

M.Lib (w.e.f June 2011-12)

Course Code	SLM Code	Name of the subject	Instructional System							Credits	Marks
			PC P	A W	V G D	PD P	PE C	P P W	I I L		
MLIB-01	MLIB-01	Information Communication & Society	√	√	√					8	100
MLIB-02	MLIB-02	Research Methodology	√	√	√					8	100
MLIB-03	MLIB-03	Academic Library System	√	√	√					8	100
MLIB-04	MLIB-04	Information Processing & Retrieval	√	√	√					8	100
MLIB-05	MLIB-05	Management of Library & Information Centres	√	√	√					8	100
MLIB-06	MLIB-06	Information Communication Technologies: Applications	√	√	√					8	100
MLIB-07	MLIB-07	Information, Sources, System & Services	√	√	√					8	100
MLIB-08	-	Dissertation					√			8	100
TOTAL									64	800	

MLIB-01
Information, Communication and Society

Unit-I-Data : Definition, Types, Nature, Properties and Scope

- 1.1. Meaning of Data
- 1.2. Types of Data
- 1.3. Nature and Properties of Data
- 1.4. Properties of Data
- 1.5. Scope of Data

Unit-II-Knowledge : Definition, Types, Nature, Properties and Scope

- 2.1. Knowledge : Definition
- 2.2. Knowledge : Nature, Characteristics/Properties
- 2.3. Knowledge : Types and Scope
- 2.4. Rang Nathan's Modes of Formation of Knowledge

Unit-III-Information Definition, Types, Nature, Properties and Scope

- 3.1. Concept of information
- 3.2. Information defined
- 3.3. Theories of information
- 3.4. Need for information
- 3.5. Characteristics of information
- 3.6. Information-types

Unit-IV-Generation of Information : Modes and Forms & Resources

- 4.1. Generation of information
- 4.2. Modes of information
- 4.3. Forms of information
- 4.4. Impact of information technology on information generation

Unit-V-Information Policies : National Policies

- 5.1. Restricted Meaning of Information
- 5.2. Wider Meaning of Information
- 5.3. Meaning of Policy
- 5.4. Designation of Levels of Hierarchy
- 5.5. Definition of National Information Policy
- 5.6. Need for a National Information Policy
- 5.7. National Information Policy : ASPECTS AND ISSUES
- 5.8. National Information Policy
- 5.9. The National Policy on Information for India

Unit-VI-Sources of Information

- 6.1. Information Sources
- 6.2. Earlier Attempts
- 6.3. Documentary Sources of Information
- 6.4. Secondary Sources
- 6.5. Conventional Secondary Sources
- 6.6. Non-Documentary Sources
- 6.7. Informal Sources
- 6.8. Non-Conventional Sources

Unit-VII-Information Communication Process

- 7.1. Definition of Communication
- 7.2. Process of Communication
- 7.3. Communication Theories
- 7.4. Components of Communication Technology
- 7.5. Advantages of Communication Technology
- 7.6. Limitations of Communication Technology
- 7.7. Potential Threats and problem by communication technology
- 7.8. Library as Communication Agency

Unit-VIII-Implications of Information Society

- 8.1. Information/Knowledge as Social Wealth
- 8.2. Dynamic of Changes in Societies
- 8.3. Impact of Information/Knowledge on Different Sectors
- 8.4. Impact of it on libraries, Information Systems and Services and their societal implications.
- 8.5. Larger implications of the impact of information society
- 8.6. Impact of information technology

Unit-IX-Knowledge Management Concept and Tools

- 9.1. Knowledge Management
- 9.2. Knowledge Formation
- 9.3. Knowledge to business success
- 9.4. Knowledge Practice
- 9.5. Knowledge management systems

Unit-X-Information Networking

- 10.1. Need and Purpose
- 10.2. Objective
- 10.3. Functions
- 10.4. Scope

- 10.5. Types
- 10.6. Other types of network
- 10.7. INFLIBNET
- 10.8. NICNET

Unit-XI-On-Line Access To Information : Computerization

- 11.1. Need for Information
- 11.2. Characteristics of Automated System
- 11.3. Information Chaos and Computer
- 11.4. Resource Sharing
- 11.5. Computers in Libraries : Development
- 11.6. Computers in House Keeping Activities
- 11.7. Other Services

Unit-XII-Automation and Related Facets

- 12.1. Concept of Automation
- 12.2. Aims and Objectives if Library Automation
- 12.3. Scope and Areas of Library Automation
- 12.4. Trend in University Library Automation
- 12.5. Hardware Considerations in University Library Automation
- 12.6. Software Consideration for University Library Automation
- 12.7. Criteria for Evaluation of Library Automation

MLIB-02
Research Methodology

Unit-I-Introduction to Research Methodology : Research-Definition, Need and Purpose-Research Problem and Research Design-Survey & Review of Literature-Formulation of Hypothesis.

