libraries is tremendous and developments in Internet technology have surpassed an individual's imagination. In such a new environment a new set of skills are required for librarians in managing the libraries.

Librarianship is a growing field which has by now attained the status of a separate discipline in the universe of knowledge. It presents challenges and interesting situations to library personnel. The management of modern libraries needs persons with good academic and professional qualifications. Librarianship as a profession provides a variety of employment opportunities. In fact, it is possible to choose the kind of library to suit one's interests and background. Persons with a superior record and high qualifications can achieve high positions. The salaries in college and university libraries are comparable to those of teachers.

Library and Information Science is an interdisciplinary field that applies the practices, perspectives, and tools of management, information technology, education, and other areas to libraries; the collection, organization, preservation, and dissemination of information resources. Academic courses in library science typically include collection management, information systems and technology, research methods, cataloguing and classification, preservation, reference, statistics and management. Library Science is constantly evolving, incorporating new topics like database management and knowledge management, etc.

2. AIM

Creating high quality trained workforce in the field of Library and Information Science by imparting world-class education to the students using regularly updated and application-oriented syllabus.

3. OBJECTIVES

- To educate the students in the philosophy of librarianship, basic principles, fundamental laws and professional ethics.
- To train the students in the skills of information organization, processing and retrieval.

- To train the students in the management of Library and Information Centers.
- To provide the students thorough understanding of applications of information and communication technology in Library and Information Centres.

4. CAREER OPTIONS AND OPPORTUNITIES FOR THE STUDENTS

- There are opportunities for Library and Information Science professionals to work in organizations of every kind.
- They work in Schools, College, Universities, Public & Special libraries
- They are now becoming indispensable in Industry, Publishing Companies, IT, R&D, Media and everywhere the information is needed.

5. COURSE STRUCTURE

- **Course Name:** M.Lib.I.Sc. (Master of Library and Information Science)
- **Duration of the Program:** The M.Lib.I.Sc. course will be a full-time course of two academic years of four semesters.
- **Minimum Admission Eligibility:**
 - The candidate should have passed any Bachelor's degree (B.A., B.Com., B.Sc., B.C.A., B.B.M., etc.)
- **Students Admission Criteria:** Admissions are made on the basis of marks obtained in the qualifying examination and there is no entrance test
- **Intake:** 8 students
- **Course Delivery:**
 - Regular class in 3 semesters (I-III). Project work and Internship in 4th semester.
 - The first semester has three theory papers of 4 credits each and one practical paper of 4 credits.
 - The second semester has three theory papers of 4 credits each and two practical papers of 4 credits.
 - Three theory papers of 4 credits each and one practical paper of 4 credits and a field visit of 4 credits in the 3rd semester.
 - Project work of 10 credits and internship of 2 credits in the 4th semester.
 - One open elective through MOOC in all three semesters (I-III) constitutes a total of 9 credits.
 - Two seminar presentations each in all three semesters (I-III) constitute a total of 3 credits.
 - Total 52 credits for theory and practical subjects + 9 credits for open elective through MOOC + 3 credits for seminar presentation + 4 credits for field visit + 10 credits for project work and 2 credits for internship.
- **Total Credits for the Course:** Eighty credits.
- **Duration of Class:** The period would be 60 minutes duration, 6 periods in a day and 6 working days in a week.
- **Medium of Instruction:** English

➤ **Attendance Requirements:**

- Under the relative system, a student must maintain an attendance record of at least 75% in every subject. Attendance of lectures, tests, practicals and field visits all count towards the calculation of this attendance percentage.
- Condonation of attendance on medical grounds is not entertained. However, attendance may be given for absence on official duties (like attending conferences, seminars, sports, etc.) with the prior permission of HOI/HOD.
- Without the minimum attendance, students become ineligible for the end semester examination and subsequent grading.

6. ACADEMIC AND EVALUATION PROCESS: RULES AND REGULATIONS

➤ **Introduction**

The M.Lib.I.Sc. (Master of Library and Information Science) at the Department of Library and Information Science, Manipal Academy of Higher Education (MAHE) is a two years Master program comprising four semesters. The department is committed to developing an efficient and flexible system with an emphasis on a quality teaching-learning process. The evaluation of the students would be comprehensive and continuous based on a Cumulative Grade Point Average (CGPA) evaluation system. The system relies on a relative performance evaluation wherein students would be awarded a letter grade based on their performance in a course during the semester vis-à-vis the performance of students in the same course against question paper-based examination. These letter grades will carry a numeric equivalent termed grade point. The average grade points earned by a student over the course will be termed CGPA. The system is explained in detail in the subsequent paragraphs.

➤ **Curriculum of Study**

The M.Lib.I.Sc. course would be of two years duration comprising four semesters. All the semesters would be conducted at the Department of Library and Information Science, Health Sciences Library, MAHE, Manipal. The duration of each semester will be approximately 20 weeks. The breakup of time available for formal study is as follows:

1.	No. of working days in a week	6
2.	No. of hours for theory sessions (1 hour) in a day	3
3.	No. of hours for practical sessions in a day	3
4.	No. of subjects in 1 st semester	3 + 1 practical + 1 open electives
5.	No. of subjects in 2 nd semester	3 + 2 practical + 1 open electives
6.	No. of subjects in 3 rd semester	3 + 1 practical + field visit + 1 open electives
7.	No. of subjects in 4 th semester	Project work + internship
8.	No. of hours per subject per semester	Approximate 60 hours

Note: Some of the sessions may be devoted to tests – all the semesters

➤ **Course Credits**

Credits have been assigned to each course based on the hours of study/learning and other associated activities like performance in theory papers and practicals and seminars. The credits assigned to each course are given below.

