

# Syllabus

## MASTER OF LIBRARY AND INFORMATION SCIENCE



### Directorate of Distance Education

(A place for Education Advancement)

## दूरस्थ शिक्षा निदेशालय MAGADH UNIVERSITY

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## **Paper - I**

### **INFORMATION COMMUNICATION AND SOCIETY**

- Unit - 1** Data, Information and Knowledge Concept Characteristics Types & Comparison
- Unit - 2** Information Transfer Cycle - Generation, Collection, Storage and Dissemination
- Unit - 3** Communication Channels and barriers
- Unit - 4** Information as a Resource/Commodity
- Unit - 5** Genesis and Characteristics of Information Society
- Unit - 6** Intellectual Property Rights - Concept, Copyright, Censorship Print and Non-print media
- Unit - 7** National Programmes and Policies for Library & Information Services (NAPLIS)
- Unit - 8** Universe of Knowledge - Structure and attributes
- Unit - 9** Modes of information of subjects
- Unit - 10** Knowledge Management

## **Paper - II**

### **MANAGEMENT OF LIBRARY & INFORMATION CENTRES**

- Unit - 1** Management - Principles and Schools of thought
- Unit - 2** Elements of Management (POSDCORB)
- Unit - 3** Total Quality Management - Concept Quality audit LIS related standard's
- Unit - 4** Human Resources Management - Job analysis, Job description Selection Recruitment
- Unit - 5** HRM Motivation and Leadership Training and Development
- Unit - 6** Financial Management - Resource generation, Types of Budgeting
- Unit - 7** Cost Effectiveness and Cost Benefit Analysis
- Unit - 8** Marketing Information Products and Services
- Unit - 9** Collection Development - Books, Serials and Electronic materials
- Unit - 10** Planning and Decision making

### **Paper - III**

#### **INFORMATION PROCESSING & RETRIEVAL**

- Unit - 1** Organisation of Knowledge / Information
- Unit - 2** Library Classification Canons, Principles and Laws
- Unit - 3** Universe of subjects as mapped in different schemes of classification
- Unit - 4** Features of various classification schemes - CC, DDC and UDC
- Unit - 5** Canons of Cataloguing
- Unit - 6** Library Cataloguing Codes - CCC and AACR-II
- Unit - 7** Bibliographic Records - ISBDs, MARC and CCF
- Unit - 8** Indexing - Pre-coordinate and Post - Co-ordinate
- Unit - 9** Vocabulary Control - Thesaurus, List of Subject Headings
- Unit - 10** Databases Search Strategies, Boolean Operators

### **Paper - IV**

#### **INFORMATION COMMUNICATION TECHNOLOGY (ICT) : FUNDAMENTALS & APPLICATIONS**

- Unit - 1** Information Technology - Components and Impact on Society
- Unit - 2** Computer-Hardware, Software, Storage devices, Input/Output devices
- Unit - 3** Library Automation - Areas of Automation, Planning, Hardware and Software selection, OPAC
- Unit - 4** Tele Communication - Transmission Media, Switching System, Bandwidth
- Unit - 5** Networking-Concept, Topologies Types-LAN, MAN and WAN
- Unit - 6** Networks-NICNET, DELNET, OCLC, INFLIBNET
- Unit - 7** Internet - Components, Services, Browsing-Web Browsers, Search Engines
- Unit - 8** Multimedia-Hypertext and Hyper Media
- Unit - 9** Integrated Services Digital Networks (ISDN) Open System Interconnection (OSI)
- Unit - 10** Software Packages - OSS, E-Granthalaya, KOHA, SOUL

## **Paper - V**

### **INFORMATION SOURCES, SYSTEMS AND SERVICES**

- Unit - 1 Information Sources : Categories and features
- Unit - 2 Information Centres : Types and Organisation-NISCAIR NASSDOC, DESIDOC
- Unit - 3 Aids to Information Sources
- Unit - 4 National Information Systems-NISSAT, ENVIS
- Unit - 5 Global Information System INIS, AGRIS, MEDLARS
- Unit - 6 Databases Evaluation-Bibliographic, Numeric and Full Text
- Unit - 7 Electronic Information Sources-E-Journal, E-Books, E-Documents
- Unit - 8 Information Services On-line Reference Services, Referral Services
- Unit - 9 Indexing and Abstracting Services
- Unit - 10 Translation Services

## **Paper - VI**

### **RESEARCH METHODOLOGY**

- Unit - 1 Research Methodology : Concept & Need
- Unit - 2 Types of Research-Basic Applied, Interdisciplinary, Multidisciplinary
- Unit - 3 Research Design-Hypothesis, Data Collection and Sampling
- Unit - 4 Research Method-Historical, Experimental Scientific Descriptive Survey Case Study
- Unit - 5 Techniques of Data Collection-Questionnaire Interview and Observation
- Unit - 6 Statistical Methods in data analysis
- Unit - 7 Literature Survey
- Unit - 8 Content Analysis
- Unit - 9 Report Writing
- Unit - 10 Research Methods in Library & Information Science



### **Paper - VII (Elective-A)**

#### **PUBLIC LIBRARY SYSTEM AND SERVICES**

- Unit - 1 Public Library : Concept & Features
- Unit - 2 Public Library : Genesis & Development
- Unit - 3 Agencies in the Promotion and Development of Public Library System
- Unit - 4 Library Legislation
- Unit - 5 Public Library Resources : Financial Resources, Human Resources and Physical & Documentary Resources
- Unit - 6 Public Library : Norms, Standards & Guidelines
- Unit - 7 Governance of Public Libraries
- Unit - 8 Resource Sharing and Networking
- Unit - 9 Application of ICT to Public Library Services
- Unit - 10 Public Library Scenario in India, UK

### **Paper - VII (Elective-B)**

#### **ACADEMIC LIBRARY SYSTEM**

- Unit - 1 Academic Library : Concept, Objective, Structure & Functions
- Unit - 2 Academic Library : History and Development
- Unit - 3 Role of UGC & other agencies in the Promotion of Academic Library System in India
- Unit - 4 Library Governance
- Unit - 5 Academic Library Services
- Unit - 6 Financial Management of Academic Libraries
- Unit - 7 Collection development : Policy, Problems, Programmes & Weeding out Policy
- Unit - 8 Staffing Pattern : Norms, Personnel Management
- Unit - 9 Resource Sharing : Needs & Objectives, Networks & Consortia
- Unit - 10 Users, Users Studies and Users Education

### **Paper - VIII**

#### **INFORMATION PROCESSING & RETRIEVAL (PRACTICAL)**

##### **Group-A (50 Marks)**

*(Depth Classification)*

Use of classification schemes i.e. steps used by Dewey Decimal Classification (DDC-19<sup>th</sup> edition) and Universal Decimal Classification (UDC) Abridged English edition for classifying different forms of documents.

##### **Group-B (50 Marks)**

*(Advance Cataloguing Practical)*

Advance Cataloguing of Printed and Non-Printed documents according to Anglo-American Cataloguing Rules (AACR-2R). Converting the following issues of the cataloguing practice.

- i Choice and rendering of complicated headings Personal and Corporate Authorship, Conflict of authorship, Single, Multi-Volumes, Composite Books and Periodicals & Serial Publications.
- ii Choice and rendering of subject headings, list of subject headings, subject analyticals, Author Analyticals.