UNIVERSITY OF RAJASTHAN JAIPUR

SYLLABUS

Faculty of Education

Master of Library and Information Science

Semester Scheme

I/II Semester Examination   2016-2017

[A]

SYLLABUS

MASTER OF LIBRARY AND INFORMATION SCIENCE

Objectives:

The objectives of the MLISc (Two Semesters in One Year) Programme are to:

* impart the students thorough understanding of patterns of knowledge development and its organization.

* train the students in the advanced skills of knowledge organisation, gathering, processing, and retrieval.

* train the students in information knowledge analysis, consolidation and repackaging.

* train the students with the latest trends of ICT applications in information environment including networks and communication systems.

* train the students in the analysis, planning and management of the systems of library and information centres.

* provide an understanding of research methods and activities of research organizations.

* Acquaint the students with the activities and services of National, Regional and International Information Systems and Programmes

O.144 (4): For all examinations (including Library Science) in the Faculty of Education: A candidate shall be required to put in a minimum of 75% attendance at the lectures and 75% at the practicals, separately. A provision of condonation of shortage in attendance is to be followed as per university rules.

O.329-K2: The duration of the course will be one academic year (July to June) of two semesters—1st semester (1st July to 31st December) and 2nd semester (1st January to 30th June)

O.329-K3: Candidates for admission to the course should possess the degree of Bachelor of Library and Information Science of the University or of any other University recognised by the Syndicate for the purpose or a post - graduate Diploma in Library Science of a recognised University with a minimum of 50% marks in the said degree or diploma examination.

O.329-K4 Omitted

Registrar
University
1

O.329-K5: A candidate who has completed a regular course of study and has attended at least 75% of the lectures delivered and has produced a certificate from the competent authority to the effect that he has satisfactorily completed his practical work, will be entitled to take the examination and no exemption from the minimum attendance will be given on ground of either sickness or any personal domestic reasons whatsoever.

SCHEME OF EXAMINATION

R. 43 B -1: For a pass, a candidate shall be required to secure a minimum of 40% marks in each paper and 50% marks in the aggregate of all the papers. Successful candidates securing at least 60% marks in the aggregate shall be placed in First division and the rest in Second division.

A candidate for the examination shall be required to offer the papers mentioned below. The maximum marks shall be noted against each paper. Each theory paper and practical paper shall be of 3 hours duration.

First Semester

S.No.	Subject Code	Course Title	Course Category	Credit
1.	MLS 701	Basics of Research and Statistical Methods	CCC	4
2.	MLS 702	ICT Application in Library and Information Science (Theory)	CCC	4
3.	MLS 703	Knowledge Organisation and Information Processing (Theoryl)	CCC	4
4.	MLS 711	Knowledge Organisation and Information Processing:UDC (Practical)	CCC	6
5.	Elective-A01	Library, Information & Society OR	ECC	4
	Elective-A02	Foundation of Library & Information Science		
6.	Elective-B01	Library Classification (T) OR	ECC	4
	Elective-B02	Library Cataloguing (T)		
7.	Elective-C01	Information Products & Services OR	ECC	4
	Elective-C02	Reference Sources &		

8.	Elective Lab-D01	Information Services		
		Library Classification: Colon Classification (Practical)	ECC	6
	Elective Lab-D02	OR		
		Library Classification: Dewey Decimal Classification (Practical)		

SEMESTER-I

Paper: MLS-701: Basics of Research and Statistical Methods   Max. Marks: 100

1. Concept of knowledge / Subjects, Attributes of Knowledge, Modes of Formation of Subjects.
2. Patterns of Development of Knowledge - Authoritative, Speculative and Positivistic and their impact on the development of knowledge.
3. Types of Research - Basic, Applied, Interdisciplinary. Problems and Barriers in Research Programmes in India and their likely Solutions.
4. Methods of Research - Scientific, Historical, Descriptive/ Survey with Ranganathan's Spiral of Scientific Method, Case study method.
5. Research Design: Need and purpose, Formulation and Testing of Hypotheses, Report writing
6. Presentation of Data: Purpose and Importance, Tabulation, Diagrammatic and Graphic
7. Collection of Data: Sampling, Schedules, Questionnaires, Interview, Observations, Rating Scales, Action Tendency Scales. Validity & Reliability of Instruments of Data Collection and Analysis, Variables.
8. Bibliometrics: Concept, Need and Purpose, Bradford'sLaw, Lotka's Law and Zif's Law

Paper: MLS-702: ICT Application in Library and Information Science (T)

Max. Marks: 100

1. Information Technology: Concept, definition and components of IT. Hardware & Software. Operating Systems – Single User, Multi User. Software – Open Source and Proprietary, Implications. Application Software – Types. MS Office and Open Office.
2. Communication Technology: Telecommunications - Signals: Analog and Digital. Modem – types, use. Switching Systems: Concept, Purpose, Types -- Circuit switching, packet switching, cell switching. Gateways, Ethernet, Hub / Switches. Communication Media - Twisted Pair. Coaxial. Optic Fibres.

Dy. Registrar

Satellite Communication, VSAT, Microwave. Bandwidth, Multiplexing. ISDN.

3. Electronic Information: Electronic / Digital Information, e-documents: Concept of e-books and e-journals. Trends in Production and availability of e-documents. Impact on Libraries and Information Centres and Users. Preservation and archiving of e-resources.

4. Communication & Networking: An overview: Fax, E-mail, Tele Tex, Videotext, Tele Conferencing, Video Conferencing, and Voice Mail. Hyper Text and Hyper Media. Computer networks - definition and types. Network types: LAN, MAN, WAN. Topologies: bus, star, ring, tree, mesh and token ring networks.

5. Internet: Basic features, Tools, Services and Utilities. WWW, E-mail, FTP, Telnet, Mailing lists, Newsgroups. Search engines and Meta search engines. Web-Browsers. Web 2.0 Technologies. Application of Internet in Library and Information services. Network security: Concept, need, purpose. Virus – Definition, effect. Security Methods - Firewall, Anti-virus software. SPAM.

6. Digital Libraries: Concept, objectives and advantages. Indian initiatives. Features of TKDL (Traditional Knowledge Digital Library). DL Software: Basic features of ABCD Software. Metadata: Definition, Dublin Core Meta Data Element Sets (DCMES).

Paper: MLS-703: Knowledge Organisation and Information Processing (T)

Max. Marks: 100

1. Salient features of UDC and Purview of CC (7th Edition). Library Classification----Normative Principles of Bliss and Ranganathan. Formation of Isolates—Devices, Notational Techniques in CC and UDC.

2. Canons for Classification: Idea plane (15) -- Canons for characteristics (4); Canons for succession of characteristics (3); Canons of Array (4); Canons for Chain (2); Canons for Filiatory sequence (2). Verbal Plane (4). Notational Plane (24) -- Basic Canons for notation (12): Canons for mnemonics (5); Canons for growing universe (4); Canons for Book Classification (3).

3. Designing of Schemes for Classification, Depth Schedules Ranganathan Methodology. Role of CRG(London), DRTC(Bangalore), FID and ISKO in the development of Library Classification.

4. Principles of Subject Cataloguing, Detailed Study of Sears' List of Subject Heading and LC List of Subject Heading, Pre and Post Coordinate Indexing Systems: Chain Indexing, PRECIS, POPSI, KWIC, KWOC, Citation Indexing and Uniterm Indexing.

5. Vocabulary Control and Information Retrieval: Concept and Development of ISRS, IR Models.

Paper: MLS-711: Knowledge Organisation and Information Processing:UDC
(Practical) Max. Marks: 100

1. Classification of documents by Universal Decimal Classification(UDC) 3rd abridge ed. Classification of Documents, having simple, compound and complex subjects.
2. Classification of documents requiring use of common isolates, phase relations, devices etc.