Semester - I

Course Code	Course Name	Credits				Exam Marks		
		L	T	P	C	Internal Assessment	University Examination	Total
MSL 501	Foundations of Library and Information Science	4	0	0	4	50	50	100
MSL 503	Information Sources and Services	4	0	0	4	50	50	100
MSL 505	Information Processing: Classification (Theory)	4	0	0	4	50	50	100
MSL 507	Information Processing: Classification (Practical)	0	0	8	4	50	50	100
MSL 509	Open Electives through MOOC	0	3	0	3	50	-	50
MSL 511	Seminar I	0	1	0	1	50	-	50
Total Credits					20	Total Marks		500

L-Lectures; T-Tutorial; P-Practical; C- Credits

Semester – II

Course Code	Course Name	Credits				Exam Marks		
		L	T	P	C	Internal Assessment	University Examination	Total
MSL 502	Management of Library and Information Centres	4	0	0	4	50	50	100
MSL 504	ICT Applications in Library and Information Centres (Theory)	4	0	0	4	50	50	100
MSL 506	Information Processing: Cataloguing (Theory)	4	0	0	4	50	50	100
MSL 508	ICT Applications in Library and Information Centres (Practical)	0	0	8	4	50	50	100
MSL 510	Information Processing: Cataloguing (Practical)	0	0	8	4	50	50	100
MSL 512	Open Electives through MOOC	0	3	0	3	50	-	50
MSL 514	Seminar II	0	1	0	1	50	-	50
Total Credits					24	Total Marks		600

L-Lectures; T-Tutorial; P-Practical; C- Credits

Semester - III

Subject Code	Subject Name	Credits				Exam Marks		
		L	T	P	C	Internal Assessment	University Examination	Total
MSL 601	Information Systems and Information Retrieval	4	0	0	4	50	50	100
MSL 603	Electronic Information Resources and Information Literacy	4	0	0	4	50	50	100
MSL 605	Research Methodology	4	0	0	4	50	50	100
MSL 607	Electronic Information Resources and Bibliometric Analysis (Practical)	-	-	8	4	50	50	100
MSL 609	Field Visit (Practical)	-	-	-	4	-	100	100
MSL 611	Open Electives through MOOC	0	3	0	3	50	-	50
MSL 613	Seminar III	0	1	0	1	50	-	50
Total Credits					24	Total Marks		600

L-Lectures; T-Tutorial; P-Practical; C- Credits

Semester – IV

Subject Code	Subject Name	Credits				Exam Marks		
		L	T	P	C	Internal Assessment	University Examination	Total
MSL 699	Project Work	0	0	0	10	-	200	200
MSL 689	Internship (6-8 weeks)	0	2	0	2	100	-	100
Total Credits					12	Total Marks		300

L-Lectures; T-Tutorial; P-Practical; C- Credits

- Grand Total Credits – 80
- Grand Total Marks – 2000

➤ Award of Degree

- **Award of M.Lib.I.Sc. (Master of Library and Information Science):** M.Lib.I.Sc. will be awarded to a student on successful completion of the course (two years; four semesters).
- **Award of B.Lib.I.Sc. (Bachelor of Library and Information Science):** If any student discontinues the course after completion of 1st year M.Lib.I.Sc. (1st and 2nd semester) he/she will be awarded B.Lib.I.Sc. (Bachelor of Library and Information Science).

For the award of above said degrees, a student has to fulfill the following requirements:

- He/she should have earned all the credits of all the courses of study as prescribed in the curriculum.

- He/she should have satisfactorily fulfilled all the requirements specified by the university.
- Paid all pending dues.
- Has no case of indiscipline pending against him/her.

➤ **Promotion to Higher Semesters**

A student has to clear all the papers of the 1st semester before appearing in the 3rd semester examination and clear all the three semesters before presenting the project. A student can commence the project work at the beginning of the fourth semester, but he/she has to complete the second and third semesters before he/she is permitted to submit the project thesis and appear for the university viva-voce examination.

➤ **Assessment and Examinations**

- **Assessment Procedure:** All subjects undertaken by the students were evaluated using a system of continuous assessment. The students will be evaluated on class/seminar participation and assignment. Work/practical/assignments which together will constitute the internal assessment. In addition, the students will also have to appear in the end semester examination in all the theory and practical subjects as per the course of study. Each course will be evaluated for a total of 100 marks - 50 for internal assessment and the 50 for end-semester examination.
- **Internal Assessment:** All the students are evaluated during the semester as a part of continuous assessments. This includes work/practical/assignments and two in-semester tests in every subject. This is an internal assessment component and has a 50% of the maximum marks in subject. The internal assessment is computed as a sum of the marks obtained in the work/practical/assignments and average of the two in-semester tests.
- **University Examination:** It is mandatory for the students to appear in the end-semester examination to be eligible for evaluation of grades. The end-semester examination will be conducted by MAHE. In the university examination, every paper carries 50 marks. The theory answer scripts will be evaluated by two internal examiners (one internal examiner, preferably the course teacher). The practical exam/viva-voce will be conducted by a group of two members consisting of the Internal Examiner and the External examiner.

If a student does not appear for any end-term examination for medical or other genuine reasons (as permitted by the HOI) or shortage of attendance requirement, the subsequent opportunity will be given to appear for make-up examination which will be scheduled (within 8 weeks of end-term examination) or along with students of the next batch. However, the last attempt has to be completed within four years of commencement of the M.Lib.I.Sc.