Unit-II-Research Methods : Types of Research Methods-Research Tools-Case Study and Evaluation Research-Content analysis, Comparative Studies, & Other Research Methods.

Unit-III-Data Collection : Data Collection Methods : & Sampling Techniques.

Unit-IV-Analysis and Interpretation : Data Analysis-Statistical Methods-Data Analysis-Computer Processing-Interpretation and Presentation of Results.

Unit-V-Report Writing and Evaluation Studies : Research Report Writing-Bibliometrics-Research in LIS-International Scene-Research in LIS in India.

MLIB-03
Academic Library System

Unit-I-Development of Academic Libraries

- Academic Libraries : Objectives and Functions.
- Role of UGC and Other Bodies in Promoting Libraries in Universities, Colleges and Other Institutions of Higher Learning.
- Library Governance.
- Academic Library Services.
- Financial Management of Academic Libraries.

Unit-II-Collection Development

- Collection Development Policy/Weeding Out Policy.
- Problems in Collection Organization.
- Collection Development Programmes

Unit-III-Staffing Pattern & Staff Development For Academic Libraries

- Norms and Patterns of Staffing.
- Continuing Education Programmes (CEP).
- Personnel Management.

Unit-IV-Resource Sharing Programmes

- Resource Sharing : Need and Objectives.

MLIB-04
Information Processing and Retrieval

Unit-I-Document Description - Print & Non-Print Materials : Bibliographic Description – An Overview – Standards for Bibliographic Record Format – Bibliographic Description of Non-Print Materials.

Unit-II-Subject Analysis & Indexing Systems : Classical Systems : General & Special – Universal Decimal Classification – Subject Indexing – Automatic Indexing and Machine Translation – Thesaurus : Its Structure, Functions and Construction.

Unit-III-Information Storage & Retrieval (ISAR) Systems : Information Storage and Retrieval Systems – An Overview – File Organization in ISAR Systems – Evaluation of ISAR Systems – Methodology – Evaluation of ISAR Systems – Experiments & Case Studies.

Unit-IV-Information Access and Retrieval Methods : Information Access : Online and CD-ROM Databases – Database Searching : Search Strategies – Information Retrieval Protocol : Data Mining and Data Warehousing – Library Expert Systems.

M.Lib.05
Management of Library and Information Centres

Unit-I-Theories of Management : Nature and Purpose of Management – Schedule of Management – Organizational Theories – Leadership and Decision Making – Planning – Factors and Techniques.

Unit-II-Systems Study : Systems Study and Systems Analysis – Management Information Systems (MIS) – Total Quality Management (TQM).

Unit-III-Management of Resources : Collection Development and Management – Budgeting Process and Methods – Costing – Marketing of Information Services.

Unit-IV-Human Resource Management : Human Resources Management (HRM), HRM Definition, Objectives and Functions, Supervision, Motivation, Unionism.

Unit-V-Human Resource Planning : Human Resource Planning – Role of Communication in HRM - Management of Change.

M.Lib.06
Information Communication Technologies : Applications

Unit-I-Introduction to Information Technology : IT – Origin, Development and Applications – Computer Systems : Hardware, Software, Data Communication – Data Processing and Programming-Concepts.

Unit-II-Library Automation & Information Services : Library Application Software in General-Library Application Software : Acquisition & Cataloguing.

Unit-III-Online Public Access Catalogue (OPAC) : Library Application Software, Serials Control & Circulation-Use of Computers in Information Services.

Unit-IV-Databases & Networks : Introduction to Databases-Bibliographic Databases and Search Techniques – Computer Networks – Library and Information Networks.

Unit-V-Digital Libraries : Introduction to Digital Libraries – Digitization of Library – Materials – Metadata – Management of Digital Libraries.

MLIB-07
Information, Sources Systems and Services

Unit-I-Introduction to Information Systems : Information System – Concept & Characteristics – Components of Information systems – Information Systems and Networks –Models – Planning and Designing National Information Systems.

Unit-II-Information Services & Products : Information Services & Products – An Overview – Reference, Literature search and Referral services – Document Backup Services – Standards for Documentation and Information Services.

Unit-III-Global Information Systems & Programmes : UN – based information systems and programmes – Regional Information Systems & Networks.

Unit-IV-National Information Systems & Programmes : National Information Systems & Programmes – Information Systems and Programmes in India – Library and Information Networks in India.

Unit-V-Organizations Promoting Information Systems & Programmes : International Organizations – Organizations Promoting Information Systems and Programmes in India – Role of Professional Associations in Promoting Information Systems and Services.