Details of each part of paper is given below:

Q.1 10 Titles out of 14 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials).   40=(10x4)

Q.2 10 Titles out of 14 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.)   60=(10x6)

Note:

1. The practical examination in paper MLS-711 will also take place along with theory paper. The setting and evaluation of the paper will be done on the same pattern as that of theory paper.

2. Classification of Documents, Monographs and Articles by Universal Decimal Classification. 3rd abridge ed.

Paper:Elective-A01: Library, Information & Society   Max. Marks: 100

1. Information Science and Society. Information Society: Its evolution and Implication, Professional ethics.
2. Five Laws of Library Science and their implications
3. Information Literacy: Concept, need, types and role
4. Library Legislation: Need, Purpose and Advantages, Attempts for Library Legislation, Model Library Act in India,Press and Registration Act, Delivery of books Act, Copy Right Act.
5. RTI ACT 2005, Freedom of Access to Information: Intellectual Property Rights and Law, Censorship.
6. Role and Activities of IFLA and UNESCO and RRMRLF
7. Library Education in India: Historical Development, levels of courses. Present Trends.

OR

Paper: Elective-A02: Foundation of Library & Information Science Max. Marks: 100

1. Normative Principles of Library and information Science, Five Laws of Library Science, implications of Five Laws in Library and information Activities in ICT age.

2. Laws relating to Libraries and information, Library legislation-need and essential features, Library legislation in India, Press and Registration Act and Delivery of Books (Public Libraries) Act, Copyright Act

3. Library and Information Profession, Attribution of profession, Librarianship as a Profession, Professional ethics, Professional associations and their role, National and International Library Associations, Professional Education and Research in India.

4. Promoters of Library and Information Services, National level promoters— RRMRLF, international level promoters —UNESCO

5. RTI ACT 2005,Freedom of Access to Information: Intellectual Property Rights and Law, Censorship.

Paper:Elective-B01: Library Classification (T)　　　　Max. Marks: 100

1. Canons for Characteristics. Basic Laws and their Implications: Law of interpretation; Law of impartiality; Law of symmetry; Law of Parsimony; Law of local variation, and Law of osmosis.

2. Species of Classification Schemes : Enumerative Classification (EC); Faceted Classification (AFC); Freely Faceted Classification (FFC).

3. Salient Features of UDC, Dewey Decimal Classification (DC); Colon Classification (CC).

4. Main Class – Canonical Class and Basic Class, Class Number and Book Number, Common Isolate ,Special Isolates, Auxiliary Schedules.

5. Principles of Facet Sequence, Principles of Helpful Sequence:

6. Devices : Chronological Device (CD); Geographical Device (GD); Subject Device (SD); Alphabetical Device (AD); Mnemonic Device (MD); Facet Device (FD); Super Imposition Device (SID); Classic Device (CLD); Telescoping of array and facet.

OR

Paper:Elective-B02: Library Cataloguing (T)　　　　Max. Marks: 100

1. CCC and AACR-2: Main Entry and Added Entries in CCC and AACR-2
2. Normative Principals of Cataloguing: Laws, Principles and Canons
3. Subject Cataloguing: Principles of Subject Headings, Methods for derivation of Subject Headings: Chain Procedure, Sear's List of Subject Headings and LC List of Subject Headings.
4. Centralized and Cooperative Cataloguing.
5. Comparative Study of Classified Catalogue Code with Additional Rules for Dictionary Catalogue Code and Anglo American Cataloguing Rules-2 (AACR-2

(North American Text) (Excluding Composite Works, Periodicals and Special Materials).

6. Cataloguing of Special Materials.67. Current Trends in Bibliographic Standardization, Description and Exchange: ISBD (G), ISBD (M), ISBD(S), MARC and CCF.

Paper:Elective-C01: Information Products and Services

Max. Marks: 100

1. Sources of Information: Documentary & Non Documentary, Primary, Secondary and Tertiary. Evaluation of reference sources. Institutional & Human sources. Electronic Sources of Information.
2. Information Services: CAS and SDI, Bibliographic, Referral and Documents Delivery Services, etc. Literature Search (CD ROM/ On Line), Indexing and Abstracting Services.
3. Information Users: Types, Users studies and User education.
4. Library Networks: Concept, Purpose, INFLIBNET, DELNET, etc.
5. Bibliographical Databases: Concept, Examples: CAIS, Physics Abstracts,Biological Abstracts, Science Citation Index, Dissertation Abstracts International, and LISA

OR

Paper:Elective-C02: Reference Sources and Information Services

Max. Marks: 100

1. Documentary and Non Documentary information Sources, Categories: Primary, Secondary and Tertiary Information Sources, Print and non print information Sources including Electronic, Internet as a Source of information
2. Reference Service: Concept, Definition and Trends, Reference Interview and Search Techniques
3. Information Users and their Information Needs, Categories of Information Users, Information Needs: Definition and Models, Information Seeking Behaviour, User Studies: Methods, Techniques and Evaluation
4. Information Services: Concepts, Definition, Need of Alerting Services (CAS & SDI), Bibliographic, Referral, Document Delivery and Translation Services, Nature, characteristics, Utility and evaluation of different types of information
5. User Education: Goals and objectives, Users; Levels, Techniques and Methods, Evaluation, Educational Programmes.

Paper:Elective-D01: Library Classification: Colon Classification (Practical)

Max. Marks: 100

1. Classification of documents by Colon Classification (6th Ed. reprint). Classification of Documents, having simple, compound and complex subjects.

2. Classification of documents requiring use of common isolates, phase relations, devices etc.

Details of each part of paper is given below:

Q.1 10 Titles out of 14Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials). 40=(16x4)

Q.2 08 Titles out of 12 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.) 52=(08x6.5)

Q.3 Book Number: 01Title out of 02 to be classified 08

OR

Paper:Elective-D02: Library Classification: Dewey Decimal Classification Practical(DDC)

1. Classification of documents by Dewey Decimal Classification (19th Ed.). Classification of Documents, having simple, compound and complex subjects.

2. Classification of documents requiring use of common isolates, phase relations, devices etc.

Details of each part of paper is given below:

Q.1 10 Titles out of 14 Titles are to be classified (Based on five fundamental categories, rounds, levels, systems and specials). 40=(10x4)

Q.2 10 Titles out of 14 Titles to be classified (Titles with certain emphasis on the use of devices, common isolates, phase relation etc.) 60=(10x6)

Note: Since the Department will not be in a position to acquire more than 20-25 copies of CC (Ed. 6 reprint) and 20-25 sets of DDC (Ed. 19), examination of this paper will be conducted in different groups of examinees; each group will consist of 40 examinees only. In case the number of examinees is more than 40 in a session, the number of question papers to be set would be increased accordingly.