- **Grading System:** A grade will be awarded to a student based on his/her performance over all semesters in a particular course of study undertaken. The grades are denoted by the letters A+, A, B, C, D, E and F, each of which not only indicates a qualitative assessment of the student's performance but also carries a quantitative (numeric) equivalent called the grade point as given below:

Letter Grade	A+	A	B	C	D	E	F	I	NE
Grade Point	10	9	8	7	6	5	0	0	0

A student will be deemed to have passed a course of study if he/she gets any grade in the range of A+ to E. A student will be awarded an 'I' grade if he/she has satisfied the attendance requirement and has satisfactory performance in the internal assessment but has not appeared in the end semester examination. If attendance shortage is there, he/she will get NE (Not Examined) grade. If students appears for the end-term examination/make-up examination after fulfilment of minimum attendance requirement, such students will be graded in the range of A to E. Same grading will be applied for the students who have not appeared for the end term examination due to medical/genuine reasons and in case of casual students.

- **Award of Grades - Grading System for M.Lib.I.Sc. (Master of Library and Information Science):** Appropriate letter grades are given in each theory and practical subject to only such candidate who has passed the university examinations. Internal assessment marks and university examination marks put together will be taken into account for the letter grading system in each subject separately.

A candidate registered for the university examination but failed to appear or fails to score the minimum required 40% marks in the university examination will get a grade 'F,' indicating failure or grade of incompleteness. It is mandatory for the students to get a minimum of 20 marks (out of 50) in the end semester university examination and there are no minimum marks for internal assessment (out of 50). In aggregate, he/she should get 40 marks to pass.

A subject successfully completed cannot be repeated to improve the grade. The final evaluation of each subject (theory and practical separately) will be carried out on a '10 - point' grading system corresponding to the marks obtained in that subject. Each subject grade is converted into a specific grade value associated with the letter grade as given below.

10 - Point Grading System

Marks Range	Grading	Grade Value
80% and above	A+	10
70% - 79%	A	09
60% - 69%	B	08
55% - 59%	C	07

50% - 54%	D	06
40% - 49%	E	05
Less than 40%	F	0

- **Grade Point Average:** The grade points are weighted in accordance with the number of credits assigned to a theory or practical subject and it is a product of credit and grade value. The Grade Point Average (GPA) is the weighted average of grade points awarded to a candidate.

$$\text{GPA} = \frac{\text{Total grade points of a particular semester}}{\text{Total number of credits of the semester}}$$

GPA for each semester will be calculated for those candidates who have passed all the subjects of that particular semester of the course.

- **Cumulative Grade Point Average (CGPA):** The weighted average GPA of all semesters that the student has completed at any point time is the Cumulative Grade Point Average (CGPA) at that point of time. CGPA up to any semester will be calculated only for those students who have passed all the subjects up to that semester. Generally, CGPA is calculated after the successful completion of the entire course.

$$\text{CGPA} = \frac{\sum (\text{GPA of each semester} * \text{Corresponding number of credits})}{\text{Sum of entire course credits}}$$

After the results are declared, grade cards will be issued to each student, which will contain the list of subjects for that semester and the grades obtained by the student.

7. SYLLABUS

Semester – I

MSL 501: Foundations of Library and Information Science (60 Hours Lecture)

Unit – I: Role of Libraries (15 hours)

- Social Functions of libraries
- History and Development of Libraries in India
- Library Science Education in India
- Role of Library and Information Centers in Modern Society
- Five Laws of Library Science

Unit – II: Types of Libraries, Professional Associations and Organizations (15 hours)

- Academic Libraries, Public Libraries and Special Libraries
- National Library of India: Concept, Functions and Services
- Professional Associations: ILA, IASLIC, ALA, SLA
- National and International Organizations: RRRLF and IFLA

Unit – III: Library Legislation (10 hours)

- Library Legislation: Need, Purpose, Objectives
- Model Library Act
- Library Legislation in India: Structure and Salient Features
- Delivery of Books (Public Libraries) Act, IPR and Copyright

Unit – IV: Information and Communication (10 hours)

- Information: Characteristics, Nature, Value and Use of Information
- Information Science: Definition, Scope and characteristics
- The conceptual difference between Data, Information and Knowledge
- Communication Channels and Barriers

Unit – V: Library and Information Profession (10 hours)

- Professional Skills and Competencies
- Professional Ethics
- Soft Skills
- Librarianship as a Profession

Recommended Books

- Bhatt (RK). History and development of libraries in India. 1995. Mittal Publications, New Delhi.
- Chapman (EA) and Lynden (FC). Advances in librarianship. 2000. Academic Press, San Diego.
- Chowdhury (GG), Burton (PF) and McMenemy (D). Librarianship: The complete introduction. 2008. Neal-Schuman Publishers, New York.
- Feather (J). The information society: A study of continuity and change. Ed. 5. 2008. Facet Publishing, London.
- Khanna (JK). Library and society. 1955. Research Publication, Kurukshetra.
- Krishan Kumar. Library organization. 1993. Vikas, New Delhi.
- Martin (WJ). The information society. 1988. Aslib, London.
- Pandey (SK) Sharma. Libraries and Society. 1992. Ess Ess, New Delhi.
- Prasher (RG). Information and its communication. 1991. Medallion Press, New Delhi.
- Ranganathan (SR). Five laws of library science. Ed. 2. 1989. SRELS, Bangalore.
- Singh (SP). Special libraries in the electronic environment. 2005. Bookwell, New Delhi.
- Venkappaiah (V) and Madhusudhan (M). Public library legislation in the new millennium. 2006. Bookwell, New Delhi.