<u>RECOMMENDED BOOKS</u>

Paper: MLS-701: Basics of Research and Statistical Methods

1. KEMP (DA). The nature of knowledge: An introduction for librarians. 1976. Clive Bingley, London.
2. HAMLYNE (DW). The theory of knowledge. 1970. MacMillan, London.
3. AGARWAL (DS). Lectures on Universe of knowledge. 1985. Delhi Academic Publication, Delhi.
4. MCGARY (KJ). Communication knowledge and library. 1975. Clive Bingley, London.
5. DAMPIER (William Cecil). History of science and its relation with philosophy and religion. 1961. Cambridge University, London.
6. GUPTA (CB). An Introduction to statistical methods. 1979. Vikas Publishing House, Ghaziabad.
7. ADAMS (Gerald R) and SCHVANVELDT (Jay D). Understanding research methods. 1985. Longman, New York.
8. REDDY (T Subbi) and RAO (P Bappa). Research methodology and statistical measure. 1995. Reliance Publishing House, New Delhi.
9. BUSHA (Charles H) and HARTER (Stephen P). Research methods in librarianship: Techniques and interpretation. 1980. Academic Press, New York.
10. YOUNG (DV). Scientific social survey and research. 1982. Prentice Hall, New Delhi.
11. FRANKFORT (Chava) and NACHMIAS (David). Research methods in social sciences. Ed 4. 1992. St. Martin Press, New York.
12. KRISHAN KUMAR. Research methods in library and information science. Rev. ed. 1999. Har - Anand Publication, New Delhi.
13. GHOSH (BN). Scientific methods and social research. 1982. Sterling, New Delhi.
14. GOODS (Carter V) and SCATES (Donglas E). Methods of research. 1954. Appleton - Century - Croft, New York.
15. KERLINGER (Fredcrick N). Foundation of behavioural research. Ed. 2. 1973. Holt, Rinehart and Winston, New Delhi.
16. SARANTAKOS (Sotirios). Social research. 1993. Macmillan, London.
17. REID (LA). Ways of knowledge and experience. 1961. Allen and Unwin, London.
18. FLOWER (WS). Development of scientific methods. 1963. Pergamory, New York.
19. POWELL (Ronald R). Basic Research methods for librarians. 1985. Ablex, Norwood, N.J.
20. BLISS (HE). Organisation of knowledge and the system of science. 1949. Holt, New York.

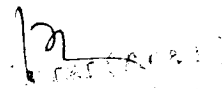## Paper: MLS-702: ICT Application in Library and Information Science (Theory)

Dy. Registrar (Acad.)
University of Rajasthan
Jaipur

1. HUNT (Reger) and JOHN (Shelly). Computer and Commansence. 1982. Printice Hall, Delhi.
2. REWLEY (JE). Computers for libraries. 1980. Clive Bingley, London.
3. TEDD (LA). Introduction to Computer-based library system. Ed 2. 1984. Hyden, London.
4. MAYNARD (J). Computer programming - made simple. 1983. ELBS, London.
5. FOSDICK (Howard). Computer basics for librarians and information scientists. 1985. Information Resources Press, Arlington.
6. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.
7. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.
8. BROPHY (Peter). The library in the 21st century: New service for information age. 2001. Library Association, London.
9. CHOWDHURY (GG) and CHOWDHARY (Sudatta). Searching CD-ROM and online information sources. 2001. Library Association, London.
10. DICKSON (Garg W) and DESANCTIS (Gerardine). Information technology and the future enterprise: New models for managers. 2001. Prentice Hall, New Jersey.
11. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.
12. RODRIGUEZ (MVR) and FIRRANTE (AJ). Information technology for the 21st Century: managing the change. 1996. MVR Rodviguez, Milano.
13. LESK (Michael). Practical digital libraries: Books, bytes and bucks. 1997. Morgan Kaufonon. San Francisco.
14. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.
15. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.
16. SESHAGIRI (N) and AHAPOV (ARAM), Ed. Multimedia Computer and Communication. 1992. McGraw-Hill, New Delhi.
17. SUZANNE (Bahter), Ed. Information transfer, New age, New wasy. 1983. Kluwer Academic Publishers, London.
18. Getting Started Microsoft Windows 98. Ed 2. 1999. Microsoft Corporation, USA.
19. MINASI (Marks). Mastering in Windows NT server. 1999. BPB, New Delhi.
20. Discovering Microsoft Office 2000 premium and professional 1999. Microsoft Corporation, USA.
21. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, Unesco, Paris.

Paper: MLS-703 & MLS-711 : Knowledge Organisation and Information Processing (Theory & Practical)

1. RANGNATHAN (SR). Philosophy of library classification.
2. RANGNATHAN (SR). Depth classification.
3. RANGNATHAN (SR). Prolegomena to library classification. Ed. 3.

4. RANGNATHAN (SR). Classification and communication.
5. RANGNATHAN (SR). Classification and international documentation.
6. RANGNATHAN (SR). Library classification, fundamentals and procedure.
7. BLISS (HE). Bibliographic classification.
8. BROWN (JD). Subject classification. New Ed.
9. BLISS (H.E). Organisation of knowledge in libraries and systems of science. Henry Hold Land Co., New York.
10. Annals of Library Science, 1954 (Periodical).
11. Abgila Annals, 1949-1953.
12. Schedules of UDC.
13. Schedules of Library of Congress Classification.
14. International Study Conference on Classification. Proceedings.965. Munksgard, Copenhangen.
15. DRTC. Proceedings (Annual Seminar). 1963-73. DRTC, Bangalore.
16. DE GROLIER (Eric). A Study of general categories.
17. RECHARDSON (EC). Classification: Theoretical and practical. Ed 2. 1972. New York.
18. SAYERS (WCB). Manual of classification for librarians. Rev. by Arthur Maltby. Ed 5. 1975. Andre Deutsch, London.
19. SAYERS (WCB). Introduction to library classification. Rev. by Arthur maltby. Ed 9. 1958. Grafton, London.
20. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
21. RANGNATHAN (SR). Colon classification. Ed 7.
22. RANGNATHAN (SR). Colon classification. Ed 6.
23. DEWEY (Melvil). Dewey decimal classification. Ed 19.
24. UDC International Medium edition (English Text). 1985.
25. International Study Conference on Classification Retrieval, (Dorking). Proceedings. 1957. Aslib, London.
26. American Library Association etc. Anglo-American Cataloguing Rules, North Amerian Text. Chicago, ALA, 1978.
27. Ranganathan (SR): Classified Catalogue Code with Additional Rules for Dictionary catalogue, code, Ed.5 Bombay. Asia, 1964.
28. Ranganathan (SR): Heading and canons: Comparative study of five catalogue codes. Madras, Vishwanathan, 1965.
29. Pettee (Julia): Subject Heading: The History and theory of the alphabetical subject approach to books. New York Wilson, 1948.
30. Daykin (DJ): Subject Heading: A practical guide Washington, Govt. Printing off,1951.
31. Snyers (WCB): First steps of annotation in catalogue. Rev. Ed. London L.A.
32. Colison (RL): Indexes Indexing. London, Bond, 1953.
33. Osborn (AD): Serial publications: their place and treatment in Libraries Chicago, ALA, 1955.

34. Collison (KL): The treatment of special material in Libraries. New York, Columbia University Press, 1958.
35. Coates (EJ): Subject catalogue:-Heading and Structure London, L.A, 1960.
36. International Conference on Cataloguing Principles, Paris 1961, Report, I F L A, London, 1963.

Paper:Elective-A01: Library, Information & Society **OR**
Paper:Elective-A02: Foundation of Library & Information Science

1. RANGANATHAN (SR). Five laws of library science. Ed. 2. 1989. Sarda Ranganathan Endowment for Library Science, Bangalore.
2. RANGANATHAN (SR). Library manual. 1959. Asia Publishing House, Bombay.
3. RANGANATHAN (SR). Library development plan: A thirty year programme for India with draft bill. 1950. University of Delhi, Delhi.
4. RANGANATHAN (SR), Ed. Free books service for all: An international survey. 1969. Asia Publishing House, Bombay.
5. RANGANATHAN (SR). Pustakalaya Vigyan Ke Panch Sutra. Translated by C.L. Sharma. 1977. Rajasthan Hindi Granth Academy, Jaipur.
6. BENGE (Ronald). Libraries and cultural change. 1970. Clive Bingley, London.
7. RUBIN (Richard E). Foundation of library and information science. 1998. Neal - Schuman, New York.
8. HESSEL (A). History of Libraries. Translated by Reuben Peiss. 1955. Scarecrow Press, New York.
9. WHITE (CM), Ed. Bases of Modern librarianship. 1964. Pergaman Press, New York.
10. KRISHAN KUMAR. Library Organisation. 1993. Vikas, New Delhi.
11. MURISON (WA). Public Library: Its origin and purposes and significance as social institution. Ed 2. 1971. Harrap, London.
12. CHAPMAN (Elizabeth A) and LYNDEN (Frederick). Advances in librarianship. 24 V. 2000. Academic Press, San Diego.
13. McCOLOVIN (CR). Public library extension. 1951. UNESCO, Paris.
14. PEDLEY (Paul). Copyright for library and information service profession. Ed 2. 2000. Library Association, London.
15. RADDON (Rosemary), Ed. Information dynamics. 1996 Gower, London.
16. INDIA, LIBRARIES (Advisory Committee for -) Report. 1959. Manager of Publication, New Delhi.
17. ROBERT COMMITTEE Report. 1965. H.M.S.O., London.