MSL 503: Information Sources and Services (60 Hours Lecture)

Unit- I: Fundamental Concepts (15 hours)

- Information - Meaning, Definition, Importance, Information explosion
- Information Sources – Documentary, Non-documentary, Non-conventional and Electronic Information Sources
- Reference sources
- Criteria for Evaluation of reference Sources

Unit- II: Types of Sources of Information (15 hours)

- Primary Information Sources: Definition, Scope, Purpose - Periodicals, Conferences, Patents, Standards, Theses/Dissertations, Trade Literature, etc.
- Secondary Information Sources: Definition, Scope, Purpose - Dictionaries, Encyclopedias, Yearbooks, Almanacs, Biographical, Geographical, Bibliographies, Indexing and Abstracting, Statistical Sources, Handbooks and Manuals
- Tertiary Information Sources: Definition, Scope, Purpose - Directories, Bibliography of Bibliographies, Union Catalogues

Unit- III: Electronic Information Sources (10 hours)

- Characteristics, Importance of e-Resources
- Types of e-resources: Online journals, e-books and online databases (bibliographical and full text)
- Search Engines – Google Scholar

Unit- IV: Reference and Information Services (10 hours)

- Definition, Types, reference Vs. information service
- Ready reference service and long-range reference service
- CAS, SDI, Reprographic Service, Abstracting and Indexing Services, Literature Search Service, Referral Service, Translation Service, Document Delivery service, Reprographic Service, Online, Online System and Online Service, Research Support Services

- Role of Librarian in Electronic Environment
- Marketing of Information Resources and Services

Unit- V: Types of Users and their Needs (10 hours)

- Categories of Users, Ascertaining Users' Information needs
- Information Seeking Behaviour
- User Education

Recommended Books

- Cheney (FN) and Williams (WJ). Fundamental reference sources. Ed. 2000. ALA, Chicago.
- Crawford (John). Evaluation of library and information services. 2000. ASLIB, London.
- Foskett (DJ). Information service in libraries. Ed. 2. 1967. Archon Book Hamden, Connecticut.
- Fourie (D) and Dowell (D). Libraries in the information age. 2002. Libraries Unlimited, New York.
- Krishan Kumar. Reference service. Ed. 3. 1996. Vikas Publishing, New Delhi.
- Ranganathan (SR). Reference service. Ed. 2. 1989. SRELS, Bangalore.

MSL 505: Information Processing: Classification [Theory] (60 Hours Lecture)

Unit - I: Elements of Library Classification (15 hours)

- Need, Purpose and Functions
- Species of Classification Schemes
- Main Class
- Modes of Formation of Subjects

Unit – II: Introduction to Colon Classification (15 hours)

- Fundamental Categories: PMEST
- Facet Analysis and Facet Sequence
- Phase Relation, Devises and Common Isolates

Unit – III: Introduction to DDC and UDC (10 hours)

- History and Development
- Tables in DDC
- Tables in UDC

Unit – IV: Notation and Construction of Classification Numbers (10 hours)

- Notation: Need, Purpose, Types and Qualities
- Call Number: Class Number, Book Number and Collection Number
- Construction of Class Numbers

Unit - V: Recent Trends in Library Classification (10 hours)

- Computerized Classification
- Classification Research Group
- Trends and Development in Classification

Recommended Books

- Bavakutty (M). Canon of Library Classification. 1981. Library Association, Trivendrum.
- Foskett (AC). Subject approach to information. Ed. 5. 1996. Library Association, London.
- Hussain, Shabahat. Library Classification, facets and analysis. Ed. 2 (rev.). 2004. B.R. Publishing Corp., New Delhi.
- Kaula (PN). A treatise on colon classification. 1985. Sterling Publishers, New Delhi.
- Krishan Kumar. Theory of classification. 1993. Vikas, New Delhi.
- Mann (Margaret). Introduction to cataloguing and the classification of books. Ed. 2. 1943. ALA, Chicago.
- Ranganathan (SR). Descriptive account of the colon classification. 1990. SRELS, Bangalore.
- Ranganathan (SR). Elements of Library Classification. 1945. NK Publishing House, Poona.
- Ranganathan (SR). Prolegomena to library classification. Ed. 3. 1989. SRELS, Bangalore.
- Satiya (MP). Colon Classification: A practical introduction. 1989. Ess Ess, New Delhi.
- Satiya (MP). Colon Classification: Some perspective. Ed. 7. 1993. Starling, New Delhi: Starling.
- Satiya (MP). Manual for practical colon classification. Rev. Ed.3. 1995. Sterling Publishers, New Delhi.
- Satiya (MP). Manual of Practical Colon Classification. Ed. 3 (rev.). 1995. Sterling, New Delhi.
- Satiya (MP). The theory and practice of the Dewey Decimal Classification system. 2007. Chandos Publishing, Oxford.
- Sayers (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed. 9. 1958. Grafton, London.
- Sayers (WCB). Manual of classification for librarians. Rev. by Arthur Maltby. Ed. 5. 1975. Andre Deutsch, London.
- Wynar (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York

- xviii. McLlwaine (IC). The Universal Decimal Classification: A guide to its use. 2007. UDC Consortium, The Hague, Netherlands.
- xix. Bose H. Universal Decimal Classification: Theory and Practice. 1990
- xx. Satyanaryana (VVV): Universal decimal classification: A practical primer. 1998
- xxi. Sehgal R L.: An introduction to universal decimal classification. 1994
- xxii. Raju AAN. Universal Decimal Classification. 1993. Intl. Specialized Book Service Inc.

MSL 507: Information Processing: Classification [Practical]

Unit – II: Dewey Decimal Classification (Ed. 23)

- Classification of Simple and Compound Documents
- Classification of Documents using (Tables – 1-6)

Unit-I: Universal Decimal Classification

- Classification of Simple and Compound Documents using UDC

Recommended Books

- i. Dewey (Melvil). Dewey decimal classification. Ed. 23. 2011. Forest Press, Dublin, USA.
- ii. British Standard Institutions. Universal Decimal Classification. Standard Edition, Vol. I & II, 2005. BSI.

Semester - II

MSL 502: Management of Library and Information Centres (60 Hours Lecture)

Unit – I: Principles of Library Management (20 hours)

- General principles of management and their applications to libraries
- Functions/Elements of Library Management
- Organizational structure, outlines and functions of various sections of the library: Acquisition, Circulation, Technical and Periodical
- Total Quality Management

Unit – II: Financial and Human Resource Management (15 hours)

- Library Finance and Sources of Finance
- Library Budget
- Human Resource Management: Selection, Recruitment, Training, Development,
- Performance Appraisal

Unit – III: Library Building and Resources Management (10 hours)

- Library Building, Green Library/Eco-Friendly Libraries, Innovative Library Spaces
- Collection Development and Collection Development Policy, Library Authority, Library Committee
- Acquisition of Books and Subscription of Periodicals
- Technical Processing of Documents

Unit – IV: Maintenance of the Library (10 hours)

- Maintenance: Shelving, Shelf Rectification and Stock Verification
- Preservation, Weeding Out of Books and Weeding Out Policy

Unit – V: Library Records and Statistics (5 hours)

- Staff Manual
- Library Statistics
- Annual Report
- Documentation, Standard Operating Procedures (SOPs) in Libraries and SWOT Analysis

Recommended Books

- i. Adhikari, Rajiv. Library Preservation and Automation. 2002. Rajat Publications, Delhi.
- ii. Bryson (JO). Effective library and information center management. 1990. Gower, Hants.
- iii. Clayton (PR) and Gorman (GE). Managing information resources in libraries: collection management in theory and practice. 2006. Facet Publishing, London.
- iv. Evans (GE) and Saponaro (MZ). Developing library and information center collections. Ed. 5. 2005. Libraries Unlimited, London.
- v. Krishan Kumar. Library management in the electronic environment. 2007. Har-Anand Publications, New Delhi.

- vi. Mahapatra (PK) and Chakrabarti (B). Preservation in Libraries. 2003. Ess Ess, New Delhi.
- vii. Matthews (J). Strategic planning and management for library managers. 2005. Libraries Unlimited, London.
- viii. Mittal (R). Library administration: theory and practice. 2007. Ess Ess, New Delhi.
- ix. Mittal (RL). Library and Administration: Theory and practice. 1983. Metropolitan Book, New Delhi.
- x. Ranganathan (SR). Library administration. 2006. Ess Ess, New Delhi.
- xi. Ranganathan (SR). Library Book Selection. 1966. Asia Pub. House, Bombay.
- xii. Seetharama (S). Guidelines for the planning of libraries and information centers. 1990. IASLIC, Calcutta.
- xiii. Stueart (RD) and Moran (BB). 2007. Library and information center management. Libraries Unlimited, London.

MSL 504: ICT Applications in Library and Information Centres [Theory] (60 Hours Lecture)

Unit-I: Information Technology (10 hours)

- Information Technology: Definition, Components of Information Technology, Application in Library and Information Centres
- Multimedia Technology: Concept, Scope and Development
- Introduction to DBMS (Database Management System)
- Internet: Advanced Features – HTML basics, Internet Protocols and Security

Unit-II: Library Automation: Software and Standards (15 hours)

- Library Automation: Need for Library Automation, Problems and Issues of Library Automation, Planning and Implementation
- Management of Computerized Library (In-house Operations): Ordering and Acquisition Systems, Cataloguing Systems, Circulation Control System, Serial Control System, Management Information
- Library Automation Software Packages: Overview, Criteria for selection of Library automation software packages; Open Source Library Software - Koha
- Standards: MARC-21, Z39.50

Unit-III: Emerging Technologies in Libraries (15 hours)

- Library Security Technology: RFID, Barcode, Smart Card and CCTV, Biometrics and Electromagnetic Tapes, etc.
- Social Networking Sites (SNS) and Mobile-Based Library Services
- Library Portals, Weblogs (Blogs), Cloud Computing, Dashboard, QR Code, Internet of Things, etc.
- Academic Integrity and Plagiarism Detection Tools

Unit-IV: Digital Libraries (10 hours)

- Digital Libraries: Definition, Meaning, Objectives, Functions, Scope, Advantages and Disadvantages
- The infrastructure required for setting up Digital Libraries: Hardware, Software and Methods for building up Digital Collection, etc.
- Content Creation and Collection Development
- Input Capture Devices: Scanners, Digital Movie Cameras

Unit-V: Open Source Initiatives and Institutional Repositories (10 hours)

- Open Source Software: DSpace, ePrints
- Institutional Repositories: Definitions, Benefits and Copyright Issues
- Digital Libraries Initiatives in India: National Digital Library (NDL) and ShodhGanga

Recommended Books

- i. Arvind Kumar. Ed. Information technology for all (2Vol). New Delhi, Anmol, 2006
- ii. Bradley (Phil). How to use web 2.0 in your library. 2007. Facet Publishing, London.
- iii. Chowdhury (GG). Introduction to digital libraries. London: Facet Publishing, 2003.
- iv. Clyde (L). Weblogs and libraries. 2004. Chandos Publishing, Oxford.
- v. Daiman (AK). Basic of information technology for librarians and information scientists. New Delhi, Ess Ess, 2003.
- vi. Dhiman Anil (K). Learn computer basics and its application in libraries. 2005. Ess Ess, New Delhi.
- vii. Deegan. Digital preservation. London: Facet, 2006
- viii. Gorman (GE). The Digital factor in information and library services. London: Facet, 2002.
- ix. Haravu (LJ). Library automation design, principles and practice. 2004. Allied Publishers, New Delhi