Paper:Elective-B01and D01: Library Classification (T&P)

1. RANGANATHAN (SR). Elements of library classification. Ed 3. 1962. Asia, Bombay.
2. RANGANATHAN (SR). Prolegomena to library classification. Ed 3. 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
3. PALMER (BI) and WELLS (AJ). Fundamentals of Library Classification. 1961.
4. SAYERS (WCB) Manual of Classification for librarians. Rev. by Arthur Maltby Ed 5. 1975. Andre Deutsch, London.
5. SAYERS (WCB). Introduction to library classification. Rev. by Arthur Maltby. Ed 9. 1958. Grafton, London.
6. KRISHAN KUMAR. Theory of classification. 1993. Vikas, New Delhi.
7. BHARGAVA (GD). Granthalaya Vargikaran. 1972. M.P. Hindi Granth Academy, Bhopal.
8. MILLS (J). A modern outline of library classification. 1962. Asia Publishing House, Bombay.
9. RANGANATHAN (SR). Preview of Colon Classification. Ed 7
10. SHRIVASTAVA (AP). Theory of knowledge classification. 1972. Laxmi Book Depot, Delhi.
11. RANGANATHAN (SR). Colon Classification. Ed 6. 1966. Asia Publishing House, Bombay.
12. DEWEY (Melvil). Dewey Decimal Classification. Ed 19. 1979. Forest Press, New York.

Paper:Elective-B02and D02-Library Cataloguing (T&P)

1. FOSKETT (AK). Subject approach to information. Ed 4. 1982. Clive Bingley, London.
2. KRISHAN KUMAR. Cataloguing. Ed 3. 1997. Vikas, New Delhi.
3. GIRJA KUMAR and KRISHAN KUMAR. Suchikaran Ke Sidhant. 1976. Vikas, Delhi.
4. HORNER (John). Cataloguing. 1970. Association of the Assistant Librarians, London.
5. AGARWAL (SS). Granthalaya Suchikaran. 1980. M.P. Hindi Granth Academy, Bhopal.
6. LIBRARY (American - Association). ALA filing rules. 1980. ALA, Chicago.
7. COATES (EJ). Subject Catalogue: Headings and structure. 1960. Library Association. London.
8. BAKEWELL (KCB). Manual of cataloguing practice. 1974. Pergman, Oxford.

9. NEEDHAM (CD). Organising knowledge in library. 1971 Rev. ed. Deutsati, London.
10. QUIGG (P). Theory of cataloguing. Ed 2. 1997. Clive Benjley, London.
11. SHERA (JH) and EGAN (MP), Ed. Classified Catalogue: Basic principles and practice. 1965. ALE, Chicago.
12. WYNAR (Bohdan S). Introduction to cataloguing and classification. Ed 7. 1985. Libraries Unlimited, New York.
13. AKERS (Susan Grery). Simple library cataloguing. Ed. 5. 1969. Scarecrow Pres Inc., Metuchen. N.J.
14. CATALOGUING PRINCIPLES (International Conference on-) (Paris) (1961). Report 1968. IFLA, London.
15. HUNTER (J) and BAKEWELL (KGB). Cataloguing. Rev. ed 3. 1991. Library Association Publishing, London.
16. AMERICAN LIBRARY ASSOCIATION, etc. Anglo-American Cataloguing Rules. Ed 2. 1978. Library Association, London.
17. RANGANATHAN (SR). Classified Catalogue Code with additional rules for Dictionary Catalogue Code. Ed 5 (with amendments). 1989. Sarada Ranganathan Endowment for Library Science, Bangalore.
18. RANGANTHAN (SR). Cataloguing Practice. Ed 2. 1974. Asia Publishing House, Bombay.

Elective-C01: Information Products & Services OR
Elective-C02: Reference Sources & Information Services

1. RANGANATHAN (SR). Reference Service. Ed 2. 1989, Ranganathan Endowment for Library Science, Bangalore.
2. KATZ (William A). Introduction to reference work: Reference services and reference processes. 2 V. Ed 5. 1987, McGraw-Hill, New York.
3. CHENEY (Frances Neel) and WILLIAMS (WJ). Fundamental reference sources. Ed 2. 1980. ALA, Chicago.
4. MUKERJEE (AJ). Reference works and its tools. 1964. World Press, Calcutta.
5. WINCHELL (CM). Guide to reference books. Ed 8. A.L.A., Chicago (with supplements).
6. KRISHAN KUMAR. Reference Service. Ed 5. 1996. Vikas, New Delhi.
7. CRAWFORD (John). Evaluation of Library and Information services. 2000. Aslib, London.
8. HUTCHINS (M). Introduction to reference work. 1944. A.L.A., Chicago.
9. SHORES (Louis). Basic reference sources. 1954. A.L.A., Chicago.
10. FOSKETT (DJ). Information service in libraries. Ed 2. 1967. Archon Book Hamden, Connecticut.
11. GATES (Jean Key). Guide to the use of libraries and information sources. Ed 6. 1989. McGraw-Hill Books, New York.
12. WALFORD (AJ). Guide to reference book. Ed 4. 3V. 1980. Library Association, London.
13. WILSON (TD) and STEPHENSON (J). Dissemination of Information. Ed 2. 1979. Clive Bingley, London

14. BIDDISCOMBE (Richard), Ed. The end-   user   revolution.   1996.   Library Association, London.
15. PENFOLD (Sharan). Change management for information service. 1999. Bowker - Saur, London.
16. LIBRARY ASSOCIATION (Great Britain). Guidelines for reference and information services in public libraries. Library Association, London.
17. KATZ (Bill), Ed. New Technologies and reference service. 2000. The Haworth Information Press, New York.

SYLLABUS
MASTER OF LIBRARY AND INFORMATION SCIENCE
2016-17
SECOND SEMESTER

S. No.	Subject Code	Course Title	Course Category	Credit
1.	MLS- 801	Information Systems and Services	CCC	4
2.	MLS- 802	Knowledge Management	CCC	4
3.	MLS- 803	Internet and Web Page Designing	CCC	4
4.	MLS- 811	ICT Application in Library & Information Science (Practical)	CCC	6
5.	Elective-E01 Elective-E02	Management of Academic Libraries OR Management of Special Libraries	ECC	4
6.	Elective-F01 Elective-F02	Information Sources and Literature in Natural Sciences OR Information Sources and Literature in Social Sciences	ECC	4
7.	Elective-G01 Elective-G02	Digital Library OR Digitization of Library Resources	ECC	4
8.	Elective-H01 Elective-H02	Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical) OR Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules (AACR-2) (Practical)	ECC	6

Paper: MLS-801: Information Systems and Services   Max. Marks: 100

1. National and International Information Systems: NISCAIR, DESIDOC, NASSDOC, , NISSAT, MEDLARS, AGRIS, INIS, , UNISIST, FID.
2. Thesaurus: Concept and definition, Need and objectives, functions, structure and types. Methods of Construction, Hierarchical and Non-hierarchical relationships between terms.
3. Marketing management: Marketing strategy, Basic components of Marketing strategy-Marketing approach, Market segmentation, Market research (analysis), Marketing mix, Implementing marketing programme and evaluation.
   Marketing of Information: Concept, Need and objective. Information as a commodity. Marketing mix in Library and Information Products and services.