- x. Kashyap (MM). Database systems, New Delhi, Vikas, 2003
- xi. Kumar (PSG). Information technology: Applications (theory and practice) Delhi, B.R. Publication, 2004
- xii. Mahesh Mudhol. Communication Technology. S.S. Publications, New Delhi
- xiii. Malwad (NM) et.al. Digital libraries. Dynamics store house of digitized information. New Delhi, New Age, 1996
- xiv. Murthy (CSV). Information technology: Theory & applications. New Delhi: Himalaya, 2004
- xv. Pedley. Digital Copyright. Ed2. London: Facet, 2005
- xvi. Raman Nair. Accessing information through Internet. New Delhi, Ess Ess, 2002.
- xvii. Richard Jones. The Institutional repository. Oxford, Chandos publishing, 2006
- xviii. Vasantha (N) and Mudhol (MV). Software packages for library Automation, Delhi , Ess Ess , 2000
- xix. Zorkoczy, Peter. Information technology: An introduction, London, Otiman, 2005

MSL 506: Information Processing: Cataloguing [Theory] (60 Hours Lecture)

Unit – I: Fundamental Concepts and Historical Developments (10 hours)

- Library Catalogue: Definition, Objectives
- Purposes and Functions of catalogues
- History and Development of Library Catalogue Codes

Unit – II: Forms of Catalogue (10 hours)

- Physical Form, Types of Catalogue
- OPAC, Web OPAC
- Filing of Entries

Unit – III: Choice and Rendering of Headings in AACR2 (15 hours)

- Personal Authors
- Corporate Authors
- Pseudonymous and Uniform Titles
- Non-book Materials: Maps, Atlases, Globe

Unit – IV: Subject Cataloguing (10 hours)

- Subject Cataloguing: Concept and Purpose
- Chain Indexing
- Subject Headings Lists: LCSH, SLSH

Unit –V: Trends in Library Cataloguing (15 hours)

- Centralized and Cooperative Cataloguing
- Metadata: Definition, Purpose and Importance
- Bibliographic Standards: ISBD, MARC 21, Dublin Core, etc.
- ISBN and ISSN
- Introduction to RDA (Resource Description and Access)
- RDA Objectives, RDA Principles, Difference between RDA and AACR 2

Recommended Books

- i. American Library Association, et al. Anglo-american cataloguing rules. Rev. Ed. 1998. Library Association, London.
- ii. Boll, John (J). Introduction to cataloguing. Vol. I. 1970. Mc Graw Hill, New York.
- iii. Bowman (JH). Essential cataloguing. 2003. Facet Publishing, London.
- iv. Hunter (EJ) and Bakewell (KGB). Advanced cataloguing. 1989. Clive Bingley, London.
- v. Kumar (G) and Kumar (K). Theory of cataloguing. Rev. Ed.5. 1993. South Asia Books, New Delhi.
- vi. Miller (J), Ed. Sears list of subject headings. Ed. 15.1994. Wilson, New York.
- vii. Needham (CD). Organizing Knowledge in Libraries. Ed. 2. 1971. Andre Deutsch, London.
- viii. Ranganathan (S R). Classified catalogue code with additional rules for dictionary catalogue code. Ed. 5 (with amendments). 1989. SRELS, Bangalore.
- ix. Ranganathan (SR). Cataloguing Practice (Assisted by G. Bhattacharya). 1974. Asia Pub. House, Bombay.
- x. Read (J). Cataloguing without tears: managing knowledge in the information society. 2003. Chandos Publishing, Oxford.
- xi. Sear's List of Subject Headings. Ed. by B.M. Westby. Ed. 11. 1977 (or lasted edition). HW Wilson, New York.
- xii. Sen Gupta (B). Cataloguing:, Its theory and practice. Ed. 3 (Rev). 1974. World press, Calcutta.
- xiii. Taylor (AG) and Miller (David P). Wynar's introduction to cataloging and classification. Ed.10. 2006. Libraries Unlimited, London.
- xiv. Vishwanathan (CG). Cataloguing: Theory and practice. Ed. 6 (Rev). 2002. Ess Ess, New Delhi.

- xv. Wynar, Bohdan (S). Introduction to Cataloguing and Classification. Ed. 6. 1982. Libraries Unlimited, New York.

MSL 508: ICT Applications in Library and Information Centres [Practical]

- Library Web Page Design (Html)
- Hands-on experience using library management software (LMS) – Koha
- Hands-on experience using open source software for Institutional Repositories/Digital Library - ePrints
- Hands-on experience using plagiarism detection tool – Turnitin
- Hands-on experience using reference management tool – Mendeley

MSL 510: Information Processing: Cataloguing (Practical)

Unit- I: Anglo American Cataloguing Rules - II (2nd Edition)

- Works of Single and Shared Authorship
- Works of Shared Responsibilities
- Editorial Publications
- Multivolume and Pseudonymous
- Works of Corporate Bodies
- Serials Publications

Unit- II: Anglo American Cataloguing Rules - II (Latest Edition)

- Cataloguing of Atlases, Maps, Globes and Electronic Resources

Recommended Books

- i. American Library Association. Anglo-American cataloguing rules. Rev Ed. 2. 1998. Library Association, London.
- ii. Anglo American Catalogue Rules. (North American text). 1967. ALA, Chicago ALA.
- iii. Miller (Joseph), Ed. Sears list of subject headings. Ed 15. 1994 .Wilson, New York.
- iv. American Library Association. Anglo-American Cataloguing Rules. (Latest Edition). Library Association, London.
- v. Library of Congress Subject Headings (Latest Edition). Library of Congress, Washington.
- vi. Rout (RK). Cataloguing of non-book materials: A Practical manual (AACR-2), 1998 (revision), Reliance Publishing House, New Delhi.
- vii. Sears list of subject headings. Latest. H. Wilson Co. Newyork.