5.   Information Services: CAS, SDI, Problems in Compilation of Documentation Lists, Problems of Seepage and Scatter of Documents and their solution.

Paper: MLS-802: Knowledge Management (KM)   Max. Marks: 100

1.   Introduction: Philosophical foundations of KM--Concept and Definition, Need, Function, Benefits, strategic planning of KM.
2.   Structure and Coordination Processes of KM: Various phases- Analysis, Define, Play and Effect.
3.   KM Operation Process: Identification of need for Knowledge, Knowledge pull, knowledge push, Creation of knowledge, knowledge collection and storage, Knowledge update.
4.   KM Tools and Techniques: Requirements of KM tools, ICT tools in/for KM, KM technologies.
5.   KM Issues and Challenges: General KM issues –Nature of Knowledge, people (users) and organization, Challenges for managing knowledge, National Knowledge Commission.

Paper: MLS-803: Internet and Web Page Designing

                                                          Max. Marks: 100
1.   History of network and networking, Elements of Internet – Client and Server Computer, URL-TCP/IP, Hypertext, Hyperlink.
2.   Technology and Protocols: WAN, Protocol hierarchies, Model of network architecture, Protocol of Internet layer, Principal of IP Address, HTTP, FTP.
3.   Web Page Designing : History and Development, Static and Dynamic Web Pages, Content Management System-Concept and Types.
4.   Network Security : Need, Use, Internet Crime, Firewall, Application Proxy firewall, Viruses.
5.   Major Library Networks and Consortia in India.

Paper: MLS-811: ICT Application in Library and Information Science
                    (Practical)   Max. Marks: 100

1.   System Software: MS Windows, Open Office: Text document; Spreadsheet; Presentation.
2.   Bibliographical Database: WINISIS (CDS/ISIS for Windows) – Systems Overview, Database Design: FDT preparation; Worksheet design; Display Format language and Format design; Indexing techniques in WINISIS; FST preparation; Data Entry; Search Techniques: Dictionary search, Truncated search, Proximity search, Boolean search, Any search, Search formulation; Sorting & Printing Services; Master File Services; Data Import & Export, ISO 2709.
3.   Practice using integrated library management package: SOUL Software.
4.   Web Page Designing using HTML: Features i.e. background text, colour, and images; Moving image, etc. Creation of List – Ordered and Unordered, Table

Forms and Frames, Creation of hyperlinked web pages, Internet and Database Searching.

Paper: MLS-E01: Management of Academic Libraries

Max. Marks: 100

1. Role of UGC, Study of the recommendations of various committees with regard to academic libraries in India.
2. Human Resources Management: Staffing Pattern-Staff Formula of Ranganathan and UGC Qualifications and pay scales, Staff requirements- Job Analysis, Job Description & Evaluation. Staff recruitment and selection. Performance Appraisal, Training and Development.
3. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centre Management. Barriers to Implementing TQM.
4. Collection Development and Management of Books, Serials & Non-book Materials. Collection Development Policy, Collection care & evaluation. Problems of Collection development in India.
5. System Analysis and Design: Concept and library system, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).
6. Library finance and budget: Methods and techniques.
7. Disaster Management in Libraries & Information Centres.

OR

Paper: MLS-E02: Management of Special Libraries   Max. Marks: 100
1. Role of Special Libraries, Types and Function of Special Libraries: Growth and Development of Special Libraries in UK, USA and India in the Twentieth Century, Role of CSIR in the Development of Special Libraries of India.
2. Human Resources Management: Staffing Pattern-Staff Formula of Ranganathan and UGC. Qualifications and pay scales of UGC. Staff requirements- Job Analysis, Job Description & Evaluation. Staff recruitment and selection. Performance Appraisal, Training and Development.
3. Total Quality Management (TQM). Elements of TQM. Implementing TQM Techniques in Library and Information Centre Management. Barriers to Implementing TQM.
4. Collection Development and Management of Books, Serials & Non-book Materials, Electronic Documents, CD-ROM and Online Databases. Collection Development Policy, Collection care & evaluation. Problems of Collection development in India.
5. System Analysis and Design: Concept and library system, PERT/ CPM, Decision Tables, MIS, Time and Motion Study, SWOT (Strength, Weakness Opportunities Threat), and DFD (Data Flow Diagram).
6. Library finance and budget: Methods and techniques.
   Disaster Management in Libraries & Information Centres.

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Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

Elective Paper- MLS-F01: Information Sources and Literature in Natural Sciences

Max. Marks: 100

1. Natural Sciences as a discipline: Definition, Classification, Nature and Scope. Developments and trends
2. Brief Survey of the Contributions made by the following Scientists :-
   - Sir Issac Netwon
   - Charles Darwin
   - Louis Pasteur
   - Gregor Johann Mendel
   - Michael Faraday
   - Madam Marie Curie
   - Albert Einstein
   - C.V. Raman
   - J.C. Bose
   - H.J. Bhabha
   - Hargobind Khurana
3. E- Information Sources in Natural Sciences: Concept, Definition, Types, Advantages and Disadvantages.
4. Use of Different Types of Primary Documents in the Growth and Development of Natural Sciences Disciplines.
5. Evaluation of the following Secondary Sources of Information in Print and Electronic form:
   - Biological Abstracts
   - Chemical Abstracts
   - Physics Abstracts
   - Indian Science Abstracts
   - Index Medicus
   - Science Citation Index
   - INIS Atom Index
   - Dissertation Abstracts International
   - Zoological Records
   - Current Contents
   - McGraw-Hill Encyclopedia of Science and Technology
   - McGraw-Hill Dictionary of Science and Technology
   - McGraw-Hill Year Book of Science and Technology

OR

Elective Paper MLS-F02: Information Sources and Literature in Social Sciences

Max. Marks: 100

1. Social Sciences as a discipline: Definition, Classification, Nature and Scope. Developments and trends
2. Brief Survey of the Contribution made by the following Social Scientists: Kautilaya, Adam Smith, Alfred Marshal, J.M. Keynes, Plato, Aristotle, Thomas Acquinas, Machiavelli, M.K. Gandhi, Max Weber, Emile Dhurkheim, August Compte, Karl Marx, Thomas Robert Mathus, Herodotus, Max Muller.
3. E- Information Sources in Social Sciences.

(19)

Dy. Registrar
(Academic)
University of Rajasthan
JAIPUR

5. Standards and Format: Standard for Preservation contents and Preservation access, Metadata Standards: XML, MARC XML, MODS and Dublin Core.

Paper: MLS-H01: Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical)

Max. Marks: 100

1. Cataloguing of documents by **Classified Catalogue Code (CCC),** 6th ed. (Latest).
2. Books to be catalogued are of :
   (A) Personal authorship
   (B) Corporat (Govt., Institution and Conference) authorship,
   (C) Multivolume books,
   (D) Composite books and
   (E) Periodicals.

Details of paper is given below:

05 titles to be catalogued out of 07 titles   Total Marks= 100 (20x5)

Note:

1. The practical examination in paper MLS-H01 will also take place along with theory paper. The setting and evaluation of the paper will be done on the same pattern as that of theory paper.
2. Colon Classification (6th ed.) is allowed for practical purpose.

OR

Paper:MLS-H02: Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules-2 AACR-2 (Practical)

Max. Marks: 100

1. Cataloguing of documents by **Anglo American Cataloguing Rules-2 (AACR-2),** 2nd ed. ed.
2. Books to be catalogued are of :
   (A) Personal authorship
   (B) Corporate (Govt., Institution and Conference) authorship,
   (C) Multivolume books,
   (D) Composite books and
   (E) Periodicals.

Details of paper is given below:

05 titles to be catalogued out of 07 titles   Total Marks= 100 (20x5)

Note:

1. The practical examination in paper MLS-H01 will also take place along with theory paper. The setting and evaluation of the paper will be done on the same pattern as that of theory paper.
2. Sears/ LC List of Subject Headings is allowed for practical purpose.

Recommended Readings

Paper: MLS-801: Information Systems and Services

(21)

1. ROWLEY (Jennifer). The basics of information systems. 1996. Library Association, London.
2. KAKABADIE (Nada K) and KAKABADSE (Andrew K). Creating future: Leading change through information systems. 2000. Ashgate, USA.
3. BELL (Simon). Learning with information systems: Learning cycles in information systems development. 1996. Routledge, London.
4. FALKENBERG (Eckhard D) and others, Ed. Information System concepts: Towards a consolidation of views. 1993. Chapman and Hall, London.
5. KUMAR (PGG). Fundamentals of information Science. 1998. B.R. Publishers, Delhi.
6. PRYTHERCH (Ray), Ed. Gover handbook of information management. 1998. Gower, England.
7. FEATHER (John). Information Society. Ed 2. 1998. Library Association, London.
8. TARGOWSKI (Andrew S). Global Information infrastructure : The birth, vision and architecture. 1998. Idea Group Publication, USA.
9. BRADFORD (SC). Documentation. Ed 2. Lockwood, London.

10. RANGANATHAN (SR). Documentation: its genesis and development. 1973. Vikas, Delhi.
11. RANGANATHAN (SR). Documentation and its facets. 1964. Asia, Bombay.
12. PENNA (CV). The Planning of library and Documentation Service. 1970, Unesco, Paris.
13. MUKERJEE (A.K.). Fundamentals of special librarianship and documentation. 1965. Iaslic, Calcutta.
14. FRANK (O), Ed. Modern documentation and information practice. 1961. FID, Hague.
15. PERRY (JW), Documentation and information retrieval. 1959. Interscience Wiley, New York.
16. International Conference on Scientific Information. Proceedings 2V. 1958. Washington.
17. TAUBE (M) and others. Studies in co-ordinate indexing. 5V. 1953-59. DC Documentation Inc., Washington.
18. KENT (A). Text book on mechanized information retrieval. 1962. Interscience, New York.
19. SAMULESON (Kjel). Mechanized Information storage retrieval and dissemination. 1968.
20. KOTLER (Philip) and ARMSTRONG (Gray). Principle of marketing. Ed. 7. 1996. Prentice Hall of India, New Delhi.
21. OOTE (Helen) and BATCHELOR (Bridget). How to market your library service. Ed. 2. 1997. Aslib, London.

Paper: MLS-802: Knowledge Management

1. Al-Howamdeh, Suliman. 2003. Knowledge Management Cultivating: Knowledge Architecture. How to Implement Successful Knowledge Management Programs. New Delhi: Sage Publishers

(22)

2. Becarra, F. 2010. Knowledge Management Systems and Processes. New Delhi: PHI

3. Benbya, Hind. 2008.Knowledge management Systems Implementation.UK: Chandos

4. Maier, R. 2004.Knowledge Management Systems. USA: Springer

5. Milton, Nick. 2005. Knowledge Management for Teams and Projects. Oxford: Chandos

6. Raman, A T.2004. Knowledge Management. New Delhi: Excel Books

7. Shukla, Archana and Srinivasan R. 2002. Designing Knowledge Management. New Delhi: Response

8. Steve, Ellis.2005. Knowledge-based workers: Intelligent Operating for the Knowledge Age. Oxford: Chandos

9. Suresh, K L and Mahesh, Kavi.2006. Ten Steps to Maturity in Knowledge Management: Lessons in Economy. Oxford: Chandos

10. Tiwana, Amrit. 2000. The Knowledge Management Tool kit. New Delhi: Pearson.

11. Liebowitz, Jay: Building Organizational Intelligence: A Knowledge Management Primer. CRC Press LLC, Boca Raton; London; New York; Washington, D.C., 1999.

12. Spiegler, Israel: Knowledge Management: A New Idea or a Recycled Concept? Communications of the Association for Information Systems, Vol. 3, 2000.

13. Desouza, K. C. and Paquette, S. (Eds.) (2011). Knowledge management: An Introduction. New York: NY: Neal-Schuman Publishers, Inc.

14. Huczynski, A. and Buchanan, D. (2001). Organisational behaviour: An introductory text. Harlow: Financial Times/Prentice Hall.

15. Jashapara, A. (2003). Knowledge management and culture, knowledge management: An integrated approach. London: Prentice-Hall.

17. Lee, H. and Choi, B. (2003). Knowledge Management enablers, processes, and organizational performance: an integrative view and empirical examination. Journal of Management Information Systems, 20(1), 179-228.

18. Hislop, D. (2013). Knowledge management in organisations: A critical introduction. 3rd Ed. UK: Oxford University Press.

Paper: MLS-803: Internet and Web Page Designing

&

Paper:MLS-811: ICT Application in Library & Information Science (Practical)

1. Adler, S. and others. Extensible Stylesheet Language (XSL) Version 1.0, (W3C Recommendation accessed at http://www.w3.org/TR/xsl).

2. Benz, B. and Durant, JR.2003. XML 1.1 Programming Bible (Covers J2EE, Java, Datadases, Web Services and .NET). New Delhi: Wiley Publishing

3. Blood, Rebecca. 2002. The Weblog Handbook: Practical Advice on Creating and Maintaining Your Blog. Cambridge: Perseus Publishing

4. Bray, T., Hollander, D. and Layman, A. Namespaces in XML. (Accessed at http://www.w3.org/REC-xml-names/)

5. Bray, T.. 2000. Extensible Markup Language (XML) 1.0, 2nd ed. W3C Recommendation, http://www.w3.org/TR/REC-xml

6. Darnell, R. and others. 1999. HTML 4 Unleashed: The Comprehensive Solution. New Delhi: Techmedia

7. Goodman, D. 1998. Dynamic HTML: Definitive Reference. Cambridge: O'Reilly

8. Hjelm, J. and Stark, P. 2002. XSLT: The Ultimate Guide to Transforming Web Data. New York: John Wiley

9. Mercer, D. 2001. XML: A Beginner's Guide. New York: McGraw Hill (Osborne)

10. Willinsky, John. 2006. Access Principle: Case for Open Access to Research and Scholarship. Cambridge: MIT Press, Digital Libraries and Electronic Publishing.