Semester - III

MSL 601: Information Systems and Information Retrieval (60 Hours Lecture)

Unit-I: Information Systems and Organizations (15 hours)

- Information Organization as a System: Basic Concepts, Components, Types and Characteristics of an Information System
- Information Analysis Centres
- Referral Centres, Clearing Houses and their Functions and Services

Unit-II: Documentation Centres and Information Systems (10 hours)

- Functions of NISCAIR and DESIDOC
- Programmes and Activities of AGRIS, INIS and UNESCO

Unit-III: Resource Sharing, Library Networks and Library Consortia (10 hours)

- Network Definition and Objectives
- Types of Networks - LAN, MAN, WAN
- Programs and Activities of INFLIBNET, DELNET
- Library Consortium – Advantages and disadvantages; UGC-Infonet, e-ShodhSindhu (ESS)

Unit IV: Abstracting and Indexing in Information Retrieval (15 Hours)

- Meaning, Definition and Types of abstracts

- Indian Science Abstract, LISA, LISTA
- Meaning, Definition and Uses of Index
- Pre and Post Coordinate Indexing

Unit – V: Evaluation of Information Retrieval Systems (10 hours)

- Meaning, Purpose and Evaluation of Information Retrieval Systems
- Precision and Recall
- Search Strategies and Literature Search

Recommended Books

- Baman (P). Studies on information systems, services and programs in India and abroad. 1993. Ajanta, Delhi.
- Bose, Kaushik. Information networks in India: Problems and prospects. New Delhi: Ess Ess, 1994.
- Burch (JG) and Grudnitski (G). Information systems: Theory and practice. 1986. Wiley, Singapore.
- Neelameghan (A) and Prasad (KN), Eds. Information systems, networks and services in India. 2 vols. 1998. Ranganathan Centre for Information Studies, Chennai.
- Parida, Baman. Studies on information systems, services and programs in India and abroad. Delhi, Ajanta, 1993.
- Rowley, Jennifer: Information systems, Ed. 2 London, Clive Bingley, 2001.
- Lancaster (FW). Information Retrieval Systems: Characteristics, Testing and Evaluation. 1968. John Wiley, New York.
- Prasher (RG). Index and Indexing. 1989. Medallion Press. New Delhi.

MSL 603: Electronic Information Resources and Information Literacy (60 Hours Lecture)

Unit-I: Electronic Information Resources (15 hours)

- e-Resources: Introduction, Definition and Trends
- Types of e-Resources, e-Resources in Libraries, Assumptions and Facts in Accessing e-Resources
- e-Resources Management System (ERMS): Functional Requirements of ERMS, Life Cycle of e-Resources, Framework for Building Effective e-Resources, Principles of Good e-Resource Collection, e-Resources Subscription Principles
- Federated Search and Web-Scale Discovery Services
- ERM in Libraries, Types of Access – IP Based and Remote access to e-resources

Unit-II: Online Databases, Online Journals, e-Books and Open Access Resources (15 hours)

- Online Databases: Types, Database Vendors/Service Providers; Online Searching - Process, Utility, Drawbacks/Limitations of Online Searching
- Publishers Databases and Aggregators Databases
- Online Journals and e-Books: Introduction, Modalities for Accessing Online Journals and e-Books
- Open Access Resources: Overview, Growth & Development, Impact and Management; Open Access Journals, Databases and e-Books; Use of Open Access Resources

Unit-III: Information Literacy (10 hours)

- Definition, Meaning, Concept, Origin, Need, Objectives, Characteristics and Components
- Areas of Information Literacy
- Standards in Information Literacy
- Scope of Information Literacy Programme

Unit-IV: Information Literacy Skills (10 hours)

- Information Skills and Use of Electronic Information Resources
- Information Literacy Skills for LIS Professionals
- Information Literacy Competencies
- Information Literacy and Life-Long Learning
- Information Literacy for Users

Unit-V: Information Literacy Programs (10 hours)

- Information Literacy in Libraries

- Role and Responsibility of Librarian in Information Literacy
- Implementation of Information Literacy Programmes
- Information Literacy Products: Library Brochure, Database Brochure, Web-based Access Instructions, Information Bulletin

Recommended Books

- i. Eisenberg (MB) et al. Information literacy: Essential skills for the information age. 2nd edn., 2004. Libraries Unlimited, Westport.
- ii. Grassian (ES). Learning to lead and manage information literacy instruction. 2005. Neil Schuman Publishers, New York.
- iii. Grassian (ES) and Kaplowitz (JR). Information literacy instruction: Theory and practice. 2001. Neal Schuman, New York.
- iv. Smith (S). Web-based Instruction. A guide for libraries. 2001. American Library Association, Chicago.
- v. Murthy (PS), Editor. NCIL 2011: National Conference on Information Literacy Competencies for Higher Learning and Research. 2011

MSL 605: Research Methodology (60 Hours Lecture)

Unit-I: Introduction to Research (15 hours)

- Research: Concept, Meaning, Definition, Need and Purpose
- Types of Research: Fundamental and Applied
- Research Problem and Research Design; Hypothesis
- Review of Literature
- Types of Research Methods: Descriptive, Survey and Case Study

Unit-II: Sampling Methods and Techniques (15 hours)

- Meaning and Definition of Sample, Features of Good Sampling
- Study of Population, Sampling Techniques
- Random Sampling, Stratified Sampling, Systematic Sampling
- Non-Random Sampling Methods: Quota Sampling, Cluster Sampling, Area Sampling.