11. LEVEY (Ian). Automating library procedure. 1984. Library Association, London.

12. KAUL (HK). Library network: An Indian experience. 1992. Virgo, New Delhi.

13. BROPHY (Peter). The library in the 21st century: New service for information age. 2001. Library Association, London.

14. JANCZEWSKI (Lech). Internet and intranet security management: Risks and solutions. 2000. Idea, Hershey.

15. WINSHIP (Ian) and McNAB (Alison). The student's guide to the Internet. 1999. Library Association, London.

16. WISE (Richard). Multimedia: A critical introduction. 2000. Routledge, London.

17. MINI-MICRO CDS/ISIS. Reference manual and CDS/ISIS PASCAL manual. 1989, Unesco, Paris.

Paper: MLS-E01: Management of Academic Libraries

1. BROPHY (Peter). The academic library 2000. Library Association, London.

2. LINE (Maurice B), Ed. Academic library management. 1990. Library Association, London.

3. JORDON (Peter). The academic library and its users. 1998. Grower, London.

4. CHAPMAN (Liz). Managing acquisition in library and information service. 2001. Library Association, London.

5. METCALF (KD). Planning academic and research library building. 1965. McGraw-Hill, New York.

6. LYLE (GR). Administration of the college library. Ed 4. 1974. Wilson, New York.

7. RANGANATHAN (SR). School and college libraries. 1942. Madras Library Association, Madras.

8. WEBB (Sylvia P). Personnel development in information work. Ed. 2 1991. Aslib, London.

9. WILSON (LR) and TAUBER (MF). University Library. Ed 2. 1956. Columbia University Press, New York.

10. BRAMHAM (J). Human resources planning. 1990. Institute of Personnel Management, London.
11. BENNISON (M) and CASSON (J). The manpower planning handbook. 1984. McGraw-Hill, New York.
12. STOREY (J). Development in the management of human resources. 1992. Blackwell publishers, Oxford.
13. BAKER (David), Ed. Resource Management in academic libraries. 1997. Library Association, London.
14. GELFAND (MA). Universities libraries for developing countries. 1968, UNESCO, Paris.
15. EVANS (GE). Management techniques for librarians. Ed 2. 1983. Academic Press, San Diego.
16. RIZZO (JR). Management for librarians : Fundamentals and issues. 1980. Greenwood Press, West Port.
17. STUEART (RD) and EASTLICK (JT). Library management. Ed 2. Libraries Unlimited, Englewood.
18. NARAYANA (GJ). Library and information management. 1991. Prentice-Hall, New Delhi.
19. CHAPMAN (Edward A) and others. Library systems analysis guidelines. 1970. Wiley Interscience, New York.
20. DOUGHERTY (RM) and HEINRITZ (FJ). Scientific management of library operations. Ed 2. 1983. Scarecrow, Washington.
21. LANCASTER (FW). The measurement and evaluation of library services. Information Resources Press, Washington.
22. COOTE (Helen) and BATCHELOR (Bridge). How to market your library service effectively. Ed 2. Aslib, London.
23. JAIN (Abhinandan K) and others. Marketing information products and services: A primer for libraries and information professionals. 1999. Tata McGraw-Hill, New Delhi.
24. THOMPSON (Jones). Introduction to University library administration. 1970. Clive Bingley, London.

OR

Paper: MLS-E02: Management of Special Libraries

1.   STRAUSS (LJ) and others. Scientific and technical libraries. Ed 2 1972. Becket and Hayes, New York.
2.   SCAMMELL (Alison W), Ed. Handbook of special librarianship and information work. Rev. ed. 7. 1997. Aslib, London.
3.   CLAPP (VW). Feature of the research library. 1964. University of Illinois, Urbana, Champain.
4.   GROGAN (N). Science and technology : An introduction to the literature. Ed 4. 1982. Clive Bingley, London.
5.   CHAPMAN (Liz.) Managing acquisition in library and information services 2001. Library Association, London

(2 5)

Dy. Registrar

6. GRENIELL (D). Periodicals and serials : The treatment in special libraries. Ed 2. 1965. Aslib, London.

7. RANGANATHAN (SR). Documentation and its facets. 1963.

8. SAHA (J). Special libraries and information services in India and the USA. 1969. Scarecrow, New York.

9. LEWIS (CM), Ed. Special libraries. 1963. Special Libraries Association, USA.

10. HOUGHTON (Bernard). Technical information sources. Ed 2. 1972. Clive Bingley, London.

11. BURKETT (J) and MORGAN (TS), Ed. Special materials in the library. 1963. Aslib, London.

12. BATTEN (NE), Ed. Handbook of special librarianship and information work. Ed 4. 1976. Aslib, London.

13. CARTER (LF) and others, Ed. National information handling system for science and technology. 1967. Wiley, New York.

14. PRANK (O), Ed. Modern documentation and information practice. 1961. FID, Hague.

15. EVANS (GE). Management techniques for librarians. Ed 2. 1983. Academic Press, San Diego.

16. RIZZO (JR). Management for librarians : Fundamentals and issues. 1980. Greenwood Press, West Port.

17. STUEART (RD) and EASTLICK (JT). Library management . Ed 2. Libraries Unlimited, Englewood.

18. NARAYANA (GJ). Library and information management. 1991. Prentice-Hall, New Delhi.

19. CHAPMAN (Edward A) and others. Library systems analysis guidelines. 1970. Wiley Interscience, New York.

20. DOUGHERTY (RM) and HEINRITZ (FJ). Scientific management of library operations. Ed 2. 1983. Scarecrow, Washington.

21. LANCASTER (FW). The measurement and evaluation of library services. Information Resources Press, Washington.

22. COOTE (Helen) and BATCHELOR (Bridge). How to market your library service effectively. Ed 2. Aslib, London.

23. JAIN (Abhinandan K) and others. Marketing information products and services : A primer for libraries and information professionals. 1999. Tata McGraw-Hill , New Delhi.

24. THOMPSON (Jones). Introduction to University library administration. 1970. Clive Bingley, London.

Paper: MLS-FO1: Information Sources and Literature in Natural Sciences

1. AMERICAN CHEMICAL SOCIETY. Searching the chemical literature. 1961. American Chemical Society, Washington.

2. AUGRE (Pierre). Current trends in scientific research. 1961, UNESCO, Paris.

3. BERNAL (JD). Social function of science. 1964. MIT Press, Cambridge.

4. BROWN (CH). Scientific serials. 1956. Association of College and Research Libraries, Chicago.

5. DUMPIER (WC). History of science and its relation with philosophy and religion. 1961. Cambridge University Press, London.
6. GROGAN (Dennis). Science and technology: Introduction to the literature. Ed 4. 1982. Clive Bingley, London.
7. HALL (A Rupert) and HALL (Marie Boas). Brief history of science. 1964. New American Library world Literature, New York.
8. JEANS (James). Growth of physical sciences. 1951. Fawcett world, New York.
9. JEAKINS (F). Science reference sources. Ed 4. 1965. Union Bookstore, Illinois.
10. PRICE (Derek J De Solla). Little science, big science. 1963. Columbia University Press, New York.
11. KASER (David) and others. Library development in either Asian Countries. 1969. Scarecrow Press, N.J.
12. DEEL (Bruee). Librarianship in Canada, 1946-1967. 1968 Canadian Library Association, Ottawa.
13. MALLAKER (KA) and others, Ed. The international standardization of library statistics L. A. progress report. 1968. IFTA, Bombay.
14. RANGANATHAN (SR) and others, Ed. Free bone service: An international. 1968. Asia, Bombay.
15. SHAFER (Date Engenem). The maturity of librarianship as a profession. 1968. Asia, Bombay.
16. MOSER (Diane K) AND SPANGENBUR (G). The history of science. 1994. University Pres, New Delhi.
17. SPANGENBURG (Ray) and MOSER (Diane K). The History of science in the 19th Century. 1994. University Press, Hyderabad.
18. CARNOVSKY (L). International aspects of librarianship: Paper presented before Eighteenth Annual Conference on Graduate School of the University of Chicago. 1954. University of Chicago, University Press, Chicago.
19. CHIFT (DH), Ed. Library Association in the United States British Commonwealth. Library Trends; 3 (January); 1955 (Whole issue).
20. STANDFOLD (FB). Increasing library resources through co-operation. Library Trends; 6 (3), 1968. P. 206-303.
21. GRAZIER (RT). Cooperation among libraries of different types. Library Trends; 6 (3); 1958. p 233-342.
22. WHITE (CM), Ed. Bases of modern librarianship. 1964. Pergamon, New York.

OR

Paper: MLS-FO2: Information Sources and Literature in Social Sciences

1. DEUTCHER (LG) and others. Guide to historical literature 1951. Macmillan, New York.
2. HOSELITZ (Bert F). Reader's guide to the social sciences. Rev. ed. 1972. Free Press, Glencoe.
3. MACKENZIE (N), Ed. Guide to the social sciences. 1966. Weidenfeld, London.
4. MACKENZIE (WJM). Study of political science today. 1970. Macmillan, London.
5. MADAN (GR). Economic thinking in India. Ed 2. 1981. S. Chand, Delhi.
6. MAJUMDAR (RC). Historiography in modern India. 1970. Asia. Bombay.