Unit-III: Research Techniques and Tools (10 hours)

- Methods of Data Collection: Primary and Secondary
- Primary Data: Questionnaire, Schedule, Interview and Observation
- Secondary Data: Historical/Recorded
- Scales and Checklists

Unit-IV: Data Processing, Analysis and Interpretation (10 hours)

- Data Processing & Data Analysis
- Graphical Presentation of Data: Tabulation, Graphic, Bar Diagram and Pie Chart,
- Use of Statistical Techniques, Chi-Square test, T-test, Z-test, F-test.

Unit-V: Research Writing: (10 hours)

- Research Writing: Structure, Styles and Contents; Guidelines for Research Reporting; Style Manuals: Chicago, MLA, APA, etc.
- Reference Management Tools: EndNote, Zotero, Mendeley

Recommended Books

- i. Bavakutty (M), Abdul Majeed (KC). Methods for measuring quality of libraries, Ess Ess Publications, Delhi, 2005.
- ii. Devarajan (G). Research in library & information science. New Delhi; Ess Ess, 2002
- iii. Khan (MA). Research methods in library and information science. New Delhi, Cosmo, 2002.
- iv. Kothari (CR). Research methodology. 1990.
- v. Krishan Kumar. Research methods in library and information science. Rev. Ed. 1999. Har-Anand Publications, New Delhi.
- vi. Panda (BD). Research methodology for library science. New Delhi; Anmol, 1997.
- vii. Ravichandra Rao (I.K). Quantitative methods for library and information science, New Delhi, Wiley Eastern, 1985.

- viii. Santhosh Gupta. Research methodology and statistical techniques. New Delhi; Deep and Deep, 2000.
- ix. Singh (SP). Research methods in social sciences: A manual for designing questionnaires. 2002. Kanishka, New Delhi.
- x. Sinha (SC) and Dhiman (AK). Research Methodology. New Delhi: Ess Ess . 2002.
- xi. S.C. Sinha & A.K. Dhiman. Research Methodology (Set of Two Vol.). 2002. Ess; 81-7000-324-5 (Vol. I) 81-7000-334-2 (Vol. II).

MSL 607: Electronic Information Resources and Bibliometric Analysis [Practical]

- Training the students in searching using Electronic Information Sources (Online Databases)
- Conducting literature search using Indexing, Abstracting and Citation Databases (Scopus, Web of Science and SciVal) and Full-Text Databases (SpringerLink, ProQuest, ClinicalKey, etc.)
- Bibliometric Analysis using various indicators using Scopus and Web of Science (author, affiliation, source, country, year, etc.)
- Acquaintance with impact factor/journal ranking using Journal Citation Reports (JCR) and Scopus
- Identifying h-index, i10, g-index
- Out of 50 marks for the University examination, 'presentation on the online database' carries 30 marks and conducting 'Literature Search' carries 20 marks. This will be conducted by a group of two members consisting of Internal Examiner and the External examiner. The internal assessment marks i.e. 50 is for the 'citation/bibliometric analysis and journal ranking' (average of the two in-semester tests).

MSL 609: Field Visit

- Expose the students to the real working environment of various sections of a library by visiting the local libraries as part of the field visit and have to prepare and submit a field visit report under the supervision of the faculty of the department.
- Out of 100 marks of University examination, 'field visit report' carries 70 marks and 'viva-voce based on field visit report' carries 30 marks. This will be conducted by a group of two members consisting of Internal Examiner and the External examiner.

Semester - IV

MSL 699: Project Work

The aim and objective of the project are to develop skills in using research methods, techniques and tools. This shall start in the beginning of the fourth semester for which each student will be allotted a topic for conducting project work and writing the Report. The Project Report will be submitted at the end of fourth semester on the date decided by the Department.

- **Project Report** (written work):
Each student will work under the guidance of a teacher for his/her project report and shall submit ONE COPY of the same in print and soft copy on or before the date scheduled by the department. It will carry 140 marks.
- **Viva-Voce:**
Viva-voce will be conducted by Internal Examiner, External Examiner and the Guide. It will carry 60 marks.
- Project report will carry 10 credits

MSL 604: Internship

- Students are required to undergo on the job training at MAHE institutional libraries or other College libraries/University libraries selected by the students in consultation with the department for a period of 6-8 weeks as a part of the Internship. Students need to submit the certificate for completion of the internship

from the Librarian of the respective library where the internship is carried out by him/her, along with the report.


- Out of 100 marks, 'internship report' carries 70 marks and 'feedback from the respective library where the internship is carried out by students' carries 30 marks. This will be evaluated by a group of three members consisting of Head of the Department and two faculty members.
- It will carry 2 credits.

Open Electives through MOOC


- Each student has to opt for Open Electives through MOOC (SWAYAM, e-PG Pathshala, etc.) per semester (semester I-III). It will carry 50 marks.
- Courses (other than the courses offered in the syllabus) for the open electives through MOOC (SWAYAM, e-PG Pathshala, etc.) will be finalized and notified by the department.
- Each student has to attend two in-semester tests and submit assignments. Out of 50 marks, 'in-semester test' carries 30 marks (average of the two in-semester tests) and 'assignments' carries 20 marks.
- It will carry 3 credits each (total credits 9).

Seminar

- Each student has to give two Seminar presentations per semester (semester I-III). The performance of the student will be evaluated for each presentation. It will carry 50 marks each semester.
- It will carry 1 credit each (total credits 3).


Co-ordinator
Dept. of Lib. & Inf. Science
MAHE, Manipal


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