7. MANN (Peter H). Methods of sociological enquiry. 1968. Schocken Book, New York.

8. RAHMAN (A) and others, Ed. Indian reference material: Scientific and technical information users needs and services. *In* Iaslic Publication. 1972. (Ninth Iaslic Conference).

9. RAISON (Timothy), Ed. Founding fathers of social sciences. 1979. Hammondsworth, Penguin.

10. REX (John). Discovering sociology: Studies in sociological theory and method. 1973. Rutledge and Kegan Pal, London.

11. SELIGMAN (Ben B). Main Currents in modern economic. 1962. Fress Press, New York.

12. UNESCO. Main trends of research in social and human sciences. 1970, Unesco, Paris.

13. UNNITHAN (TKN), Ed. Sociology of India. 1967. Prentice Hall, New Delhi.

14. WHITE (CM) and others. Sources of Information in the social sciences. Ed. 2. 1973. Bedminister Press, Tolowa, N.J.

Paper: MLS-G01: Digital Library

OR

Paper: MLS-G02: Digitization of Library Resources

1. Andrews, J. 2010. Digital Libraries. London: Ashgate

2. Cornish, G. P. 1990. Copyright interpreting the law for libraries and archives. London: Library Association

3. Costantino Thanos, Maristella Agosti. 2002. Research and Advanced Technology For Digital Libraries: 6th European Conference, ECDL 2002, Rome. New York: Springer

4. Dahl, Mark et al. 2006. Digital Libraries: Integrating content and systems. London: Chandos.

5. Coulhon, Karen. 2014. Exploring digital libraries: foundations, practice, prospects. London: Facet Publishing

6. Choudhary, G. G and Choudhary S. 2003. Introduction to digital libraries. London: Facet Publishing

7. Fenner, Audrey (ed.).2005. Managing Digital Resources in Libraries. New York: Haworth

8. Foster, Ian and Kesselman, Carl. 2004. The Grid 2: Blueprint for a New Computing Infrastructure (The Morgan Kaufmann Series in Computer Architecture and Design). 2nd ed. San Francisco: Morgan Kaufmann

9. Gopal, K. 2000. Digital Libraries in Electronic Information Era. New Delhi: Authors Press.

10. Lesk, Michael. 1996. Understanding Digital Libraries, (The Morgan Kaufmann Series in Multimedia and Information Systems). 2nd ed. San Francisco: Morgan Kaufman.

11. Pitkin, G. M.(ed.).1996. National Electronic Library: A Guide to the Future for Library managers. London: Greenwood Press

12. William. Arms. 2005. Digital Libraries. New Delhi: Anne.

13. Abdul Kalam, A.P.J. 2004. Digital Library and its multidimensions. President of India's speech at the "Inauguration of International Conference on Digital Libraries (ICDL) – 2004, New Delhi : Feb 24, 2004. Available at: http://www.presidentofindia.nic.in/scripts/sllatest1.jsp?id=282

Paper: MLS-H01: Knowledge Organisation and Information Processing: Classified Catalogue Code (CCC) (Practical)

OR

Paper:MLS-H02: Knowledge Organisation and Information Processing: Anglo American Cataloguing Rules-2 AACR-2 (Practical)

1. Anglo-American Cataloguing Rules (2nd rev. ed.). 1988. Chicago: ALA and Library Association.
2. Cutter, Charles A. 1949. Rules for a Dictionary Catalogue. London: Library Grafton & Co.
3. Fritz, D. A. 2009. Cataloging with AACR2: Anglo American cataloging rules and MARC21for books, electronic resources, sound recordings, videorecordings, and serials. (2nd ed.). New Delhi: Pentagon Press.
4. Girja Kumar, & Krishan Kumar. 1988. Theory of cataloguing (5th ed.). New Delhi: Vikas.
5. Hunter, Eric J. 989. Examples illustrating AACR-2 (1988) revision. London: LA.
6. IFLA, ISBD Review Group. 2010. ISBD (International Standard Bibliographic Description).
7. IFLA, Study Group on the Functional Requirements for Bibliographic Records. 2010. Functional Requirements for Bibliographic Records.
8. Krishan Kumar. 1990. An introduction to AACR-2. New Delhi: Vikas.
9. Maxwell, Margaret F. 1989. Handbook for AACR-2 (1988) revision. Chicago: ALA.
10. Maxwell, R. L. 2014. Maxwell's handbook for RDA: explaining and illustrating RDA using MARC21.London: Facet Publishing
11. Miller, Joseph (Ed.). 2000. Sear's List of Subject Headings (17th ed.). New York: Wilson.
12. Merring, M. 2014. The RDA workbook: learning the basics of Resource Description and Access. Englewood, Co.: Libraries Unlimited
13. Olson, H. A. and Boll, J. J. 2001. Subject analysis in online catalogs. (2nd ed.). Englewood, Co.: Libraries Unlimited.
14. Ranganathan, S. R. 1964. Classified Catalogue Code with additional rules for Dictionary catalogue code (5th ed.). Bombay: Asia.
15. Ranganathan, S. R. 1974. Cataloguing practice (2nd ed.). Bombay: Asia. (2010). Functional Requirements for Bibliographic Records.
16. Taylor, A. J. and Miller, D. P. 2007. Introduction to cataloging and classification. (10th ed). New Delhi: Atalntic Publishers.
17. Wynar, B. S. and Miller, D P. 2000. Wynar's introduction to cataloging and classification (9th ed.). Englewood, Co.: Libraries Unlimited.

4. Use of Different Types of Primary Documents in the Growth and Development Social Sciences as Disciplines.
5. Evaluation of the following Secondary Sources of Information in Print and Electronic form.
   - International Encyclopedia of Social Sciences.
   - Social Sciences Index, New York.
   - International Bibliography of Social and Cultural Anthropology, London.
   - International Bibliography of Sociology, London.
   - International Bibliography of Political Science, London.
   - International Bibliography of Economics, London.
   - Economic Abstracts, The Hague.
   - International Political Science Abstracts, London.
   - Sociological Abstracts, New York.
   - Historical Abstracts, Oxford.
   - Dissertation Abstracts International, US
   - The Times Atlas of World History.
   - LISA.

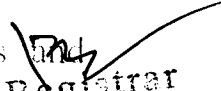**Elective- MLS-G01:** Digital Library　　　　　　　　　Max. Marks: 100
1. Conceptual development, Need, Purpose, Use, Advantages and Disadvantages, Conventional Library Vs Digital Library.
2. Components of Digital Libraries: Concept of repository, Hardware Components, Software Components, Metadata: Concept, Types and Application.
3. Digital Library Resources: Concept, Need, Advantages, Categories: E-Books, E-Journals, Online Databases, Web sites, CD-ROM, Diskettes and Portable databases, Online Vs Offline Journals, Consortia: SIR and UGC- Infonet E-Portals.
4. Electronic Publishing : Concept and Definition, Need, Features, Factors, Advantages and Disadvantages, Products of Electronic Publishing.
5. Standards and Format: Standard for Preservation contents and Preservation access, Metadata Standards: XML, MARC XML, MODS and Dubline Core.
OR
Elective- MLS-G02: Digitization of Library Resources　　　Max. Marks: 100
1. Concept and Definition, Need, Advantages, Requirements and Components: Hardware and Software and Manpower, Digital Library.
2. Process of Digitization: Through In-House Sources and Vendor or Outside Agencies, Data Capture, Document numbering, Manual Data entry, Scanning, Images enhancement Correction, File Format, Compression, Optical Character Recognition (OCR), Indexing, Storage and retrieval.
3. Storage media for Digitization and Preservation: Features of Optical storage media: CDs, Multimedia: Text, Images, and Graphic video, Animation Sound or Music.
4. Building Digital Library Resources: Copyright act, Problems, issues and Challenges.